



AITKIN COUNTY BOARD OF COMMISSIONERS

July 25, 2023

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A **CALL TO ORDER**

Chair Wedel called the meeting to order at 8:59 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
Jeff Schmitt	Administrative Assistant	Present

** Moment of silence in memory of former Aitkin County Attorney and District Judge, John Leitner

1.B **PLEDGE OF ALLEGIANCE**

1.C **APPROVAL OF AGENDA**

Motion to: Approve the agenda.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Travis Leiviska

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-

July 12, 2023 - July 25, 2023

B) Approve County Board Minutes-

July 11, 2023

C) Approve Electronic Funds Transfers

Total	\$1,084,280.51
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D) Approve Auditor Vouchers-

Sales/Use & Diesel Tax, June 2023

General	\$263.65	Trust	\$14.80	Parks	\$505.10		
R&B	\$957.18	LLCC	\$98.33			Total	\$1,839.06

E) Approve Manual Warrants/Voids/Corrections-

ELAN 6-22-2023

General	\$4,093.11	LLCC	\$1,092.54	Opioid St.	\$16.03		
Trust	\$591.05	HHS	\$304.91			Total	\$6,097.64

F) Approve Manual Warrants/Voids/Corrections-

ELAN 7-6-2023

General	\$5,455.81						
						Total	\$5,455.81

G) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 7-12-2023

General	\$550.65	LLCC	\$425.58				
Tax&Pntly	\$1,668.72					Total	\$2,644.95

H) Approve Auditor Vouchers-

Auditor Warrants 7-14-2023

R&B	\$77,386.53						
Townships/Cities/ARDC/Ambulan		\$62,694.00				Total	\$140,080.53

Regular Agenda

3A Mark Jeffers – Economic Development Coordinator

Motion to:

Schedule Public Hearing for INH Property Tax Abatement

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Bret Sample
Public Hearing set for Tuesday, August 22, 2023 10:30am at Government Center

3B Mark Jeffers – Economic Development Coordinator

Informational Only

Economic Development Q2 Impact Report - Discussion Only

RESULT: INFORMATIONAL ONLY

4A Kathleen Ryan – Chief Financial Officer

Motion to:

Approve AIS Agreement with Aitkin SWCD

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

5A Kami Genz – Community Corrections Director

Informational Only

Update on Community Corrections DOC - Discussion Only

RESULT: INFORMATIONAL ONLY

6A Andrew Carlstrom – Environmental Services Director

Motion to:

Approve Household Hazardous Waste Regional Joint Powers Agreement

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Bret Sample

7A Dennis Thompson – Land Commissioner

Motion to:

Approve Proposed Land Exchange

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Michael Kearney

7B Dennis Thompson – Land Commissioner

Motion to:

Adopt Resolution for Non-Public Tax-Forfeited Land Sale

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

8A John Welle – County Engineer

Motion to:

Approve 2022 Annual Report of County Highway Department

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

9A Jessica Seibert – County Administrator

Motion to:

Approve Data Practices Revisions

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska

9B Jessica Seibert – County Administrator

Informational Only

2nd Quarter 2023 Budget Review - Discussion Only

RESULT: INFORMATIONAL ONLY

9C Jessica Seibert – County Administrator

Informational Only

Administrator Updates

Budget 1:1's, Two city meetings, MACA Technical Training Days, Two Meet & Confer meetings, LELS Negotiations, Facilities, COTW

10A Board of Commissioners
Informational Only
Committee Updates

Meetings with Bill Brendel, Planning Commission, ECRL, ARDC, Historical Society, Forestry mtg. (NRAC), Snake River Watershed, AEOA, Aitkin City meetings, Facilities, EDA, AIS, Community Corrections, Aitkin Airport


Motion to Adjourn

Motion made at 12:11 p.m.

MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska
Next Meeting: Tuesday, August 8, 2023



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



Jessica Seibert
County Administrator

Non-Public Tax-Forfeited Land Sale

WHEREAS, the classification of the following tax-forfeited land to be offered for sale has been made by the County Board in accordance with Minnesota Statutes 282 and Minnesota Statute 282.14 through 282.321, and

WHEREAS, the classification and sale have been approved by the Town Boards of the township in which they lie, and

WHEREAS, the County Board has made appraisals as listed of the land classified as non-conservation and of the timber and timber products thereon, and a list of such lands and timber has been filed with the County Auditor for the purpose of offering lands and timber so listed for sale, and

WHEREAS, the parcels on this list will be offered for non-public sale and will be offered only to the owners of adjacent property.

NOW, THEREFORE BE IT RESOLVED, that such parcels shall be sold on the following terms, to wit: 100% of purchase price to be paid in cash at the time of the sale.

