

The Aitkin County Board of Commissioners met this 14th day of August, 2018 at 9:02 a.m., in the Aitkin County Courthouse, 3rd floor, Courtroom 3, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the August 14, 2018 amended agenda. Agenda Item 3B – Electronic Funds Policy Procedure, was added.

William Foyo, Clear Lake resident, asked for the Board’s support for an upcoming road project in Glen Township, noting that the DNR has already given their approval and is providing funding for the project with a grant.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: July 24, 2018 to August 13, 2018; B) Approve County Board Minutes: July 24, 2018; C) Approve Commissioner Warrants – July 27th: General Fund \$125,316.85, Road & Bridge \$47,276.27, Health & Human Services \$16,700.70, State \$1,035.00, Trust \$17,302.80, Forest Development \$4,512.23, Aitkin County Collaborative \$35,000.00, Long Lake Conservation Center \$35,690.85, Parks \$14,630.92 for a total of \$297,465.62; D) Approve June Manual Warrants – 1. General Fund \$27,315.11, Road & Bridge \$96,758.73, State \$235,950.85, Taxes & Penalties \$644.64, Long Lake Conservation Center \$341.11, Parks \$80.00 for a total of \$361,090.54, and 2. General Fund \$3,691.80, Road & Bridge \$115.10, Health & Human Services \$2,794.08, Trust \$133.29, Forest Development \$47.99, Long Lake Conservation Center \$765.76 for a total of \$7,548.02, and 3. General Fund \$4,627.30, Road & Bridge \$31.16, Health & Human Services \$2,695.40, Long Lake Conservation Center \$775.88 for a total of \$8,129.74, and 4. General Fund \$2,748.19, Road & Bridge \$459.25, Health & Human Services \$1,781.05, Trust \$221.83, Long Lake Conservation Center \$191.41 for a total of \$5,401.73; E) Approve Auditor Warrants – Period 1 RE Tax Overpay Refunds: Taxes & Penalties \$23,142.04; F) Approve Commissioner Warrants – August 10th: General Fund \$379,554.92, Road & Bridge \$20,529.73, Health & Human Services \$9,756.12, Trust \$9,507.77, Forest Development \$715.74, Long Lake Conservation Center \$2,227.01, Parks \$23,497.28 for a total of \$445,788.57; G) Adopt Resolution: County VS) Operational Enhancement Grant Program; H) Adopt Resolution: LG220 Exempt Permit – The Ruffed Grouse Society; I) Approve Affidavit for Duplicate of Lost Warrant #108512, Issued 3/23/18, to Vanessa Fink for \$110.84; J) Approve ATV Purchase – Sheriff’s Office; K) Accept \$250 Donation to STS from Public Utilities Commission; L) Authorize Payment of Primary and General Election Recounts; M) Approve Purchase of Backup Device – IT Dept.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – County VSO Operational Enhancement Grant Program:

CALL TO ORDER

**APPROVED
AGENDA**

**CITIZEN’S PUBLIC
COMMENT**

**CONSENT
AGENDA**

BE IT RESOLVED by **Aitkin County** that the County enter into the **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following project: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county’s veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by **Aitkin County** that the County Veterans Service Officer, **Penny Harms**, be authorized to execute the Grant Contract for the above-mentioned program on behalf of the County.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – LG220 Exempt Permit – The Ruffed Grouse Society:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ruffed Grouse Society / Aitkin Chapter, at the following location – The Landing, which has an address of 170 Southgate Drive, Aitkin, MN 56431 – Aitkin Township. (Note: Date of activity for Raffle – September 13, 2018)

Under the consent agenda, motion by Commissioner Wedel seconded by Commissioner Niemi and carried, all members voting yes to approve Sheriff’s Office budgeted purchase of Class 2 ATV, 2018 Ranger Crew 900, from Willey’s Marine for \$12,498.00.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve Minnesota Secretary of State Joint Powers Agreements – 2018 Primary and General Election Recounts, and to authorize signatures.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting to approve IT Department’s budgeted purchase of Barracuda Backup Server Model 90 for \$23,500.00.

Lori Grams, County Treasurer reviewed the 2018 Second Quarter Investment Report with the Board.

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Aitkin County Electronic Funds Policy/Procedure:

**RESOLUTION
20180814-054
COUNTY VSO
OPERATIONAL
ENHANCEMENT
GRANT PROGRAM**

**RESOLUTION
20180814-055
LG220 EXEMPT
PERMIT – THE
RUFFED GROUSE
SOCIETY**

**ATV PURCHASE –
SHERIFF’S OFFICE**

**PRIMARY AND
GENERAL
ELECTION
RECOUNTS**

**BACKUP SERVER
IT DEPARTMENT**

**2018 2nd QUARTER
INVESTMENT
REPORT**

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor and Health and Human services staff to initiate electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers.

