

**ADJOURNED MEETING OF THE  
COUNTY BOARD OF COMMISSIONERS  
May 8, 2018 – BOARD AGENDA**

- 9:00 1) **Anne Marcotte, County Board Chair**
- A) **Call to Order**
  - B) **Pledge of Allegiance**
  - C) **Board of Commissioners Meeting Procedure**
  - D) **Approval of Agenda**
  - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File April 24, 2018 – May 7, 2018**
  - B) **Approve April 24, 2018 County Board Minutes**
  - C) **Approve Commissioner Warrants**
  - D) **Accept \$300 Donation to Aitkin County STS from Logan Township**
  - E) **Approve Annual Brat Sale**
  - F) **Adopt Resolution: Region V+ Adult Mental Health Initiative**
  - G) **Adopt Resolution: 2017 Federal Boating Supplemental Equipment Grant Agreement**
  - H) **Adopt Resolution: Snowmobile/Ski Trail State GIA Funding**
  - I) **Adopt (2) Resolutions: Towards Zero Deaths**
- 9:02 3) **Jessica Seibert, County Administrator**
- A) **Aitkin County Local Option Sales Tax Presentation – Merritt Bussiere**
  - B) **Aitkin County CARE Presentation – Maureen Mishler**
  - C) **1<sup>st</sup> Quarter 2018 Budget Review**
  - D) **2019 Budget Parameters Discussion**
- 10:00 **Break**
- 10:15 4) **County Board of Commissioners**
- A) **Public Service Recognition**
- 10:20 5) **Committee Updates**
- 10:50 **Adjourn**

# AITKIN COUNTY BOARD

April 24, 2018

The Aitkin County Board of Commissioners met this 24<sup>th</sup> day of April, 2018 at 9:03 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 Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the April 24, 2018 agenda.

**APPROVED  
AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
April 24, 2018**

**HEALTH & HUMAN  
SERVICES BOARD**

**Attendance**

The Aitkin County Board of Commissioners met this 24<sup>th</sup> day of April, 2018, at 9:06 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: Kristine Layne/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

**Agenda**

Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to approve the April 24, 2018 Health & Human Services Board agenda.

**Minutes**

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the March 27, 2018 Health and Human Services Board minutes.

**Bills**

Carli Goble, Fiscal Supervisor, presented the bills to the board and noted no significant changes.

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

**Health & Human Services Director Report, Cynthia Bennett H&HS Director**

Cynthia started by presenting the Board with a draft copy of the new agenda format she would like to use for upcoming HHS Board meetings which would be the same basic format that is used now except financial reports would be given quarterly and be more detailed than the monthly reports have been. The eight other meetings would include an update on one of our many programs by the particular supervisor who manages that specific area within HHS. The presentation would include the program area, criteria for services, number of clients served, number of staff,

revenues/expenditures, community partners/impact of services, personal Aitkin County story, and any challenges or impending changes that will impact our county related to this service.

She also talked about the new contract summary page that will provide board members with a better idea of what the contract entails, how it serves our consumers and whether or not we are seeking board action. This will provide the key components of the agreement and save on meeting preparation time for the commissioners.

In closing she talked about a couple of key legislative proposals that HHS is watching this session.

- The MNIT's field testing requirements is proposing that all new software has to include county IT and county input along with pilot testing before a new program is rolled out.
- Legislative proposal to allow counties to appeal decisions that the Anoka Regional Treatment Center makes concerning discharge status of consumers. This will allow counties an opportunity to dispute decisions made by Anoka Regional Treatment Center that place counties responsible for the full rate of reimbursement for those consumers whom are deemed by Anoka Regional Treatment Center to be ready for discharge. Currently there is no appeal process for Counties who disagree with Anoka Regional Treatment Center's findings.
- Removing the Child Protection withholding. Currently, counties receive 80% of their funding in July and the remaining 20% in February if they meet the state criteria requirements. The original legislative proposal was to eliminate the withholding. There was an addition to this language and now includes a statement to direct the 20% withholding from counties not meeting criteria to the development of a child welfare training academy. This would not help counties in the long run and would be more beneficial for the state to provide adequate training on the front end and also to provide guidance and interpretation of statutes related to Child Welfare services.
  - Commissioner Marcotte commented that she read that 80 percent of newly hired child protection workers were leaving their jobs after only 6 months due to how demanding the current jobs are.

**Approval of Contracts**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the agreement to provide Semi-Independent Living Services (SILS) through Woodview Support Services/Oakridge Homes, Inc.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the agreement to provide Guardianship/Conservator services through Lutheran Social Services of Minnesota.

**Foster Care Grievance Policy, Jessi Schultz**

Jessi shared the updated version of the Foster Care Grievance Policy with the Board members. It does not require board approval however she wanted to let the board know that it had been updated and will be added to the handbooks.

**Financial Reports**

Carli Goble reviewed the financial statement for the board-

1. Reported on March 2018.

2. Foster care is currently about half of what it was last year. This may be due to children being placed in family foster homes as opposed to being put into residential treatment centers.
3. Residential treatment center costs for April were highlighted and a handout shared. Discussion around this topic included rates, how discharge and discharge planning works, how determining rates for consumers works and what we are doing to assure timely discharge planning. Handout is attached.
4. HHS spending for total budget should be at around 33% of our budget at this time and we are currently at about 29% right now and should not get close to the 33% after the checks are run this week.

**Region V+ Mental Health Grant Opportunity, Kim Larson**

Kim reported on the grant opportunity for which the Region V Mental Health Initiative will be applying. If this grant is awarded to the Region V group, implementation will start in Crow Wing County with a jail diversion program similar to the Yellow Line program in Blue Earth. The rationale for starting with Crow Wing County is that they currently are ready for implementation of this type and will serve as a pilot program for the remaining counties. If awarded, we will move forward in Aitkin County with bringing the partners together and conducting discussions about this opportunity and how it might best benefit our County. The main outcomes expected from this Grant would be increasing coordination of services for individuals needing mental health services and reducing costs for the jail. This is information only at this time with the probability of a request from the board in the future for a letter of support to pursue this grant.

**Committee Reports****Joint Powers Board Reports**

Tri-County Community Health Services Board (CHS) – Commissioner Westerlund/Erin Melz

1. Erin discussed April 12, 2018 meeting.
2. Talked about interviewing applicants for the Regional SHIP Coordinator position. Had 23 applicants and narrowed that number down to the top 6 and interviewed them on April 10<sup>th</sup> and will be interviewing the top 3 from those interviews on April 30<sup>th</sup>.

Erin also talked about the Community Health Assessment and how they are near 500 responses received back.

