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# AITKIN COUNTY BOARD

December 15, 2020

<p>The Aitkin County Board of Commissioners met this 15<sup>th</sup> day of December, 2020 at 2:00 p.m. at the Aitkin Government Center with the following members present: Board Chair William Pratt, Commissioners J. Mark Wedel, Anne Marcotte, Donald Niemi, County Administrator Jessica Seibert, and Administrative Assistant Angie Sahr. Commissioner Laurie Westerlund attended via Webex.</p>	<p><b>Call to Order</b></p>
<p>Motion made by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all voting yes to approve the December 15<sup>th</sup>, 2020 amended agenda. Item 6.5 – adopt resolution: CSAH 10 No Parking Zone was added.</p>	<p><b>Approved Agenda</b></p>
<p>There was no Citizens' Public Comment</p>	<p><b>Citizens' Public Comment</b></p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows.</p>	<p><b>Consent Agenda</b></p>
<p>A) Correspondence File November 24, 2020 to December 14, 2020; B) Approve November 24, 2020 County Board Minutes; C) Approve Electronic Funds Transfers \$4,345,291.11; D) Approve Commissioner Vouchers: General Fund \$93,904.16, Reserves Fund \$161,805.00, Road &amp; Bridge \$58,945.48, Health &amp; Human Services \$4,975.94, State \$285.00, Trust \$42,026.21, Forest Development \$517.35, Capital Project \$834.16, Long Lake Conservation Center \$2,719.32, Parks \$11,424.05 for a total of \$377,436.67; E) Approve Commissioner Vouchers: General Fund \$124,383.85, Road &amp; Bridge \$24,384.54, Health &amp; Human Services \$55,924.87, Trust \$8,722.66, Forest Development \$8,865.47, Capital Project \$3,990.00, Long Lake Conservation Center \$2,048.90, Parks \$6,915.13 for a total of \$235,235.42; F) Approve Auditor's Vouchers – CARES Warrants, Sheriff's Vehicles, Motor Pool Vehicles: General Fund \$222,141.92, Reserves Fund \$56,657.10, Coronavirus Relief Fund \$33,082.80 for a total of \$311,881.82; G) Approve Auditor's Vouchers: General Fund \$44,945.00, Health &amp; Human Services \$9,313.60, for a total of \$54,258.60; H) Approve Auditor's Vouchers – Contegrity, R&amp;B: General Fund \$3,688.00, Road &amp; Bridge \$34,830.50, Capital Project \$125,784.67 for a total of \$164,303.17; I) Approve Manual Warrants/Voids/Corrections – FSA Claims: 1,330.28; J) Approve Manual Warrants/Voids/Corrections – Elan paid 11/13/20 Allocated: General Fund \$-2,527.99, Road &amp; Bridge \$1,455.00, Health &amp; Human Services \$487.08, Trust \$585.91 for a total of \$0.00; K) Approve Manual Warrants/Voids/Corrections – November Participant Fee's: General Fund \$748.65; L) Approve Manual Warrants/Voids/Corrections – 2020 Estimated MN Care Tax: Health &amp; Human Services \$190.35; M) Approve Manual Warrants/Voids/Corrections – Medical FSA Claims: General Fund \$569.08; N) Approve Manual Warrants/Voids/Corrections – Elan paid 11/27/20: General Fund \$7,039.52; O) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$1,213.28; P) Approve Manual Warrants/Voids/Corrections – LLCC Credit Card Fee's: Long Lake Conservation Center \$53.15; Q) Approve Manual Warrants/Voids/Corrections – Mtg Reg &amp; Deed Tax - November: General Fund \$0.03, State \$102,749.87, for a total of \$102,749.90; R) Approve Manual Warrants/Voids/Corrections – Elan paid 11/27/20 - Allocated: General Fund \$-1,594.64, Road &amp; Bridge \$465.00, Health &amp; Human Services \$1,129.64, for a total of \$0.00; S) Approve Fire Protection Contract – Town of Ball Bluff; T) Approve 2020 Engagement Letter - CliftonLarsonAllen; U) Approve Human Trafficking JPA; V) Adopt Resolution: Aitkin County Electronic Funds Policy/Procedure; W) Approve One Year Extensions for Listed Timber Sales; X) Approve 2020 Voting Equipment Grant; Y)</p>	

Approve Board of Adjustment and Planning Commission Appointments; Z) Adopt Resolution: Final Contract Payment – Contract No. 20196; AA) Adopt Resolution: Reaffirming Change/Petty Cash Funds; BB) Information Only: Cedar Lake Wildlife Management Area Acquisition

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to approve – Fire Protection Contract – Town of Ball Bluff.

**Fire Protection Contract – Town of Ball Bluff**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to approve – 2020 Engagement Letter - CliftonLarsonAllen.

**2020 Engagement Letter - CliftonLarsonAllen**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to approve – Human Trafficking JPA.

**Human Trafficking JPA**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Aitkin County Electronic Funds Policy/Procedure.

**Resolution #20201215-097 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, Payroll 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 2021.

**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.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to approve – One Year Extensions for Listed Timber Sales.

**One Year Extensions for Listed Timber Sales**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to approve – 2020 Voting Equipment Grant.

