



**AITKIN COUNTY BOARD OF COMMISSIONERS**

January 2, 2024

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.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Travis Leiviska
<b>SECONDER:</b>	Commissioner Laurie Westerlund adding items 9I and 9J

1.D **Citizens Public Comment by:**

Jeremy Paquette, addressed Board regarding Short Term Rental ordinance

2 **CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney

- A) Correspondence File-  
December 19, 2023 - January 1, 2024
- B) Approve County Board Minutes-  
December 19, 2023
- C) Approve County Board Minutes-  
2024 Budget Hearing 12-12-23

3 **ADJOURN 2023 Board**

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska

4 **Jessica Seibert – County Administrator**

- A) Call to Order 2024 Board Meeting
- B) Nomination for Board Chair and Vice Chair  
  - Board Chair  
Commissioner Sample nominated Commissioner Wedel for Board Chair. No other nominations.  
Roll Call Vote: all Commissioners vote Yes
  - Vice Chair  
Commissioner Kearney nominated Commissioner Sample for Vice Chair. No other nominations.  
Roll Call Vote: all Commissioners vote Yes

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**CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Bret Sample

**A) Adopt Resolution-**

License to Sell Tobacco Products - Mudflats Bar & Grill

**B) Approve-**

ESST Policy

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$1,715,193.16
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**D) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 12-14-23

General	\$177.90	Taxes	\$26.80			<b>Total</b>	\$204.70
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**E) Approve Manual Warrants/Voids/Corrections-**

ELAN 12-07-23

General	\$1,544.41	Trust	\$75.00	LLCC	\$14.95	HHS	\$139.08	
							<b>Total</b>	\$1,773.44

**F) Approve Commissioner's Vouchers**

Commissioner Warrants 12-22-23

General	\$1,103,368.81	Reserves	\$9,000.00	R&B	\$78,310.29	HHS	\$43,768.29
State	\$6,765.57	Trust	\$35,361.09	Forest	\$16,093.47	LLCC	\$6,719.11
Parks	\$2,123.43					<b>Total</b>	\$1,301,510.06

**G) Approve-**

Great River Energy Utility Easements

**H) Approve-**

Natural Resources Advisory Committee Appointments

**I) Approve-**

Adopt Updated Safety Policy and Emergency Action Plan for Employees

**Regular Agenda**

6A Kathleen Ryan – Chief Financial Officer

**Motion to:**

Approve Statement of Work - CLA, SBITA Consulting

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Bret Sample

7A Tara Snyder - County Recorder

**Motion to:**

Approve Arcasearch Contract

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Laurie Westerlund

8A Andrew Carlstrom – Environmental Services Director

**Informational Only**

First Reading - Amendment to Vacation Short Term Rentals - Discussion Only

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

9A Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - 2024 Board of Commissioners Meeting Procedures

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Bret Sample

9B Jessica Seibert – County Administrator

**Motion to:**

Approve 2024 Board Meeting Schedule

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Travis Leiviska
<b>SECONDER:</b>	Commissioner Laurie Westerlund

9C Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - Designation of Official County Newspaper

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska

9D Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - Minimum Commissioner Salary

<b>RESULT:</b>	<b>APPROVED (4 TO 1)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska Commissioner Bret Sample Voted No

9E Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - County Veteran Service Officer

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney

9F Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - 2024 Committee Appointments

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Laurie Westerlund adopted as amended.

9G Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

Department Heads Meeting, Dangerous Dog Hearing, MACA Regional Call, Fema Call, Facilities Meeting, Economic Development
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9H Jessica Seibert – County Administrator

**Informational Only**

CARE Appropriation - Discussion Only

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

9I Jessica Seibert – County Administrator

**Motion to:**

Approve AMC Policy Committee Appointments

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Travis Leiviska

9J Jessica Seibert – County Administrator

**Motion to:**

Approve Public Safety Grant Agreement

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Travis Leiviska

10A Board of Commissioners

**Informational Only**

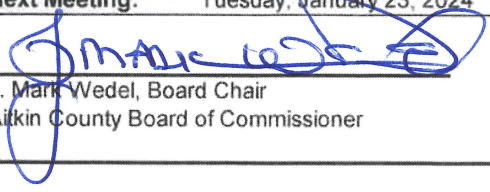
Commissioner Committee Updates


Arrowhead Counties Association, Economic Development, Aitkin Airport Commission

**Motion to Adjourn**

Motion made at 10:17 a.m.

**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Michael Kearney  
**Next Meeting:** Tuesday, January 23, 2024

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

  
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Jessica Seibert  
County Administrator