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

1. Committee member Kristine Layne provided details of their last meeting, held April 4, 2018.
  - a) Kristine discussed that many members of the Advisory Committee volunteered to be on a subcommittee to discuss reorganizing the Committee and setting new goals for the committee with the H&HS Director.
  - b) Discussed the presentation by Brea Hamdorf about the Community Health Assessment.
  - c) Talked about the presentation given by Hannah Colby about healthy food access in the county.

**AEOA – Commissioner Westerlund**

1. Approved food shelf for the quad cities.
2. Ivy Manor, in Virginia for low income housing, is up and running.

**NEMOJT Update – Commissioner Niemi**

1. Continue working with local high schools and have been welcomed in to some schools to work with students counseling them on what their interests are and

what careers are in demand, to take some pressure of the counselors in the schools.

**CJI (Children’s Justice Initiative) – Commissioner Westerlund/Jessi Schultz**

- 1. Process for notifying attorneys for children in placement.

Kristine Layne ended the meeting by letting the Board know that Riverwood Healthcare Center has received a \$100,000 grant to work on the opioid crisis in partnership with the Little Falls Hospital to reduce the amount of opioids prescribed and used in the county.

The meeting was adjourned at 10:16 a.m.

Next Meeting – May 22, 2018

Break: 10:16 a.m. to 10:32 a.m.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: April 10, 2018 to April 23, 2018; B) Approve County Board Minutes: April 10, 2018; C) Approve Commissioner Warrants: General Fund \$88,614.32, Road & Bridge \$34,436.18, Debt Service \$7,637.75, State \$450.00, Trust \$17,183.99, Forest Development \$2,375.48, Taxes & Penalties \$30,642.59, Long Lake Conservation Center \$6,615.35, Parks \$72,165.87 for a total of \$260,121.53; D) Approve Auditor Warrants – Sales & Use Tax: General Fund \$786.85, Road & Bridge \$944.85, Health & Human Services \$0.01, State \$6,149.50, Trust \$0.96, Long Lake Conservation Center \$54.54; Parks \$65.91 for a total of \$8,002.62; E) Approve Auditor Warrants – Government Center Construction Project: Debt Service \$34,620.87; F) Adopt Resolution: 2018 State Boat & Water Agreement Grant; G) Accept \$100 Donation to Sobriety Court from Libby Township; H) Approve Builder’s Risk Insurance from The Hartford; I) Approve Township Approval of 3.2% License Application; J) Approve 3.2% Malt Liquor Licenses

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes adopt Resolution – 2018 State Boat & Water Agreement Grant:

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2018 State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$6,375.00 for the term of May 11, 2018, through September 3, 2018.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve Builder’s Risk Insurance quote from The Hartford as proposed.

Under the consent agenda, motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members voting yes to approve the consent to the

**HHS BOARD  
ADJOURNS**

**BREAK**

**CONSENT  
AGENDA**

**RESOLUTION  
20180424-029  
2018 STATE BOAT  
AND WATER  
AGREEMENT  
GRANT**

**BUILDER’S RISK  
INSURANCE**

**3.2% MALT  
LIQUOR LICENSE**

<p>issuance of the following 3.2% Malt Liquor License applied for in the within application for a period ending April 30, 2019.</p>	<p><b>HIDDEN MEADOWS</b></p>
<p><b>ON SALE:</b></p>	
<p>Danny J. Volk, d/b/a Hidden Meadows – Unorg 48-27 Township</p>	
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the following 3.2% Malt Liquor Licenses for a period ending April 30, 2019:</p>	<p><b>3.2% MALT LIQUOR LICENSES</b></p>
<p><b>ON SALE:</b></p>	
<p>Danny J. Volk, d/b/a Hidden Meadows – Unorg 48-27</p>	
<p>Minnewawa Sportsmen's Club Inc., - d/b/a Minnewawa Sportsmen's Club – Shamrock Township</p>	
<p><b>ON &amp; OFF SALE:</b></p>	
<p>Dean H. Hanson, d/b/a Agate Bay Resort – Lakeside Township</p>	
<p>John Welle, County Engineer presented to the Board three ATV Corridor Access Permit applications. Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve County 16, 66, and 74 Corridor Access Permit applications as recommended by the ATV Committee.</p>	<p><b>ATV CORRIDOR ACCESS PERMITS</b></p>
<p>Mike Dangers, County Assessor reviewed the 2018 Assessment Summary with the Board.</p>	<p><b>2018 ASSESSMENT SUMMARY</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to approve purchase of FBL Inspection Software from Techtronix for approximately \$6,500.00 with an annual maintenance fee of approximately \$900.00.</p>	<p><b>FBL INSPECTION SOFTWARE</b></p>
<p>Terry Neff, Environmental Services Director reviewed proposed changes to the Zoning and Shoreland Management Ordinances with the Board.</p>	<p><b>AMENDMENTS TO ORDINANCES</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to adopt proposed amendments to the Zoning Ordinance, with changes as discussed.</p>	<p><b>ZONING</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to adopt Shoreland Management Ordinance, with changes as discussed.</p>	<p><b>SHORELAND MANAGEMENT</b></p>

# AITKIN COUNTY BOARD

April 24, 2018

Jessica Seibert, County Administrator discussed the following topics with the Board:

- 2017 Year End Budget
- Budget Summary Categories
- Committee of the Whole Meeting
- Board Meeting Locations

**COUNTY ADMINISTRATOR REPORTS**

The following action was taken:

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting to schedule Committee of the Whole Meeting for discussion of the Organizational Structure Study on Thursday, May 10<sup>th</sup> at 10:00 a.m. in the County Boardroom. No action will be taken at this meeting.

**COMMITTEE OF THE WHOLE MTG SCHEDULED**

Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting to hold Board meetings in Courtroom 3 during the Government Center project construction, beginning in June 2018.

**BOARD MEETING LOCATIONS**

The Board discussed: ARDC, Arrowhead Counties, AIS, Association of Townships, ATV, HRA, Mille Lacs Watershed, Organizational Structure Task Force, EDA, Facilities, Personnel, NCLUCB, and AMC Board Mtg.

**BOARD DISCUSSION**

Motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members voting yes to adjourn the meeting at 1:10 p.m. until Tuesday, May 8, 2018 at 9:00 a.m.

**ADJOURN**

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Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator



# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** 05/08/2018

**Title of Item:** STS Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Sheriff Scott Turner	<b>Department:</b> Sheriff's Office
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<b>Presenter (Name and Title):</b> Sheriff Scott Turner	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Logan Township has made a generous donation of \$300 to the Aitkin County STS Program in appreciation for their work in the township in 2017.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Accept donation.

