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# AITKIN COUNTY BOARD

## January 5, 2021

<p>County Administrator Jessica Seibert called the 2021 County Board meeting to order this 5<sup>th</sup> day of January 2021 at 9:11 a.m. at the Aitkin Government Center with the following members present: Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Anne Marcotte, Brian Napstad, County Administrator Jessica Seibert, and Administrative Assistant Angie Sahr.</p>	<p><b>Call to Order</b></p>
<p>Commissioner Napstad nominated Commissioner Wedel for Board Chair. Commissioner Westerlund nominated Commissioner Marcotte for Board Chair. There were no further nominations. Nominations closed. Jessica Seibert, County Administrator called for a vote. The vote to elect Commissioner Wedel as Board Chair was taken with Commissioners Napstad, Wedel, and Niemi in support, with Commissioners Marcotte and Westerlund voting no. Commissioner Wedel was named 2021 Board Chair.</p>	<p><b>Nomination of Board Chair</b></p>
<p>Commissioner Westerlund nominated Commissioner Marcotte for Vice Chair. There were no further nominations. Commissioner Wedel made a motion to close nominations and unanimously approve Commissioner Marcotte as Vice Chair. The vote passed unanimously. Commissioner Marcotte was named 2021 Vice Chair.</p>	<p><b>Nomination of Vice Chair</b></p>
<p>There was no Citizens' Public Comment</p>	<p><b>Citizens' Public Comment</b></p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the amended Consent Agenda as follows. Item 5I – Approve Extension Committee Reappointments was moved to Item 5.5.</p>	<p><b>Consent Agenda</b></p>
<p>A) Approve Electronic Funds Transfers \$668,224.97; B) Approve Commissioner Vouchers: General Fund \$123,649.61, Road &amp; Bridge \$34,354.90, Health &amp; Human Services \$3,177.29, State \$90.00, Trust \$18,249.78, Forest Development \$2,813.23, Capital Project \$4,231.00, Long Lake Conservation Center \$707.67, Parks \$7,629.97 for a total of \$194,903.45; C) Approve Auditor's Vouchers – Contegrity, Hwy. Dept, Year End Payments: General Fund \$16,763.03, Road &amp; Bridge \$45,966.00, Capital Project \$57,587.38, Long Lake Conservation Center \$106.01, for a total of \$120,422.42; D) Approve Manual Warrants/Voids/Corrections – NSF Check, Period 3: Taxes &amp; Penalties; E) Approve Manual Warrants/Voids/Corrections – Elan paid 12/10/20 Allocated: General Fund \$-2,459.49, Road &amp; Bridge \$280.00, Health &amp; Human Services \$1,020.56, Trust \$294.98, Forest Development \$849.00, Long Lake Conservation Center \$14.95, for a total of \$0.00; F) Approve Manual Warrants/Voids/Corrections – PEIP Fees, FSA Claims: General Fund \$3,522.74; G) Approve Manual Warrants/Voids/Corrections – Elan paid 12/24/20: General Fund \$7,041.91; H) Approve Manual Warrants/Voids/Corrections – FSA Claims 2020: General Fund \$1,425.95; J) Approve Reaffirm Annual Code of Ethics; K) Approve Renew SSTS and Permit Inspection Contract; L) Adopt Resolution: County Relief Grants Certification; M) Adopt Resolution: Award Contract No. 20211;</p>	<p><b>Extension Committee Reappointments</b></p>
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – Extension Committee Reappointments.</p>	<p><b>Extension Committee Reappointments</b></p>

