

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of January, 2018 at 9:02 a.m. with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the January 23, 2018 amended agenda. Consent Agenda Item 2M) Approve Affidavit for Duplicate of Lost Warrant, was pulled.

**APPROVED  
AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
January 23, 2018**

**HEALTH & HUMAN  
SERVICES BOARD**

**Attendance**

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of January, 2018, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair Anne Marcotte, Commissioners Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Accounting Supervisor Carli Goble, Financial Assistance Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Social Services Supervisor-Adult Services Kim Larson, Social Services Supervisor-Children’s Services Jessi Schultz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Representative Dale Lueck, Bob Marcum/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

**Agenda**

Cynthia Bennett requested an addition to the Agenda, under Contracts/Agreements, Item V.A.2.b, New Advisory Board member Maureen Mishler for Comm. District 5. All Commissioners agreed to the addition.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the January 23, 2018 Health & Human Services Board agenda.

**Minutes**

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the December 19, 2017 Health and Human Services Board minutes.

**Bills**

Carli Goble, Fiscal Supervisor, presented the bills to the board and noted no significant changes or surprises. She also noted that foster care costs were less this month than last year at the same time.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the bills.

**Health & Human Services Director Reports, Cynthia Bennett H&HS Director  
Out of State Travel Requests –**

1. For Cynthia to travel to the John Maxwell Train the Trainer Conference in Orlando, FL from Feb 18-23.

Commissioner Marcotte asked what skills will be learned from this training. Cynthia indicated increased leadership knowledge and skills based on the John Maxwell philosophy which will be applied in a more global approach than previously done in the county. With Administrator Seibert's support and direction she is looking forward to implementing the skills learned to continue to move towards more unified processes and a common platform from which county departments operate. To build relationships between departments, break down silos, develop consistent processes as applicable, and find ways for county employees to work together on issues faced. Better understanding and established relationships will enhance efficiency during times of negotiations, personnel management, and decision making. A specific example is when working with other department heads during the annual budget planning process to quickly identify solutions and reach compromises.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve Cynthia's out of state travel request.

2. For Liz Short to travel to the National WIC Conference in Chicago, IL from April 22-25.

Erin Melz added that the WIC program covers her costs, that HHS is just looking for approval to cover her time away.

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve Liz's out of state travel request.

**Contracts/Agreements**

Re-appointment of current members to the Health & Human Services Advisory Board.

- Kristine Layne, Aitkin - Comm. Dist. #1
- Joy Janzen, Aitkin - Comm. Dist. #2
- Carole Holten, McGregor - Comm. Dist. #4

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve all of the current HHS Advisory Board members up for re-appointment to be re-appointed.

Appointment of new members to the Health & Human Services Advisory Board.

- Kari Paulsen, Aitkin - Comm. Dist. #2
- Maureen Mishler - Comm. Dist. #5

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve appointment of the new members to the HHS Advisory Board.

Approval of the Contracts/Agreements as follows as a whole, as they are all unchanged from the previous year, they are just updated to be affective for 2018.

- Lakes and Pines CAC, Inc. WRAP Agreement
- Presbyterian Family Foundation Guardianship and Conservatorship Agreement
- Phil Tange, Lic SW Service Agreement
- DHS MFIP Biennial Service Agreement
- AEOA MFIP Agreement
- Mille Lacs Health System Ambulance Agreement
- McGregor Area Ambulance Service Agreement
- North Memorial Medical Transportation Agreement
- Compass Counseling Partners Service Agreement

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the presented contracts/agreements as a whole.

**Jessi Goble, Financial Assistance Supervisor**

Jessi relayed that the 2016 medical assistance portion of the state audit did not go well for the Income Maintenance unit. Of the 40 cases examined by the auditor, less than 50 percent were correct. Jessi stated that part of the problem was in the documentation; online bank accounts were missing information such as full account numbers. Jessi assured all that they are working on improvement and reviewed the plans to implement training and education, a case review practice and has reached out to the state to seek clarification on several points. The good news is that in December of 2017, another audit was performed where 60 cases were examined and results showed 87 percent compliance.

