

AITKIN COUNTY BOARD

2 B 2
January 8, 2019

County Administrator Jessica Seibert called the 2019 County Board meeting to order this 8th day of January, 2019 at 9:10 a.m. at the Aitkin Public Library with the following members present: Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Commissioner Wedel nominated Commissioner Marcotte for Board Chair for the year 2019. Commissioner Westerlund seconded the nomination. Commissioner Pratt nominated Commissioner Westerlund for Board Chair. There was no second. There were no further nominations. Nominations closed. Jessica Seibert, County Administrator called for a vote for Commissioner Marcotte. The vote was unanimous in favor of Commissioner Marcotte. Commissioner Anne Marcotte is named 2019 Board Chair.

NOMINATION OF BOARD CHAIR

Commissioner Pratt nominated Commissioner Westerlund for Vice Chair. Commissioner Westerlund seconded the nomination. Commissioner Marcotte nominated Commissioner Wedel for Vice Chair. Commissioner Wedel seconded the nomination. There were no further nominations. Nominations closed. Jessica Seibert, County Administrator called for a vote for Commissioner Westerlund for Vice Chair. The vote failed 2-3 (Wedel, Marcotte, Niemi opposed). The vote was called for Commissioner Wedel. The vote carried 3-2 (Westerlund/Pratt opposed). Commissioner J. Mark Wedel is named Vice Chair for the year 2019.

NOMINATION OF VICE CHAIR

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Reaffirm Annual Code of Ethics & Travel Policy; B) Accept \$100.00 Donation to Aitkin County Veteran Services from Marilyn Ellingboe of Aitkin; C) Adopt Resolution: Modification to the JPA Forming the NE ECB; D) Accept \$100 Donation to K-9 Unit from Granite Electronics; E) Approve Electronic Funds Transfers: \$902,862.02; F) Approve (2) Commissioner Warrants: 1. December 28, 2018: General Fund \$210,142.34, Road & Bridge \$270,553.33, Health & Human Services \$34,559.01, Trust \$7,262.10, Forest Development \$41,692.72, Taxes & Penalties \$376.00, Capital Project \$1,324.17, Long Lake Conservation Center \$6,472.67, Parks \$3,744.15 for a total of \$576,126.49, and 2. January 11, 2019: General Fund \$391,948.46, Road & Bridge \$62,121.95, Health & Human Services \$445.61, State \$105.00, Trust \$10,877.42, Forest Development \$1,081.66, Capital Project \$244,915.89, Long Lake Conservation Center \$2,750.00, Parks \$335.00 for a total of \$714,580.99; Approve Auditor Warrants – Sales & Use Tax: General Fund \$513.01, Road & Bridge \$1,063.41, State \$7,041.00, Trust \$13.51, Long Lake Conservation Center \$79.47, Parks \$17.37 for a total of \$8,727.77; H) Approve Auditor Warrants – Contegrity & R&B Capital Infrastructure: Road & Bridge \$111,294.73, Capital Project \$291,742.07 for a total of \$403,036.80; I) Approve SSTS Contract Inspector; J) Adopt Resolution: Opposition to Amendments to MN Rules 4410.4300, subp 27; K) Adopt Resolution: Undersheriff Leave of Absence; L) Approve Memorandum of Understanding – Scott Turner

CONSENT AGENDA

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Modifications to the JPA Forming the NE ECB:

WHEREAS, Aitkin County is a participating member of the Northeast Emergency

**RESOLUTION
20190108-001**

AITKIN COUNTY BOARD

January 8, 2019

Communications Board, a Joint Powers Entity formed pursuant to Minnesota Statutes 403.39 and 471.59; and

WHEREAS, a Joint Powers Agreement creating the Northeast Emergency Communications Board was approved by the eleven counties and four cities, and three tribes comprising the Board, including Aitkin County; and

WHEREAS, the current Joint Powers Agreement provides for membership by counties and cities within HSEM Region 2; and

WHEREAS, the Minnesota Legislature has amended Minnesota Statute 471.59 to provide authority for federally recognized Indian tribes to participate in Joint Powers Agreements; and

WHEREAS, compliance with this amendment to Minnesota Statute requires modification of the existing Joint Powers Agreement; and

WHEREAS, the Northeast Emergency Communications Board recommends modification of the Joint Powers Agreement governing the Northeast Emergency Communications Board to provide for the authority for federally recognized Indian tribes meeting the same requirements as counties and cities within HSEM Region 2 to participate in the Northeast Emergency Communications Board; and

WHEREAS, the Northeast Emergency Communications Board further recommends modification of the Joint Powers Agreement to provide management and administration of regional Emergency Management functions by the Emergency Communications Board.

NOW THEREFORE, BE IT RESOLVED the Aitkin County Board of Commissioners approves the modifications to the Joint Powers Agreement recommended by the Northeast Emergency Communications Board and attached hereto.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve renewing the contract with Bryan Hargrave, Downunder Inspections, LLC for 2019 as presented, at a rate of \$350 per day.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting to adopt resolution – Opposition to Amendments to MN Rules 4410.4300, Subp 27:

WHEREAS, Aitkin County has a land area of 1.17 million acres and approximately 725,000 acres are wetlands, and

WHEREAS, Aitkin County is the Local Governing Unit for the Wetland Conservation Act (WCA), and

WHEREAS, on November 13, 2018, the Minnesota Environmental Quality Board published Notice of Intent to adopt proposed amendments to the Rules Governing Environmental Review, and

**MODIFICATIONS
TO THE JPA
FORMING THE NE
ECB**

**SSTS CONTRACT
INSPECTOR**

**RESOLUTION
20190108-002
OPPOSITION TO
AMENDMENTS
TO MN RULES
4410.4300,
SUBP 27**

WHEREAS, MN Rules 4410.4300, Subp 27, Wetland and Public Waters are being proposed to be amended, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will reduce the allowed wetland impact amount from 5 acres to 1 acre, and the types of wetland are now increased from type 3 through 8 to type 1 through 8, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will have a significant impact on the time and cost in our road projects and other large scale projects, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will require an EAW for accessing suitable building sites for some residential properties, and

WHEREAS, through the WCA, all of these wetland activities are reviewed and must follow an approved process. We believe that the proposed language, with added and duplicative wetland scrutiny, is unnecessary, and

WHEREAS, reducing the threshold from 5 acres of impact to 1 acre, and expanding the types of wetland to include types 1 and 2 is not practical for Aitkin County, or many other counties with a large portion of their land area still remaining in wetlands.

BE IT RESOLVED, that the Aitkin County Board of Commissioners opposes any amendment to MN Rules 4410.4300, Subp 27.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Undersheriff Leave of Absence:

WHEREAS, Ms. Heidi A. Lenk is appointed as Aitkin County Undersheriff, effective January 7, 2019, with a starting annual salary of \$90,043.20. The Undersheriff position is covered under the Teamsters Supervisory Unit collective bargaining agreement, and

WHEREAS, Ms. Lenk is being promoted from the position of Patrol Sergeant at Grade 9, Step N, \$36.40 per hour. The Patrol Sergeant position is covered under the Teamsters Licensed Essential Unit collective bargaining agreement, which reads in Article 5, Section (G) of the 2019-2020 Agreement as follows:

(G) Any employee who is appointed to the position of Undersheriff is entitled to a leave of absence without pay for up to 10 years and their accrued vacation, personal leave, and sick leave will be carried forward with them to the supervisory unit.

WHEREAS, the Aitkin County Board hereby grants Ms. Lenk a 10 year leave of absence from her Patrol Sergeant position, covered under the Teamsters Licensed Essential Unit collective bargaining agreement. Her leave of absence period will start on January 7, 2019, and will expire on January 6, 2029, end of day, and

WHEREAS, at any time prior to expiration of the 10 year leave of absence period, Ms. Lenk has the right to revert back to the Teamsters Licensed Essential Unit and her accrued vacation, personal leave, and sick leave hours will be carried back with her to the

**RESOLUTION
20190108-003
UNDERSHERIFF
LEAVE OF
ABSENCE**

Teamsters Licensed Essential Unit. She can revert back when there is a vacancy, or when there is no vacancy by bumping a less senior member of the bargaining unit, and

WHEREAS, reverting back to her former Patrol Sergeant position is contingent upon her having more total seniority in the licensed essential bargaining unit than the least senior incumbent who is working in the Patrol Sergeant position at the time. (Union seniority is tracked based on total time spent in the bargaining unit. It is not tracked based on time spent in a particular position.) Ms. Lenk’s total seniority in the Teamsters Licensed Essential Unit from 8/7/1995 through 1/6/2019 is 23 years, 3 months, 28 days. If she does not have more seniority than the least senior Patrol Sergeant, the union and employer agree that she can bump the least senior Deputy Sheriff in the bargaining unit.

THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approve of Ms. Heidi A. Lenk’s leave of absence as outlined above.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve Memorandum of Understanding between Aitkin County and Scott Turner, as presented.

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting to set the 2019 County Board meeting schedule for the second and fourth Tuesdays of each month, with the exception of December. In December the Board will meet on the first and third Tuesdays.

The County Board reviewed the bids submitted for the “Official Newspaper.” Motion for a resolution by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting to adopt resolution – 2019 Official County Newspaper:

BE IT RESOLVED, that the *Aitkin Independent Age* is hereby designated by the Aitkin County Board of Commissioners as the official county newspaper in which all official business shall be published. *Voyageur Press* is named second publication of Financial Statement.

