

**A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON APRIL 1, 2014, AT 9:00 O'CLOCK A.M.**

A regular meeting of the Hubbard County Board of Commissioners was held on April 1, 2014, at 9:00 a.m. with Commissioners Grell, Dotta, Larson and Johannsen and County Coordinator, Debbie Thompson present. Commissioner Stacey was absent. (Mr. Stacey arrived at 9:20 a.m.)

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. Dotta and carried 4-0, with Commissioner Stacey absent, the agenda was approved, as submitted.

**Public Input:** None.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried 4-0, with Commissioner Stacey absent, the following consent agenda items were approved, as presented:

- Approved minutes of the March 18, 2014, Regular Meeting;
- Approved the bills & Auditor's Warrants dated March 21 and March 28, 2014;
- Approved the payment of the Social Services bills , as presented;
- Reviewed the 2014 March Overtime Report;
- Approved the following resolution:

**RESOLUTION NO. 04011401**

**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
Calvary Lutheran Church – Bethel Cemetery	650.00	STS Program Donation

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

- Approved the following resolution:

**RESOLUTION NO. 04011402**

**WHEREAS**, an LG220 Application for Exemption from Lawful Gambling License has been received from the National Wild Turkey Federation/North Central Gobblers, 19301 County

4, Park Rapids, Minnesota 56470, for the conduct of raffles at the VFW in Akeley Township in the County of Hubbard on April 12, 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; and

- Approved the following License Applications, pending completion of proper paperwork: **Setup License** - The Barn, Henrietta Township and Hilltop, Hubbard Township.

**Public Works:** On motion of Mr. Johannsen, seconded by Mr. Dotta and carried 4-0, with Commissioner Stacey absent, the Coordinator was authorized to reimburse Ryan Miller's tuition expenses in the amount of \$300 upon satisfactory completion of the Geography 435: Surveying Seminar provided by St. Cloud State University, as presented, per Section 17 of the Personnel Policy with payment to be from committed departmental designation dollars.

Assistant Highway Engineer, Jed Nordin reminded the Board of the work session scheduled on April 8, 2014, beginning at 9:00 a.m. The first agenda item will be Gravel Pit Certification information. Discussion followed with the Board requesting preparation of specific information for the meeting.

The Board was either reminded or provided information regarding the following: a Timber Auction is scheduled for April 7, 2014; the Public Works Department will return to the 7:00 a.m. to 3:30 p.m. schedule effective April 7, 2014; the Board was made aware of a recycling cardboard baler repair in the amount of \$4,937.20; the implementation of extended Saturday hours to 5:00 p.m. at the South Transfer Station beginning April 19, 2014; and the Government Fuel Facility approval of a fuel system update including a pump and software replacement to be paid from reserves was presented.

Commissioner Stacey arrived at 9:20 a.m.

**Coordinator:** The Board referred the Public Finance Management (PFM) Report to the Sheriff's portion of the agenda.

Coordinator, Debbie Thompson reported that the Phased Retirement Option (PRO) employee, Judy Harsha resigned effective March 24, 2014.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the Grade 29 classification of the Informational System Specialist Sr. position was approved, as recommended by the Classification Committee.

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

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resignation of Auditor/Treasurer, Pam Heeren effective June 30, 2014, was accepted, the Board acknowledged her service to the county in excess of 40 years and offered their congratulations.

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

**RESOLUTION NO. 04011403**

**National Telecommunicator's Week  
April 13 - 19, 2014**

**WHEREAS**, emergencies can occur at anytime requiring sheriff, police, fire or emergency medical services; and

**WHEREAS**, when an emergency occurs the prompt response of law enforcement, firefighters and paramedics is critical to the protection of life and preservation of property; and

**WHEREAS**, the safety of our deputy sheriffs, police officers, and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Hubbard County Sheriff's Office Communications Center; and

**WHEREAS**, public safety dispatchers are the first and most critical contact our citizens have with emergency services; and

**WHEREAS**, public safety dispatchers are the single vital link for our law enforcement and fire personnel by monitoring their activities by radio, providing them information and ensuring their safety; and

**WHEREAS**, public safety dispatchers of the Hubbard County Sheriff's Office Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

**WHEREAS**, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the County of Hubbard hereby proclaims the week of April 13 - 19, 2014, as "National Telecommunicator's Week" and joins in honoring the men and women whose diligence and professionalism keep our county and citizens safe.

Sheriff, Cory Aukes provided information regarding the potential purchase of service (POS) contracts for jail services. Discussion followed.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously the modification of the Investigator credit card to reflect the change in personnel (Diekmann to Olson) was approved, as recommended by the Sheriff.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the

posting and filling of the Jail Administrator position was approved, per proper procedure, as recommended by the Sheriff.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, an increase in the current sliding fee prisoner boarding rate to \$55/day was approved effective May 1, 2014.

A motion was made by Mr. Larson, seconded by Mr. Dotta, to authorize the jail operation, not to exceed the sixty inmate level, with no addition to the personnel complement and the services of Public Financial Management (PFM) to complete a jail operation analysis was approved, as projected to be completed within thirty days. Discussion followed.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the motion above was amended to remove the provision "not to exceed" and the operation of the jail to its full capacity utilizing the current "60 inmate" level was authorized with the balance of the motion above approved as originally stated.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, a joint powers agreement with the State of Minnesota Department of Corrections for inmate housing services was approved, as presented and reviewed by the County Attorney and the Sheriff was authorized to maximize the relationship, as discussed.

**Phase II Construction Project:** Architect, Steve Johnson; Contegrity Group Construction Manager, Pete Filippi; Project Manager, Travis Fuechtmann; and Project Coordinator, Mitch Paulsen addressed the Board providing information regarding the Phase II Construction Project.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the update of the current card reader systems in the LEC building and purchase and installation of the same system in the Phase II Courthouse Construction Project from Lee Davis Electric, Park Rapids, MN was approved in the amount of \$39,520, as presented.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the four courts finishes known as PR #5 in the amount of \$104,122.62 as follows were approved: 1) **flooring** (Multiple Concepts Interiors, Waite Park, MN - \$30,643); 2) **lighting** (Lee Davis Electric, Park Rapids - \$50,485) ; 3) **ceiling tile** (St Cloud Acoustics, Inc., St Joseph, MN - \$18,495 less Peterson Sheet Metal, Bemidji credit - \$2,720) and 4) **demo of existing carpet and tile** (Haataja Contracting, Inc., Menahga, MN - \$7,219.62).

Mr. Fuechtmann presented the quotes obtained for the **courthouse caulking project** as follows: Davis Contracting, Hibbing, MN - \$8,280 and Sunrise Specialties, Elk River, MN - \$12,390.00. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the project in bold by underlined low quote, above was approved.

Contegrity Group provided a construction project budget update reflecting the project remains under budget. Mr. Johnson provided information regarding the furniture quotes being sought and review of board room technology. Discussion followed. On motion of Mr. Larson,

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seconded by Mr. Stacey and carried unanimously, the development of a technology plan for the board room to be completed by Engineering Design Initiative (EDI), Minneapolis, MN was approved in the amount of \$8,200, to be paid from county dollars and reimbursed with remaining Phase II Construction Project contingency dollars, if available, at the conclusion of the project.

**Land Records:** On motion of Mr. Johannsen, seconded by Mr. Larson and carried unanimously, the application to amend Section 401 of the Shoreland Management Ordinance was referred to the Planning Commission to draft and recommend language to add the proposed event center/assembly hall conditional use to the use table on recreational development non-riparian lots, was approved as discussed, for recommendation and review by the Board.

On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the preliminary plat of West Portage Estates, 15.26 acres in Todd Township, Parcel #27.05.02420 including six residential lots was approved, as recommended by the Environmental Services Office.

On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the SSTS Inspector purchase of service (POS) contract with Al Winterberger was approved, as presented including the same rates as 2013 and satisfactorily reviewed by the County Attorney.

**Coordinator:** By consensus of the Board, the County Organizational Structure was added to the Board Work Session scheduled for April 8, 2014, in light of the Auditor/Treasurer resignation.

**Committee Reports:** The Board expressed appreciation for the Social Services work acknowledged by the Department of Human Services (DHS) for perfect 2013 performance in meeting DHS financial reporting requirements.

The Board reported on various meetings attended including the following: Straight River Ground Water Advisory Counsel; AMC Futures Meeting; PrimeWest, HIP Committee, and Community Health Board presentation. No action was required.

Discussion was held regarding the proposed Veteran legislation regarding veteran benefit administration. By consensus of the Board, the Veteran Services Officer was authorized to draft correspondence, if deemed necessary and the Chair was authorized to sign same in opposition of the legislation, as discussed.

**Closed Session:** On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3b at 11:58 a.m. The meeting was re-opened at 12:29 p.m.

There being no further business before the Board, the meeting was adjourned at 12:29 p.m.

**GENERAL REVENUE:**

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Association of Minnesota Counties	10,454.00	Kindred Family Focus	9,877.28
Coborns Pharmacy 2030	3,785.00	Lake Country Associates Inc.	2,170.88
Department of Transportation	2,959.11	Mille Lacs Academy	4,270.50
Hubbard County Hwy Dept	17,182.50	North Homes Inc.	9,055.76
MN Counties Information Systems	6,942.00	Northwood Childrens Home – Main	12,427.48
Northwoods Computer Service	2,736.25	Rural Minnesota CEP	10,260.06
Otis Elevator Company	2,655.31	St. Joseph Community Health	6,857.36
Ratwik, Roszak Maloney PA	4,309.50	Stellher Human Services Inc.	3,859.66
Rupp, Anderson, Squires & Waldspu	7,366.85	30 Payments Less Than \$2,000	9,631.69
TH Consulting	2,025.00	40 Payments Less Than \$2,000	6,615.81
Ultramax	5,236.00	Hubbard County Hwy Dept	3,585.45
Vetter Johnson Architects, Inc.	36,335.09	Paul Bunyan Transit	2,827.84
51 Payments Less Than \$2,000	19,093.57	15 Payments Less Than \$2,000	4,967.98

**ROAD & BRIDGE:**

Chamberlain Oil Co.	4,315.46
North American Salt Co.	2,268.87
Widseth Smith Nolting Asso Inc.	2,911.00
22 Payments Less than \$2,000	6,494.67

**SOLID WASTE:**

Hubbard County Hwy Dept	2,152.06
7 Payments Less Than \$2,000	3,388.01

**FORFEITED LAND:**

7 Payments Less Than \$2,000	2,092.10
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**COUNTY ENVIRONMENTAL TRUST FUND:**

1 Payment Less Than \$2,000	.92
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**SOCIAL SERVICES:**

DHS – SWIFT	14,324.69
Hubbard County DAC	17,657.64

/s/Kathy Grell

Kathy Grell, Chairman

Hubbard County Board of Commissioners

ATTEST: /s/Debbie Thompson

Debbie Thompson

Hubbard County Coordinator