**Financial Impact:**  
 Is there a cost associated with this request?       Yes       No  
 What is the total cost, with tax and shipping? \$  
 Is this budgeted?       Yes       No      Please Explain:



# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** May 8, 2018

**Title of Item:** Annual Brat Sale

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Melissa Voitalla	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

The American Legion requests board approval to use the Aitkin County Courthouse lawn for the annual brat sale on Friday May 25, 2018. The brat sale will be held from 11:00 a.m. to 1:00 p.m. with additional time for set-up and tear-down before and after.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Authorize the American Legion to hold the brat sale on the courthouse lawn on Friday, May 25, 2018 from 11:00 a.m. to 1:00 p.m.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

What is the total cost, with tax and shipping? \$

Is this budgeted?       Yes       No      Please Explain:



# Board of County Commissioners Agenda Request

2.F  
Agenda Item #

**Requested Meeting Date:** May 8, 2018

**Title of Item:** Region V+ Adult Mental Health Initiatives

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Kim Larson	<b>Department:</b> HHS
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**  
See attached resolution regarding Region V+ Adult Mental Health Initiative

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Adopt Resolution

**Financial Impact:**  
*Is there a cost associated with this request?*  Yes  No  
*What is the total cost, with tax and shipping? \$*  
*Is this budgeted?*  Yes  No *Please Explain:*

**Region V+ Adult Mental Health Initiative**

**WHEREAS**, The Aitkin County Board is increasingly seeing the impacts of ongoing reductions in state and federal funding for serious mental illness in our community and the resulting increased rates of serious mental illness in child protection cases and in incarcerations in the county jail at rates three to six times higher than the general population;

**WHEREAS**, The net effect of these changes is the increasing criminalization of serious mental illness, which reflects an actual change from one kind of institutionally-based care for serious mental illness in which appropriate psychiatric treatment and programming elements were provided in a residential setting to an institutionalized residential setting that is ill-equipped to do the same, which we believe to be a worse system than what we had with the state hospitals;

**WHEREAS**, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families;

**WHEREAS**, Region V+ Adult Mental Health Initiative (Cass, Crow Wing, Morrison, Aitkin, Todd and Wadena Counties) takes pride in its responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways;

**WHEREAS**, Region V+ Adult Mental Health Initiative will offer a regional Comprehensive Re-Entry Program in partnership with other key stakeholders that will safely reduce the number of adults with mental illnesses in jails by connecting them to community-based treatment and services.

**NOW, THEREFORE, LET IT BE RESOLVED, THAT THE AITKIN COUNTY BOARD**, does hereby sign on to the development of our Comprehensive Re-Entry Program as a regional project of the Adult Mental Health Initiative to reduce the number of people with mental illnesses in our county jails. We resolve to:

- Apply for funding through the National Joint Powers Alliance to begin our regional efforts around safely reducing the number of people with mental illnesses in jails; and
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels; and
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community; and
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers; and
- Create a process to track progress using data and information systems, and to report on barriers and successes.

Commissioner xx moved for adoption of the resolution and it was declared adopted upon the following vote:

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of May, 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of May, 2018

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

26  
Agenda Item #

**Requested Meeting Date:** May 8, 2018

**Title of Item:** 2017 Federal Boating Supplemental Equipment Grant Agreement

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

*\*provide copy of hearing notice that was published*

<b>Submitted by:</b> Sheriff Scott A. Turner	<b>Department:</b> Aitkin County Sheriff's Office
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
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**Summary of Issue:**  
Signatures and Resolution for 2017 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement for grant amount of \$4,246.00 for purchase of life vests, buoys and buoy accessories.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Request Board Chair and County Administrator to sign agreement and return with signed resolution.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$  
 Is this budgeted?  Yes  No *Please Explain:*



By Commissioner: xx

20180508-0xx

**2017 Federal Boating Supplemental Equipment Grant Agreement**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2017 Boat & Water Federal Safety Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$4,246.00 for the term of March 15, 2018 through August 31, 2018.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of May, 2018, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 8th day of May, 2018**

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

# **DEPARTMENT OF NATURAL RESOURCES**

## **2017 STATE OF MINNESOTA FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT GRANT AGREEMENT**

### ENCUMBRANCE WORKSHEET

Contract #: *140520*

PO #: *3000130328*

**State Accounting Information**

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2018	Source Type REIMB	Vendor Number 0000197275-001
Total Amount \$4,246		Project ID R29G40CGFFY17	Billing Location R297000221	DUNS 047464805

**Accounting Distribution**

Fund	Fin. Dept. ID	Approp. ID	Category	Account	Amount	Activity
3000	R2937715	R294203	84101501	441302	\$680	A4CG002
3000	R2937715	R294203	84101501	441302	\$3,566	A4CG004

Grant Begin Date March 15, 2018	Grant End Date August 31, 2018
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**Grantee Name and Address:**

Aitkin County Sheriff's Office  
217 Second Street NW, Room 185  
Aitkin, MN 56431

**Payment Address:**  
(where DNR sends the check)

Aitkin Co. Treasurer  
209 - 2nd St. NW, Rm. 202  
Aitkin, MN 56431

*Room # 185*

**2017 STATE OF MINNESOTA  
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin County Sheriff's Office, 217 Second Street NW, Room 185, Aitkin, MN 56431 (DUNS 047464805) ("Grantee"). The payment address for this grant agreement is Aitkin Co. Treasurer, 209 - 2nd St. NW, Rm. 202, Aitkin, MN 56431.

**Recitals**

1. Under Minnesota Statute §84.026 the State is empowered to enter into this grant.
1. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** March 15, 2018 or the date the State obtains all required signatures under Minnesota Statutes § 16B.98, Subdivision 5, whichever is later. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** August 31, 2018. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will be reimbursed, as specified in Exhibit A, for the purchase of the items noted there. The Grantee will submit to the State the required documents noted in Exhibit A. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety noted in Exhibit "A." See Exhibit "A" which is attached and incorporated into this agreement for the allowable expenditures specific to this grant. See Exhibit "B" for specific federal requirements that affect this grant. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

**Reporting Requirements;** The Grantee is bound to financial and performance requirements as noted in this grant agreement and Exhibit A which is attached and incorporated into this grant agreement.

