



AITKIN COUNTY BOARD OF COMMISSIONERS

January 2, 2024

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A CALL TO ORDER

Chair Wedel called the meeting to order at 9:00 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
April Kellerman	Administrative Assistant	Present

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Laurie Westerlund adding items 9I and 9J

1.D Citizens Public Comment by:

Jeremy Paquette, addressed Board regarding Short Term Rental ordinance

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Michael Kearney

- A) Correspondence File-
December 19, 2023 - January 1, 2024
- B) Approve County Board Minutes-
December 19, 2023
- C) Approve County Board Minutes-
2024 Budget Hearing 12-12-23

3 ADJOURN 2023 Board

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

4 Jessica Seibert – County Administrator

- A) Call to Order 2024 Board Meeting
- B) Nomination for Board Chair and Vice Chair
Board Chair

Commissioner Sample nominated Commissioner Wedel for Board Chair. No other nominations.
Roll Call Vote: all Commissioners vote Yes

Vice Chair

Commissioner Kearney nominated Commissioner Sample for Vice Chair. No other nominations.
Roll Call Vote: all Commissioners vote Yes

5 **CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Bret Sample

A) **Adopt Resolution-**
License to Sell Tobacco Products - Mudflats Bar & Grill

B) **Approve-**
ESST Policy

C) **Approve Electronic Funds Transfers**

Total	\$1,715,193.16
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D) **Approve Manual Warrants/Voids/Corrections-**
Manual Warrants 12-14-23

General	\$177.90	Taxes	\$26.80			Total	\$204.70
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E) **Approve Manual Warrants/Voids/Corrections-**
ELAN 12-07-23

General	\$1,544.41	Trust	\$75.00	LLCC	\$14.95	HHS	\$139.08
						Total	\$1,773.44

F) **Approve Commissioner's Vouchers**
Commissioner Warrants 12-22-23

General	\$1,103,368.81	Reserves	\$9,000.00	R&B	\$78,310.29	HHS	\$43,768.29
State	\$6,765.57	Trust	\$35,361.09	Forest	\$16,093.47	LLCC	\$6,719.11
Parks	\$2,123.43					Total	\$1,301,510.06

G) **Approve-**
Great River Energy Utility Easements

H) **Approve-**
Natural Resources Advisory Committee Appointments

I) **Approve-**
Adopt Updated Safety Policy and Emergency Action Plan for Employees

Regular Agenda

6A Kathleen Ryan – Chief Financial Officer

Motion to:
Approve Statement of Work - CLA, SBITA Consulting

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Bret Sample

7A Tara Snyder - County Recorder

Motion to:
Approve Arcasearch Contract

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Laurie Westerlund

8A Andrew Carlstrom – Environmental Services Director

Informational Only
First Reading - Amendment to Vacation Short Term Rentals - Discussion Only

RESULT:	INFORMATIONAL ONLY
MOVER:	
SECONDER:	

9A Jessica Seibert – County Administrator

Motion to:
Adopt Resolution - 2024 Board of Commissioners Meeting Procedures

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Bret Sample

9B Jessica Seibert – County Administrator

Motion to:

Approve 2024 Board Meeting Schedule

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

9C Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - Designation of Official County Newspaper

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

9D Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - Minimum Commissioner Salary

RESULT: APPROVED (4 TO 1)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska
Commissioner Bret Sample Voted No

9E Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - County Veteran Service Officer

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Michael Kearney

9F Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - 2024 Committee Appointments

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Laurie Westerlund
adopted as amended.

9G Jessica Seibert – County Administrator

Informational Only

Administrator Updates

Department Heads Meeting, Dangerous Dog Hearing, MACA Regional Call, Fema Call, Facilities Meeting, Economic Development

9H Jessica Seibert – County Administrator

Informational Only

CARE Appropriation - Discussion Only

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

9I Jessica Seibert – County Administrator

Motion to:

Approve AMC Policy Committee Appointments

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

9J Jessica Seibert – County Administrator

Motion to:

Approve Public Safety Grant Agreement

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

10A Board of Commissioners

Informational Only

Commissioner Committee Updates

Arrowhead Counties Association, Economic Development, Aitkin Airport Commission

Motion to Adjourn

Motion made at 10:17 a.m.

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Michael Kearney

Next Meeting: Tuesday, January 23, 2024

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

Jessica Seibert
County Administrator