Other discussion included the number of programs in this area which is 23 and all are mandated.

Jessi discussed, at length, her updates to the Emergency General Assistance (EGA) Policy and the need for the Board to approve those updates.

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the updated EGA Policy.

Jessi also discussed her updates to the Minnesota Family Investment Program (MFIP) Crisis Fund Guidelines and the need for the Board to approve those updates.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the updated MFIP Crisis Fund Guidelines.

**Financial Reports**

Carli Goble reviewed the financial statement for the board-

- 1) Reported on January 2018.
- 2) Pointed out to the Board that Foster Care expenses are less this month compared to this month last year.
- 3) Will be presenting a 2017 final report in the coming months.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the financial reports.

**Committee Reports**

**H&HS Advisory Committee – Commissioner Wedel and/or Pratt**

- 1) Committee member Bob Marcum provided details of their last meeting, held January 3, 2018.
  - a. Is looking at big things to come out of the Committee this year.
  - b. Looking at a couple of new presentations on end of life issues and Native American relations.
- 2) Commissioner Pratt commented on the presentation they were given by Jessi Schultz and how much he learned about it.

**AEOA – Commissioner Westerlund**

- 1) There is a lot of worries about programs being cut, as such, they are not updating many contracts right now until they know more about the budget.
- 2) Are adding more transit buses.
- 3) Jessi Goble noted that she had a meeting with them and that they are offering SNAP 50/50, a voluntary employment and training program and that she is also working with them to get more programs offered in Aitkin County.

**NEMOJT Update – Commissioner Niemi**

- 1) Noted they did not meet but he did receive a call from the Aitkin School Superintendent and has set up a meeting with him to talk about the vocational training that is happening there.

**Lakes & Pines Update**

- 1) They were approached by Aitkin County to write a small cities owner occupied grant to the Department of Employment and Economic Development.
- 2) Was a pre-application so they will be submitting a full application and possibly including septic systems in it.
- 3) Asking for \$350,000.00 to rehabilitate approximately 14 homes in Williams and Wagner Townships.
- 4) If owner lives in the home for 8 years loan is considered paid at the end of that time.
- 5) Waiting to hear back on how homes are selected, income guidelines, etc.
- 6) Also talked about what impact the government shutdown could have had on Lakes & pines and that they have enough reserves to run up to 8 months.

The meeting was adjourned at 9:45 a.m.

Next Meeting – February 27, 2018

Break: 9:45 a.m. to 9:57 a.m.

Motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 2, 2018 to January 22, 2018; B) Approve County Board Minutes: January 2, 2018 (End of 2017 Board and Beginning of 2018 Board); C) Approve Commissioner Warrants – January 12<sup>th</sup>: General Fund \$90,385.37, Road & Bridge \$36,584.17, Special Revenue \$34,052.69, Health & Human Services \$8,046.10, Debt Service \$130,646.26, State \$90.00, Trust \$20,864.77, Forest Development \$533.17, Long Lake Conservation Center \$4,267.93, Parks \$93,239.37 for a total of \$418,709.83, and Commissioner Warrants – January 26<sup>th</sup>: General Fund \$582,032.93, Road & Bridge \$163,893.17, Health & Human Services \$36,690.62, Trust \$92,066.18, Forest Development \$7,611.77, Agency \$1,288.80, Long Lake