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<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – Reaffirm Annual Code of Ethics.</p>	<p><b>Reaffirm Annual Code of Ethics</b></p>
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – Renew SSTS and Permit Inspection Contract.</p>	<p><b>Renew SSTS and Permit Inspection Contract</b></p>
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: County Relief Grants Certification.</p>	<p><b>Resolution #20210105-001 County Relief Grants Certification</b></p>
<p><b>WHEREAS</b>, the State of Minnesota has allocated \$313,202.96 to Aitkin County through the County Relief Grants program to assist businesses and nonprofit organizations that have been negatively affected by the COVID-19 pandemic;</p>	
<p><b>BE IT RESOLVED</b>, that the Aitkin County Board of Commissioners hereby approves the Certification Form for County Relief Grants.</p>	
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Award Contract No. 20211.</p>	<p><b>Resolution #20210105-002 Award Contract No. 20211</b></p>
<p><b>WHEREAS</b>, Contract No. 20211 is for the processing of aggregate at two pit locations, and</p>	
<p><b>WHEREAS</b>, sealed bids were opened for this project at 2:00 p.m. on Monday, December 21, 2020 with a total of six bids received, and</p>	
<p><b>WHEREAS</b>, Ferguson Aggregate and Crushing - Alexandria, MN - was the lowest responsible bidder in the amount of \$231,150.</p>	
<p><b>NOW THEREFORE, BE IT RESOLVED</b>, that Ferguson Aggregate and Crushing be awarded Contract 20211.</p>	
<p><b>BE IT FURTHER RESOLVED</b>, that the chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents</p>	
<p>Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members present voted to approve Extension Committee Reappointment. It was noted that the appointee resides in District 5 but is representing District 4.</p>	<p><b>Extension Committee Reappointment</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members present voted to approve Purchase of Enterprise Version of ESRI GIS Software.</p>	<p><b>Purchase of Enterprise Version of ESRI GIS Software</b></p>

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Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – Conveyance of Tax Forfeited Land to Hill City;

**WHEREAS**, the parcel of land described as a 30 ft strip in SW NE Doc 175875 less part in Doc 403753 located in Section 14, of Township 52N Range 26W went tax forfeited in 2019.

**WHEREAS**, the Aitkin County Board of Commissioners classified this parcel of land as nonconservation at a public hearing on April 28, 2020 at 10:00am at the Aitkin County Library for the classification of parcels of tax-forfeited lands,

**WHEREAS**, the parcel of land was offered at public land auction on October 2, 2020 at 1:00pm at the Aitkin County Fairgrounds,

**WHEREAS**, the parcel of land remains unsold,

**WHEREAS**, the city council of Hill City has made a formal intention for the parcel to be conveyed to the city to be used as a road at the October 8, 2020 regular city council meeting at the Hill City Fire Hall

**WHEREAS**, the lot is suitable in width and location to serve as a public road

**WHEREAS**, the Aitkin County land commissioner finds no objection to the request

**WHEREAS**, the laws that govern tax forfeited lands (282.01 Sub1a 2e) states that Nonconservation tax forfeited land held in trust may be conveyed by the commissioner revenue to a governmental subdivision for an authorized public use if an application is submitted to the commissioner includes a statement of facts as to the use to be made of the tract and the favorable recommendation of the county board

**THEREFORE, BE IT RESOLVED** that the Aitkin County Board of Commissioners agrees with the statement of facts and

**BE IT FURTHER RESOLVED**, declares a favorable opinion that the Commissioner of Revenue should proceed with the application of conveyance of this parcel to the city of Hill City for use as a road

Rich Courtemanche, Land Commissioner requested direction from the Board on City of Palisade's Request for Parcel in City Limits. Sharon DeWitt, Council Member and Maureen Mishler, Clerk of the City of Palisade spoke on behalf of the City of Palisade.

John Welle, County Engineer presented to the Board the 2019/2020 Highway Contract Summary

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members present voted to approve 2021 Highway Contract Schedule.

**Resolution  
#20210105-003  
Conveyance of  
Tax Forfeited  
Land to Hill City**

**City of Palisade  
Request for  
Parcel in City  
Limits**

**2019/2020  
Highway Contract  
Summary**

**2021 Highway  
Contract  
Schedule**

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – Speed Zone Studies – CSAH 3 and CSAH 10 as amended;

**WHEREAS**, Aitkin CSAH 3 from Trunk Highway 65 to 1.5 miles west is located in a developed residential/commercial area near Big Sandy Lake and has an alignment that consists of a series of 40 mile per hour horizontal curves, and

**WHEREAS**, Aitkin CSAH 10 from Aitkin CSAH 3 to 1.2 miles southwest is located in a residential area directly adjacent to and within the city limits of Palisade and has an alignment that consists of a series of 40 mile per hour horizontal curves.

**NOW THEREFORE, BE IT RESOLVED**, that the Commissioner of Transportation is hereby requested to make traffic engineering studies on the 1.5 mile segment of Aitkin CSAH 3 and the 1.2 mile segment of Aitkin CSAH 10 to determine if reduced regulatory speed zones are needed on these segments.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – TH 210 Detour Agreement;

**BE IT RESOLVED**, that Aitkin County enter into MnDOT Agreement No. 1044931 with the State of Minnesota, Department of Transportation for the following purposes:  
To provide for payment by the State to the County for the use and maintenance of County State-Aid Highway No. 3 and County State Aid Highway No. 5 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 210 from 4.43 miles west of Trunk Highway 65 to 4.35 miles west of TH 65 under State Project No. 0120-25 (T.H. 210=002).

**BE IT FURTHER RESOLVED**, that the Aitkin County Engineer is hereby authorized to execute the Agreement and any amendments to the Agreement.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voted to approve Interim COVID-19 Policy.

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members present voted to approve Hiring a Temporary PT Employee to Administer the State COVID Relief Package.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2021 Board of Commissioners Meeting Procedures;

**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

**Resolution  
#20210105-004  
Speed Zone  
Studies – CSAH 3  
and CSAH 10**

**Resolution  
#20210105-005  
TH 210 Detour  
Agreement**

**Interim COVID-19  
Policy**

**Hiring a  
Temporary PT  
Employee to  
Administer the  
State COVID  
Relief Package**

**Resolution  
#20210105-006  
2021 Board of  
Commissioners  
Meeting  
Procedures**

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

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

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Designation of 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.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2021 Committee Appointments;

**BE IT HEREBY RESOLVED**, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2020:

**Resolution  
#20210105-007  
Designation of  
Official County  
Newspaper**

**Resolution  
#20210105-008  
2021 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

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  
Administrator  
County Engineer  
Environmental Services Director  
HHS Director

Aquatic Invasive Species (AIS)

J. Mark Wedel  
Brian Napstad

Arrowhead Counties Association (2)

Don Niemi  
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

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ATV Committee (2)	Brian Napstad Laurie Westerlund	
Big Sandy Lake Management Plan (1+Alternate)	Brian Napstad Anne Marcotte, Alt.	
Budget Committee 2020 (2)	Anne Marcotte Brian Napstad	
Development Achievement Center (Liaison) (1+Alternate)	Laurie Westerlund Don Niemi, Alt.	
East Central Regional Library Board	Don Niemi Brian Napstad, Alt.	
Economic Development (2)	Brian Napstad Don Niemi	
Emergency Management	J. Mark Wedel	
Environmental Assessment Worksheet (2)	Anne Marcotte Brian Napstad	
Extension Committee (1 + Alternate)	Anne Marcotte, Laurie Westerlund, Alt	
Facilities/Technology Committee (2)	J. Mark Wedel Laurie Westerlund	
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)	Brian Napstad, Anne Marcotte, Alt. Rich Courtemanche	
Lakes & Pines (1+Alternate)	Don Niemi Anne Marcotte, Alt.	
Law Library	Ann Marcotte, Don Niemi, Alt.	
McGregor Airport Commission (2)	Brian Napstad William Bedor	
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.	
Mille Lacs Fisheries Input Group	Laurie Westerlund	

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

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Tri-County Community Health Services Board

Laurie Westerlund

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members present voted to approve Setting 2021 Board Meeting Schedule.

**Setting 2021 Board Meeting Schedule**

Jessica Seibert, County Administrator updated the Board on the following:

**Administrator Updates**

- MACA Meeting
- Economic Development Meeting

The Board discussed: MN Rural Counties, HRA.

**Board Discussion**

Motion by Commissioner Marcotte seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 12:07 p.m. until Tuesday, January 26, 2021 at the Aitkin County Government Center.

**Adjourn**

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

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Jessica Seibert  
County Administrator