



**AITKIN COUNTY BOARD OF COMMISSIONERS**

January 24, 2023

9:00 a.m.

Government Center Board Room

Regular Session Minutes

**1.A CALL TO ORDER**

Chair Wedel called the meeting to order at 9:08 a.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
Brittany Searle	Administrative Assistant	Present

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda, as amended.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Travis Leiviska
<b>SECONDER:</b>	Commissioner Michael Kearney
	Move 8B to 8D, Add 8B - State Bonding Request - Aitkin County Fairgrounds, Add 8C - State Bonding Request - H&HS Building

**1.D Citizens Public Comment by:**

William Smith expressed his concerns about the Aitkin County Committee Appointment Process.

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska

**A) Correspondence File-**

January 3, 2023 to January 23, 2023

**B) Approve County Board Minutes-**

January 3, 2023

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$823,063.24
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**D) Approve Commissioner's Vouchers**

	General	HHS	Forest	Reserves	Debt	LLCC	RB	State	Parks	Unorg	Trust	Total
	\$542,571.56	\$55,529.46	\$15,499.24	\$16.38	\$556,582.51	\$23,276.48	\$202,171.97	\$270.00	\$59,503.56	\$16,489.87	\$23,425.54	\$1,495,336.57

**E) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 2022 - 1

General	\$1,010.59											<b>Total</b>	\$1,010.59
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**F) Approve Manual Warrants/Voids/Corrections-**

Chargeback, Unable to Locate

Taxes	\$315.00											<b>Total</b>	\$315.00
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**G) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 2022 - 2

General	\$69.83								
								<b>Total</b>	\$69.83

**H) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 2022 - 3

General	\$29.99								
								<b>Total</b>	\$29.99

**I) Approve Manual Warrants/Voids/Corrections-**

LLCC Credit Card Fees

LLCC	\$77.00								
								<b>Total</b>	\$77.00

**J) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 2023 - 1

General	\$599.22								
								<b>Total</b>	\$599.22

**K) Approve Auditor Vouchers-**

R&amp;B Auditor's Warrants

RB	\$42,877.77								
								<b>Total</b>	\$42,877.77

**L) Approve Manual Warrants/Voids/Corrections-**

ELAN Paid 12.22.2022

General	(\$870.95)	RB	\$305.62	HHS	\$414.35	LLCC	\$134.95		
OPIOID	\$16.03							<b>Total</b>	(\$0.00)

**M) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 2023 - 2

General	\$21.33								
								<b>Total</b>	\$21.33

**N) Approve Auditor Vouchers-**

Sales Tax - December 2022

General	\$99.10	RB	\$25.76	LLCC	\$42.14				
								<b>Total</b>	\$167.00

**O) Approve Auditor Vouchers-**

Diesel Tax - December 2022

RB	\$2,081.93								
								<b>Total</b>	\$2,081.93

**P) Approve Auditor Vouchers-**

FSA Claims 2023 - 3

General	\$107.20	State	\$60,557.02						
								<b>Total</b>	\$60,664.22

**Q) Approve Manual Warrants/Voids/Corrections-**

ELAN Paid 01.05.2023

General	(\$746.08)	Trust	\$229.83	Forest	\$138.95	LLCC	\$377.30		
								<b>Total</b>	\$0.00

**R) Approve Auditor Vouchers-**

Settlements Paid Dec. 2022

Township	\$690,690.16								
								<b>Total</b>	\$690,690.16

**S) Approve-**

County Administrator Performance Evaluation

**T) Adopt Resolution-**

Eckstrom Repurchase

Resolution #20230124-007

**U) Adopt Resolution-**

Sentence to Serve Donation - McGregor Lions

Resolution #20230124-008

**V) Approve-**

Spolarich Easement

**W) Approve-**

East Central Regional Library Appointment

- X) **Approve-**  
Affidavit for Duplicate Lost Warrant - Nistler
- Y) **Approve-**  
Reaffirm Code of Ethics

## Regular Agenda

**Motion to Approve:**

Letter of Support - North Memorial Ambulance

**RESULT:**           **APPROVED (5 TO 0)**  
**MOVER:**           Commissioner Travis Leiviska  
**SECONDER:**       Commissioner Bret Sample

**Motion to Approve:**

Community Grant Awards - ALANO

**RESULT:**           **APPROVED (5 TO 0)**  
**MOVER:**           Commissioner Laurie Westerlund  
**SECONDER:**       Commissioner Michael Kearney

**Motion to Approve:**

Community Grant Program - Transfer of Existing Funds

**RESULT:**           **APPROVED (5 TO 0)**  
**MOVER:**           Commissioner Bret Sample  
**SECONDER:**       Commissioner Travis Leiviska

