

A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON FEBRUARY 4, 2014, AT 9:00 O'CLOCK A.M.

A regular meeting of the Hubbard County Board of Commissioners was held on February 4, 2014, at 9:00 a.m. with all the Commissioners and County Coordinator, Debbie Thompson present.

The Pledge of Allegiance was said by all.

The meeting was called to order by Chairperson, Kathy Grell.

On motion of Mr. Larson, seconded by Mr. Johannsen and carried unanimously, the agenda was approved, as submitted.

Public Input: None.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the following consent agenda items were approved, as presented:

- Approved the minutes of the January 21, 2014, Regular Meeting;
- Approved the bills & Auditor’s Warrants dated January 24, 2014 and January 31, 2014;
- Approved the Social Services bills;
- Approved the following license applications: **Tobacco License** – Family Dollar and Nick’s Cenex Service, Park Rapids, MN;
- Accept the LEC Donations as follows:

RESOLUTION NO. 02041401

WHEREAS, Minnesota Statutes §465.03 provides for acceptance of gifts by the County by resolution of the County Board adopted by a two-thirds majority of the Board and expressing the terms of the gift, and

WHEREAS, Hubbard County's Sheriff's Department has received gifts as follows:

Name	Amount	Donation
Northern Lights Council	500.00	STS Program Donation

NOW, THEREFORE, BE IT RESOLVED, that the aforesaid gifts are hereby gratefully accepted.

- Reviewed the January, 2014 Overtime Report;
- Adopted the following resolution:

RESOLUTION NO. 02041402

WHEREAS, an application for Minnesota Lawful Gambling LG220 for Exempt Permit has been received from the United Foundation for Disabled Archers, P O Box 251, Glenwood, MN, 56334, for the conduct of raffles at Camp Wilderness in Clay Township in the County of Hubbard on October 4, 2014, and

WHEREAS, the Hubbard County Board of Commissioners has no objection to the granting of such exemption, now, therefore,

BE IT RESOLVED, that the aforesaid request be, and the same hereby is, approved, and

BE IT FURTHER RESOLVED, that the waiting period prior to consideration of this application, if any, be waived.

Public Works: On a motion by Mr. Stacey, seconded by Mr. Johannsen and carried unanimously, the Beltrami Electric Cooperative Right-of-Way Utility Line easement located in Lakeport Township was approved, as recommended by the Land Commissioner

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the following resolution was adopted:

RESOLUTION NO. 02041403

COUNTY STATE AID HIGHWAY FUNDS ADVANCE RESOLUTION

WHEREAS, the County of Hubbard is planning to implement County State Aid Street Project(s) in 2014 which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date: <u>January 28, 2014</u>	\$ <u>760,000</u>
Less estimated disbursements:	
Project # <u>SAP 29-618-015</u>	\$ <u>1,500,000</u>
Project # <u>SAP 29-613-011</u>	\$ <u>450,000</u>
Bond Principle (if any) <u>TRLF</u>	\$ <u>189,000</u>
Project # <u>SAP 29-671-004</u>	\$ <u>45,000</u>
Project # <u>SP 29-628-002</u>	\$ <u>175,000</u>
Project Finals (overruns-if any)	\$ _____
Other <u>Project Payments</u>	\$ <u>200,000</u>

Total Estimated Disbursements	\$ <u>2,559,000</u>
Advance Amount (amount in excess of acct balance)	\$ <u>1,400,000</u>

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Hubbard in an amount up to \$ 1,400,000 in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

Land Commissioner, Mark Lohmeier presented the following quotes for **rental of rotary ax equipment and operator to conduct pre-commercial thin on 23.2 acres of Jack Pine plantation:** Luke Klisch, Solway, MN - \$90/hour (96 HP Bobcat w/20" hotsaw); Reese ROW Control, Inc., Bemidji, MN - \$150/hour (800 Pettibone w/8' cutting head); and Roger Berg Brushing, Wannaska, MN - \$225/hour (800 Pettibone w/8' cutting head). Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen carried unanimously, the underlined low quote for the project in bold, above was approved, as recommended by the Land Commissioner, with payment to be from Forest Development monies.

