



AITKIN COUNTY BOARD OF COMMISSIONERS

December 12, 2023

3:30 p.m.

Government Center Board Room

Regular Session Minutes

1.A **CALL TO ORDER**

Chair Wedel called the meeting to order at 3:32 p.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 Michael Kearney
SECONDER:	Commissioner Bret Sample
	Item 2Q removed from Consent agenda and added as item 2.5

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

2 **CONSENT AGENDA**

Motion to: Approve the Consent Agenda, as amended

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

A) **Correspondence File-**

November 29, 2023 - December 11, 2023

B) **Approve County Board Minutes-**

November 28, 2023

C) **Approve Electronic Funds Transfers**

Total	\$936,839.73
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D) **Approve Auditor Vouchers-**

R&B 12-01-23

R&B	\$26,325.55					Total	\$26,325.55
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E) **Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 11-30-23

General	\$1,378.30					Total	\$1,378.30
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F) **Approve Manual Warrants/Voids/Corrections-**

ELAN 11-24-23

General	\$1,185.88	Reserves	\$10.00	Trust	\$921.49	LLCC	\$18.60
HHS	\$807.72	Opiod	\$16.03	R&B	\$405.00	Total	\$3,364.72

- G) **Approve-**
Donation - Aitkin County K-9 fund - Edge of the Wilderness Sams
- H) **Adopt Resolution-**
Off Sale Liquor License - 1865 Liquor, LLC
- I) **Adopt Resolution-**
Cory Aultman application to repurchase tax-forfeited property
- J) **Adopt Resolution-**
LG220 Application for Exempt Permit - Up North Riders ATV Club
- K) **Approve-**
Reaffirm Annual Code of Ethics
- L) **Adopt Resolution-**
On, Off and Sunday Sale Liquor License - Mudflats Bar & Grill LLC
- M) **Adopt Resolution-**
"On" and "Sunday" Sale Liquor License - RD Experience LLC
- N) **Approve-**
Donation - Aitkin County Search and Rescue - Aitkin Lions Club
- O) **Approve Commissioner's Vouchers**
Commissioner Warrants 12-08-23

General	\$207,535.81	Reserves	\$2,170.46	R&B	\$94,210.26	HHS	\$16,386.55
State	\$6,788.50	Trust	\$964.95	Forest	\$11,333.98	LLCC	\$3,444.05
Parks	\$6,622.39	COVID	\$10,494.43			Total	\$359,951.38

- P) **Approve-**
Personnel Policy Updates (Nursing Mothers and Lactating Employees)

Regular Agenda

2.5 Adopt Resolution-

County Liquor and 3.2% Malt Liquor Licenses for 2024

RESULT:	ROLL CALL VOTE:
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Bret Sample Commissioner Westerlund abstained

3A Dennis Thompson – Land Commissioner

Motion to:

Adopt Resolution for Camping Rate Increase for 2024

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

3B Dennis Thompson – Land Commissioner

Informational Only

Scott Johnson - Ruffed Grouse Society - Discussion Only

RESULT:	INFORMATIONAL ONLY
MOVER:	
SECONDER:	

4A Sarah Pratt – Health & Human Services Director

Motion to:

Approve Amendment to Charter Agreement

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Travis Leiviska Approved as amended "no earlier than"

5A Bobbie Danielson – Human Resources Director

Motion to:

Approve Personnel Committee Recommendations

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

Motion to:

Approve Personnel Committee Recommendations

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Laurie Westerlund
Time accrual banks

Motion to:

Approve Personnel Committee Recommendations

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

5B Bobbie Danielson – Human Resources Director

Motion to:

Approve Job Evaluation (New Position, Community Corrections Dept.)

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

5C Bobbie Danielson – Human Resources Director

Informational Only

Elected Officials 2024 Salaries - Discussion Only

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

6A Mark Jeffers – Economic Development Coordinator

Motion to:

Public Hearing - Housing Trust Fund Ordinance

PUBLIC HEARING:
Open: 4:40 p.m.
Public Comment: None
Closed: 4:41 p.m.

6B Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Resolution- Aitkin County Housing Trust Fund Ordinance

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

6C Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Childcare Acceleration Grant: Award Funding

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

6D Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Revitalization Grant: Award Funding

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

6E Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Fiscal Recovery Fund request- Economic Development projects

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

7A Jessica Seibert – County Administrator

Informational Only

2024 Commissioner Salary Discussion

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

7B Jessica Seibert – County Administrator

Informational Only

2023 Reserves Discussion

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

7C Jessica Seibert – County Administrator

Informational Only

2024 Capital Improvement Plan Discussion

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

7D Jessica Seibert – County Administrator

Informational Only

Administration Updates

Department Heads meeting, Regional MACA call, meeting with Mr. Amundson regarding ditches, AMC Conference, Records Retention Training, call with DDA, Committee of the Whole

8A Board of Commissioners

Informational Only

Commissioner Committees

AMC Conference, Committee of the Whole, East Central Regional Library Board, Aquatic Invasive Species, NACo Conference, Aitkin Airport Commission, H&HS Advisory, Personnel Committee

Motion to Adjourn

Motion made at 5:54 p.m.

MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Bret Sample
Next Meeting: Tuesday, December 19, 2023

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

Jessica Seibert
County Administrator