

The Aitkin County Board of Commissioners met this 18th day of December, 2018 at 9:00 a.m., at the Aitkin Public Library, 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 Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the December 18, 2018 amended agenda. Agenda Item 3E – Adopt (2) Resolutions for the City of Aitkin Phase II Projects, was added.

APPROVED AGENDA

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
December 18, 2018**

**HEALTH &
HUMAN
SERVICES
BOARD**

Attendance

The Aitkin County Board of Commissioners met this 18th day of December, 2018, at 9:01 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Anne Marcotte, Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Cynthia Bennett ACH&HS Director, Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, Child Support Supervisor Ruth Sundermeyer, Adult Social Services Supervisor Kim Larson, Child Social Services Supervisor Jessi Schultz, Assistant to the County Administrator Sue Bingham, Shawn Speed, H&HS Executive Assistant, and Guests: Bob Marcum and Kristine Layne/H&HS Advisory Committee Members, and Brielle Bredsten/Aitkin Independent Age.

Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the December 18, 2018 Health & Human Services Board agenda.

Minutes

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

Bills

Carli Goble noted there were no notable items on the bills, but we do have two more payroll runs left this month.

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

Health & Human Services Director Report, Cynthia Bennett, ACH&HS Director

Cynthia stated that since they had last met, she had attended the AMC Conference and while there participated in the HHS policy committee meeting where they reviewed all of the legislative platform statements. There were some language changes and she relayed that she would share more about them when they were finalized.

Commissioner Marcotte asked if there were any major changes coming out to them this year?

Cynthia responded that there looks to be a lot that are simply being carried over from last year, however, there was talk last year of gaps in knowledge about how emergency personnel respond to calls involving vulnerable individuals. As a result there was talk last year of a movement towards first responders having additional training on response protocols when working with individuals who have disabilities. This language to mandate additional training was added into the platform for this year.

Commissioner Marcotte asked Cynthia if she had seen the device that individuals can carry on them which provides first responders with information about any pertinent medical or mental health issues when they are on the scene.

Cynthia relayed that it is a FOB type of device that the person carries on them and when a first responder arrives who has the app installed on their phone the responder can access the individual's pertinent data for a more informed response.

Kim Larson added that the AMHI had additional monies from 2018 and determined that the use of this app called Vitals may be very helpful for local law enforcement. The AMHI is able to purchase this app for local law enforcement for one year. If it was found to be valuable then law enforcement could continue with the app service into the future. Or, there may be other sources within AMHI or its partners whom could cover this cost in the future. Kim relayed that at this time counties are gathering the numbers of potential users and then will AMHI will move forward with this project.

Commissioner Pratt added that he had heard it would cost the individuals themselves, who have the fob like device, nothing for the service, that the first responders were the only ones who paid a fee for the service and that it would be beneficial to anyone with a health issue no matter what it is.

Commissioner Niemi inquired whether it was currently in use anywhere else and Kim replied that it is use in the Metro area and that Crow Wing County has been using it for a couple of years now with favorable results.

Lastly, Cynthia gave a quick update on the Clubhouse and stated that they are still working on the remodeling and that in January they plan to hold a meeting for the stakeholders to discuss the plans for opening. She will keep the commissioners informed of the plans for opening once she learns more information.

Review Approval of Contracts/Agreements

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Compass Counseling Partners.

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

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Woodview Support Services/Oakridge Homes, Inc.

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

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Northern Psychiatric Associates.

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

Ambulance Service Contract for January 1, 2019 through December 31, 2019 between Mille Lacs Health Systems Ambulance and Aitkin County.

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

Ambulance Service Contract for January 1, 2019 through December 31, 2019 between North Memorial Medical Transportation Services and Aitkin County.

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

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Northland Counseling Center, Inc.

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

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & George Tetreault.

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

Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Northeast MN Office of Job Training.

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

Family Planning Contract for January 1, 2019 through December 31, 2019 between ACH&HS and Riverwood HealthCare Center.

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

Revised AMHI CSP Grant Contract for January 1, 2019 through December 31, 2020 between MN DHS Behavioral Health Division and Aitkin County.

