

The Aitkin County Board of Commissioners met this 24th day of November, 2015 at 9:03 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Nathan Burkett, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the November 24, 2015 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
November 24, 2015**

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH & HUMAN
SERVICES BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 24th day of November, 2015, at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Ann Marcotte, Brian Napstad, Don Niemi and Laurie Westerlund; and others present included: County Administrator Nathan Burkett; H&HS Staff Members Tom Burke, Director; Jessi Schultz, Social Service Supervisor; Erin Melz, Public Health Supervisor; Jessica Goble, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog, Amanda Voller and Bob Marcum, H&HS Advisory Committee Member; Bob Harwarth, citizens.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the Agenda.

III. Review October 27, 2015 Health & Human Service Board Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried; the vote was to approve the Minutes of the October 27, 2015 Health & Human Services Board Meeting.

IV. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the Bills.

V. Contracts/Agreements

A. Detoxification Services Contract between Central Minnesota Mental Health Center and Aitkin County Health & Human Services for the period January 1, 2016 through December 31, 2016. Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried; the vote was to approve the Detoxification Services Contract between Central Minnesota Mental Health Center and Aitkin County Health & Human Services for the period January 1, 2016 through December 31, 2016.

B. Letter of Agreement between ACH&HS and Dr. Mark Heggem, MD at Riverwood Healthcare Center for the period January 1, 2016 through December 31, 2016. Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Letter of Agreement between ACH&HS and Dr. Mark Heggem, MD at Riverwood

Healthcare Center for the period January 1, 2016 through December 31, 2016.

C. CMHS Services Agreement between Aitkin County Health & Human Services and Trimin Systems ACS Services (Agency Collection System) for the period January 1, 2016 through December 31, 2016. Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried; the vote was to approve the CMHS Services Agreement between Aitkin County Health & Human Services and Trimin Systems ACS Services (Agency Collection System) for the period January 1, 2016 through December 31, 2016.

VI. Administrative Reports:

A. Financial & Transportation Reports - Kathy Ryan reviewed areas of the Financial and Transportation report with the Board. Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the Financial and Transportation Reports as presented.

VII. Joint Powers Board Reports:

A. Tri-County Community Health Services Board (CHS)

Commissioner Westerlund / Erin Melz / Tom Burke

October 15, 2015 Meeting Minutes - Erin Melz reviewed the minutes noting the Rainy River Community College Summit to be held December 9th to discuss future programming for the nursing programs. Erin also noted a discussion with respect to reimbursement for the home visiting program. CHS is also in the early stages of drafting a Mutual Aid contract between Aitkin, Itasca and Koochiching counties for assisting each other in times of crisis situations.

VIII. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Committee Members attending today: Amanda Voller & Bob Marcum November 4th meeting minutes. Bob Marcum spoke of his appreciation and learning experiences on this Advisory Committee along with the culture of Aitkin County and the fact that the H&HS organization works so well together. He also spoke of his involvement with various committees at the state level and how they also impact Aitkin County.

B. AEOA Committee Update – Commissioner Westerlund reported no update at this time.

C. NEMOJT Committee Update – Commissioner Napstad reported no meeting since his last report and the next meeting will be in December.

D. CJI (Children’s Justice Initiative) – Commissioner Westerlund reported they met and discussed the child re-entry issues and the CJI Conference.

E. Lakes & Pines Update – Commissioner Niemi reported they had discussed the weatherization and fuel assistance programs of which both have funding and folks are applying for both. There was a question as to whether these funds could be re-allocated if not used during the normal heating season.

Next Meeting – December 22, 2015

Break: 9:48 a.m. to 10:05 a.m.

BREAK

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 10, 2015 to November 23, 2015; B) Approve County Board Minutes:

REGULAR BOARD RECONVENED

November 10, 2015; C) Approve Commissioner Warrants: General Fund \$87,794.18, Road & Bridge \$49,224.95, Health & Human Services \$1,123.55, State \$375.00, Trust \$16,572.07, Forest Development \$26,560.23, Long Lake Conservation Center \$10,120.30, Parks \$29,767.15 for a total of \$221,537.43; D) Approve Auditor Warrants – October Sales & Use Tax: General Fund \$678.24, Road & Bridge \$1,522.69, State \$8,363.50, Trust \$9.91, Forest Development \$-0.47, Long Lake Conservation Center \$135.44, Parks \$237.53 for a total of \$10,946.84; E) Approve Auditor Warrants – October/November Tax Settlements: Agency \$3,050,426.02; F) Approve MOA between University of Minnesota and Aitkin County for Extension programs for 2016-2018; G) Accept \$100 Donation from Unit #23 American Legion Auxiliary McGregor to Veterans Service Office to help with Vet Van Expenses; H) Adopt Resolution: Aitkin County Supports Revised County Program Aid Formula; I) Approve Closing Courthouse and Authorize Day Off With Pay for Non-Union Employees on Christmas Eve, December 24, 2015; J) Adopt Resolution: All Terrain Vehicle Train Funding; K) Approve Affidavits for Duplicate of Lost Warrants – Payroll; L) Authorize Out-of-State Travel – Highway Dept.; M) Approve RecordEASE Software Module Purchase – Recorder’s Office

**CONSENT
AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Aitkin County Supports Revised County Program Aid Formula:

Affirming Aitkin County’s endorsement of the revised County Program Aid formula developed by the Association of Minnesota Counties’ County Program Aid Work Group.

**RESOLUTION
20151124-067
AITKIN COUNTY
SUPPORTS
REVISED COUNTY
PROGRAM AID
FORMULA**

WHEREAS, Minnesota’s counties are mandated by the state to provide essential services in many program areas including human services, public safety, and transportation; and

WHEREAS, counties depend on County Program Aid (“CPA”) for the financial sustainability of these state-mandated, county-administered services; and

WHEREAS, the current structure of the CPA formula, pursuant MS Chapter 447A.0124, creates considerable volatility in the fund’s distribution, interfering with counties’ abilities to accurately budget for essential services; and

WHEREAS, the current formula’s inadequacies have also resulted in the dramatic reduction of funding for one-third of counties, that have lost at least 50 percent of their funding since 2005; and

WHEREAS, despite fluctuations over the past ten years, the state appropriation to the 2015 CPA is equal to the 2005 appropriation making it greatly depressed in terms of inflation; and

WHEREAS, a revised CPA formula in conjunction with additional funding will enable counties to continue to provide quality services that may also translate into reductions in county levies, decreasing the tax burden of Minnesota residents; and

WHEREAS, in October 2014, the Association of Minnesota Counties assembled the CPA Work Group including leadership from twenty counties and representatives from the Metropolitan Inter-County Association and the Minnesota Rural Counties Caucus to analyze and develop a CPA formula that reflects the pressing needs of Minnesota’s counties; and

WHEREAS, the CPA Work Group unanimously approved a revised CPA formula that benefits all Minnesota counties by reducing volatility and ensuring a fair distribution of CPA; and

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota’s 87 counties, voted to support the proposed CPA formula revisions; now, therefore,

BE IT RESOLVED, Aitkin County endorses the following revisions to the Minnesota County Program Aid formula:

- A funding increase of \$40 million;
- The creation of a funding floor that guarantees each county \$350,000 in tax base equalization aid (“TBEA”);
- Adjustments to the TBEA formula factors to slow down counties’ loss of TBEA funding, including: an increase of the per capita factor to \$190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and
- The creation of a 5% cap on annual CPA losses; ensuring no county will lose more than 5% of its funding each year.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to authorize County Offices to be closed on Christmas Eve 2015, and to authorize non-union employees be absent from their duties with pay.

CHRISTMAS EVE

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – All Terrain Vehicle Trail Funding:

WHEREAS, Local units of government can apply for State aide for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

**RESOLUTION
20151124-068
ALL TERRAIN
VEHICLE TRAIL
FUNDING**

WHEREAS, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

WHEREAS, Clubs wish to contract with the County for maintaining these trails, and

WHEREAS, these trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County,

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Hill City Connector trail and Solana ATV trails.