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting to approve resolution - 2019 Board of Commissioners Meeting Procedures & Rules of Business:

WHEREAS, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

WHEREAS, the Aitkin County Board has adopted and utilized rules of business, board procedures, and Robert’s Rules of Order; and

WHEREAS, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

MEMORANDUM OF AGREEMENT

2019 BOARD MEETING SCHEDULE

RESOLUTION 20190108-004 2019 OFFICIAL COUNTY NEWSPAPER

RESOLUTION 20190108-005 2019 BOARD OF COMMISSIONERS MEETING PROCEDURES & RULES OF BUSINESS

AITKIN COUNTY BOARD

January 8, 2019

THEREFORE, BE IT RESOLVED, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2019 Committee Appointments:

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2019:

**RESOLUTION
20190108-006
2019 COMMITTEE
APPOINTMENTS**

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Laurie Westerlund
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Anne Marcotte
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel
AMC Delegates (8)	Commissioner District 2 Commissioner District 3 Commissioner District 4 Commissioner District 5 County Administrator County Engineer Environmental Svcs. Dir. HHS Director
Aquatic Invasive Species (AIS)	J. Mark Wedel Bill Pratt
Arrowhead Counties Association (2)	Don Niemi Laurie Westerlund
Arrowhead Economic Opportunity Agency	Laurie Westerlund Don Niemi, Alt.
Arrowhead Regional Development Center (ARDC)	Don Niemi Laurie Westerlund, Alt.
Assessor for Unorganized Townships	Mike Dangers
ATV Committee (2)	Bill Pratt Laurie Westerlund
Big Sandy Lake Management Plan (1+Alternate)	Bill Pratt Anne Marcotte, Alt.
Budget Committee 2020 (2)	J. Mark Wedel Laurie Westerlund
Development Achievement Center (Liaison) (1+Alternate)	Laurie Westerlund Don Niemi, Alt.

AITKIN COUNTY BOARD

January 8, 2019

East Central Regional Library Board	Don Niemi Bill Pratt, Alt.	
Economic Development (2)	Bill Pratt Don Niemi	
Emergency Management	J. Mark Wedel	
Environmental Assessment Worksheet (2)	Anne Marcotte Bill Pratt	
Extension Committee (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alt.	
Facilities/Technology Committee (2)	J. Mark Wedel Anne Marcotte	
Fairgrounds Custodian	Kirk Peysar	
H&HS Advisory Committee (Liaison) (2)	J. Mark Wedel Laurie Westerlund	
Historical Society (Liaison)	J. Mark Wedel	
Housing & Redevelopment Authority of Aitkin County (HRA) (Liaison)	Laurie Westerlund	
Investment Committee	County Board	
Joint Powers Natural Resources Board (2)	Bill Pratt Rich Courtemanche	
Labor Management Committee (1+Alternate)	J. Mark Wedel Laurie Westerlund, Alt.	
Lakes & Pines (1+Alternate)	Don Niemi Anne Marcotte, Alt.	
Law Library	Don Niemi	
McGregor Airport Commission (2)	Bill Pratt William Bedor	
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.	
Mille Lacs Fisheries Input Group	Laurie Westerlund	
Mille Lacs Watershed (1 + Alternate)	Laurie Westerlund Don Niemi, Alt.	
Mississippi Headwaters Board (1+Alternate)	Anne Marcotte Bill Pratt, Alt.	
MN Rural Counties (1+Alternate)	Don Niemi Bill Pratt, Alt.	

AITKIN COUNTY BOARD

January 8, 2019

Natural Resources Advisory Committee (2)	Anne Marcotte Bill Pratt
NE MN Office Job Training	Don Niemi
Northeast MN ATP (2)	Bill Pratt John Welle Don Niemi, Alt.
Northeast MN Emergency Communications Board (ECB)	Anne Marcotte Dan Guida, Alt.
Northeast MN Regional Advisory Committee (RAC)	Patrice Erickson Dan Guida, Alt.
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Bill Pratt Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
Ordinance Committee (2)	Bill Pratt Anne Marcotte
Personnel/Insurance Committee (2)	J. Mark Wedel Anne Marcotte
Planning Commission	Laurie Westerlund
Rum 1W1P Policy Committee	Laurie Westerlund Don Niemi, Alt.
Snake River Watershed Management Board	Bill Pratt
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	Laurie Westerlund Bill Pratt
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Aitkin County Electronic Funds Policy / Procedure:

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

**RESOLUTION
20190108-007
AITKIN COUNTY**

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor and Health and Human services staff to initiate electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2019.

BE IT FURTHER RESOLVED, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

Kameron Genz, Community Corrections Director presented the Aitkin County Community Corrections 2019-2020 Comprehensive Plan to the Board. Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the plan and authorize signatures.

Sheriff Dan Guida reviewed the Hazard Mitigation Assistance Agreement with the Board. Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Hazard Mitigation Assistance Agreement:

WHEREAS, the County of Aitkin is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

ELECTRONIC FUNDS POLICY / PROCEDURE

ACCC 2019-2020 COMPREHENSIVE PLAN

RESOLUTION 20190108-008 HAZARD MITIGATION ASSISTANCE AGREEMENT

WHEREAS, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW THEREFORE, be it resolved that the Aitkin County Sheriff’s Office will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Aitkin County Hazard Mitigation plan. Daniel G. Guida, Sheriff, is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to implement the plan on behalf of Aitkin County.

The Board discussed: MRC, McGregor Airport, HRA, Aitkin Airport, Facilities, NCLUCB, and MHB.

Motion by Commissioner Wedel seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 10:22 a.m. until Tuesday, January 22, 2019 at the Aitkin Public Library.

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator

**BOARD
DISCUSSION**

ADJOURN