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

Respite Care Grant for January 1, 2019 through December 31, 2019 between MN DHS Behavioral Health Division and Aitkin County.

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

Child Support Report – Ruth Sundermeyer

Cynthia started by informing the board that Ruth had won the Outstanding Staff Achievement Award from MSSA this past year and read the application outlining what her coworkers said about her that lead to her winning the award.

Ruth started by going through her handouts about Child Support numbers from 2017.

She also talked about a few of the highlights of changes that have been made in Minnesota.

- The Child Support Task Force was formed by the Legislature.
- The Continuing Legal Vision committee came up with a form that parents who are separating or that do not live together can fill out for a custody agreement

themselves and have the judge sign as long as it is agreed to under good circumstances.

- The Child Support Advisory Board has been looking at more ways for people to make their Child Support Payments
- Came up with an agreement for Family Dollar to accept payments at the store.
- Can do money grams at CVS
- The State Child Support System allows for online payments
- Looking into kiosks at malls in larger cities that will accept payments
- Looking into accepting credit cards also
- New parenting adjustment law took effect. It is based on how many nights the child(ren) spend with each parent.

Commissioner Marcotte commented that Ruth’s clients appreciate her and give her rave reviews about her customer service.

Committee Reports

Joint Powers Board Report – Commissioner Westerlund and Erin Melz
 CHB Met on December 13th in Itasca County.

- Reviewed Financials
- Grant Awards
- Itasca is going to have an in-house SHIP Coordinator instead of contracting it out as they previously did.
- Handed out some brochures on pre-diabetes.
- Discussed E-Cig proposal for Aitkin’s revised tobacco ordinance.

Commissioner Wedel noted that the Surgeon General declared E-Cigs/Vaping a Health epidemic.

H&HS Advisory Committee Update – Bob Marcum and Kristine Layne
 Met on December 5, 2018.

- Bob commented that when Kristine gave her report back to the Advisory Committee, on this meeting, it was the best ever and would like to see a template made for all committee members on how to give their report back from this meeting.
- Being his last meeting, as an Advisory Member, Bob talked about all of the good he has seen happen in his last six years, how much he appreciated the opportunity Commissioner Niemi gave him for suggesting he be on the Advisory Board, and how he got to be a plenary speaker for the National Association of Medicaid Directors Conference out in Washington, D.C.
- Kristine commented that she appreciates how much Cynthia has done with the Advisory Board and how active they are going to be from now on.
- She also mentioned that they will now be taking on projects for HHS.

Commissioner Wedel thanked Bob for his dedication and commitment to the Advisory Board, and Aitkin County.

Commissioner Pratt thanked Bob for his dedication and enthusiasm that he showed when on the Committee.

The meeting was adjourned at 10:11 a.m.

Next Meeting – January 22, 2019

**HHS BOARD
 ADJOURNS**

Break: 10:11 a.m. to 10:21 a.m.

BREAK

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 11, 2018 to December 17, 2018; B) Approve County Board Minutes: December 11, 2018 ; C) Approve December 11, 2018 Budget Hearing Minutes; D) Approve Electronic Funds Transfers: \$634,592.92; E) Approve Purchase of Oversize Scanner Printer – Recorder’s Office; F) Adopt Resolution: 2019 Liquor Licenses; G) Authorize County Administrator to Approve Year-End Matters; H) Adopt Resolution: Repurchase Application – Wetherell; I) Approve Temporary On-Sale Liquor License – Cuyuna Brewing Company; J) Adopt Resolution: Designating Annual Polling Places; K) Approve Commissioner Warrants: General Fund \$111,804.31, Road & Bridge \$85,126.93, Health & Human Services \$17,619.70, State \$270.00, Trust \$19,301.33, Forest Development \$24,551.88, Long Lake Conservation Center \$19,597.52, Parks \$30,108.53 for a total of \$308,380.20; L) Approve November Manual Warrants: General Fund \$8,313.34, Road & Bridge \$1,118,299.73, Health & Human Services \$5,059.15, State \$101,286.95, Trust \$51.97, Forest Development \$55.50, Long Lake Conservation Center \$764.82, Parks \$2,850.75 for a total of \$1,236,682.21

CONSENT AGENDA

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve Recorder’s Office purchase of KIP oversize printer/scanner at a cost of \$16,840.00, using the Recorder Technology and Compliance Fund.

PURCHASE OVERSIZE PRINTER/ SCANNER

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2019 Liquor Licenses:

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2019 thru December 31, 2019:

RESOLUTION 20181218-089 2019 LIQUOR LICENSES

“ON”, “OFF” and “SUNDAY” Sale:

Bann’s Bar & Café Inc., d/b/a **Bann’s Bar & Café** – Shamrock Township
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township
This establishment has an address of 51866 224th Place, McGregor, MN 55760

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township
This establishment has an address of 20534 487th Street, McGregor, MN 55760

Corner Club LLC, d/b/a **Corner Club** – Macville Township
This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny’s Lakeview Inn LLC, d/b/a **Denny’s Lakeview Inn** – Glen Township
This establishment has an address of 33592 300th Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township

This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson’s Hole** – Salo Township

This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Sheryl Marie Ruhnke, d/b/a **Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

“OFF” Sale:

KRIM15 LLC, d/b/a **Cave Liquors** – Hazelton Township

This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township

This establishment has an address of 31993 280th St., Aitkin, MN 56431

“ON” & “SUNDAY” Sale:

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township

This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Grill of Glen Inc., d/b/a **The Glen Store & Grill** – Malmo Township

This establishment has an address of 31993 280th St., Aitkin, MN 56431

“CLUB” “ON” & “SUNDAY” Sale:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township

This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

“ON” Sale – WINE:

Kulifaj Resorts Inc., d/b/a **The Red Door Resort** – Wealthwood Township

This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Repurchase Application – Wetherell:

WHEREAS, Richard B. Wetherell, the owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

**RESOLUTION
20181218-090
REPURCHASE
APPLICATION -
WETHERELL**

All that portion of the Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼), Section Twenty-five (25), Township forty-seven (47), Range Twenty-seven (27).

and WHEREAS, said applicant has set forth in his application that:

- a. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

I sold property to a young couple on a contract for deed. As part of the agreement they were to keep taxes up to date. They were not. I am now 75 years old and do not have any income to support the taxes. I am not employed. Living on Social Security.

- b. The repurchase of said land by me will promote and best serve the public interest, because:

I have a agreement in place that will get the back taxes paid and a opportunity to get equity out of it and sell to a owner who will keep the taxes up to date.

and WHEREAS, this board is of the opinion that said application should be granted for such reasons.

NOW, THEREFORE BE IT RESOLVED, that the application of Richard B. Wetherell for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the following Temporary On-Sale Liquor License for December 29, 2018:

ON Sale:

Nick Huisinga, d/b/a Cuyuna Brewing Company – Shamrock Township (Open house at Willey’s Marine, 46054 State Hwy. 65, McGregor, MN 55760)

**TEMPORARY
ON-SALE
LIQUOR
LICENSE –
CUYUNA
BREWING
COMPANY**

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Designating Annual Polling Places:

WHEREAS, it is important that citizens exercise their right to vote at their polling place; and

WHEREAS, Minnesota Statute 204B.16 requires the designation of local polling places for elections annually.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners, acting on behalf of the unorganized townships in Aitkin County designate its polling places as follows:

Precinct:

Location:

NE Unorganized Towns

Jacobson Fire Hall

**RESOLUTION
20181218-091
DESIGNATING
ANNUAL
POLLING
PLACES**

AITKIN COUNTY BOARD

December 18, 2018

<p>(51-22, 52-22, and 52-24)</p> <p>Unorganized Township 45-24</p> <p>Unorganized Township 47-24</p> <p>Unorganized Township 48-27</p> <p>Unorganized Township 51-27</p> <p>NW Aitkin Unorganized Precinct 1 (52-25 & 52-27)</p> <p>NW Aitkin Unorganized Precinct 2 (49-27, 50-27, 50-26, 50-25, & 51-25)</p>	<p>68368 198th Ave</p> <p>White Pine Town Hall 22020 210th Ave</p> <p>Jevne Town Hall 43512 247th PI</p> <p>Mille Lacs Energy Coop 36559 US Hwy 169</p> <p>Macville Town Hall 38946 605th St</p> <p>Hill City Community Room 125 E Lake Ave</p> <p>Waukenabo Town Hall 36797 Grove Str</p>	
<p>Susanne Hinrichs, Extension Regional Director along with Toni Gage, 4-H Coordinator, introduced to the Board the 4-H students on the Science of Engineering Design Team - Nathan Trotter, Kody Kostick, Josie Kostick, and Hannah Jones. The team demonstrated their “blue ribbon winning” machine which they engineered and designed to plant and water a seed in a pot of soil, without touching the soil or the pot. Coaches Kim Jones and Renee Kostick were also in attendance.</p>		<p>4-H SCIENCE OF ENGINEERING DESIGN TEAM</p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to appoint Charles Christensen to the Board of Adjustment as the District 3 representative. This is a three year term ending December 31, 2021.</p>		<p>BOARD OF ADJUSTMENT APPOINTMENT</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to appoint Dave Lange to the Natural Resource Advisory Committee as the District 5 representative. This is a four year term ending December 31, 2022.</p>		<p>NRAC DISTRICT 5 APPOINTMENT</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to appoint Jim Berg and Galen Tveit to the Natural Resource Advisory Committee as At Large representatives. These are four year terms ending December 31, 2022.</p>		<p>NRAC AT LARGE APPOINTMENTS</p>
<p>Jessica Seibert, County Administrator reviewed the proposed 2019-2023 Aitkin County Capital Improvement Plan (CIP) with the Board. Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to approve the CIP as presented.</p>		<p>AITKIN COUNTY CAPITAL IMPROVEMENT PLAN</p>
<p>Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2019 Levy:</p>		

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2019 for the following funds:

**RESOLUTION
20181218-092
2019 LEVY**

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$8,519,890
Road and Bridge Fund	\$2,441,169
Solid Waste	\$210,014
Health & Human Services Fund	\$2,803,220
County Parks	\$15,000
Debt Service	\$748,456
Total:	\$14,737,749

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – 2019 Budgets:

BE IT RESOLVED, that the following 2019 budgets be set for the leviable funds of Aitkin County:

**RESOLUTION
20181218-093
2019 BUDGETS**

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$14,287,720	\$0	\$14,287,720
Road and Bridge	\$9,563,099	\$0	\$9,563,099
Health & Human Service	\$6,806,971	\$400,000	\$7,206,971
Parks	\$437,324	\$42,986	\$480,310
Debt Service	\$748,456	(\$579,548)	\$168,908
Total:	\$31,843,570	(\$136,562)	\$31,707,008

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2019 ACSW and Snake River Watershed Appropriations:

BE IT RESOLVED, that the budget and appropriation in the amount of \$143,254 be set for 2019 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

**RESOLUTION
20181218-094
2019 ACSW AND
SNAKE RIVER
WATERSHED
APPROPRIATION**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2019 ECRL Levy:

BE IT RESOLVED, that the amount of \$233,220 be budgeted and levied for the year 2019 for the East Central Regional Library.

**RESOLUTION
20181218-095
2019 ECRL LEVY**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2019 Boat & Water Safety

Agreement Grant:

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2019 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$93,124 for a term January 1, 2019 to December 31, 2019.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$100		
Boat & Water Grant	\$28,375		
Totals:	\$28,475	\$64,649	\$93,124

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2019 Non-Levy Budgets:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2019:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$339,000	(\$39,515)	\$299,485
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,450,000	(\$341,029)	\$1,108,971
Forest Resource	\$0	\$0	\$0
Resource Management	\$319,787	\$56,332	\$376,119
Memorial Forest	\$0	\$0	\$0
Forest Road	\$76,342	\$5,085	\$81,427
Gravel Pit	\$0	\$0	\$0
County Surveyor	\$598,854	\$60,782	\$659,636
Missing Heirs	\$0		\$0
MCIT	\$2,000	(\$2,000)	\$0
Collaborative Grant	\$70,500	(\$15,500)	\$55,000
Environmental Trust	\$15,000		\$15,000
LLCC	\$731,863	(\$1,323)	\$730,540

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – 2019 Unorganized Townships:

BE IT RESOLVED, that the following 2019 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$46,000		\$46,000
Unorganized Fire Fund	\$42,050		\$42,050
Unorganized Cemetery	\$2,700		\$2,700

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – Unorganized Road & Bridge

**RESOLUTION
20181218-096
2019 BOAT &
WATER SAFETY
AGREEMENT
GRANT**

**RESOLUTION
20181218-097
2019 NON-LEVY
BUDGETS**

**RESOLUTION
20181218-098
2019
UNORGANIZED
TOWNSHIPS**

Transfers:

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred form the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

**RESOLUTION
20181218-099
UNORGANIZED
ROAD & BRIDGE
TRANSFERS**

Unorg Township

52-22	\$36,418.09
45-24	\$10,812.86
47-24	\$9,497.52
52-24	\$10,713.64
50-25	\$6,252.45
51-25	\$622.50
52-25	\$5,573.56
50-26	\$1,849.69
48-27	\$7,485.38
49-27	\$7,361.85
50-27	\$676.25
51-27	\$270.00
52-27	\$8,408.29

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2018 Ditch Fund Budgets:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2018:

**RESOLUTION
20181218-100
2018 DITCH
FUND BUDGETS**

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$189		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$1,335
Co Ditch 24	7-351	\$0		\$331
Co Ditch 28	7-356	\$0		\$0
Co Ditch 30	7-352	\$403		\$0
Co Ditch 34	7-357	\$0		\$465
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$4,068
St Ditch 63	7-362	\$0		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$370
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$555
Co Ditch 25	7-355	\$0		\$185
Co Ditch 42	7-360	\$0		\$0
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0

Co Ditch 29	7-371	\$0	\$0
Co Ditch 38	7-	\$0	\$355
Co Ditch 14	7-	\$0	\$505

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – County Ditch and County Development Transfers:

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

None

BE IT FURTHER RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and Bridge Fund to cover maintenance of the following County Ditches:

County Ditch 2	\$370.10
County Ditch 21	\$1334.52
County Ditch 23	\$555.00
County Ditch 24	\$330.84
County Ditch 25	\$185.00
County Ditch 34	\$465.28
County Ditch 37	\$4068.22
County Ditch 38	\$355.00
County Ditch 88	\$505.10

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – 2018 Budget Amendments & Reserve Funds:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following 2018 budget amendments:

Dept. 042 – Treasurer	Move \$1,642.00 from 6625 to 6405
Dept. 044 – Central Services	Move \$9,000 from 6231 to Dept. 053 (Human Resources) 6208
Dept. 052 - Administration	Move \$2,000 from 6232 to 6625
Dept. 052 - Administration	Move \$5,000 from 6232 to Dept. 110 (Courthouse Maintenance) 6231

BE IT FURTHER RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2018:

**RESOLUTION
20181218-101
COUNTY DITCH
AND COUNTY
DEVELOPMENT
TRANSFERS**

**RESOLUTION
20181218-102
2019 BUDGET
AMENDMENTS &
RESERVE
FUNDS**

2018 Reserve Requests			
Department	Current Reserve Balance	2018 Reserve Request	Purpose
Assessor - Equipment	\$ 34,413.06		
Elections-Voting Equipment	\$ 50,000.00	\$ 50,000.00	Election Equipment
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment
Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/ Training
Sheriff-Forfeiture	\$ 11,831.00	\$ -	
Sheriff-Enforcement		\$ 61,000.00	Squad Cars
Sheriff-Snowmobile		\$ 4,000.00	Snowmobile
Sheriff-Buildings & Structures		\$ 30,000.00	Future Capital Repairs
Canine Replacement	\$ 6,000.00		K-9 Replacement
FBL Vehicle	\$ 17,500.00		Vehicle Replacement
Tourism Fund	\$ 1,000.00		Walleye Tank Project
Buildings - Capital	\$ 8,091.00	\$ 45,000.00	Capital Building Repairs
Maintenance - Part - Time Salaries		\$ 25,000.00	Full Time Custodian
IT - Staff Training	\$ 12,850.00	\$ 5,000.00	County-Wide Training
IT - Networking Equipment	\$ 12,998.59	\$ 23,000.00	Exchange Email
Central Services	\$ 35,469.00		Scanning
HR - Staff Training		\$ 6,000.00	Top 20 Training
Maintenance - Service/Labor/Contracts		\$ 5,000.00	Facilities Planning
Court Administration - Office Equipment		\$ 15,000.00	Jury Seating/ Technology Equipment
Central Services - Service/Labor/Contracts		\$ 10,000.00	RT Vision IFS Upgrade
HR - Staff Training		\$ 3,000.00	Lean Process Training
TOTAL	\$ 274,155.97	\$ 288,000.00	

Health & Human Services

BLDG Account	\$ 50,000.00	Building Renovations
	\$ 40,000.00	Heating System work
TOTAL	\$ 364,155.97	\$ 288,000.00

**Current reserve balances are requested to transfer to fiscal year 2019.

Kathleen Ryan, Aitkin City Administrator discussed with the Board the City of Aitkin's Phase II Projects and corresponding request for Aitkin County resolutions of sponsorship. Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt (2) resolutions – City of Aitkin Phase II Project 1 of 2, and City of Aitkin Phase II Project 2 of 2:

WHEREAS, the City of Aitkin desires to submit a joint grant application for the Transportation Alternatives and Safe Routes to School Infrastructure projects, and

WHEREAS, the TAP and SRTS grant requires that Aitkin County act as the project sponsor for this project.

THEREFORE BE IT RESOLVED, that AITKIN COUNTY agrees to act as sponsoring agency for the project identified as PHASE II seeking Transportation and Safe Routes to School funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that AITKIN COUNTY is hereby authorized to act as agent on behalf of this sponsoring agency.

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Aitkin County is the sponsoring agency for the transportation alternatives project identified as Phase II.

THEREFORE BE IT RESOLVED, that the sponsoring agency hereby agrees to assume

**RESOLUTION
20181218-103
CITY OF AITKIN
PHASE II
PROJECT 1 OF 2**

**RESOLUTION
20181218-104
CITY OF AITKIN
PHASE II
PROJECT 2 OF 2**

full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve updated Personnel Policy as presented, effective January 1, 2019.

**PERSONNEL
POLICY**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve updated Safety Policy and Emergency Action Plan for Employees as presented, effective December 18, 2018.

**SAFETY POLICY
& EMERGENCY
ACTION PLAN**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve Performance Management Guide as presented, effective December 18, 2018.

**PERFORMANCE
MANAGEMENT
GUIDE**

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve Joint Powers Agreement – Internet Crimes Against Children and authorize signatures.

ICAC JPA

Sheriff Scott Turner and Dispatch Supervisor / EM Coordinator Patrice Erickson reviewed the Emergency Operations Plan with the Board. Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the plan with recommendations.

**EMERGENCY
OPERATIONS
PLAN**

Anne Marcotte, Board Chair thanked Sheriff Scott Turner for his years of service and dedication to Aitkin County, wished him happiness in his retirement, and presented him with a retirement gift from the Aitkin County Board of Commissioners.

**THANK YOU TO
SHERIFF
TURNER**

The Board discussed: JCNRB, Snake River Watershed, HRA, CARE, AMC, Mille Lacs Watershed, P&Z, CARE Board, TZD, and MHB>

**BOARD
DISCUSSION**

Motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members voting yes to adjourn the meeting at 12:23 p.m. until Tuesday, January 8, 2019 at the Aitkin Public Library.

ADJOURN



Anne Marcotte, Board Chair
Aitkin County Board of Commissioners



Jessica Seibert, County Administrator