Coordinator: Discussion was held regarding the topic of the Department Mangers meeting scheduled for February 25, 2014, to include the continued review of the webpage and review of the Maintenance Department manager job description. The Coordinator was requested to invite Maintenance Tech II, Roger Geimer and Steve Guethling together with Building & Grounds Maintenance Manager, Lee Gwiazdon to attend the meeting later in the day at 11:15 a.m.

Sheriff: On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the Sheriff's Department application for a Jail Administration credit card was approved, as recommended by the Sheriff.

Finance: Sheriff, Cory Aukes and Auditor/Treasurer, Pam Heeren provided information regarding the increased LEC building insurance premium thought to be related to the addition of the Social Services Department to the building. Discussion followed. By consensus of the Board, the Auditor/Treasurer was requested to review the Sheriff's budget with regard to the increased payment of the insurance premium, as discussed and make adjustments, if necessary.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the three year renewal of the State of MN Amendment No. 2, to Lease No. PS0125 was approved for the period of April 1, 2014, to March 31, 2017, as presented and the Chairperson and Coordinator

were authorized to sign same.

On motion of Mr. Johannsen, seconded by Mr. Larson and carried unanimously, the utilization of overtime by Auditor/Treasurer's Department personnel for period of March 7, to April 4, 2014, during regular employee absence was approved, as discussed.

Auditor/Treasurer, Pam Heeren reported the 2013 unspent departmental budgeted monies, totaling \$273,697.24. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the transfer of unspent 2013 budgeted monies, in the amount of \$273,697.24 to the committed departmental designated account as unallocated, was approved, per the recommendation of the Auditor/Treasurer. A review of the departmental designations was completed. Discussion followed. By consensus of the Board, the Auditor/Treasurer was requested to further review the Departmental designations (806) and re-address the issue at a future board meeting, with a recommendation to the Board.

Heritage Living Center Bond Refinancing: The Hubbard County Housing and Redevelopment Authority ("the Authority") has previously issued its \$2,175,000 General Obligation Housing Revenue Refunding Bonds, Series 2005, ("the Bonds") which Bonds are subject to redemption on August 1, 2014. On motion of Mr. Stacey, seconded by Mr. Johannsen and carried unanimously, the following actions were taken: the sale of bonds to refund the Bonds is approved; the Authority is authorized to pledge the full faith and credit of the County to the payment of principal and interest on the Bonds; and the Coordinator and the Auditor-Treasurer are authorized to work with Public Financial Management, Inc., the County's financial advisor, and Dorsey & Whitney LLP, the County's bond counsel, to take all necessary actions to effect the refunding transaction.

Phase II Courthouse Construction Bids: Project Manager, Pete Filippi; Project Manager, Travis Fuechtmann; and Project Coordinator, Mitch Paulson of Contegrity Group LLC presented the following bids received for **Phase II Courthouse Construction:**

Vendor	Base Bid
Category 21 – Casework (material only)	
Miran Creek Furniture, Inc., Browerville, MN	77,370.66
Northern Woodwork, Inc., Thief River Falls, MN	79,880.00
Northwest Cabinets, Bemidji, MN	119,904.00
Category 22 – Standard Doors/Frames/Hardware (material only)	
Northern Door & Hardware, Inc., Duluth, MN	91,227.00
Central Door & Hardware, Inc., Fargo, ND	94,456.00
Sell Hardware, Inc., Duluth, MN	98,410.00
Mid Central Door, Waite Park, MN	101,188.00
Category 23 – Tile (labor only)	
I'll Tile and Stone, Inc., Detroit Lakes, MN	26,990.00
Dorholt Tile & Home Center, Inc., Grand Rapids, MN	29,941.00
Category 24 – Tile (material only)	
Dorholt Tile & Home Center, Inc., Grand Rapids, MN	42,659.00
I'll Tile and Stone, Inc., Detroit Lakes, MN	49,530.00
Category 25 – Flooring (labor only)	
Dorholt Tile & Home Center, Inc., Grand Rapids, MN	15,751.00

Vendor	Base Bid
MCI, Inc., Waite Park, MN	28,581.00
Category 26 – Flooring (material only)	
MCI, Inc., Waite Park, MN	82,844.00
Dorholt Tile & Home Center, Inc., Grand Rapids, MN	97,887.00
Category 27 – Specialties (material only)	
Bartley Sales Company, Inc., Minneapolis, MN	12,826.00
Construction Supply Inc., Fargo, ND	19,341.00
Combo	
Dorholt Tile & Home Center, Inc., Grand Rapids, MN (Category 23 & 25)	45,692.00
Executive Interiors, Park Rapids, MN (Category 23 & 25)	58,016.25
Dorholt Tile & Home Center, Inc., Grand Rapids, MN (Category 24 & 26)	136,855.00
Executive Interiors, Park Rapids, MN (Category 24 & 26)	130,004.48

Discussion followed. On a motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the project bids for each category (21 – 27) highlighted in bold, by low respective bids highlighted in yellow, above were accepted, as recommended by Contegrity Group.

Committee Reports: Information was shared regarding the Kitchigami Regional Library Board with no action required.

Maintenance: Discussion was held with Building & Grounds Maintenance Manager, Lee Gwiazdon; Maintenance Technician II, Roger Geimer; and Maintenance Technician II Steve Guethling regarding the impending retirement of Mr. Gwiazdon. No action was taken at this time.

Committee Reports: Information was shared regarding the Northwest Minnesota Juvenile Center and PrimeWest with no action required.

Coordinator: The Board gave consideration to suggested topics for review at the Department Manger meeting scheduled for February 25, 2014, with a final determination to be made on February 18, 2014.

Coordinator, Debbie Thompson re-stated the Board Work session topic on February 11, 2014, will be the future of the Hubbard County Solid Waste department with Polk County Environmental Services Director attending from the Fosston Recycling facility and the future of the Maintenance Department given the retirement of the Building and Grounds Maintenance Manager. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, a temporary inter-department job reassignment was approved per the Personnel Policy Section Three (3) for Maintenance Tech II, Roger Geimer and Maintenance Tech II, Steve Guethling resulting in a ten percent (10%) increase in wage effective February 10, 2014, until the Building & Grounds Maintenance Manager position is re-filled and the Chairperson was authorized to clarify job duties with both.

The Board was reminded of the public hearing scheduled for February 18, 2014, regarding the Transportation Sales & Use Tax beginning at 12:30 p.m. in the Law Enforcement

Center Room B-109 to be reconvened at 7 p.m. at the Lake George town hall; and the Board was also reminded of the 2014 Joint Legislative Conference scheduled on February 26th and 27th.

On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the following resolution was adopted and the Coordinator was directed to forward a copy of same to the legislators and AMC, as discussed:

RESOLUTION NO. 02041404

WHEREAS, counties are currently required by law to publish public notices in a designated official newspaper for the county (Minn. Stat. § 331A); and

WHEREAS, counties are committed to providing information to citizens and increasing access to information about county operations and business; and

WHEREAS, citizens expect and demand information in an immediate format; and

WHEREAS, counties have limited resources and must utilize tax dollars in the most efficient way possible; and

WHEREAS, counties should have the authority to determine the best and most efficient method of communicating information to citizens based on citizen expectations; and

WHEREAS, counties are continuously improving and investing in technology to reach more citizens in a timely manner; and

WHEREAS, utilizing county websites to publish public notices would eliminate the time and costly burden of publishing in newspapers; and

WHEREAS, county websites are increasingly the first place citizens look for information about their counties; and

WHEREAS, the ability of county websites to provide citizens with up-to-date, detailed information exceeds that of print media

NOW THEREFORE BE IT RESOLVED, that the Hubbard County Board of Commissioners supports HF 1286 and SF 1152, legislation now before the 2014 legislature that would allow counties to publish certain public notices on their websites instead of, or in addition to, in an official newspaper.

Coordinator, Debbie Thompson provided the quotes received for completion of the **Compensation Study and Addendum for Organizational Study** as follows with each vendor providing a “not to exceed” amount: Springsted, St. Paul, MN - \$29,900 and Addendum – Organization Study \$18,000 plus expenses; Bjorklund Compensation Consulting, LLC, Eden Prairie, MN - \$36,600 - \$38,400 and Addendum – Organization Study \$6,800; and Fox Lawson & Associates, St. Paul, MN - \$29,500 - \$36,000 and Addendum – Organization Study \$7,500. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the project in bold by underlined low proposal above was approved not to exceed \$43,500 with payment to be from incidental departmental dollars, including the satisfactory

review of the resulting contract by the County Attorney, as discussed prior to completion.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the Chairperson was authorized to contact Public Financial Management, Inc. (PFM) to investigate the best options to complete a jail operation analysis and the expense involved, as discussed.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the resignation of Social Services Eligibility Worker, Debra Edward, was accepted with regrets; a letter of appreciation and service award for years of service with the county was authorized and the signature of both by the Board Chair was approved.

On motion of Mr. Stacey, seconded by Mr. Dotta and carried unanimously, the attendance of the Public Sector Human Resource Management Certificate Program by the Coordinator was approved as discussed.

On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the attendance of the Blandin Community Leadership Training by Commissioner Dotta on the following dates was approved: February 10 – February 14, 2014; May 20 to May 21, 2014; and August 12, 2014.

There being no further business before the Board, the Chairperson adjourned the meeting at 1:08 p.m.

GENERAL REVENUE:

CPS Technology Solutions Inc.	2,896.36	18 Payments Less than \$2,000	7,585.84
ECN Intermediate Holding Company	9,450.00	SOLID WASTE:	
Hoffman, Dale & Swenson PLLC	3,745.00	10 Payments Less Than \$2,000	2,618.67
Hubbard Co. SWCD	38,348.00	FORFEITED LAND:	
John’s Body Shop	3,533.82	Hubbard Co. Land Survey Dept	20,000.00
Josh’s Collision Center	2,343.94	8 Payments Less Than \$2,000	2,735.81
Park Rapids Police Dept	2,101.36	SOCIAL SERVICES:	
Ramsey Co. Medical Examiner	6,015.00	DHS – Anoka Metro RTC – 412	6,268.20
West Payment Center	5,054.88	Heartland Express	3,180.00
41 Payments Less Than \$2,000	16,849.52	Itaskin Juvenile Center – Assessment	7,998.50
ROAD & BRIDGE:		LSS – Guardianship	9,440.08
Midstates Equipment & Supply	21,201.03	Mille Lacs Academy	5,091.75
North American Salt Co.	62,040.88	Mitchell, Becky & Kevin	2,396.69

MSOP – MN Sex Offender Program	3,943.20
North Homes Inc.	16,567.05
Northwood Children’s Home – Main	7,326.85
Pine Manors	3,025.00
Snyder Group Foster Home	3,286.00
St. Joseph Community Health	7,553.05
Stellher Human Services Inc.	3,848.82
23 Payments Less Than \$2,000	11,187.06
46 Payments Less Than \$2,000	7,855.19
Pennel, Christina	2,001.04
34 Payments Less Than \$2,000	12,032.81

/s/Kathy Grell
Kathy Grell, Chairman
Hubbard County Board of Commissioners

ATTEST: /s/Debbie Thompson
Debbie Thompson
Hubbard County Coordinator