BE IT FURTHER RESOLVED, that notice of such sale of lands, and timber be given by mailing such notice to all owners of adjoining land as provided by Minnesota Statute 282.01 subd. 7a, that the County Auditor of Aitkin County offer such parcels of land for sale. The parcels will be sold on a sealed bid auction to the highest bidder. All bids must be into the Aitkin County Land Department at 502 Minnesota Avenue N. Aitkin, MN. 56431 by August 30, 2023 at 2:00 p.m. The county board does reserve the right to accept or reject any and/or all bids, and

BE IT FURTHER RESOLVED, The land and improvements are being sold AS IS and the County makes no warranties as to the condition of any buildings, wells, septic systems, soils, roads, or any other thing on the tract. The tract is being sold with the understanding that the buyer and seller agree to waive disclosures required under Minnesota Statutes Chapters 513.52 to 513.60, and 103I.235 and any associated liabilities. No representation is made as to access, the condition of any structure, its fixtures or contents, or the suitability for any particular use, and

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 284.28, included in the sale price of any tax-forfeited lands sold, an amount equal to three percent (3%) of the total sale price is to be deposited in the State Treasury and credited to the State Real Estate Assurance Fund, and

BE IT FURTHER RESOLVED, Minnesota Statutes 282.014, imposes a \$25.00 fee upon purchasers of tax-forfeited land for issuance of a State Deed, and

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 282.01, Subdivision 6, all State Tax Deeds must be recorded with the County Recorder prior to issuing the Deed to the purchaser, therefore a recording fee for each State Deed issued must be paid to the Aitkin County Recorder by the purchaser when tax-forfeited land is paid for in full, as required in MS 357.18, and

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 287.22, all State Tax Deeds are subject to State Deed Tax which must be paid by the purchaser, and

BE IT FURTHER RESOLVED, Aitkin County is not responsible for location of or determining property lines or boundaries, and

BE IT FURTHER RESOLVED, that all lands sold hereunder are sold subject to the Zoning Ordinance adopted by the County Board, and all lands are sold subject to railroad and highway easements, power and pipeline easements, any recreational easements, and subject to all flowage rights, and

BE IT FURTHER RESOLVED, that except in the case of Deeds issued for platted property and Deeds issued to correct errors in either legal description or grantees, the Deeds issued for these parcels will contain a restrictive covenant which will prohibit enrollment of the land in a State Funded program providing compensation of marginal land or wetlands.

PID#	Legal	Sec	Twp	Rge	Access	Acres	Minimum Bid
16-0-017600	SW SW	12	44	25	No	43	\$ 200.00
21-0-009400	S NE	6	45	25	No	78	\$ 300.00

All of the above parcels are available for sale by any adjoining landowner by bidding on them by a sealed bid process. All bids are due into the Aitkin County Land Department by August 30, 2023 by 2:00 p.m. when the bids will be opened.

All bids must be returned in an envelope marked "Non-public land auction bid". All forms must be returned to: Aitkin County Land Department 502 Minnesota Avenue N. Aitkin, MN. 56431.

Commissioner Westerlund seconded the adoption of the resolution and it was declared adopted upon the following vote

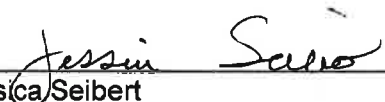
FIVE MEMBERS PRESENT

All Members Voting YES

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 25th day of July 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of July 2023



Jessica Seibert
County Administrator



**AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD
July 25, 2023
H&HS Board Minutes**

Attendance

The Aitkin County Board of Commissioners met this 25th day of July 2023, at 9:00 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair, Commissioner J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample and Michael Kearney. County Administrator Jessica Seibert, Administrative Assistant Jeff Schmitt, Health & Human Services Director Sarah Pratt, and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble and Erin Melz, ACHHS Advisory Committee member representative Cindy Chuhanic, Jeanne Schram Aitkin Age, and other public guests. Joining via WebEx: IT Director Chris Sutch, H&HS Supervisors Jessi Goble & Julie Lewis.

1.A Approval of the Agenda

Motion by Commissioner Sample, seconded by Commissioner Kearney and carried, all members present voting yes to approve the July 25, 2023 Health & Human Services agenda.

1.B Approval of the June 27, 2023 Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried, all members present voting yes to approve June 27, 2023 Health & Human Services minutes.

1.C Approval of Bills

Motion by Commissioner Kearney, seconded by Commissioner Leiviska and carried, all members present voting yes to approve the bills.

2.A Director Updates

Sarah Pratt, H&HS Director gave an overview of staffing and workload in H&HS:

I want to convey the magnitude of our work, how many staff it takes to get it done, and what happens when we are short staffed.

- **OSS Shortage/Turnover**
 - Coverage is the biggest issue
 - Short a front desk staff since June which has caused extra coverage by Supervisor and already short-staffed Case Aides
 - Duties include: monitoring mail, fax, scanning documents (totaling 128 documents in June for financial alone)
 - New OSS staff hired, starting in August (typically it takes about 2 years for staff to become proficient and work on their own).
 - Case Aides covering 4-hour shifts at the front desk

- MnCHOICES
 - HCBS worker on FMLA since June and returning mid-September which has caused other staff to take more assessments. Another HCBS worker is due to go out on FMLA (time frame unknown at this time).
 - Supervisor is taking assessments on top of supervisor role, currently has 6 assessments which take about 10 hours each. Will likely need to take more in August.
 - MnCHOICES platform launched July 10th and has had some issues with data rolling over from previous platform, inaccurate data, missing health insurance, addresses, etc.
 - Over 65 population on health plans were not in old system so they need to be entered as new clients.
 - Profile entry is taking 20-30 minutes, there are 440 clients/assessments and the number is increasing.
 - Plan was to have Case Aides enter profiles but they are currently covering front desk duties as a part of their job duty is to be back-up to the front desk.
 - Adult Intake Worker to help with some of the front-end information to offset HCBS team.
 - Adult Intake Worker also does commitment case management, mental health case management, adult protection investigator & backup to children's intake.
 - Everyone to include Supervisors have taken on additional responsibilities to manage shortages in other HHS areas.
- Health Care Renewals
 - 2843 cases to renew as of January
 - 4646 persons on Health Care as of January
 - Increased meetings, workarounds, last minute changes in processes, phone calls
 - Also affects HCBS team, if their clients go off MA, they lose their services until they are back on MA and another MnCHOICES can be done.
 - These services are high-end services that are keeping people in their homes or funding foster care or customized living type settings.
 - HCBS workers ensuring that MA paperwork is filled out to ensure no lapse in waived services.
 - Financial Supervisor taking on extra duties due to Case Aide Shortage and new staff.
 - Financial Workers are taking on extra duties while hiring and training is occurring.
- Case Aide Turnover
 - CP Supervisor, has been without a Case Aide since April and has taken on those duties that support the unit on top of supervisory duties.
 - All staff across the agency are affected by the turnover as they are taking on extra support staff duties that take them away from the work they need to be doing for their jobs.
- We have diligently been working on problem solving and providing solutions to many of these issues.
- We are not asking for staff in the 2024 budget but want to convey the magnitude of our work, how many staff it takes to get it done, and what happens when we are short staffed.
- Anytime there is an open position we evaluate where that person is needed. We moved a child worker into HCBS, an open position into a financial worker, etc.

3.A 2nd Quarter 2023 Fiscal Report

Carli Goble, H&HS Fiscal Supervisor, presented to the board the 2nd Quarter 2023 Fiscal Report to include:

- Revenues by Department
- Revenues by Quarter
- Expenditures by Department
- Expenditures by Category
- Fund Balance
- Budget Summary

4.A Committee Updates

The Board discussed AEOA, CARE Board, JET, Lakes and Pines, and ARDC/AAAA.

Adjourn

The meeting was adjourned at 9:41 a.m.

Next Meeting – August 22, 2023

AITKIN COUNTY BOARD

July 24, 2023

The Aitkin County Board of Commissioners met this 24th day of July, 2023 at 2:00 p.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample, and Michael Kearney, with County Administrator Jessica Seibert and Administrative Assistant Jeff Schmitt.

Staff Present: Dan Guida (County Sheriff), Chris Sutch (IT Manager), Kami Genz (Community Corrections Director), Carli Goble (HHS Accounting Supervisor), Sarah Pratt (HHS Director), Kirk Peysar (County Auditor), Mike Dangers (County Assessor), Mark Jeffers (Economic Development Coordinator), John Welle (County Engineer).

Motion made by Commissioner Sample, seconded by Commissioner Leiviska and carried, all voting yes to approve the July 24, 2023 Committee of the Whole Agenda. Approved 4-0 with Commissioner Kearney not present.

Citizens Public Comment - None

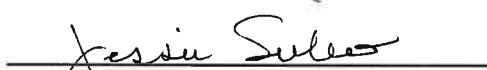
The Committee of the Whole discussed Facilities, a review of current and potential future capital projects were discussed.

Commissioner Kearney present at 2:50 p.m.

Motion by Commissioner Sample, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 3:28 p.m.



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



Jessica Seibert
County Administrator

Call to Order

Approved Agenda

Citizens' Public Comment

Facilities Discussion

Adjourn