**3 Time**

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:
  - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Four thousand two hundred forty-six dollars (\$4,246).
  - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Four thousand two hundred forty-six dollars (\$4,246).
- 4.2 **Payment**
  - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract. Invoice procedures are specified in Exhibit "A".
  - (b) **Federal funds.** Payments under this grant agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (CFDA number 97.012) in U.S.C. 13101-13110. Exhibit "B" is attached and incorporated into this grant agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

- 4.3 Contracting and Bidding Requirements per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property:
- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
  - (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
  - (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
  - (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
  - (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§ 177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

## 5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## 6 Authorized Representative

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, [rodmen.smith@state.mn.us](mailto:rodmen.smith@state.mn.us) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff James Stuart, Anoka County Sheriff's Office, 13301 Hanson Boulevard NW, Andover, MN 55304, (763) 323-3022 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## 7 Assignment, Amendments, Waiver, and Grant Agreement Complete

7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

- 8 **Liability**  
The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement
- 9 **Audits (State and Single)**  
Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.
- All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.
- 10 **Government Data Practices and Intellectual Property**  
10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.
- If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 **Workers' Compensation**  
The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 12 **Publicity and Endorsement**  
12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.  
12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 **Governing Law, Jurisdiction, and Venue**  
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 **Termination**  
14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.  
14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.  
14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:  
a) It does not obtain funding from the Minnesota Legislature  
b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 **Data Disclosure**

Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 **American Disabilities Act**

The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

17 **Invasive Species Prevention**

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

18 **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

18.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

18.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

19 **Whistleblower Protection Rights**

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: Cheryl Hawthorne

Date: 4-13-18

SWIFT Contract # 140520

Purchase Order # 3000130328

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: County Sheriff

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Chairperson of County Board

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: County Auditor or Administrator

Date: \_\_\_\_\_

**3. STATE AGENCY: NATURAL RESOURCES**

By: \_\_\_\_\_  
(With delegated authority)

Title: Director, Enforcement Division - Central Office

Date: \_\_\_\_\_

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee
- 3. State's Authorized Representative



# Board of County Commissioners Agenda Request

24  
Agenda Item #

**Requested Meeting Date:** 5/8/18

**Title of Item:** Snowmobile/Ski Trail State GIA funding

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Land Commissioner		<b>Department:</b> Land Department
<b>Presenter (Name and Title):</b> Mark Jacobs		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  See attached resolution regarding application for State grant-in-aid funds for snowmobile/ski trails.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 100px;"><i>Please Explain:</i></span>		

Legally binding agreements must have County Attorney approval prior to submission.

By Commissioner: xx

20180508-0xx

Snowmobile/Ski Trail Funding

**WHEREAS**, Local units of government can apply for State aid for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 65% reimbursement of the cost of trail maintenance and 90% reimbursement of costs of grooming; and

**WHEREAS**, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County; and

**WHEREAS**, Snowmobile clubs have maintained these trails in the past, and wish to contract with the County for maintaining trails during the 2018-2019 winter season; and

**WHEREAS**, these trails benefit the winter recreation, resort, industry, and economy of Aitkin County;

**NOW, THEREFORE, LET IT BE RESOLVED, THAT THE AITKIN COUNTY BOARD**, That the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for snowmobile trail maintenance and grooming, and ski trail maintenance and grooming for the following trails:

- Aitkin Sno-Drifters Trails
- McGrath/Finlayson Trails
- Tamarack Trails
- Haypoint Trails
- Palisade Trails
- Mille Lacs Trails
- No Achen /LLCC ski trails

**BE IT FURTHER RESOLVED**, That the Aitkin County Trail Administrator be authorized to contract for the 2018-2019 winter season for the development, maintenance, and grooming of the aforementioned trails with each of the corresponding interested clubs.

Commissioner xx moved for adoption of the resolution and it was declared adopted upon the following vote:

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of May, 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of May, 2018

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



# Board of County Commissioners Agenda Request

21  
Agenda Item #

**Requested Meeting Date:** May 8, 2018

**Title of Item:** Towards Zero Deaths

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Please adopt the two attached resolutions for Towards Zero Deaths.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Adopt the attached resolutions (2).

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No *Please Explain:*

By Commissioner: xx

20180508-0xx

Support Towards Zero Deaths Coalition

**BE IT RESOLVED**, that the Aitkin County Board supports the Toward Zero Deaths Coalition.

Commissioner xx moved for adoption of the resolution and it was declared adopted upon the following vote:

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of May, 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of May, 2018

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

By Commissioner: xx

20180508-0xx

**Towards Zero Deaths Fiscal Agent Agreement**

**WHEREAS**, That Towards Zero Deaths enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2018 through September 30, 2019.

**BE IT FURTHER RESOLVED**, That Kirk Peysar, Aitkin County Auditor, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Toward Zero Deaths and to the fiscal agent and administer the grant.

Commissioner xx moved for adoption of the resolution and it was declared adopted upon the following vote:

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of May, 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of May, 2018

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



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** May 8, 2018

**Title of Item:** Local Option Sales Tax Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

Merritt Bussiere, Community Economics Educator, with the Center for Community Vitality at the University of Minnesota Extension office will be present to discuss the results of the Local Option Sales Tax review. A copy of the findings is attached.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Discussion only.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

What is the total cost, with tax and shipping? \$

Is this budgeted?       Yes       No      *Please Explain:*

# UNIVERSITY OF MINNESOTA

*University of Minnesota Extension*

*Center for Community Vitality*

*405 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108-6068  
612-624-2811  
612-624-7165  
www.extension.umn.edu*

March 22, 2018

**To:** Jessica Seibert, County Administrator  
Aitkin County Board

**From:** Merritt Bussiere and Ryan Pesch  
Extension Educators, Community Economics

**Re:** Estimate of Local option sales Tax paid by Residents of Aitkin County, MN

Minnesota law enables non-metro county boards, following a public hearing, to create a local option sales tax of up to a ½ percent and then use proceeds from that tax to fund designated transportation projects and programs. Per our signed March 1, 2018 service agreement, this memo outlines an estimate by Extension's Community Economics Program of the total tax that might be raised by a local option sales tax dedicated to transportation projects and programs, as well as the percentage of that tax likely to be paid by permanent county residents as compared with visitors and travelers.

Ryan Pesch, our Retail Analysis & Development Program Manager, prepared this memo in consultation with Merritt Bussiere, Extension Educator serving Central Minnesota counties, including Aitkin County. Community Economics has prepared over 250 retail trade studies in the last 10 years, including many local option sales tax analyses. Our goal, in preparing these and other technical studies, is to provide credible, conservative estimates and analyses supporting more informed discussions and decisions by our local, county and regional partners. In preparing this analysis, we used 2015 sales tax data, the most current available from the Minnesota Department of Revenue.

**Data/Study Limitations.** The data, analysis and findings described in this report are specific to the geography, time frame and project requirements of Aitkin County. Findings are not transferable to other jurisdictions. Extension neither approves nor endorses the use or application of findings and other contents in this report by other jurisdictions.

