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# AITKIN COUNTY BOARD

June 9, 2020

The Aitkin County Board of Commissioners met this 9<sup>th</sup> day of June, 2020 at 9:01 a.m. at the Aitkin Government Center with the following members present: Board Chair William Pratt, Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Anne Marcotte, County Administrator Jessica Seibert, and Administrative Assistant Angie Sahr.

Motion made by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all voting yes to approve the June 9, 2020 agenda.

There was no Citizens' Public Comment

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows. A) Correspondence File May 26, 2020 to June 8, 2020; B) Approve May 26, 2020 County Board Minutes; C) Approve Electronic Funds Transfers \$3,825,792.74; D) Approve Commissioner Vouchers: General Fund \$76,382.40, Road & Bridge \$93,036.64, Health & Human Services \$1,824.36, Trust \$15,741.64, Forest Development \$4,950.67, Capital Project \$318.84, Long Lake Conservation Center \$10,222.46, Parks \$32,017.11 for a total of \$234,494.12; E) Approve Auditor's Vouchers: General Fund \$34,255.00, Trust \$28,204.00 for a total of \$62,459.00; F) Approve Auditor's Vouchers – Contegrity: Road & Bridge \$105,682.64, Capital Project \$218,763.06 for a total of \$324,445.70; G) Approve Auditor's Vouchers – School Advances: Agency \$2,221.417.04; H) Approve Manual Warrants/Voids/Corrections – Medical Flex Claims, Summer Camp Refunds (COVID), Tax Payment – Acct. Closed: General Fund \$34.49, Taxes & Penalties \$694.00, Long Lake Conservation Center \$7,388.06 for a total of \$8,116.55; I) Approve Manual Warrants/Voids/Corrections – PEIP Participant Fee, State General Tax: General Fund \$759.85, State \$1,234,644.02 for a total of \$1,235,403.87; J) Approve Manual Warrants/Voids/Corrections – Tax Refund: Taxes & Penalties \$854.00; K) Approve Manual Warrants/Voids/Corrections – Tax Refund: Taxes & Penalties \$1,772.00; L) Approve Manual Warrants/Voids/Corrections – Camp Refunds (COVID), Elan, Medical Flex: General Fund \$5,285.69, Long Lake Conservation Center \$4,099.66 for a total of \$9,385.35; M) Approve Manual Warrants/Voids/Corrections – Elan: General Fund \$2,791.49, Road & Bridge \$402.42, Health & Human Services \$1,009.64, Long Lake Conservation Center \$172.41 for a total of \$4,375.96; N) Approve Manual Warrants/Voids/Corrections – Camping Refunds (COVID): Parks \$240.00; O) Adopt Resolution: 2019 Annual Apportionment of Forfeited Tax Sales; P) Adopt Resolution: Increase Imprest Funds – License Center.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution of 2019 Annual Apportionment of Forfeited Tax Sales.

**WHEREAS**, pursuant to Minnesota Statute 282.08, County boards are authorized to set aside monies from the tax forfeited sale fund for timber and park development.

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with said law, that thirty (30) percent of the remaining receipts are to be used for forest development and twenty (20) percent of these receipts remaining are to be used for the maintenance and development of County Parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

**Call to Order**

**Approved Agenda**

**Citizens' Public Comment**

**Consent Agenda**

**Resolution #20200609-060 Apportionment of Forfeited Tax Sales**

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Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution to the Transfer of 2019 Tax-Forfeited Funds.

**WHEREAS**, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$3.00 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor's office during the 2019 calendar year was \$30,000.00, and

**WHEREAS**, the county revenue cost for maintenance for the Aitkin County Land Dept for the 2019 calendar year is \$20,000.00, and

**WHEREAS**, a gravel pit rehabilitation account has been established, and \$0.15 per yard of gravel taken out of county pits will be placed in this account, the 2019 amount to be placed in this account is \$500 (3,287 cu yds x ¢15),

**NOW THEREFORE, BE IT RESOLVED**, that the amount of:

\$30,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County Auditor account (01-040-5590) to cover the costs of this clerical hire, AND

\$20,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County General Revenue Account (01-110-5840) for maintenance, AND

\$500.00 shall be transferred from the Forfeited Tax Sales Account (10-923-6901) to the Gravel Pit Account (11-936-5840).

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution to Increase Imprest Funds – License Center.

**WHEREAS**, currently the County License Center has an imprest amount set at \$250.00 and

**WHEREAS**, that amount is no longer large enough to cover 3 cash registers and provide for the change needed for customer service.

**NOW THEREFORE BE IT RESOLVED**, that the County License Center's imprest cash fund (cash register and change funds) be set at \$1,000.00 according to M.S. 375.162.

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voted to adopt resolution – Award Contract No. 20205;

**WHEREAS**, Contract No. 20205 is for construction of C.P 001-076-001 and C.P. 001-090-035 and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, June 1, 2020 with a total of six bids received, and

**WHEREAS**, Marvin Tretter Inc., Pierz, MN was the lowest responsible bidder in the amount of \$637,546.41.

**Resolution  
#20200609-061  
Transfer of 2019  
Tax-Forfeited  
Funds**

**Resolution  
#20200609-062  
Increase Imprest  
Funds – License  
Center**

**Resolution  
#20200609-063  
Award Contract  
No. 20205**

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**THEREFORE, BE IT RESOLVED**, that Marvin Tretter Inc. is awarded Contract No. 20205.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Administrator are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voted to adopt resolution – Off Sale Liquor License – Westerlund, Inc. dba Westerlund Cenex; Commissioner Lori Westerlund abstained.

**WHEREAS**, an application for an Off-Sale Liquor License was received from Westerlund, Inc. dba Westerlund's Cenex by Norman Westerlund, its President. Located at 22167 State Highway 47, Aitkin, MN.

**WHEREAS**, this location has not been previously approved for an Off-Sale Liquor License a public hearing is required under Minnesota Statute 340A.405.

**WHEREAS**, a public hearing was held May 26, 2020 at 10:30am, comments and exhibits were received both in-person and in writing.

**WHEREAS**, Malmo Township did consent to the issuance of the license applied for.

**THEREFORE BE IT RESOLVED**, The Aitkin County Board of Commissioners approve the application for an Off-Sale Liquor License made by Westerlund, Inc. dba Westerlund's Cenex

Rich Courtemanche, Land Commissioner asked the Board to provide LLCC and Land Department with direction for staffing and maintaining Long Lake Conservation Center facilities through the COVID-19 emergency.

Karla White, Jail Administrator provided an update to the Board on jail population and changes in the jail due to COVID-19.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members present voted to approve Aitkin County Tourism and Promotion Grants.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Blandin Broadband Community Grants.

Jessica Seibert, County Administrator updated the Board on the following:

- License Center
- CARES Act Funding
- Bonding Bill
- SHPO Grant
- Building Progress
- Parking Lot Completion

**Resolution  
#20200609-064  
Off Sale Liquor  
License –  
Westerlund, Inc.  
dba Westerlund  
Cenex**

**LLCC – COVID  
Revenue and  
Staffing**

**Jail Administrator  
Update**

**Aitkin County  
Tourism and  
Promotion Grants**

**Blandin  
Broadband  
Community  
Grants**

**County  
Administrator  
Updates**

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The Board discussed: Facilities, HRA, AMC, Development Achievement Center, Mille Lacs Watershed, Budget Committee, Historical Society, Northern Counties Land Use Coordinating Board, Extension, Mississippi Headwaters, East Central Regional Library, McGregor Airport.

**Board Discussion**

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting yes to close the meeting at 10:51 a.m. under MN Statute 13D.05 Subd.1 (d).

**Closed Meeting**

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to reopen the meeting at 11:53 a.m.

**Reopen Meeting**

Motion by Commissioner Wedel seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 11:53 a.m. until Tuesday, June 23, 2020 at the Aitkin Government Center.

**Adjourn**

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William Pratt, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert  
County Administrator