**HHS BOARD  
ADJOURNS**

**BREAK**

**CONSENT  
AGENDA**

Conservation Center \$27,321.94, Parks \$5,759.98 for a total of \$916,665.39; D) Approve December Manual Warrants: General Fund \$165,609.03, Road & Bridge \$89,976.39, Health & Human Services \$6,864.53, State \$46,410.39, Trust \$4,000.00, Forest Development \$9,900.00, Taxes & Penalties \$2,131.64, Long Lake Conservation Center \$1,363.27, Parks \$19,014.99 for a total of \$345,360.24; E) Approve Auditor Warrants – December Sales & Use Tax: General Fund \$93.99, Road & Bridge \$1,388.94, State \$7,256.50, Trust \$79.71, Long Lake Conservation Center \$65.43, Parks \$1.93 for a total of \$8,886.50; F) Approve Auditor Warrants – RE Tax Settlement Payments: Agency \$517,354.76; G) Schedule 2018 Board of Appeal & Equalization Meeting; H) Accept \$100 Donation to K-9 Unit from Granite Electronics; I) Approve Request to Fill Committee Vacancies; J) Set Date/Time for Public Hearing – APT Peat Lease Agreement; K) Authorize Board Chair Signature on Letter of Authorization for Central Planes Aviation; L) Approve Fire Protection Contract with City of Palisade; N) Adopt Resolution: Federal Participation in Construction Agreement; O) Adopt Resolution: In Support of HF 492; P) Approve Proposal for Asbestos Abatement Package

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to schedule the 2018 County Board of Appeal & Equalization on June 12, 2018 at 4:00 p.m.

**2018 BAE MEETING SCHEDULED**

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to make the following committee appointments:

**COMMITTEE APPOINTMENTS**

Natural Resources Advisory Committee (4 year terms, ending December 31, 2021):

- Judy Blomberg - District 1
- Carroll Janzen – District 2
- Franklin Turnock – District 3

**NATURAL RESOURCES ADVISORY COMMITTEE**

Extension Committee (3 year term, ending December 31, 2020):

- Becky Joerger – District 4.

**EXTENSION COMMITTEE**

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to schedule a Public Hearing for American Peat Technology peat lease sites in Seavey and Kimberly Townships on February 13, 2018 at 11:00 a.m. in the Boardroom of the Aitkin County Courthouse.

**PUBLIC HEARING APT LEASE**

Under the consent agenda, motion for a resolution by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – Federal Participation in Construction Agreement:

**BE IT RESOLVED**, that pursuant to Minnesota Statute Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Aitkin to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

**RESOLUTION 20180123-008 FEDERAL PARTICIPATION IN CONSTRUCTION AGREEMENT**

**BE IT FURTHER RESOLVED**, the Aitkin County Board Chair and the Aitkin County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030001, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Under the consent agenda, motion for a resolution by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – In Support of HF 492:

Relating to capital improvements; appropriating money for an ATV trail connection; authorizing the sale and issuance of state bonds.

**WHEREAS**, Aitkin and Itasca Counties along with numerous regional partners has built and developed the Northwood’s ATV Trail System which has been greatly successful in attracting ATV riders and ATV related events to Aitkin County and the surrounding region, and

**WHEREAS**, Aitkin County and surrounding counties have seen a noticeable, positive impact on the local economy due to the ATV riders and events, and

**WHEREAS**, due to mitigating factors beyond our control, the Mille Lacs Lake area in Aitkin, Mille Lacs and Crow Wing Counties is suffering economic losses because of a major reduction in resort patrons and visitors to the area, and

**WHEREAS**, it is Aitkin County’s desire to help add to the Mille Lacs Lake area economy by constructing a connection to the existing Northwood’s ATV Trail System with a segment known as Mille Lacs-Malmo East ATV Loop, and

**WHEREAS**, the Mille Lacs-Malmo East ATV Loop will become full segment of the Northwood’s ATV Trail System and will be maintained and promoted as such.

**NOW THEREFORE BE IT RESOLVED** that the Aitkin County Board of Commissioners is in support of HF 492 for the positive effects and impacts on the Mille Lacs Lake area and the surrounding region.

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes approve asbestos abatement proposal from Arrowhead Consulting & Testing, Inc. at a cost of \$1,000.00 + \$775.00/hr.

Representative Dale Lueck discussed the upcoming 2018 Legislative Session with the Board, answered questions and listened to concerns.

Bruce Schwartzmann, BKV Group and Travis Feuchtman, Contegrity, Inc. updated the Board on the Government Center project.