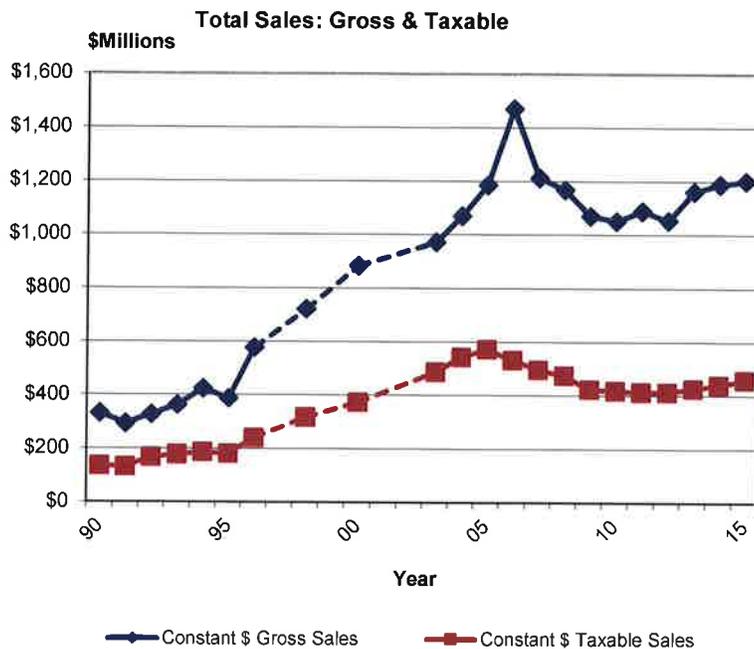
## **Total Tax Collected**

There are two sources of local option sales tax revenue: 1) the taxable sales made by businesses in the county and 2) the taxable items delivered to Aitkin County addresses. This analysis first estimates the local option sales tax revenue made by businesses in the county because sales data are available.

In 2015, there were over \$109.9 million in taxable sales made via Aitkin County businesses. This includes over \$99 million in retail and service sales, and nearly \$11 million in other businesses (detailed in the non-retail sales section below).

A simple calculation of 0.5 percent suggests that about \$549,519 in local sales tax would have been collected in 2015. Recently, taxable sales in constant dollars have been fairly stable since the end of the great recession, increasing 5% from 2011 to 2015 (see Figure 1). At a 1% annual rate of increase, this translates to a \$5,000 increase in the local option sales tax collected each year IF the trend continues. Based on past performance, constant taxable sales have grown since 1990, however Aitkin County experienced a marked setback with the great recession (Figure 1).

Figure 1: Constant Gross and Taxable Sales trend in Aitkin County, 1990-2015



Businesses and residents that order taxable items to be delivered to an Aitkin County address will be charged the local option sales tax even though it wasn't purchased from an Aitkin County business. If a business purchases supplies in another county and brings those supplies to Aitkin County themselves, they need to submit a use tax unless the county where the purchase was made had a local option sales tax (the Minnesota Department of Revenue Fact Sheet 164 lists locations that have adopted a local sales tax). Based on 2015 use tax collected, it is reasonable estimate to assume that a local option sales tax of half a percent would have brought in a fairly small amount of use tax proceeds in addition to the larger amount of sales tax proceeds.

### Retail and Service Sales Methodology

Using the 2015 actual sales made by the 379 Aitkin County retail and service businesses reported to the Minnesota Department of Revenue, we made the following adjustments:

- Potential sales: This estimates the total retail and service sales based on the year round population of the county. This was calculated by multiplying the county population by the Minnesota average per capita sales and adjusting for county income.
- Adjusted Potential sales: This narrows expected sales to those made in the county by residents. Adjustments were made for the percent of rural per capital sales compared to the state average. (For example, there are more clothing sales in Twin Cities than rural counties, suggesting that residents travel to metro areas for some clothing shopping or metro residents spend more per capita on clothing.)
- Variance: Spending by visitors was estimated by subtracting adjusted potential sales from actual sales across 17 merchandise categories.

The resulting estimated retail and service sales to non-residents of \$28.8 million, calculated by totaling the variance in all retail and service merchandise categories. Three categories showed clear evidence of non-resident spending since their actual sales were greater than their potential sales: gasoline/convenience, vehicles and parts, miscellaneous retail, and food/grocery stores. Because accommodation businesses almost exclusively host visitors, we added 90% of their sales as coming from non-residents (accommodations sales account for 4.0% of all retail and service sales in Aitkin County).

According to the 5-year averages from the American Community Survey, seasonal residents occupy 49% (7,970) of Aitkin County's total housing units (16,218), the highest proportion in the state. Sales to these residents are already calculated in the numbers we are providing. Where actual sales were less than the adjusted potential sales, we estimated and added 10% of the actual sales coming from seasonal residents and related visitors.

### **Non-Retail and Service Sales Methodology**

The other retail or services taxable sales are in categories like waste management, real estate, health care, and categories suppressed due to there being less than 4 businesses (furniture and electronics in Aitkin County). Since most of these business categories serve a local market, we estimated 10% of sales in those categories are to non-residents. Total taxable sales in those categories in 2015 totaled nearly \$32 million for an estimated \$3.2 million in non-resident sales.

We estimate 50% of the taxable sales in all remaining categories are to non-residents. This includes crop production, construction, manufacturing and wholesale trade among others. With such a wide range of business types, an estimate is difficult, however some categories clearly sell primarily to non-resident customers and the importance of non-resident housing to the county would impact the construction trades significantly. These categories generated nearly \$10.9 million in total taxable sales in 2015, with an estimated \$5.4 million coming from non-residents.

### **Best Estimate of Local Option Sales Tax Collection from Residents and Non-Residents**

Taking the factors listed above along with the experience of community economics team members, a conservative estimate for the sales tax collection from people and businesses that are not in Aitkin County on a permanent basis is 26% or \$144,000.

Therefore approximately \$549,500 in local sales taxes would have been collected from residents in 2015. Using the 2015 county population number of 15,715 residents, this calculates to \$26 per year-round resident. To account for a reasonable margin of error of 10%, we estimate the upper amount at \$28 per year-round resident in 2018.

### **Impact on Aitkin County Sales**

Records available from the Minnesota Department of Revenue website shows the tax collected from 23 Minnesota jurisdictions that have enacted some type of local sales or use tax within the last ten years. Most of these jurisdictions show continued sales growth.