BE IT FURTHER RESOLVED, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve duplicates of lost warrants - #13767 in the amount of \$888.34 to Delta Dental, and #13796 in the amount of \$888.15 to Delta Dental – Payroll Department.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to authorize out-of-state travel for John Welle, County Engineer to attend the Annual Conference of the Iowa County Engineers Association in Ames, Iowa from December 8, 2015 through December 10, 2015. All travel costs including lodging and conference registration fees will be paid by the Iowa County Engineers Association.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve purchase of Electronic Document Recording Module and training at a cost of \$16,800, and to approve purchase of Web Module and training at a cost of \$6,700 – Recorder’s Office. Purchase will be funded using personnel dollars not expended in 2015 due to a budgeted Deputy Recorder position that was not filled, along with the Recorder’s Technology and/or Recorder’s Compliance Funds if needed.

Sandra Wheelcor from Arrowhead Transit updated the Board on the transportation program in Aitkin County.

Lori Grams, Treasurer reviewed the 2015 Third Quarter Investment Report with the Board.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting to reappoint Irene Bright to a three year term as the District 3 representative on the Board of Adjustment. The term begins January 1, 2016 and ends December 31, 2018.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to authorize Environmental Services Department to request proposals for replacing a 2005 Chevy Equinox with a similar but newer vehicle. The cost of the newer vehicle will be funded by trading in the 2005 Equinox and using Solid Waste reserves for the balance. Proposals will be brought to the Board for approval at a later date.

John Welle, County Engineer reviewed the 2015 Summary of Highway Contracts with the Board.

LOST WARRANTS

OUT-OF-STATE TRAVEL – HIGHWAY DEPT.

RECORDEASE SOFTWARE MODULE PURCHASE

ARROWHEAD TRANSIT

THIRD QTR INVESTMENT REPORT

BOARD OF ADJUSTMENT APPOINTMENT

TRADE & PURCHASE VEHICLE – ENVIRONMENTAL SERVICES

2015 SUMMARY OF HIGHWAY CONTRACTS

John Welle, County Engineer and the Board discussed transportation funding, including the possible use of sales tax on auto parts to transportation.

TRANSPORTATION FUNDING

Mark Jacobs, Land Commissioner held a Public Hearing for Classification of Tax-Forfeited Lands. Vern Bishop and Janet Hatfield of MacVille Township asked questions about the procedure and a parcel in MacVille Township. Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Classification of Tax-Forfeited Lands:

WHEREAS, MN Statue 282.01 allows the County Board to classify tax-forfeited lands either to be retained in public ownership for public benefits or returned to private ownership, and

**RESOLUTION
20151124-069
CLASSIFICATION
OF TAX-
FORFEITED LANDS**

WHEREAS, MN Statute 282.01 requires that a public hearing be held to receive comments and recommendations about the pending classifications, and

WHEREAS, the Aitkin County Board of Commissioners held a public hearing for the classification of the following parcels of tax-forfeited lands on November 24th, 2015 at 11:00 AM at the Aitkin County Courthouse.

THEREFORE, the following parcels of Aitkin County Tax-forfeited lands have been classified as required by MN Statute.

Land Classification 2014 & 2015 forfeitures

Pin #	Legal Desc	Sec	Tw	Rge	Classification
46-0-015601	3.20 ac RR ROW in SW-SW	10	52	24	conservation
12-0-004403	E 1/2-E 1/2 of Lot 1	3	52	26	non-conservation
56-1-011100	Plan of Aitkin S 40 ft of W 25 ft of Lots 2 Blk 22	26	47	27	non-conservation
59-1-034900	Rodenberg Plat in Town of McGregor Lot 7 Blk 6	30	48	23	non-conservation
59-1-035000	Rodenberg Plat in Town of McGregor Lot 8 Blk 6	30	48	23	non-conservation
59-1-035100	Rodenberg Plat in Town of McGregor Lot 9 Blk 6	30	48	23	non-conservation
59-1-035200	Rodenberg Plat in Town of McGregor Lot 10 Blk 6	30	48	23	non-conservation
59-1-035300	Rodenberg Plat in Town of McGregor Lot 11 Blk 6	30	48	23	non-conservation
59-1-035400	Rodenberg Plat in Town of McGregor Lot 12 Blk 6	30	48	23	non-conservation

AITKIN COUNTY BOARD

November 24, 2015

02-1-066401	Plat of Bridge Park - that part of Lot 16 W of hwy, less hwy .70 ac of SW-SE in B 119 D P	9	52	23	non-conservation
11-0-063600	175	29	45	27	non-conservation
11-1-165700	Canterbury Town - Lot 3 Blk 10	32	45	27	non-conservation
13-0-021902	Part of SE-NW N of RR Tracks	13	43	24	non-conservation
24-0-016400	E 75 ft of W 466.5 ft of N 1/2 of the S 1/2 of SW-NW in B 101 D P 533	8	46	26	non-conservation
24-0-016500	E 100 ft of W 391.5 ft of N 20 rods of S 40 rods of SW-NW lying S of Co Rd 12	8	46	26	non-conservation
24-0-016900	S 20 rods of SW-NW in B 102 D P 523	8	46	26	non-conservation
24-1-087900	Allies South Shore Lot 14	11	46	26	non-conservation
25-0-045701	W 1/2-SE-SW	28	44	23	non-conservation
29-1-121800	Indian Portage Lot 10 Blk 28 less Hwy	20	49	23	non-conservation
50-1-057500	Plat of Bain Lots 1-14 Blk 1	26	50	26	non-conservation
50-1-058900	Plat of Bain Lots 1-18 Blk 2	26	50	26	non-conservation
50-1-060700	Plat of Bain Lots 1-18 Blk 3	26	50	26	non-conservation
50-1-062500	Plat of Bain Lots 1-21 Blk 4	26	50	26	non-conservation
56-1-033600	First Addn to Aitkin Lots 8 and 9 Blk 119	25	47	27	non-conservation
29-1-114600	Indian Portage Lots 12 thru 15 Blk 25	20	49	23	non-conservation
26-0-004400	SW-SW	3	46	23	non-conservation
02-0-019201	S 420 ft of the W 1/2 of Lot 5	10	52	23	non-conservation
57-1-094400	Esther Lange Estates Outlot A	14	52	26	non-conservation
58-1-006600	Plat of McGrath Lot 2 and 3 Blk 6	5	43	23	non-conservation
02-0-020900	60/100 ac of Lot 1	11	52	23	non-conservation
09-0-064201	Part of NE-SE east of Road	34	46	25	non-conservation
12-1-076000	Quadna Mountain View 1st Addition Lot 6 Blk 1	2	52	26	non-conservation
20-1-073200	First Addn to Swatara Lots 5 and 6 Blk 3	19	51	26	non-conservation
29-1-271400	Sheshebe Point 3rd Addn Lot 5 Blk 33	27	49	23	non-conservation
29-1-321800	Sheshebe Point 5th Addn Lot 2 & part vacated McGregor Road and Part Lot 13 and Part vacated trail as in Doc 361329	33	49	23	non-conservation
57-1-019700	Bucks Addn to Hill City Lot 10 Blk 14	14	52	26	non-conservation
60-1-007900	Plat of Palisade Lot 4 Blk 5	22	49	25	non-conservation
60-1-008000	Plat of Palisade Lot 5 Blk 5	22	49	25	non-conservation

60-1-008200	Plat of Palisade Lot 6 Blk 5	22	49	25	non-conservation
	McLains Addn to Hill City Lot 11				
57-1-062300	Blk 4	14	52	26	non-conservation

Nathan Burkett, County Administrator asked for a moment to recognize that Mark Jacobs, Land Commissioner received the Forest Service Council's Leadership Award for 2015 when he was in Washington D.C. last week.

**MARK JACOBS
RECOGNIZED**

Nathan Burkett, County Administrator and Liz DeRuyck, CMCC Executive Director discussed with the Board the options available to Aitkin County for Community Corrections, since Crow Wing has withdrawn from the CMCC Joint Powers Agreement effective July 1, 2016. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to support the legislative platform change to eliminate the 30,000 population requirement to be a stand-alone CCA County.