**2020 Voting Equipment Grant**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to approve – Board of Adjustment and Planning Commission Appointments.

**Board of Adjustment and Planning Commission Appointments**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Final Contract Payment – Contract No. 20196.

**Resolution #20201215-098 Final Contract Payment – Contract No. 20196**

**WHEREAS**, Contract No. 20196 has in all been completed, and the County Board being fully advised in the premises.

**NOW THEN BE IT RESOLVED**, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Design Electric in the amount of \$1,395.69.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Reaffirming Change/Petty Cash Funds.

**Resolution #20201215-099 Reaffirming Change/Petty Cash Funds**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners reaffirms the following funds

Treasurer	\$800.00
Recorder	\$1000.00
Health	\$50.00
Human Resources	\$500.00
Sheriff	\$400.00
License Center	<u>\$1000.00</u>
<b>Total General Fund</b>	<b>\$3750.00</b>
Emergency Revolving fund	\$3000.00
<b>Total Health and Human Services</b>	<b>\$3000.00</b>
<b>Long Lake Conservation Center</b>	<b>\$0.00</b> Receipted into 19521.5840
<b>Total for all change funds</b>	<b>\$6750.00</b>

<p>Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members present voted to approve Soliciting RFP's for Operation of the Recycling Center and Drop Off Locations.</p>	<p><b>Soliciting RFP's for Operation of the Recycling Center and Drop Off Locations</b></p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members present voted to table Food, Beverage and Lodging License Fee Delay until a later date.</p>	<p><b>Food, Beverage and Lodging License Fee Delay</b></p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members present voted to table Liquor License Fee Delay until a later date, Commissioner Westerlund Abstained.</p>	<p><b>Liquor License Fee Delay</b></p>
<p>Ross Wagner – Economic Development &amp; Forest Industry Coordinator discussed with the Board the Mille Lacs East ATV Trail Update, Route Alignment</p>	<p><b>Mille Lacs East ATV Trail Update, Route Alignment</b></p>
<p>Jessica Seibert, County Administrator updated the Board on the following:</p> <ul style="list-style-type: none"> <li>• CARES Funding</li> <li>• Pathways Program – Jessica is graduating from program since she's not a new Administrator anymore</li> <li>• Contract Negotiation Meetings</li> <li>• MACA Board – Jessica was nominated as Treasurer</li> </ul>	<p><b>Administrator Updates</b></p>
<p>Jessica Seibert, County Administrator discussed with the board – 2021 Commissioner Salaries</p>	<p><b>2021 Commissioner Salaries</b></p>
<p>Jessica Seibert, County Administrator discussed with the board – 2021 Elected Officials Salaries</p>	<p><b>2021 Elected Officials Salaries</b></p>
<p>Jessica Seibert, County Administrator discussed with the board – Long Lake Conservation Center Fund Transfer.</p>	<p><b>Long Lake Conservation Center Fund Transfer</b></p>
<p>Jessica Seibert, County Administrator discussed with the board – 2020 Reserve Requests</p>	<p><b>2020 Reserve Requests</b></p>
<p>Jessica Seibert, County Administrator discussed with the board – 2021 Budget Review</p>	<p><b>2021 Budget Review</b></p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – CSAH 10 No Parking Zone;</p>	<p><b>Resolution #20201215-100 CSAH 10 No Parking Zone</b></p>
<p><b>WHEREAS</b>, current and anticipated utility construction along CSAH 10 in Sections 27 and 34 of Verdon Township is creating safety concerns due to the volume of parked vehicles in this area, and</p>	
<p><b>WHEREAS</b>, an ordinance regulating the parking of vehicles on County Highways was</p>	

# AITKIN COUNTY BOARD

December 15, 2020

enacted on September 15, 1987.

**NOW THEREFORE, BE IT RESOLVED**, that parking be prohibited at all times along Aitkin County State-Aid Highway 10 from 1000 feet south of the intersection of 590th Street to 5000 feet north of the intersection of 590th Street.

**BE IT FURTHER RESOLVED**, that this no-parking restriction shall expire on December 15, 2021

The Board discussed: MCIT, AMC, CARE, Budget Committee, HHS Advisory, MN Rural Caucus, Aitkin Airport, NClub, Environmental Assessment.

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting yes to close the meeting at 4:37 p.m. under MN Statute 13D.05 Subd 3(b) Attorney Client Privilege

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to reopen the meeting at 4:47 p.m.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to close the meeting at 4:47 p.m. under MN Statute 13D.05 Subd 3(b) Attorney Client Privilege

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voting yes to reopen the meeting at 5:05 p.m.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to close the meeting at 5:05 p.m. under MN Statute 13D.05 Subd 3(d) Security Briefing Report

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to reopen the meeting at 5:50 p.m.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Decision on Authorizing Repurchase.

Motion by Commissioner Wedel seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 5:52 p.m. until Tuesday, December 22, 2020 at the Aitkin County Government Center.

**Board Discussion**

**Closed Meeting**

**Reopen Meeting**

**Closed Meeting**

**Reopen Meeting**

**Closed Meeting**

**Reopen Meeting**

**Decision on  
Authorizing  
Repurchase**

**Adjourn**

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William Pratt, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert  
County Administrator