### **Conclusion**

Based on the above calculations, a conservative estimate of local option sales tax revenue at a tax rate of 0.5 percent in 2018 would be \$550,000 - \$575,000. Our conservative analysis suggests 74% would be paid by residents, and 26% would be paid by seasonal residents, other visitors, and travelers.



# Board of County Commissioners Agenda Request

3B  
Agenda Item #

**Requested Meeting Date:** May 8, 2018

**Title of Item:** Aitkin County CARE

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b>	<b>Department:</b>
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<b>Presenter (Name and Title):</b> Maureen Mishler	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Maureen Mishler will be present to provide an update of Aitkin County Care

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No *Please Explain:*



May 3, 2018

To: Madam Chairwoman Anne Marcotte & Commissioners Mark Wedel, Laurie Westerlund, Don Niemi & Bill Pratt

Aitkin County CARE, Inc. is just over seven years old as a nonprofit service organization. During its infancy, CARE struggled a bit in identifying and fulfilling the needs of our aging and disabled adult population to enable those people to live at home with supports needed for the individuals and their caregivers. As an organization, we either directly provide those essential services or Coordinate Area Resources Effectively (CARE). The attached graphs identify some of those services, but are by no means all inclusive.

Our mission is to enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them. Our mission guides us, (the staff of CARE and the board of directors) in every action we take regarding new and current services. I like to say that we operate CARE with "*a business head and a service heart.*" We look at what want for our county/community and then evaluate if we find the funding sources to meet the need and then evaluate will the program/service be sustainable once the funding is no longer available.

There are programs and services that are essential to helping people stay in their homes that we take a financial loss on, for example, Meals on Wheels. Our reimbursement for administrative costs of coordinating and reporting meal delivery is inadequate and the funding organization is unwilling or unable to increase our reimbursement rates due to program funding cuts. We cannot let seniors go without nutritional meals, so we absorb the costs and use county funds to supplement the cost of providing the services.

For aging adults and their caregivers, the lack of accessibility to essential services makes all the difference in the world to whether a person is able to continue to live at home or needs care in another setting such as an Assisted Living or Nursing Home.

According to the Minnesota DHS site, the cost of long term care in MN is, on average, \$90,000 a year. Assisted living averages \$48,000 (without additional services and fees). I am certain that CARE is providing services that allow aging and disabled adults to continue to live at home as the families/caregivers tell us so. Our services provide a great cost savings to both the individuals and the ultimately the county for those who eventually run out of their savings.

On behalf of Aitkin County CARE, Inc. and the people we serve, I thank you for your support and ask you to continue to support the programs and services vital to keeping aging and disabled adults living safely and independently in their homes. After all, isn't that what we all would like...to live in our own homes as long as possible?

Respectfully submitted,

Maureen M. Mishler, Executive Director



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## Are You Caring for a Loved One and Need a Break?

Aitkin County CARE, Inc. provides Respite Services.

Respite Services are Care for the Caregiver. Let us provide your family member with the care they need to allow them to live at home, while you get a break for a few hours or more. We have highly trained Respite Workers who will:

- 🍽️ Prepare Meals
- 🚿 Stand-by Assist with Showers
- 📅 Give Reminders to take Medications
- 🧹 Light Housekeeping
- 🎮 Visiting, Play Games or Read with Your Family Member

Whether you are a caregiver who lives with your family member or you live hours away, CARE can help you with meeting your Loved One's needs.

Your Long Term Care Insurance may cover services, or we would be happy to discuss other payment options based on income.

Give us a call to see if we can help you! You may also drop by the CARE offices in the Birchstreet Building at 20 3<sup>rd</sup> Street NE, in Aitkin.

Aitkin County CARE, Inc.  
(218)927-1383 or 1(877) 810-7776 (toll free)  
[www.aitkincountycare.org](http://www.aitkincountycare.org)

Mission: To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them.

## Aitkin County CARE, Inc. Services Provided Summary for 2017

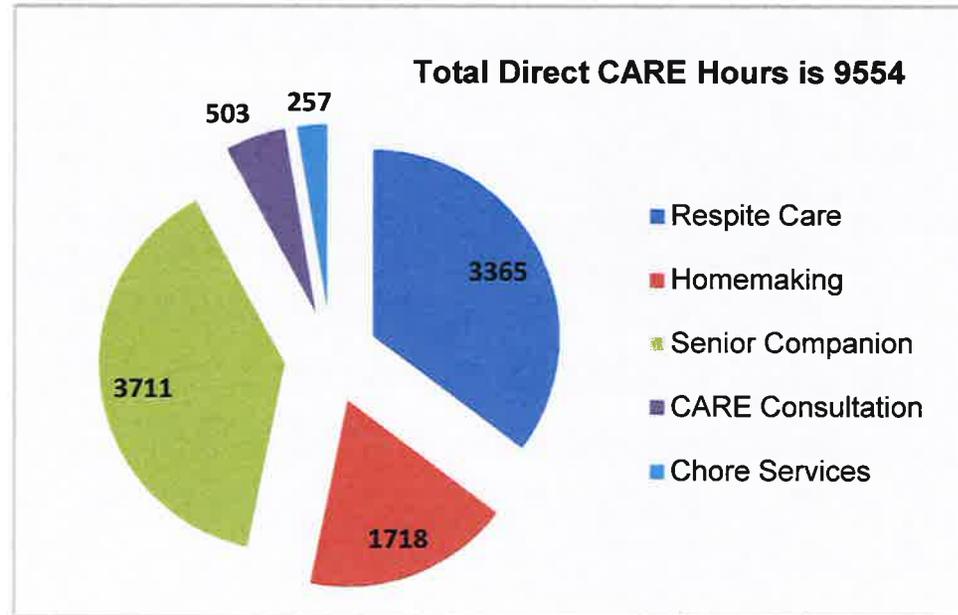
Program or Service	Direct CARE Hours
Respite Care	3365
Homemaking	1718
Senior Companion	3711
CARE Consultation	503
Chore Services	257

### Additional Services Added in 2018:

Through funding from Live Well At Home grant from DHS, CARE is able to provide emergency and overnight respite services. These services are funded through June 30, 2019.

CARE Coordinator, Terri Mathis , will be providing training for Respite Education & Support Tools June 2nd and throughout the year to give families, friends and volunteers the tools needed to provide Respite Care.

CARE also provides Chore services through the waiver program for individuals over 60 who meet income guidelines and who need help with chores in their home and around their property to remain living at home.



Aitkin County CARE, Inc.