**COMMUNITY
CORRECTIONS
OPTIONS**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Marcotte and carried (4-1 Westerlund), to adopt resolution – Market Rate Adjustment, Employee Compensation:

WHEREAS,

Aitkin County Personnel Policy Article 4 Section F states that internal compensation relationships as well as market are of interest in establishing wages for employees; and

Aitkin County Personnel Policy Article 4 Section F Subd(1) states that market rate adjustments may be considered when :

- A salary range is insufficient to attract qualified candidates for employment; or
- A given position deviates from the market rate by a substantial percentage; and

After approximately 16 months of recruitment efforts for the position of Public Health Nurse in the Aitkin County Health and Human Service Department, we were unable to recruit; and

On July 28, 2015 the County Board determined that the position of Public Health Nurse and employment of an employee(s) in said positions who hold public health nurse credentials was necessary for the provision of services to Aitkin County citizens and directed an additional recruitment effort, which was carried out; and

Recruitment efforts were increased and a reasonable number of applications were received; and

The County was able to hire 2 public health nurses per the County Board's direction at a rate of \$60,008; and

Aitkin County's salary range for public health nurses is 52,624 – 78,624 annually (25.30 – 37.80/hr); and

The average salary range for public health nurses employed by public organizations

**RESOLUTION
20151124-070
MARKET RATE
ADJUSTMENT,
EMPLOYEE
COMPENSATION**

within reasonable traveling distance of Aitkin County is approximately 47,509 – 64,202 annually (22.84 – 30.87/hr), with the highest being 69,597 annually ; and

The market range for nurses employed by non-profit or private organizations within reasonable traveling distance of Aitkin County is approximately 57,844 – 85,186 / annually plus shift differential pay (27.81 – 40.96/hr + shift diff \$1-2); and

According to the Bureau of Labor Statistics the average nurse salary in the region is between 63,000 - 67,000 (<http://www.bls.gov/oes/current/oes291141.htm>), and

2 existing nursing staff have experience greater than or comparable to the newly hired staff nurses, but are currently compensated at a rate lower than \$60,008.

RESOLVED,

The County Board finds that the salary range for public health nurses employed by Aitkin County is sufficient and competitive in the market for the following reasons:

- At this time, in the current economic environment the market salary for a 1 – 2 year experienced public health nurse for Aitkin County is \$60,008 as evidenced by newly recruited public health nurses, within the existing salary range; and
- The salary scale for public health nurses is at this time, in the current economic environment, competitive as evidenced by the fact that the top end wage for a public health nurse in Aitkin County is greater than other public sector employers within reasonable distance of Aitkin County; and
- Even though Aitkin County's top end wage is somewhat lower than the top end wage of competitive employers, Aitkin County offers a more stable work schedule as a primary employment consideration; and

The County Board makes the following findings related to the placement of individual employees classified as public health nurses:

- The pay ranges for the public health nurse position are competitive given the factors, it is apparent that public health nurses, in the current economic environment can obtain an entry level or minimum experience salary of approximately \$60,008, meaning that the low end of the Aitkin County Salary Schedule may be out of market; and
- It is reasonable to presume that given current market conditions a public health nurse in a public employment environment with a stable schedule and similar benefits can expect to earn up to \$69,597/annual (highest local competitive employer), but that Aitkin County's wage range has a higher maximum; and
- 2 individuals employed by Aitkin County in the classification of public health nurse currently earn less than what may reasonably be expected in the current economic environment for an entry level or minimum experienced public health nurse at a competitive employer; and
- All other individuals employed by Aitkin County in the classification of public health nurse currently earn a wage which is within the Aitkin County pay range for said position, and is reasonably near the maximum rate for the highest local

competitive government employer; and

- It is reasonable to place a greater weight upon the maximum salary of the highest local competitive government employer due to the fact that schedule, work assignment, benefits and total compensation are more similar than comparisons to private or non-profit employers, which Aitkin County cannot compete with on an “apples to apples” basis; and

The Aitkin County Board recognizes this circumstance as an infrequent occurrence brought about by increase in demand for skilled nursing and public health nursing services, and makes no guarantee and sets no precedent related to any other classification or employee; and

The County Board sets wages as follows effective October 12, 2015 for the following employees:

Employee #7280 - 60,008/annual
Employee #7273 – 60,008/annual

The Board reported on the following: ARDC, Arrowhead Counties, Mille Lacs Watershed, CMCC, EQB, MHB, AIS, TZD, Water Planning Task Force, and Historical Society.

Commissioner Niemi left at 1:41 p.m.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund (4-0) and carried, all members voting yes to adjourn the meeting at 1:55 p.m. until Tuesday, December 8, 2015 at 5:00 p.m.

**BOARD
DISCUSSION**

NIEMI LEFT

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator