
A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON MARCH 18, 2014, AT 9:00 O'CLOCK A.M.

A regular meeting of the Hubbard County Board of Commissioners was held on March 18, 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 minutes of the March 4, 2014, Regular Meeting;
- Approved the bills & Auditor's Warrants dated March 7 and March 14, 2014;
- Adopted the following resolution authorizing the payment of the Income Maintenance Agenda, Social Services Agenda and Welfare bills:

RESOLUTION NO. 03181401

BE IT RESOLVED, That the foregoing record is a true and accurate recording of the official actions and recommendations of the County Board of Commissioners and as such constitutes the official minutes thereof. Payment of assistance, relief and claims as indicated in these minutes is hereby ordered.

- Adopted the following resolution:

RESOLUTION NO. 03181402

WHEREAS, an LG240B Application to Conduct Excluded Bingo License has been received from the Lake George Area Seniors, P O Box 1655, Lake George, Minnesota 56458, for the conducting of bingo at the Lake George Senior Center in Lake George Township in the County of Hubbard on June 27, July 11, July 26, and August 8, 2013.

WHEREAS, the Hubbard County Board of Commissioners has no objection to the granting of such application, 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.

- Reviewed General Revenue Cash Balance Report dated February 28, 2014 & Unallocated Departmental Monies Report dated February, 2014;
- Approve 2 a.m. license application for Zorbas, Lake Emma Township;
- Adopted the following resolution and authorized the Chairperson to sign the application to accept gambling funds:

RESOLUTION NO. 03181403

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
Hubbard Township	2,472.00	STS Program Donation
James Osborne	340.00	STS Program Donation
Family Inn	275.00	STS Program Donation
Otto Hendrickson Post 212	400.00	Sheriff's Donation

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

- Reviewed the Road & Bridge Financial Statement dated February 28, 2014.

Public Works: Public Works Coordinator, David Olsonawski presented the bids received for **SAP 029-618-015, reclaim, bituminous overlay on CSAH 18 from CSAH 7 to CSAH 2 in Nevis** as follows: Tri-City Paving, Little Falls, MN - \$997,805.68; Central Specialties, Inc., Alexandria, MN - \$1,016,690.19; Anderson Brothers Construction, Brainerd, MN - \$1,102,425.21; and Mark Sand & Gravel Co., Fergus Falls, MN - \$1,114,469.68. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the low underlined bid for the project listed in bold, above was approved, as recommended by the Public Works Coordinator, with payment to be from R & B State Aid & County funds.

Mr. Olsonawski presented the bids received for **SAP 029-613-011, bituminous overlay on CSAH 13 from Wadena County line to TH 87** as follows: Tri-City Paving, Little Falls, MN - \$431,015; Mark Sand & Gravel Co., Fergus Falls, MN - \$468,032.50; and Anderson Brothers Construction, Brainerd, MN - \$472,765.00. Discussion followed. On motion of Mr. Stacey, seconded by Mr. Larson and carried unanimously, the low underlined bid for the project listed in bold, above was approved, as recommended by the Public Works Coordinator, with payment to be from R & B State Aid & County funds.

Mr. Olsonawski presented the bids received for **signs and posts** as follows: Newman Signs, Inc., Jamestown, ND - \$15,977.25; M R Sign So., Inc. - \$16,351.15; and Lyle Signs, Inc., Eden Prairie, MN - \$19,245.06. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the low underlined bid for the project listed in bold, above was approved, as recommended by the Public Works Coordinator, with payment to be from R & Bridge budgeted monies.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the timber appraisals and parcels for April 7, 2014, Timber Auction was approved, as recommended by the Land Commissioner.

On motion of Mr. Dotta, seconded by Ms. Grell and carried 3-2 with Commissioners Stacey and Johannsen voting no, the following resolutions were adopted:

Resolution No. 03181404

WHEREAS, the continued development and improvement of the forest resources of Hubbard County is necessary to insure the optimum utilization and preservation of said resources; and

WHEREAS, Minnesota Statute §282.08 authorizes the appropriation of up to thirty percent (30%) of the proceeds from tax-forfeited lands for forest development purposes.

NOW, THEREFORE, BE IT RESOLVED, that fifteen percent (15%) of said proceeds, in the amount of \$168,586.80 be allocated to the County Forest Development Fund.

