



**AITKIN COUNTY BOARD OF COMMISSIONERS**

December 17, 2024

3:15 p.m.

Government Center Board Room

Regular Session Minutes

**1.A CALL TO ORDER**

Chair Wedel called the meeting to order at 3:14 p.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	Webex
April Kellerman	Administrative Assistant	Present

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda.

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

**1.D Citizens Public Comment - None**

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

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

**A) Correspondence File-**

November 26, 2024 - December 16, 2024

**B) Approve County Board Minutes-**

November 26, 2024

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$4,980,789.94
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**D) Approve Auditor Vouchers-**

Auditor Warrants 11.22.24

General	\$48,000.00	R&B	\$114,720.58			<b>Total</b>	\$162,720.58
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**E) Approve-**

Committee of the Whole minutes - November 21, 2024

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

Manual Warrants 11.27.24

General	\$1,964.01	Trust	\$5,168.00	Taxes	\$342.00	<b>Total</b>	\$7,474.01
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**G) Approve Manual Warrants/Voids/Corrections-**

ELAN 11.07.24

General	\$5,424.34	Trust	\$87.99	LLCC	\$42.27	HHS	\$1,854.81	<b>Total</b>	\$7,409.41
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**H) Adopt Resolution-**

Aitkin County Electronic Funds Policy/Procedure

**I) Adopt Resolution-**  
Reaffirming Change/Petty Cash Funds

**J) Approve-**  
Fee Schedule Amendment

**K) Approve Commissioner's Vouchers**  
Commissioner Warrants 12.06.24

General	\$424,602.24	Reserves	\$197.48	R&B	\$67,743.66	HHS	\$21,501.48
Trust	\$7,358.48	Forest	\$58.68	Taxes	\$4,136.64	LLCC	\$5,833.31
Parks	\$9,057.32	Opioid	\$1,000.00			<b>Total</b>	\$541,489.29

**L) Adopt Resolution-**  
Application for Grant-in-Aid ATV trail maintenance funds

**M) Adopt Resolution-**  
Soo Line Crossing Easement

**N) Approve-**  
Affidavit for Duplicate of Lost Warrant

**O) Approve-**  
JPA with Aitkin Township

**P) Approve-**  
JPA with Balsam Township

**Q) Approve-**  
JPA with Shamrock Township

**R) Approve-**  
JPA with Turner Township

**S) Approve-**  
JPA with Rice River Township

**T) Approve-**  
JPA with Beaver Township

**U) Approve-**  
JPA with Hill Lake Township

**V) Approve-**  
JPA with Workman Township

**W) Approve-**  
JPA with Hazelton Township

**X) Approve-**  
JPA with White Pine Township

**Y) Approve-**  
JPA with Millward Township

**Z) Adopt Resolution-**  
McGregor Airport Commission Appointments

**AA) Approve Manual Warrants/Voids/Corrections-**  
ELAN 11.21.24

General	\$2,735.35	Reserves	\$608.00	Trust	\$3,306.21	LLCC	\$10.40
R&B	\$821.59	HHS	\$1,219.48			<b>Total</b>	\$8,701.03

**AB) Adopt Resolution-**  
County On and Sunday Sale Liquor License - North Café, Inc.

**AC) Adopt Resolution-**  
County Liquor and 3.2% Malt Liquor Licenses for 2025

**AD) Adopt Resolution-**  
Julie Scheid application to repurchase tax-forfeited property

**AE) Approve-**  
Appointment of Resident HRA Commissioner

**AF) Approve Auditor Vouchers-**  
Auditor Warrants - Sales/Use and Diesel Tax for November 2024

General	\$93.99	R&B	\$580.38	Trust	\$36.99	LLCC	\$170.59
Parks	\$61.86					<b>Total</b>	\$943.81

**AG) Approve-**  
Authorize County Administrator to Approve Year End Matters

**AH) Approve-**  
Affidavit for Duplicate of Lost Warrant - Hoppe

- AI) Adopt Resolution-**  
Award Contract 20255
- AJ) Approve-**  
JPA with Idun Township
- AK) Approve-**  
JPA with Seavey Township
- AL) Approve-**  
JPA with Haugen Township
- AM) Approve-**  
JPA with Cornish Township
- AN) Approve-**  
JPA with Lakeside Township
- AO) INFORMATIONAL ONLY**  
224 Squad-Trade in

**Regular Agenda**

3A Sarah Pratt – Health & Human Services Director

**Motion to:**

Approve Widseth Contract - H&HS Building Remodel

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

4A Andrew Carlstrom – Environmental Services Director

**Motion to:**

Approve Appointment for District 4 Board of Adjustment

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Travis Leiviska Approved appointment of Mr. Greg Newman

Andrew Carlstrom – Environmental Services Director

4B **Motion to:**

Approve Appointment for District 3 Board of Adjustment

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Travis Leiviska
<b>SECONDER:</b>	Commissioner Laurie Westerlund Approved appointment of Mr. Charlie Christiansen

5A Kathleen Ryan – Chief Financial Officer

**Motion to:**

Approve AIS Agreement with Aitkin SWCD

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney

6A Mark Jeffers – Economic Development Coordinator

**Motion to:**

Consider Funding Request - ISD #1

<b>RESULT:</b>	<b>Motion made to deny funding request</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney

6B Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Revolving Loan Fund

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

7A Dan Guida – County Sheriff

**Motion to:**

Approve Purchase Transport Vehicle

**Motion made to add purchase to 2025 Capital Improvement Plan**

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

7B Dan Guida – County Sheriff

**Motion to:**

Approve Purchase of 2025 Alaskan Boat

**Motion made to add purchase to 2025 Capital Improvement Plan**

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

8A Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - 2025 Commissioner Salary

**RESULT:** APPROVED (3 TO 2)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Travis Leiviska

Commissioners Sample and Kearney voting No

8B Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - Elected Officials 2025 Salaries

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Bret Sample

8C Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - 2025 Appropriations

**as amended with \$55,000 to CARE**

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Bret Sample

8D Jessica Seibert – County Administrator

**Motion to:**

Approve 5-Year Capital Plan

**as amended with addition of 2 items from Sheriff's Department**

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Bret Sample

8E Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - 2024 Reserve Requests

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Michael Kearney

8F Jessica Seibert – County Administrator

**Direction Requested**

2025 Final Budget Discussion - Direction Requested

**RESULT:**

**MOVER:**

**SECONDER:**

8G Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

Strategic planning, AMC Annual Conference, Facilities, Year-End Business, Regular 1:1s

8H Jessica Seibert – County Administrator  
Public Hearing - County Auditor -scheduled at 5:00 PM

**PUBLIC HEARING:**  
**Open:** 5:01 PM  
**Public Comment:** Julie Lueck, Aitkin County Resident.  
Jennifer Cummings, Aitkin County Resident.  
Tara Snyder, Aitkin County Recorder.  
**Closed:** 5:12 PM

9A Board of Commissioners

**Informational Only**

Commissioner Committee Reports

AMC Annual Conference, Planning Commission, Business Owners meetings, Economic Development, MCIT, Northern Countries Land Use Coordinating Board, Aitkin Airport Commission

**Motion to Adjourn**

Motion made at 5:25 p.m.

**MOVER:** Commissioner Michael Kearney  
**SECONDER:** Commissioner Travis Leiviska  
**Next Meeting:** **Monday, December 23, 2024**

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

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Jessica Seibert  
County Administrator