**RESOLUTION  
20180123-009  
IN SUPPORT OF  
HF 492**

**ASBESTOS  
ABATEMENT  
PROPOSAL**

**REPRESENTATIVE  
LUECK**

**GOVERNMENT  
CENTER PROJECT**

Motion by Commissioner Pratt, seconded by Commissioner Westerlund to approve Aitkin County Organizational Study Proposal by David Drown Associates at a cost of \$23,000.00. Roll call vote. Motion carried (3-2 Wedel/Niemi).

**ORGANIZATIONAL STUDY**

Jessica Seibert, County Administrator and John Welle, County Engineer discussed the City of Aitkin County Storm Water Project and asked for direction. No action was taken at this time.

**CITY OF AITKIN STORM WATER PROJECT**

At 11:00 a.m. John Welle, County Engineer conducted a Public Hearing for proposed Aitkin County ATV Ordinance. John Welle gave a brief overview of the proposed Ordinance. Public comments – Fred Neumann had questions about ATV routes, and Frank Turnock commended staff on the Public Meetings that were held, and thanked them for all the hard work that has been done. After public comments were closed, the Board and staff held discussion. Commissioner Niemi voiced his concerns over the safety of youth riding ATVs on public roads. After further discussion, motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried (4-1 Niemi), to adopt the proposed ATV Ordinance as presented.

**PUBLIC HEARING ATV ORDINANCE**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve Highway Department purchase of two Ford F250 4WD ¾ ton extended cab pickup trucks from Aitkin Motor for a cost of \$56,228.00 plus tax/license, and to authorize the sale of Unit 457.

**EQUIPMENT PURCHASE – HIGHWAY DEPT.**

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting to approve Proposed 2018 Food Beverage Lodging (FBL) and Water Lab Fee changes as presented.

**FBL AND WATER LAB FEE CHANGES**

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve 2018-2022 FSC forest management recertification and audit services with Rainforest Alliance at a cost of \$9,087.00 per year.

**FSC FOREST MANAGEMENT RECERTIFICATION**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the Garn furnace replacement plan at Long Lake Conservation Center as presented:

**GARN FURNACE REPLACEMENT PLAN – LLCC**

1. \$99,792.00 Four (4) Garn Furnace Units - Oak Sales, Nisswa MN
2. \$77,956.00 Removal/Disposal of Old Units and Replacement of New Units – McGuire Mechanical, Aitkin MN
3. Plan for Matching Grants and Funding the Projects

Curt Lugert, ANGELS Executive Director discussed funding difficulties and asked the Board for support. The Board asked to be kept apprised of the situation. No action was taken at this time.

**ANGELS FUNDING REQUEST**

Jessica Seibert, County Administrator discussed the upcoming AMC Legislative Conference with the Board.

**AMC LEGISLATIVE CONFERENCE**

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting to make the following Committee appointments:

**COMMITTEE APPOINTMENTS**

Northeast MN Regional Emergency Communications Board (ECB):

**ECB**

- Commissioner Anne Marcotte
- Sheriff Scott Turner, Alternate

Northeast MN Regional Advisory Committee (RAC)

**RAC**

- Patrice Erickson, Dispatch Supervisor/Emergency Management Coordinator
- Sheriff Scott Turner, Alternate

Commissioner Pratt discussed the Commissioner appointment for the NE MN Area Transportation Committee. The Board agreed that since Commissioner Pratt is on the AMC Transportation & Infrastructure Policy Committee, it would be appropriate for him to be the Commissioner representative on the NE MN Area Transportation Committee. Commissioner Niemi will serve as the Alternate Commissioner.

**NE MN AREA TRANSPORTATION**

The Board discussed: McGregor Airport, Economic Development, ECRL, Natural Resources Advisory Committee, BSLWMP, ACAT, JCNRB, Community Health Board, ARDC, Arrowhead Counties, Aitkin Airport, TZD, Aitkin County Water Planning Task Force, AEDA, Budget Committee, NCLUCB, and AMC Board of Directors.

**BOARD DISCUSSION**

Motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members voting yes to adjourn the meeting at 2:09 p.m. until Tuesday, February 13, 2018 at 9:00 a.m.

**ADJOURN**

  
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Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

  
\_\_\_\_\_  
Jessica Seibert, County Administrator