BE IT FURTHER RESOLVED, that the County Treasurer will:

- A. Provide copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve purchase of MobileAssessor. \$34,400 has been budgeted and placed in reserves for this project. The startup cost is approximately \$29,925 and then approximately \$13,917 per year thereafter.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve hiring Bolten & Menk, Inc. for engineering and modeling services for the Wawina Wetland Bank at a cost of \$37,050.

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Award Contract No. 20185:

WHEREAS, Contract No. 20185 is for construction of S.A.P. 001-600-018, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, July 30, 2018 with a total of two bids received, and

WHEREAS, Anderson Brothers Construction Company of Brainerd LLC was the

**RESOLUTION
20180814-056
AITKIN COUNTY
ELECTRONIC
FUNDS POLICY /
PROCEDURE**

MOBILEASSESSOR

**WAWINA
WETLAND BANK**

**RESOLUTION
20180814-057
AWARD
CONTRACT NO.
20185**

lowest responsible bidder in the amount of \$398,085.20.

THEREFORE, BE IT RESOLVED, that Anderson Brothers Construction Company of Brainerd LLC is awarded Contract No. 20185.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Administrator 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.

John Welle, County Engineer gave the Board an update on Contract No. 20182.

John Welle, County Engineer reviewed the Highway Department's proposed 2019 Budget.

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – NIBRS Joint Powers Agreement:

WHEREAS, the County of Aitkin on behalf of its sheriff's office desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to receive funding to use to implement an adapter to make its records management system compatible with Minnesota National Incident-Based Reporting System requirements for which the Aitkin County Sheriff's Office is eligible.

NOW, THEREFORE, BE IT RESOLVED by the County of Aitkin Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Aitkin on behalf of its sheriff's office, is hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.

2. That the County Administrator, Jessica Seibert, or his or her successor, is designated the Authorized Representative for the County of Aitkin. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the agreement with the State.

To assist the Authorized Representative with the administration of the agreement, Scott Turner, Aitkin County Sheriff, is appointed as the Authorized Representative's designee.

3. That Jessica Seibert the County Administrator for the County of Aitkin and Scott Turner, the Aitkin County Sheriff, are authorized to sign the State of Minnesota Joint Powers Agreement.

**CONTRACT NO.
20182 UPDATE**

**PROPOSED 2019
BUDGET –
HWY DEPT.**

**RESOLUTION
20180814-058
NIBRS JOINT
POWERS
AGREEMENT**

<p>Sheriff Scott Turner reviewed the 2019 proposed Sheriff’s Office budget with the Board.</p>	<p>2019 PROPOSED SHERIFF’S OFFICE BUDGET</p>
<p>Break: 10:47 a.m. to 10:57 a.m.</p>	<p>BREAK</p>
<p>Jessica Seibert, County Administrator discussed the following with the Board:</p> <ul style="list-style-type: none"> • 2nd Quarter 2018 Budget Review • 2019 Appropriations • Personnel Committee Recommendation • Honeywell Contract • Proposal to Move Electrical Panel 	<p>COUNTY ADMINISTRATOR REPORTS</p>
<p>The following action was taken:</p>	<p>TEMPORARY CLERICAL WORKER – LAND DEPARTMENT</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to authorize hiring a temporary clerical worker, not to exceed 104 days, for the Land Department, as recommended by the Personnel Committee.</p>	<p>TEMPORARY CLERICAL WORKER – LAND DEPARTMENT</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve budgeted contract with Honeywell International, Inc. for controls in the new Government Center in the amount of \$205,970.00, as recommended by the Facilities Committee.</p>	<p>HONEYWELL CONTRACT</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve moving forward with request to move electrical panel out of the Courthouse basement, as recommended by the Facilities Committee.</p>	<p>ELECTRICAL PANEL</p>
<p>The Board discussed: ECRL, Economic Development, Big Sandy Lake, Natural Resource Advisory Committee, TZD, Historical Society, Budget Committee, Mille Lacs Watershed, HRA, Jacobson National Night Out, MHB, NCLUCB, and Personnel Committee.</p>	<p>BOARD DISCUSSION</p>
<p>Break: 12:13 p.m. to 12:28 p.m.</p>	<p>BREAK</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to close the meeting at 12:28 p.m. under MN Statute 13D.03 Subd. 1(b) Labor Negotiations.</p>	<p>CLOSED MEETING</p>
<p>Anne Marcotte, Board Chair left at 1:00 p.m.</p>	<p>MARCOTTE LEFT</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to reopen the meeting at 1:12 p.m.</p>	<p>REOPEN MEETING</p>

Motion by Commissioner Wedel seconded by Commissioner Niemi and carried, all members present voting yes to adjourn the meeting at 1:12 p.m. until Tuesday, August 28, 2018 at 9:00 a.m.

ADJOURN

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator