



**AITKIN COUNTY BOARD OF COMMISSIONERS**

January 28, 2025

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.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Laurie Westerlund removing item 6A

**1.D Health & Human Services (see separate HHS Agenda)**

**1.E 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 Travis Leiviska
<b>SECONDER:</b>	Commissioner Laurie Westerlund

**A) Correspondence File-**

January 7, 2025 - January 27, 2025

**B) Approve County Board Minutes-**

January 7, 2025

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$4,262,487.34
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**D) Approve Auditor Vouchers-**

Auditor Warrants 01.10.2025

General	\$43,952.00	R&B	\$28,940.00			<b>Total</b>	\$72,892.00
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**E) Approve Manual Warrants/Voids/Corrections-**

ELAN 12.19.2024

General	\$5,303.52	Trust	\$75.00	LLCC	\$24.85	HHS	\$1,371.79
						<b>Total</b>	\$6,775.16

**F) Approve-**

Affidavit for Duplicate of Lost Warrant

**G) Approve Auditor Vouchers-**

Auditor Warrant - Sales, Use and Diesel Tax, December 2024

General	\$106.61	R&B	\$1,479.85	Trust	\$74.32	LLCC	\$163.31
Parks	\$7.85					<b>Total</b>	\$1,831.94

**H) Adopt Resolution-**

County Off Sale Liquor License - Lotus Business, Inc

**I) Approve Auditor Vouchers-**

Auditor Warrants - HHS 01.10.2025

HHS	\$132,363.99					<b>Total</b>	\$132,363.99
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**J) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 01.14.2025

General	\$7,416.51	State	\$82,836.97	Taxes	\$502.67	LLCC	\$72.91
						<b>Total</b>	\$90,829.06

**K) Approve Commissioner's Vouchers**

Commissioner Warrants 01.17.2025

General	\$732,100.44	Reserves	\$13,275.31	R&B	\$329,838.57	Unorgan.	\$2,976.08
HHS	\$42,366.09	Debt	\$575,007.51	State	\$1,057.24	Trust	\$27,026.89
Forest	\$5,629.08	Townships	\$73,997.21	Taxes	\$64.96	LLCC	\$34,089.70
Parks	\$103,101.77					<b>Total</b>	\$1,940,530.85

**L) Adopt Resolution-**

App to Make Retail Sales of Tobacco Products - Willey's Sports Shop & Spirits

**M) Approve Auditor Vouchers-**

Auditor Warrants - R&B 01.17.2025

R&B	\$2,195.50					<b>Total</b>	\$2,195.50
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**N) Adopt Resolution-**

Appointment of Mail, Absentee and UOCAVA Ballot Board

**O) Approve-**

North Memorial Letter of Support

**P) Approve-**

Aitkin County HRA Committee Re-Appointment

**Q) Approve-**

Re-Authorization of Agreement for Prosecution Services

**R) Approve Auditor Vouchers-**

Auditor Warrants - HHS 01.17.2025

HHS	\$56,045.29					<b>Total</b>	\$56,045.29
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**S) Approve-**

SQL Server 2022

**T) Approve-**

Consumption & Display Permits - Larson's Barn LLC

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

ELAN 01.02.2025

General	\$504.62	R&B	\$1,045.00	HHS	\$4,655.56	Trust	\$75.00
						<b>Total</b>	\$6,280.18

**V) Approve Auditor Vouchers-**

Per 3 Settlements 01.23.2025

Township	\$585,740.09					<b>Total</b>	\$585,740.09
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**W) Adopt Resolution-**

Tax Abatement Extension - INH Bunker Hills

**X) Approve-**

Developer's Agreement

**Y) Approve-**

LELS Licensed Essential Unit MOAs for Ratification

**Z) Approve-**

Edit to remote work policy

**AA) Approve-**

2023 EMPG Grant

**AB) Adopt Resolution-**

Veteran's Office Donations

## Regular Agenda

3A Mike Dangers – County Assessor

**Motion to:**

Approve Scheduling County Board of Appeal and Equalization

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

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Bret Sample

Tuesday, June 17, 2025 at 3:00pm in the Government Center Board Room

3B Mike Dangers – County Assessor

**Motion to:**

Adopt Resolution - Big Sandy Lake Watershed Survey

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney

4A Kathleen Ryan – Interim County Auditor

**Motion to:**

Approve Statement of Work - CLA, SBITA Consulting

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

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Bret Sample

Kathleen Ryan – Interim County Auditor

4B **Motion to:**

Approve Annual Employee Dishonesty and Faithful Performance Bond

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

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Michael Kearney

5A John Welle – County Engineer

**Motion to:**

Adopt Resolution - Award Contract 20257

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Travis Leiviska

6B Jessica Seibert – County Administrator

**Discussion Item**

Bill Brendel, 2025-2028 Strategic Plan Discussion

**DISCUSSION ITEM**

6C Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - County Auditor Appointment

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

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Travis Leiviska

6D Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

Department Head meeting, ATV Committee, Regional MACA Call, Internal meeting re: Corps of Engineers meeting, Facilities Committee, State of the Band Address, Board Chair/Vice Chair Training, MACA Executive Committee meeting, County Government 101 presentation, meeting with Orion Difranco - Senator Smith's Office

7A Board of Commissioners

**Informational Only**

Commissioner Committee Reports

ATV Committee, Northern Counties Land Use Coordinating Board, DNR Roundtable meeting, Rum River 1W1P, East Central Regional Library Board, McGregor Airport, Joint Powers Natural Resource Board, Natural Resources Advisory Committee, Aitkin County Association of Townships, Board Chair/Vice Chair Training, Mississippi Headwaters Board, Aitkin Airport, Economic Development, Aitkin County Water Planning Task Force, Brainerd 1W1P, Aquatic Invasive Species, Facilities, Aitkin Economic Development Administration

**Motion to Adjourn**

Motion made at 11:32 a.m.

**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Laurie Westerlund  
**Next Meeting:** Tuesday, February 11, 2025

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

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Jessica Seibert  
County Administrator