**Motion to Approve:**

Revitalization Grant

**RESULT:**           **APPROVED (5 TO 0)**  
**MOVER:**           Commissioner Laurie Westerlund  
**SECONDER:**       Commissioner Travis Leiviska

**Motion to Approve:**

Business Development & Recreation Grant

**RESULT:**           **APPROVED (5 TO 0)**  
**MOVER:**           Commissioner Michael Kearney  
**SECONDER:**       Commissioner Travis Leiviska

**Motion to Approve:**

Recommendation from Consultant

**RESULT:**           **APPROVED (5 TO 0)**  
**MOVER:**           Commissioner Michael Kearney  
**SECONDER:**       Commissioner Laurie Westerlund  
Note: Senior Land Survey and Mapping Technician Grade 5 to Grade 6

**Motion to Approve:**

Personnel Committee Recommendations

**RESULT:**           **APPROVED (5 TO 0)**  
**MOVER:**           Commissioner Bret Sample  
**SECONDER:**       Commissioner Travis Leiviska  
Note: Change on Accounting Tech position to a Case Aid position and authorize filling

**Motion to Adopt Resolution:**

Award Contract 20231

**RESULT:**           **APPROVED (5 TO 0)**  
**MOVER:**           Commissioner Laurie Westerlund  
**SECONDER:**       Commissioner Bret Sample  
**Resolution #**       20230124-009

**Committee Updates**

ECRL, Snake River Watershed, Natural Resource Advisory Committee, AEOA, Brainerd Watershed, Facilities, HHS Advisory, EDA, State of the Band, MRC, Mille Lacs Watershed, Planning and Zoning

**Administrator Updates**

Legislative Updates, Lean Processing, ACAT, Facilities, 1:1 DH Meeting, Tour with Sarah, OPIOID Settlement

**Motion to Adopt Resolution:**

State Bonding Request - Aitkin County Fairgrounds

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Travis Leiviska  
**Resolution #** 20230124-010

**Motion to Adopt Resolution:**

State Bonding Request - Health & Human Services Building

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Travis Leiviska  
**Resolution #** 2023012-011

**Motion to Close Meeting Under MN Statute 13D.03 Subd.1(b) Labor Negotiations**

Motion made at 11:56 a.m.

**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Laurie Westerlund

**Motion to Reopen Meeting**

Motion made at 12:36 p.m.

**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Bret Sample

**Motion to Adjourn**

Motion made at 12:36 p.m.

**MOVER:** Commissioner Michael Kearney  
**SECONDER:** Commissioner Laurie Westerlund  
**Next Meeting:** Tuesday, February 14, 2023 at the Aitkin County Government Center

*J. Mark Wedel*

J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioner

*Jessica Seibert*

Jessica Seibert  
County Administrator



## AITKIN COUNTY HEALTH & HUMAN SERVICES

204 First Street NW  
Aitkin, MN 56431

Phone: 800-328-3744/218-927-7200  
Fax: 218-927-7210

### AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD January 24, 2023

#### Attendance

The Aitkin County Board of Commissioners met this 24<sup>th</sup> day of January 2023, at 9:00 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample and Michael Kearney. County Administrator Jessica Seibert, Administrative Assistant Brittany Searle, Health & Human Services Director Sarah Pratt, and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble & Erin Melz, AC Advisory Committee members Cindy Chuhanic & Mikki Brodhead, Sheriff Guida, AC Human Resource Director Bobbie Danielson and other public guests. Joining via WebEx: H&HS Supervisors Jessi Goble & Jessi Schultz, AC Economic Development Coordinator Mark Jeffers and KKIN Paul Vold.

#### Approved Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried, all members present voting yes to approve the January 24, 2023 Health & Human Services agenda.

#### Approved Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Leiviska and carried, all members present voting yes to approve the December 20, 2022 Health & Human Services minutes.

#### Approved Bills

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

#### Approved Advisory Committee Appointment

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried, all members present voting yes to approve the new appointment of Tyler Ulseth to the Aitkin County Health & Human Services Advisory Committee.

#### Director Updates

Sarah Pratt new Director of Health & Human Services presented the board with an introduction including:

- Professional experience

- Personal information
  - o Family
  - o Hobbies
- Future Plans for Aitkin County H&HS
  - o Organizational priorities
  - o Goals

### **End of Year 2022 Fiscal Report**

Carli Goble, H&HS Fiscal Supervisor presented to the board the End of Year 2022 Fiscal Report which included:

- Revenues
- Expenditures by Department
- Expenditures by Budget Categories
- Why were expenditures lower than expected?
- Why were revenues higher than expected?
- Fund Balance

### **Committee Updates**

The Board discussed the Advisory Committee, CARE Board, and Lakes & Pines.

### **Adjourn**

The meeting was adjourned at 9:45 a.m.

Next Meeting – February 28, 2023

By Commissioner: Westerlund

20230124-007

**Eckstrom Repurchase Tax – Forfeited Land**

WHEREAS, Hunter Eckstrom, Heir at the time of forfeiture. (Applicant)

WHEREAS, the Applicant 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:

Parcel # 12-0-040700            SW SW   Section 23   Township 52   Range 26

and WHEREAS, said Applicants 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:

Eric Eckstrom passed away in March 2022 and we were going through probate and did not receive notice of the taxes being past due.

B. That the repurchase of said land by me will promote and best serve the public interest because:

It is connected to all the other property and is used as hunting land.

and WHEREAS, the Applicants have made payment of all delinquent taxes of properties

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

NOW, THEREFORE BE IT RESOLVED, That the application of Hunter Eckstrom 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.

Commissioner Leiviska 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 24<sup>th</sup> day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>h</sup> day of January 2023

*Jessica Seibert*

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

*J. Mark Wedel*

\_\_\_\_\_  
J. Mark Wedel – County Board Chair

*Kirk Peysar*

\_\_\_\_\_  
Kirk Peysar – County Auditor



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

ADOPTED January 24, 2023

By Commissioner: Westerlund

20230103-008

**Sentence to Serve – McGregor Lions**

**WHEREAS**, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

McGregor Lions \$1,000.00

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

McGregor Lions Aitkin County Sentence to Serve

**WHEREAS**, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Commissioner Leiviska 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}

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Witness my hand and seal this 24<sup>th</sup> day of January 2023

*Jessica Seibert*

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

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

ADOPTED January 24, 2023

By Commissioner: Westerlund

**20230103-009**

**Award Contract 20231**

**WHEREAS**, Contract No. 20231 is for construction of S.P. 001-611-003, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Tuesday, January 17, 2023 with a total of six bids received, and

**WHEREAS**, KGM Contractors Inc., Angora, MN was the lowest responsible bidder in the amount of \$4,227,400.75.

**NOW THEREFORE, BE IT RESOLVED**, that KGM Contractors, Inc. be awarded Contract 20231.

**BE IT FURTHER RESOLVED**, that this award is subject to KGM Contractors, Inc. obtaining approval from the Minnesota Department of Transportation Office of Civil Rights for the Disadvantaged Enterprise Business (DBE) commitment on this project.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Auditor 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.

Commissioner Sample 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 24<sup>th</sup> day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>th</sup> day of January 2023

*Jessica Seibert*

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

By Commissioner: Sample

20230124-010

**State Bonding Request – Aitkin County Fairgrounds**

WHEREAS, the Aitkin County Fairgrounds has supported the regional economy and community since 1910;

WHEREAS, the Aitkin County Fairgrounds provides opportunities for students to develop leadership skills through the 4-H program and local horse riding clubs;

WHEREAS, the Aitkin County Fairgrounds provides space for community gatherings such as music performances, fundraisers, stock car races, and annual celebrations;

WHEREAS, the Aitkin County Fairgrounds is in need of several renovations and improvements to better serve the public and ensure that the grounds are available to the community for decades to come including:

- Electrical system update
- Drainage system update
- Extension of ADA accessible walking paths
- Development of ADA accessible paved parking
- Improvements to water and sewer infrastructure;

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners supports a request for State Bonding in the amount of \$365,000 to be used in conjunction with local funding to complete needed renovations and improvements at the Aitkin County Fairgrounds.

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

FIVE MEMBERS PRESENT

All Members Voting XXX

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 24<sup>th</sup> day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>th</sup> day of January 2023.

*Jessica Seibert*

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

By Commissioner: Sample

20230124-010

**State Bonding Request – Health & Human Services Building Renovation**

**WHEREAS**, the Aitkin County Health and Human Services building was built in 1973;

**WHEREAS**, the Aitkin County Health and Human Services department provides support services to the region’s most vulnerable children and adults;

**WHEREAS**, the Aitkin County Health & Human Services Building is in need of important and immediate renovations to maintain the integrity of the current building and ensure services to the public continue uninterrupted in the future. Renovations include but are not limited to:

- Replacement of outdated heating/cooling systems
- Addition of secure interview spaces
- Creation of ADA accessible restrooms for public and staff
- Creation of meeting space to accommodate full staff and regional community meetings
- Renovation of existing lobby space to allow visitor access to restrooms
- Creation of more convertible work areas to address changing work environment
- Ensure security of private data
- Improve overall building security with badge access technology

**WHEREAS**, Aitkin County has been reserving funds for several years to complete the building project and is in need of supplemental funds due to inflationary factors and the increase in building costs;

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners supports a request for State Bonding in the amount of \$5,000,000 to be used in conjunction with local funding to complete needed renovations and improvements to the Aitkin County Health and Human Services Building.

Commissioner Leiviska 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 24<sup>th</sup> day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>th</sup> day of January 2023.

*Jessica Seibert*

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