Resolution No. 03181405

WHEREAS, the growth of tourism is of primary economic importance to the people of Hubbard County and the development and improvement of parks and recreation areas is necessary for such activity; and

WHEREAS, Minnesota Statute §282.08 authorizes the appropriation of up to twenty percent (20%) of the proceeds from tax-forfeited lands for the acquisition and maintenance of county parks and recreational areas as defined in Sections §398.31 to §398.36.

NOW, THEREFORE, BE IT RESOLVED, that twenty percent (20%) of said proceeds, in the amount of \$224,782.40 be allocated to the Parks and Recreation Account in the County General Fund.

On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the

following resolution was adopted:

RESOLUTION NO. 03181406

WHEREAS, the County Board of Commissioners of the County of Hubbard, State of Minnesota desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for non-payment of taxes, and

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

THEREFORE, BE IT RESOLVED that the Hubbard County Board of Commissioners hereby certifies that all parcels of land have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01 Subd. 8, 282.018 and the 1991 Laws of Minnesota Ch. 354, Art 10, Section 9, amending M.S. Sec. 282.018, Subd. 2 (1990). The County Board of Commissioners hereby certifies that either the County Land Commissioner or the Soil and Water Conservation Board of Commissioners of the district wherein the land is located has reviewed the following land sale list and identified any and all non-forested marginal land and wetland.

Township/City	Parcel #	Description
Townsite of Akeley	29.37.10091	E½ of Lot 9 & E½ of Lot 10, Block 10, Townsite of Akeley
AKC Townsite of Akeley	23.37.12800	Lot 5, Block 12 Townsite of Akeley
City of Park Rapids	32.38.91050	Lot 5, Block 1, Hocking's Acres
City of Park Rapids	32.38.91070	Lot 7, Block 1, Hocking's Acres
City of Park Rapids	32.38.91080	Lot 8, Block 1, Hocking's Acres
City of Park Rapids	32.38.91101	Lot 10, Block 1, Hocking's Acres
City of Park Rapids	32.38.92010	Lot 1, Block 2, Hocking's Acres
City of Park Rapids	32.38.92020	Lot 2, Block 2, Hocking's Acres
City of Park Rapids	32.38.92030	Lot 3, Block 2, Hocking's Acres
City of Park Rapids	32.38.92040	Lot 4, Block 2, Hocking's Acres
City of Park Rapids	32.38.92050	Lot 5, Block 2, Hocking's Acres
City of Park Rapids	32.38.92060	Lot 6, Block 2, Hocking's Acres
City of Park Rapids	32.38.93010	Lot 1, Block 3, Hocking's Acres
City of Park Rapids	32.45.51000	N½ Lot 11 & Lot 12, Block 1, Cutler's 2 nd Add.
City of Park Rapids	32.25.03042	W479 of SW¼ of SE¼ ex. N1000, Section 25, 140-35
City of Park Rapids	32.25.03041	SW¼ of SE¼ ex. N227 of W190 & ex. W479 of N1000 & ex. S500 of W479, Section 25, 140-35
City of Park Rapids	32.19.04400	P/O SE¼ of SE¼ fr SE Cor N33 W115 N228.12 N18.26 W118 N200 E26.78 PB E206.22 to E Sect. Ln N330.67 SW241.79 S204.99 to PB, Section 19, 140-34
Hubbard Township	14.38.41010	Lots 1-6, Section 17, 139-34
Arago Township	02.06.00920	S264 of Lot 6, Section 6, 141-35
Arago Township	02.06.04041	Lot 7 ex. S1056, Section 6, 141-35

Township/City	Parcel #	Description
Arago Township	02.57.00600	Lot 01B, Block 002, Island Acres
Farden Township	07.53.00700	Lot 007, Block 001, Midge Lake View
Farden Township	07.23.01110	E½ of SW¼ of SW¼, Section 23, 145-32
Fern Township	08.23.00200	N Part of SE¼ of SE¼, Section 23, 145-35
Helga Township	11.25.01130	W½ of NW¼ of SW¼ E of Aban RR, Section 25, 145-33
Hubbard Township	14.07.00700	E200 of SW¼ of SW¼, Section 7, 139-34
City of Laporte	30.37.42800	Lot 10, Block 3, 1 st Add. To Laporte Village
Rockwood Township	22.30.04021	Part of Lot 4, Section 30, 145-34

BE IT FURTHER RESOLVED, that the Hubbard County Board of Commissioners hereby authorizes the appraisal of any timber found on said parcels and the separate appraisal of all buildings, if any, and the land; and

BE IT FURTHER RESOLVED, that the Hubbard County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the sale of said lands.

Land Commissioner, Mark Lohmeier presented information regarding the certification of gravel pits. Discussion followed.

Social Services: By consensus of the Board, the following were approved: resignation of Case Aide, Marge Johnson was accepted, with regrets; the completion of correspondence expressing appreciation for twenty five years of service and the re-filling of the position per proper procedure.

Social Services Director, Daryl Bessler presented the updates and/or information as follows: MnChoice; slight reduction in February caseloads and increase in intakes; MnSure and CD Pilot Programs.

By consent of the Board, the sale of an unused Sheriff's vehicle to Upper Mississippi Mental Health for \$1 was authorized, to provide mental health transports, as recommended by the Sheriff.

Sheriff: Sheriff, Cory Aukes provided information regarding the Becker County interest in arranging a POS agreement for jail services. Discussion followed. Further consideration of this issue was referred to later in the day.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the Purchase of Service (POS) agreement with the Sheriff's Posse in the amount of \$304 and the Purchase of Service (POS) agreement with the Lakes Area Dive Team in the amount of \$5,000 were approved, as recommended by the Sheriff.

An Emergency Management update was provided by Emergency Management Officer, Brian Halbasch for review by the Board. No action was necessary at this time

Land Records: On motion of Mr. Larson, seconded by Mr. Johannsen and carried unanimously, the Conditional Use Permit, #1-CU-14 of Tim and Deb Skadberg, Lake Emma Township was approved, as recommended by the Planning Commission including the additional conditions as presented, per Section 401 of the Shoreland Management Ordinance to operate a resort commercial planned unit development and the Findings of Fact were approved as recommended by the Planning Commission and prepared by staff.

On motion of Mr. Larson, seconded by Mr. Johannsen and carried unanimously, the increase of Deputy Recorder, Ronda Buck from a 60% position to full time was approved, as recommended by the County Land Records Co Directors, to be effective at the discretion of the managers.

Information was shared regarding the transfer of additional duties to the Land Records Department. By consensus of the Board, teamwork between the Finance and Land Records Departments was encouraged to investigate the completion of the transfer of duties approved on October 15, 2013.

By consensus of the Board, the commissioner attendance of the annual Septic Installer/Designer/Inspector training scheduled for Monday, March 31, 2014, at 2:00 in the LEC basement meeting room was authorized as respective commissioner schedules would permit.

Veteran Services: Veteran Services Officer, Greg Remus provided updates and information regarding scheduled veteran events, services available and legislative actions with no action required at this time.

Committee Reports: Commissioners provided information regarding meetings attended including the following: Solid Waste; PrimeWest; and the Phase II Construction meeting with an update provided on the status of the project.

Coordinator: By consensus of the Board, the cancellation of the March 11, 2014, work session-was confirmed.

Discussion was held regarding the topic of the Department Managers meeting scheduled for April 29, 2014, to include the continued review of the webpage design with further review on April 1, 2014. Coordinator, Debbie Thompson reported the request from Fox Lawson to begin the completion of Position Description Questionnaires by employees for utilization in the Classification and Compensation Study. By consensus of the Board, the informational letter was approved to employees to be provided from the Board. The department managers and employees will be provided meetings with the Fox Lawson representative on March 25, 2014, and are encouraged to attend and ask questions.

Community Health Services (CHS): CHS Director, RaeAnn Mayer reported information regarding the implementation of efforts to strengthen and streamline the Local Public Health Act. Ms. Mayer clarified the following responsibilities of a Community Health Board: 1) Assures adequate local public health infrastructure, meaning local public health

agencies maintain basic skills such as data, planning; policy and communications; 2) Promote healthy communities and behaviors; 3) Prevent the spread of infectious disease; 4) Protect against environmental health hazards; 5) Prepare for and respond to emergencies; and 6) Assure health services, such as assessing the availability of health-related services and providers in the community, and identifying and addressing gaps as needed.

Soil & Water Conservatin District (SWCD): SWCD Regional Director, Julie Kingsley presented the 2013 Annual Report and the 2014 Annual Work Plan for review by the Board, with no action necessary.

Coordinator: On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the following were approved: the Facilities Manager job description, as recommended by Fox Lawson, at the current Grade 42 wage range; the refilling of the position per proper policy procedure; all applications received will be reviewed by the Board; and Commissioner Stacey and either the Chair or the Vice Chair were appointed to an interview panel in addition to the Coordinator and up to two other experts, as discussed to conduct interviews and make a recommendation to the Board for the position selection.

Discussion was held regarding the proposed Becker County inmate housing. By consensus of the Board, the Chair was authorized to contact PFM regarding LEC inmate analysis, with a report to the Board.

The subject of the April 8, 2014, Board Work session was established as follows: 9:00 Gravel Certification Discussion and 10:00 LEC inmate housing discussion. The Auditor/Treasurer was requested to notify the Township Clerks via e-mail regarding the planned gravel certification discussion.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the payment to Summit Fire Protection for repair of broken LEC fire sprinkler head in the amount of \$1,225 was approved to be paid from LEC Building Maintenance monies.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the following were approved: 1) support of the termination of the Phased Retirement Option (PRO) position effective 04/02/14, as recommended by the Land Records Co-Directors; 2) appreciation was expressed for Deputy Auditor/Treasurer, Judy Harsha for her additional years of service with the county for the period of 04/02/10 through 04/01/14; and 3) the completion of the PERA termination forms, as required by the PRO Program.

On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the purchase of fifty (50) additional AVG licenses (virus protection) in the amount of \$ 4,850.30 with an extended renewal to October 14, 2018 and pro-rated payment by departments based on number of respective licenses from budgeted monies with payment of the general revenue portion to be paid from budgeted data processing monies.

Coordinator, Debbie Thompson reported the G & R Controls services to perform a LEC and courthouse inspection in the amount of \$2,500 that was approved as part of the Phase II

construction project.

Ms. Thompson presented the quotes received for the completion of the **Phase II, Construction project paving** as follows: Central Minnesota Masonry, Inc., Alexandria, MN - \$45,151.00 and Bruce's Contracting, Inc., Backus, MN - \$52,000. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase in bold, by low quote above was approved, as recommended by the Construction Committee representatives.

Referred review of the Board packet submission time lines to the Department Manager's meeting scheduled for March 25, 2014, for discussion.

By consensus of the Board, Commissioners Grell and Larson were authorized to meet with Assessor, Bob Hansen as requested.

There being no further business before the Board, the Chairperson adjourned the meeting at 1:35 p.m.

GENERAL REVENUE:

A'Viands LLC	11,043.20	Gaslin Garage Door	2,068.00
E-911 Inc.	9,827.23	24 Payments Less Than \$2,000	9,498.35
Emergency Automotive Technology	11,828.88		
McGee PA/M B	2,500.00	FORFEITED LAND:	
Northwoods Computer Service	2,385.00	10 Payments Less Than \$2,000	2,532.70
61 Payments Less Than \$2,000	23,512.04	SOCIAL SERVICES:	

ROAD & BRIDGE:

		Bridge Group Foster Home (The)	3,192.00
Beltrami Co Highway Dept	2,874.00	Edwards/Tanya or Terry	2,140.22
Hubbard Co Treasurer	2,653.26	Heartland Homes SILS	3,440.29
Interstate Power Systems	3,333.60	Lighthouse Group Foster Home	3,108.00
Levi Holsapple Construction	2,160.00	Lilleodden/Christine	2,179.24
Little Falls Machine Inc.	6,216.43	MCF-Red Wing	4,216.00
North American Salt Co.	28,911.37	Nelson In-Home Services Inc.	21,367.50
Ziegler, Inc.	5,663.13	North Homes Inc.	11,254.70
40 Payments Less than \$2,000	15,103.59	Northwestern MN Juvenile Center	9,818.35

SOLID WASTE:

Pinehaven Youth & Family Services	3,249.12
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Resch/Patricia	2,937.56
Snyder Group Foster Home	2,968.00
St. Joseph Community Health	7,050.02
Woodland Hills	15,510.85
35 Payments Less Than \$2,000	23,352.76
Hubbard County Auditor/Treasurer	13,177.68
54 Payments Less Than \$2,000	15,105.60

/s/Kathy Grell

Kathy Grell, Chairman
Hubbard County Board of Commissioners

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