



**2B**

**AITKIN COUNTY BOARD OF COMMISSIONERS**

March 25, 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.

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Laurie Westerlund  
 Edits to items 3D and adding item 3F

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

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

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

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

**A) Correspondence File-**

March 11, 2025 - March 24, 2025

**B) Approve County Board Minutes-**

March 11, 2025

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$1,396,999.96
--------------	----------------

**D) Approve Auditor Vouchers-**

Auditor Warrants - Sales, Use & Diesel Tax, February 2025

General	\$89.48	R&B	\$1,351.34	LLCC	\$111.80	Parks	\$123.66
						<b>Total</b>	\$1,676.28

**E) Approve Commissioner's Vouchers**

Commissioner Warrants 03.14.25

General	\$281,812.76	Reserves	\$1,162.93	R&B	\$63,156.22	HHS	\$1,615.73
State	\$375.00	Trust	\$10,985.85	Forest	\$392.29	Taxes	\$122.00
LLCC	\$9,698.44	Parks	\$58,192.97	COVID	\$25,587.00	<b>Total</b>	\$453,101.19

**F) Approve-**

Fiscal Recovery Funds request by County Treasurer

**G) Approve Auditor Vouchers-**

Auditor Warrants - HHS 03.14.25

HHS	\$42,501.57					<b>Total</b>	\$42,501.57
-----	-------------	--	--	--	--	--------------	-------------

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

ELAN 02.27.25

General	\$4,413.50	Reserves	\$566.50	Trust	\$80.00	R&B	\$1,479.54
HHS	\$956.61					<b>Total</b>	\$7,496.15

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

Manual Warrants 03.13.25

General	\$319.74	State	\$32,655.91	LLCC	\$273.61	<b>Total</b>	\$33,249.26
---------	----------	-------	-------------	------	----------	--------------	-------------

**J) Approve Auditor Vouchers-**

Auditor Warrants 03.14.25

General	\$10,161.00	R&B	\$96,669.62	Unorgan.	\$1,937.39	COVID	\$57,684.23
						<b>Total</b>	\$166,452.24

**K) Approve-**

Committee of the Whole Minutes 03.17.25

**L) Approve-**

Animals in County Buildings Policy

**M) Adopt Resolution-**

Award Contract 20259

**N) Adopt Resolution-**

Vacate Portion of CR 77 Right of Way

**O) Approve-**

Grant Submission - Housing Trust Fund Grant

**P) Approve-**

Safety Policy and Emergency Action Plan Update

**Q) Approve-**

Out-of-State Travel

**R) Approve Auditor Vouchers-**

Auditor Warrant - R&amp;B 03.21.25

R&B	\$42,410.90					<b>Total</b>	\$42,410.90
-----	-------------	--	--	--	--	--------------	-------------

## Regular Agenda

3A Jessica Seibert – County Administrator

**Informational Only**

JET Presentation

**RESULT: INFORMATIONAL ONLY****MOVER:****SECONDER:**

3B Jessica Seibert – County Administrator

**Motion to:**

Approve Strategic Plan

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

3C Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - Special Appropriation Application

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

3D Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - Support to Equalize PILT Funding

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

Edit made to resolution wording and title - Restoration of PILT Funding

3E Jessica Seibert – County Administrator  
Administrator Updates

Department Heads Meeting, Strategic Planning with Revitalization, completing a couple annual reviews, CRPD quarterly meeting, Committee of the Whole Meeting - Strategic Planning, Cameras installed - part on order, Facilities meeting, 1:1s

3F Jessica Seibert – County Administrator

**Motion to:**

Approval to spend ARPA Funds

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

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Bret Sample

4A Bobbie Danielson – Human Resources Director

**Informational Only**

County Administrator Recruitment Update

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

Bobbie Danielson – Human Resources Director

4B **Motion to:**

Approve Interim Administrator Appointment

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

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Michael Kearney

Bobbie Danielson – Human Resources Director

4C **Motion to:**

Adopt Resolution - Interim Administrator Duties Assignment

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney

5A Board of Commissioners

Commissioner Committee Reports

Mississippi Headwaters Board, Joint Powers Natural Resource Board, East Central Regional Library Board, Committee of the Whole Meeting, County Administrator Interviews, MN Rural Counties, Aitkin County Water Planning Task Force, Toward Zero Deaths, Facilities, Aitkin Economic Development Administration

Recognition and presentation of Certification of Appreciation to County Administrator Jessica Seibert.

6A Chris Sutch – IT Manager

Closed Session - IT Security Briefing

**Motion to Close Meeting Under MN Statute 13D.05 Subd.3(d) Security Briefing**

Motion made at 11:06 a.m.

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Laurie Westerlund

**Attendance of those present during Closed Sesseion**

J. Mark Wedel	District #1
Laurie Westerlund	District #2
Travis Leiviska	District #3
Bret Sample	District #4
Michael Kearney	District #5
Jessica Seibert	County Administrator
Chris Sutch	IT Manager
Jim Ratz	County Attorney

**Motion to Reopen Meeting**

Motion made at 11:30 a.m.

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Travis Leiviska

**Motion to Adjourn**

Motion made at 11:30 a.m.

<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Laurie Westerlund
<b>Next Meeting:</b>	<b>Tuesday, April 8, 2025</b>

---

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

---

John Welle  
County Engineer