## Aitkin County CARE, Inc. Services Provided Summary for 2017

Program or Service	# Served
Meals on Wheels	5391
Rural Delivery	3579
NAPS Boxes	1588

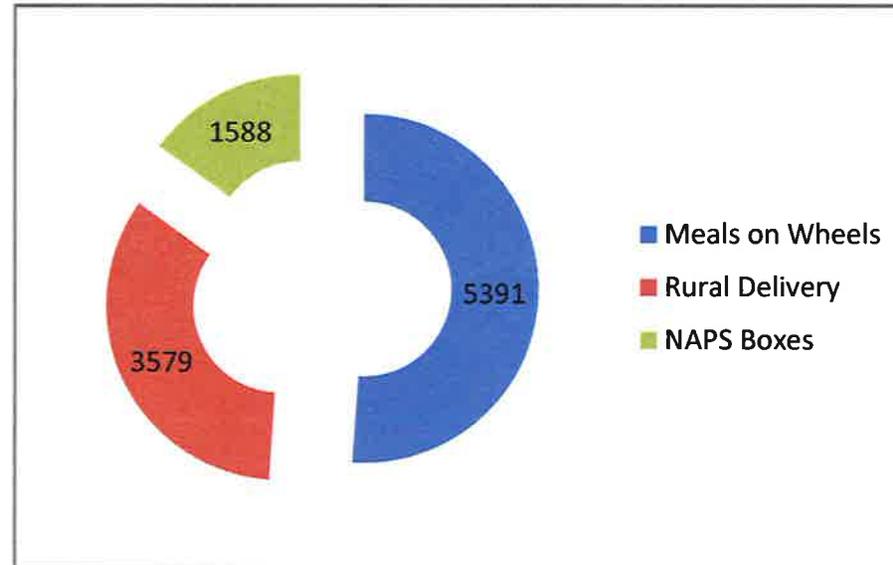
### Additional Services:

Senior Companions provide trips to the grocery stores to enable the persons they serve to select the food they want to purchase.

Homemakers do the grocery shopping for their clients if requested to do so, as well as, meal preparation.

Additionally, CARE serves as a referral resource to anyone who calls or stops in to request assistance with food; including informing people of the numerous community meals throughout the county, little free food pantries, and food pantries run by organizations & their schedules.

Through a grant from Northland Foundation, CARE is working with Ukura's Big Dollar, to promote Grocery Home Delivery to be available for ALL of Aitkin County, especially home-bound seniors and disabled adults.



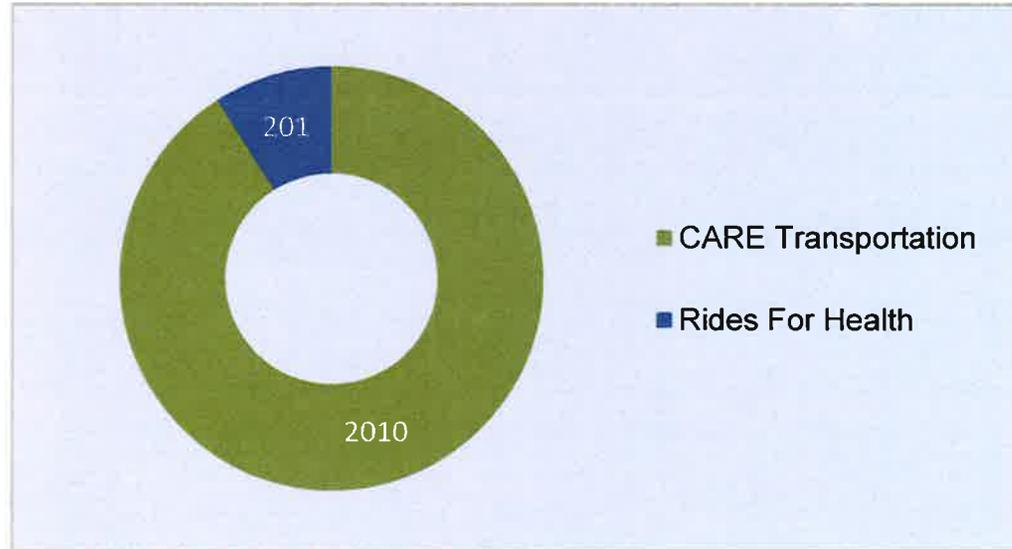
Aitkin County CARE, Inc.

## Aitkin County CARE, Inc. Services Provided Summary for 2017

Program or Service	# of Rides
CARE Transportation	2010
Rides For Health	201

### Additional Notes:

Rides For Health is a separate 501(c)3 run by CARE to provide rides to health, therapy or dental appointments to individuals of any age. Administratively, all services and support are covered by CARE. Volunteers take people to appointments anywhere in the state. They are compensated for their mileage, but not their time. By a conservative estimate Volunteers donated over 400 hours of their time.



Aitkin County CARE, Inc.

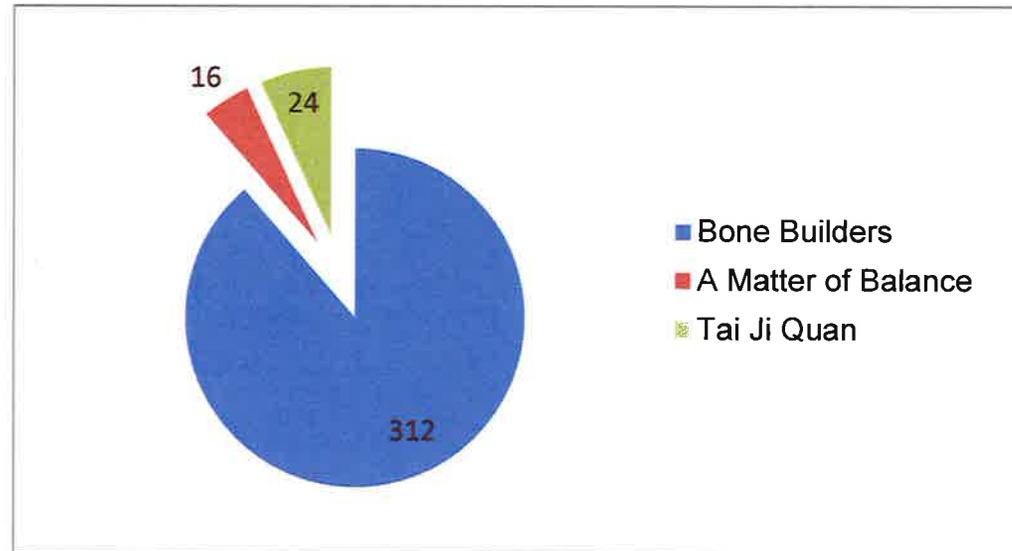
## Aitkin County CARE, Inc. Services Provided Summary for 2017

Programs and Services	# Hours of Classes
Bone Builders	312
A Matter of Balance	16
Tai Ji Quan	24

### Additional Notes:

141 Unique individuals participated in Exercise & Balance Programs in 2017. As CARE is offering more courses in 2018 and has more trainers, we expect that number to continue to rise.

