

2018 Reserve Funds

WHEREAS, Resolution #20181218-102 did not show all Reserve Requests received, and

WHEREAS, the dollar amount requested for 2018 Reserve Funds remains unchanged.

THEREFORE, BE IT 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:

2018 Reserve Requests			
Department	Current Reserve Balance	2018 Reserve Request	Purpose
Treasurer - Equipment		\$ 4,000.00	Scanner & Laptop
Human Resources - Equipment		\$ 2,000.00	Laptop
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 Maintenance - Part - Time	\$ 8,091.00	\$ 45,000.00	Capital Building Repairs
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

Treasurer - Equipment

TOTAL \$ 252,957.38 \$ 288,000.00

Health & Human Services

BLDG Account \$ 50,000.00 Building Renovations
\$ 40,000.00 Heating System work

TOTAL \$ 342,957.38 \$ 288,000.00

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

Commissioner Niemi 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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

By Commissioner: Wedel

20181231-106

Whispering Pines Liquor License

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:

"ON", "OFF" and "SUNDAY" Sale:

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township

This establishment has an address of 16469 Goshawk Street, McGregor, MN

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

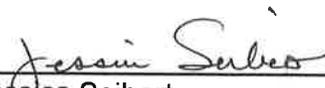
FIVE MEMBERS PRESENT

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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 8, 2019

By Commissioner: Wedel

20190108-001

Modifications to the JPA Forming the NE ECB

WHEREAS, Aitkin County is a participating member of the Northeast Emergency Communications Board, a Joint Powers Entity formed pursuant to Minnesota Statutes 403.39 and 471.59; and

WHEREAS, a Joint Powers Agreement creating the Northeast Emergency Communications Board was approved by the eleven counties and four cities, and three tribes comprising the Board, including Aitkin County; and

WHEREAS, the current Joint Powers Agreement provides for membership by counties and cities within HSEM Region 2; and

WHEREAS, the Minnesota Legislature has amended Minnesota Statute 471.59 to provide authority for federally recognized Indian tribes to participate in Joint Powers Agreements; and

WHEREAS, compliance with this amendment to Minnesota Statute requires modification of the existing Joint Powers Agreement; and

WHEREAS, the Northeast Emergency Communications Board recommends modification of the Joint Powers Agreement governing the Northeast Emergency Communications Board to provide for the authority for federally recognized Indian tribes meeting the same requirements as counties and cities within HSEM Region 2 to participate in the Northeast Emergency Communications Board; and

WHEREAS, the Northeast Emergency Communications Board further recommends modification of the Joint Powers Agreement to provide management and administration of regional Emergency Management functions by the Emergency Communications Board.

NOW THEREFORE, BE IT RESOLVED the Aitkin County Board of Commissioners approves the modifications to the Joint Powers Agreement recommended by the Northeast Emergency Communications Board and attached hereto.

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

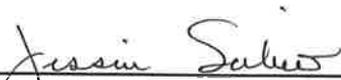
FIVE MEMBERS PRESENT

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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 8, 2019

By Commissioner: Wedel

20190108-002

Opposition to Amendments to MN Rules 4410.4300, Subp 27

WHEREAS, Aitkin County has a land area of 1.17 million acres and approximately 725,000 acres are wetlands, and

WHEREAS, Aitkin County is the Local Governing Unit for the Wetland Conservation Act (WCA), and

WHEREAS, on November 13, 2018, the Minnesota Environmental Quality Board published Notice of Intent to adopt proposed amendments to the Rules Governing Environmental Review, and

WHEREAS, MN Rules 4410.4300, Subp 27, Wetland and Public Waters are being proposed to be amended, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will reduce the allowed wetland impact amount from 5 acres to 1 acre, and the types of wetland are now increased from type 3 through 8 to type 1 through 8, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will have a significant impact on the time and cost in our road projects and other large scale projects, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will require an EAW for accessing suitable building sites for some residential properties, and

WHEREAS, through the WCA, all of these wetland activities are reviewed and must follow an approved process. We believe that the proposed language, with added and duplicative wetland scrutiny, is unnecessary, and

WHEREAS, reducing the threshold from 5 acres of impact to 1 acre, and expanding the types of wetland to include types 1 and 2 is not practical for Aitkin County, or many other counties with a large portion of their land area still remaining in wetlands.

BE IT RESOLVED, that the Aitkin County Board of Commissioners opposes any amendment to MN Rules 4410.4300, Subp 27.

Commissioner Pratt 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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 8, 2019

By Commissioner: Wedel

20190108-003

Undersheriff Leave of Absence

WHEREAS, Ms. Heidi A. Lenk is appointed as Aitkin County Undersheriff, effective January 7, 2019, with a starting annual salary of \$90,043.20. The Undersheriff position is covered under the Teamsters Supervisory Unit collective bargaining agreement, and

WHEREAS, Ms. Lenk is being promoted from the position of Patrol Sergeant at Grade 9, Step N, \$36.40 per hour. The Patrol Sergeant position is covered under the Teamsters Licensed Essential Unit collective bargaining agreement, which reads in Article 5, Section (G) of the 2019-2020 Agreement as follows:

(G) Any employee who is appointed to the position of Undersheriff is entitled to a leave of absence without pay for up to 10 years and their accrued vacation, personal leave, and sick leave will be carried forward with them to the supervisory unit.

WHEREAS, the Aitkin County Board hereby grants Ms. Lenk a 10 year leave of absence from her Patrol Sergeant position, covered under the Teamsters Licensed Essential Unit collective bargaining agreement. Her leave of absence period will start on January 7, 2019, and will expire on January 6, 2029, end of day, and

WHEREAS, at any time prior to expiration of the 10 year leave of absence period, Ms. Lenk has the right to revert back to the Teamsters Licensed Essential Unit and her accrued vacation, personal leave, and sick leave hours will be carried back with her to the Teamsters Licensed Essential Unit. She can revert back when there is a vacancy, or when there is no vacancy by bumping a less senior member of the bargaining unit, and

WHEREAS, reverting back to her former Patrol Sergeant position is contingent upon her having more total seniority in the licensed essential bargaining unit than the least senior incumbent who is working in the Patrol Sergeant position at the time. (Union seniority is tracked based on total time spent in the bargaining unit. It is not tracked based on time spent in a particular position.) Ms. Lenk's total seniority in the Teamsters Licensed Essential Unit from 8/7/1995 through 1/6/2019 is 23 years, 3 months, 28 days. If she does not have more seniority than the least senior Patrol Sergeant, the union and employer agree that she can bump the least senior Deputy Sheriff in the bargaining unit.

THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approve of Ms. Heidi A. Lenk's leave of absence as outlined above.

Commissioner Pratt 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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 8, 2019

By Commissioner: Niemi

20190108-004

2019 Official County Newspaper

BE IT RESOLVED, that the *Aitkin Independent Age* is hereby designated by the Aitkin County Board of Commissioners as the official county newspaper in which all official business shall be published. *Voyageur Press* is named second publication of Financial Statement.

Commissioner Wedel 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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 8, 2019

By Commissioner: Wedel

20190108-005

2019 Board of Commissioners Meeting Procedures & Rules of Business

WHEREAS, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

WHEREAS, the Aitkin County Board has adopted and utilized rules of business, board procedures, and Robert's Rules of Order; and

WHEREAS, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

THEREFORE, BE IT RESOLVED, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

Commissioner Westerlund 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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

By Commissioner: Wedel

20190108-006

2019 Committee Appointments

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2019:

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Laurie Westerlund
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Anne Marcotte
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel
AMC Delegates (8)	Commissioner District 2 Commissioner District 3 Commissioner District 4 Commissioner District 5 County Administrator County Engineer Environmental Services Director HHS Director
Aquatic Invasive Species (AIS)	J. Mark Wedel Bill Pratt
Arrowhead Counties Association (2)	Don Niemi Laurie Westerlund
Arrowhead Economic Opportunity Agency	Laurie Westerlund Don Niemi, Alt.
Arrowhead Regional Development Center (ARDC)	Don Niemi Laurie Westerlund, Alt.
Assessor for Unorganized Townships	Mike Dangers
ATV Committee (2)	Bill Pratt Laurie Westerlund
Big Sandy Lake Management Plan (1+Alternate)	Bill Pratt Anne Marcotte, Alt.
Budget Committee 2020 (2)	J. Mark Wedel Laurie Westerlund

Development Achievement Center (Liaison) (1+Alternate)	Laurie Westerlund Don Niemi, Alt.
East Central Regional Library Board	Don Niemi Bill Pratt, Alt.
Economic Development (2)	Bill Pratt Don Niemi
Emergency Management	J. Mark Wedel
Environmental Assessment Worksheet (2)	Anne Marcotte Bill Pratt
Extension Committee (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alt.
Facilities/Technology Committee (2)	J. Mark Wedel Anne Marcotte
Fairgrounds Custodian	Kirk Peysar
H&HS Advisory Committee (Liaison) (2)	J. Mark Wedel Laurie Westerlund
Historical Society (Liaison)	J. Mark Wedel
Housing & Redevelopment Authority of Aitkin County (HRA) (Liaison)	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board (2)	Bill Pratt Rich Courtemanche
Labor Management Committee (1+Alternate)	J. Mark Wedel Laurie Westerlund, Alt.
Lakes & Pines (1+Alternate)	Don Niemi Anne Marcotte, Alt.
Law Library	Don Niemi
McGregor Airport Commission (2)	Bill Pratt William Bedor
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.
Mille Lacs Fisheries Input Group	Laurie Westerlund
Mille Lacs Watershed (1 + Alternate)	Laurie Westerlund Don Niemi, Alt.
Mississippi Headwaters Board (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
MN Rural Counties (1+Alternate)	Don Niemi Bill Pratt, Alt.

Natural Resources Advisory Committee (2)	Anne Marcotte Bill Pratt
NE MN Office Job Training	Don Niemi
Northeast MN ATP (2)	Bill Pratt John Welle Don Niemi, Alt.
Northeast MN Emergency Communications Board (ECB)	Anne Marcotte Dan Guida, Alt.
Northeast MN Regional Advisory Committee (RAC)	Patrice Erickson Dan Guida, Alt.
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Bill Pratt Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
Ordinance Committee (2)	Bill Pratt Anne Marcotte
Personnel/Insurance Committee (2)	J. Mark Wedel Anne Marcotte
Planning Commission	Laurie Westerlund
Rum 1W1P Policy Committee	Laurie Westerlund Don Niemi, Alt.
Snake River Watershed Management Board	Bill Pratt
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	Laurie Westerlund Bill Pratt
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

Commissioner Niemi 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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 8, 2019

By Commissioner: Pratt

20190108-007

Aitkin County Electronic Funds Policy/Procedure

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor and Health and Human services staff to initiate electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2019.

BE IT FURTHER RESOLVED, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

Commissioner Westerlund 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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 8, 2019

By Commissioner: Wedel

20190108-008

Hazard Mitigation Assistance Agreement

WHEREAS, the County of Aitkin is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

WHEREAS, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW THEREFORE, be it resolved that the Aitkin County Sheriff's Office will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Aitkin County Hazard Mitigation plan. Daniel G. Guida, Sheriff, is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to implement the plan on behalf of Aitkin County.

Commissioner Niemi 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 January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019



Jessica Seibert
County Administrator