Bone Builders (6 classes a week) is led by volunteers. CARE, Betty Jacobs, Program Coordinator, provides the administrative support.

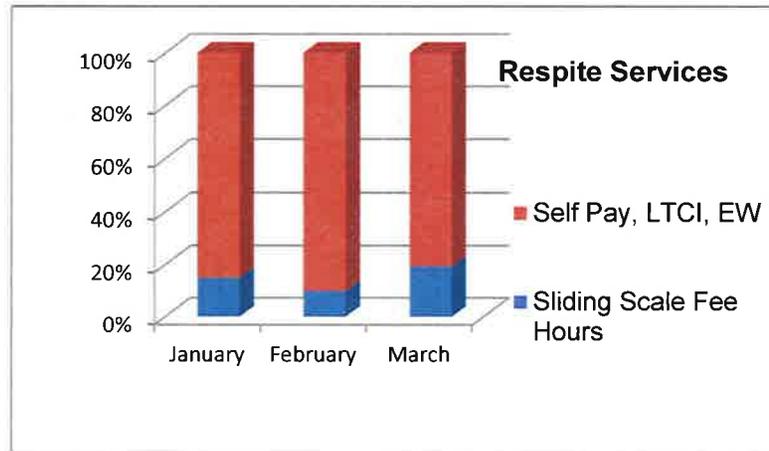


Aitkin County CARE, Inc.

## Aitkin County CARE, Inc. - Balance of Reimbursement for Services - 2018

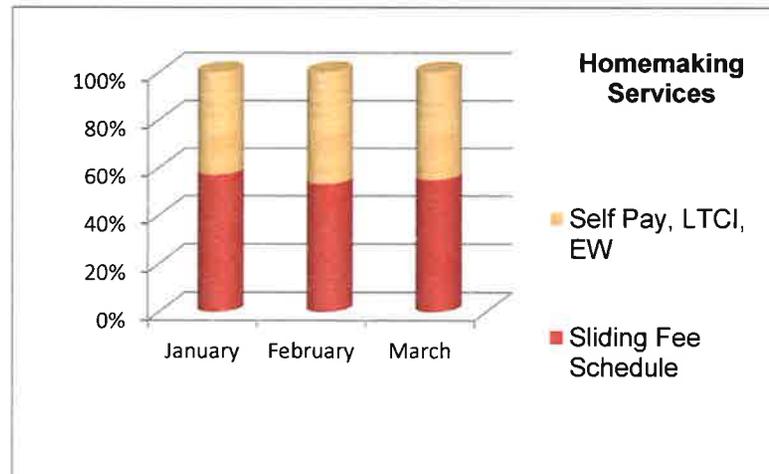
### Respite Services by Hours

Month	Sliding Scale Fee	Self-Pay, EW, CADI, LTCI
January	31.75	183.25
February	28	263.25
March	49.5	208.75



### Homemaking Services by Hours

Month	Sliding Scale Fee	Self-Pay, EW, CADI, LTCI
January	60	79.5
February	60	67.75
March	62	75



**Note:** Both the Respite Services and Homemaking Services have the expense of the direct care staff covered by cost share and the varied payment sources. In the case of Respite Services the Live Well At Home grant covers the remaining administrative and operational costs for that service.



# Board of County Commissioners Agenda Request

30  
Agenda Item #

**Requested Meeting Date:** May 8, 2018

**Title of Item:** 1st Quarter 2018 Budget Review

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

Staff will present a review of the 2018 1st quarter revenues and expenditures.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Discussion only.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

3D  
Agenda Item #

**Requested Meeting Date:** May 8, 2018

**Title of Item:** 2019 Budget Parameters Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input checked="" type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b> <p>Board Discussion regarding 2019 budget parameters will be held. Please see attached memo.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Staff is seeking Board feedback regarding 2019 budget parameters.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
**Jessica Seibert, Administrator**  
217 Second Street N.W. Room 134  
Aitkin, MN 56431  
218-927-3093  
Fax: 218-927-7374

**To: Aitkin County Board of Commissioners**  
**From: Jessica Seibert, County Administrator**  
**Re: 2019 Budget Parameters**  
**Date: May 1, 2018**

At the May 8, 2018 Board meeting, the County Board will formally begin the 2019 budget process. The budget process is one of the most important tools the County Board uses to address policy issues, plan and manage for the future, and communicate priorities. As we begin the 2019 budget process, the following questions are intended to promote Board discussion that will aid staff in development of the preliminary budget:

1. Does the County Board plan to enhance, reduce or keep service levels the same?
2. Does the County Board have specific service priorities/projects they would like to see occur in 2019?
3. Does the County Board wish to utilize Fund Balance for the 2019 Operations budget? If so, how much does the Board feel is appropriate?
4. Are there any non-profits or discretionary appropriations the Board wishes to review more thoroughly?
5. Does the Board want to review any specific fee schedules in greater detail?
6. Additional guidance?

Thank you.



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** 5/08/2018

**Title of Item:** Public Service Recognition Week

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b>	<b>Department:</b>
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<b>Presenter (Name and Title):</b> County Board of Commissioners	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

In celebration of Public Service Recognition Week, we would like to express our sincere gratitude and send a heartfelt thank you to each of the hardworking, dedicated employees of Aitkin County. We are proud of our passionate, excellence-driven team of professionals who serve our citizens and guests well every single day, providing quality services and efficient resource management. Thank you for the tremendous work that you do. You are very much appreciated.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

What is the total cost, with tax and shipping? \$

Is this budgeted?       Yes       No      *Please Explain:*



# Aitkin County Board of Commissioners

## Agenda Request Form

5

Agenda Item #

**Requested Meeting Date:** May 8, 2018  
**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> <b>REGULAR AGENDA</b>	<b>Action Requested by:</b> County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	2 <sup>nd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Monthly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Pratt, Alt. Marcotte
Budget Committee 2019			Wedel, Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Wedel and Pratt
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA (Liaison)	Monthly	4 <sup>th</sup> Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Pratt and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Pratt
Mille Lacs Fisheries Input Group	Monthly		Westerlund
Mille Lacs Watershed	10x year	4 <sup>th</sup> Thursday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Pratt
MN Rural Counties	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
NE MN ATP	Quarterly		Pratt, Alt. Niemi and Engineer Welle
NE MN Regional ECB	5x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff Turner
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund