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**A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON APRIL 15, 2014, AT 9:00 O'CLOCK A.M.**

A regular meeting of the Hubbard County Board of Commissioners was held on April 15, 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. Johannsen seconded by Mr. Dotta and carried unanimously, the agenda was approved, as submitted.

**Public Input:** The Board entertained a request from the public regarding the possible utilization of tax forfeited land for a public dog park. The parties involved were referred to the Park Rapids City Planner for further review of the proposed project.

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

- Approved the minutes of the April 1, 2014, Regular Board Meeting;
- Approved the minutes of the April 4, 2014, Board Work Session;
- Approved the bills & Auditor's Warrants dated April 4, and April 11, 2014;
- Reviewed the following reports dated March 31, 2014: General Revenue Cash Balance Report; Designated Monies Report; Donations Report and Quarterly Revenues/Expenses Report;
- Adopted the following resolution authorizing the payment of the Income Maintenance Agenda, Social Services Agenda and Welfare bills:

**RESOLUTION NO. 04151401**

**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.

- Reviewed the Road & Bridge Financial Statement dated March 31, 2014.

**Public Works:** Land Commissioner, Mark Lohmeier presented the request of Agape Dog Training, LLC seeking authorization to offer a dog training class in Heartland Park. Discussion followed. By consensus of the Board, the vendor was encouraged to contact the Fair Board for an alternate location for the provision of the service as it has not been the practice of the county to permit "for profit" entities to utilize the county park.

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

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Department personnel overtime was approved during the spring 2014 tree planting, as necessary.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the following grant funds for fiscal year 2014 were accepted and the Chair was authorized to sign same: Round River Drive OHV Trails- \$20,000; Schoolcraft OHV Trails - \$7,000; and Martineau OHM Trails - \$16,000.

Mr. Lohmeier reviewed the results of the Timber Auction conducted on April 7, 2014, totaling \$488,351.72 in revenues.

The consideration of potential certification of gravel pits was referred to continue during the 2015 budget preparation for further review.

The Board was informed that the road restrictions went into effect on April 4, 2014.

**Social Services:** Social Services Director, Daryl Bessler presented the recommendation of the Transportation Committee to expand the transit bus route and the required expansion of personnel necessary to operate the expanded route. Discussion followed. By consensus of the Board, the consideration of the expansion of the bus route and necessary staffing increases were referred to the second Board meeting in May for further consideration.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the following resolution was adopted, as recommended by the Social Services Director:

**RESOLUTION NO. 04151402**

**WHEREAS,** Hubbard County operates a transit system; and

**WHEREAS,** Hubbard County desires to purchase, through the State of Minnesota Cooperative Procurement Process, a vehicle to be used in the transit system; and

**WHEREAS,** the vehicle cost is allocated 20% local share and 80% State/Federal share of the “contract amount”; and

**WHEREAS,** Hubbard County staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

**WHEREAS,** the staff recommends purchasing a vehicle from Hoglund Bus Company for the reason of service availability, past vendor performance, fleet consistency, and longevity of vehicle; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Hubbard County Board of Commissioners hereby authorizes the purchase of a new transit bus from Hoglund Bus Company in the approximate amount of \$70,000.00

Mr. Bessler presented the following quotes for the purchase of the 2014 transit bus and a security camera system for the transit buses:

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**Bus** – Hoglund Bus Company, Monticello, MN - \$66,310 and North Central Bus and Equipment, St. Cloud, MN - \$61,780 and **Camera System** – Hoglund Bus Company, Monticello, MN – 3 @ \$1,966 = \$5,898 and Radio Engineering, Omaha, NE – 3 @ \$2,462.10 = \$7,386.30. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchases listed in bold by underlined quotes above were approved with the first based on the service availability, past vendor performance, fleet consistency and longevity of previous vehicles and the second based on low quote.

On motion of Mr. Larson, seconded by Ms. Grell and carried with Mr. Dotta abstaining, the revision of the purchase of service (POS) contracts with providers that deliver waived and non-waived services were approved reflecting a 1% increase, as recommended by the Social Services Director.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the utilization of temporary replacement personnel during regular social services employee leave of absence was approved, as recommended by the Social Services Director.

Mr. Bessler reported an increase in caseloads and maintenance of a flat line intake level for March, 2014, and provided updates on the following: MnChoices and the CD Pilot Program.

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

**RESOLUTION NO. 04151403**

**National Correctional Officers and Employees Week  
May 4 - 10, 2014**

Supporting the goals and ideals of “National Correctional Officers and Employees Week” and honoring the service of correctional officers and employees.

**WHEREAS**, the operation of correctional facilities represents a crucial component of the criminal justice system of Hubbard County;

**WHEREAS**, correctional personnel play a vital role in protecting the right of the public to be safeguarded from criminal activity;

**WHEREAS**, correctional personnel are responsible for the care, custody, and dignity of the human beings charged to their care;

**WHEREAS**, correctional personnel work under demanding circumstances and face danger in their daily work lives; and

**WHEREAS**, the first week of May is recognized as National Correctional Officers and Employees Week;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Hubbard County hereby proclaims the week of May 4 – 10, 2014,, as “National Correctional Officers and Employees Week” and supports the goals and ideals and honors all correctional officers and employees for their service to their communities and States, and to the Nation.

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

**RESOLUTION NO. 04151404**

**WHEREAS**, under the provisions of M.S. §86B.105 (1990), the Sheriff of each County is required to carry out the provision of M.S. §86B. and the Boat and Water Safety Rules, hereinafter referred to as the "Minn. Rules", promulgated by the Commissioner of Natural Resources, including patrol, enforcement, search and rescue, watercraft inspection, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties"; and

**WHEREAS**, in connection with the Sheriff's Duties M.S. §86B.701 provides that the County submit to the Commissioner of Natural Resources, a budget to carry out the Sheriff's Duties; and

**WHEREAS**, M.S. §86B.701 and the Minnesota Rules provide for the allocation of funds by the Commissioner to the County based on certain criteria and conclusions to assist the funding of the Sheriff's Duties; and

**WHEREAS**, the County has submitted a proposed budget to the State which is attached hereto as exhibit A.

**NOW, THEREFORE, BE IT RESOLVED**, that the Hubbard County Board of Commissioners does hereby agree to the terms of that certain agreement numbered 702 between the State of Minnesota, Department of Natural Resources and the County of Hubbard, for the period of January 1, 2014, through June 30, 2015; and

**BE IT FURTHER RESOLVED**, that the Chairman of the Hubbard County Board of Commissioners and the Hubbard County Coordinator are hereby authorized to sign said agreement, and

**BE IT FURTHER RESOLVED**, that the funds received under the terms of this Agreement shall be used only for allowable expenditures as provided in said M.S. §86B.

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

**RESOLUTION NO. 04151405**

**Joint Powers Agreement; February 12, 2014 Amendments**

**Northwest Minnesota  
Regional Emergency Communications Board**

**WHEREAS**, Hubbard County is a participating member in the Northwest Minnesota Regional Radio Board formed pursuant to Minnesota Statutes 471.59 and 403.39, and

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**WHEREAS**, this Joint Powers Agreement amendment creates the Northwest Minnesota Regional Emergency Communications Board pursuant to Minnesota Statutes 403.392, and

**WHEREAS**, these amendments were approved by the Board on February 12, 2014 to facilitate the incorporation of NG911 technology, public safety wireless broadband technologies, and other emerging public safety communication technologies.

**NOW, THEREFORE, BE IT RESOLVED** the Hubbard County Board of Commissioners approves the modifications to the Joint Powers Agreement recommended by the Northwest Regional Radio Board and attached hereto; and

**BE IT FURTHER RESOLVED** the Board Chair is hereby authorized to execute the Joint Powers Agreement.

**Finance:** On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the attendance of an Election Conference on May 07, and May 8, 2014, by Finance Department personnel was approved including travel and overtime expenses, as recommended by the Auditor/Treasurer.

Auditor/Treasurer, Pam Heeren and Chief Deputy Auditor/Treasurer, Sandy Rittgers provided information regarding the services provided during an election by the county. Discussion followed. By consensus of the Board, the Finance Department was requested to develop a plan to address the personnel needs to handle the 2014 election services, as discussed and present same for review by the Board on May 6, 2014.

**Committee Reports:** Commissioners shared information regarding various committee meetings attended including the following with no action necessary at this time: Kitchigami Regional Library Board; MAHUBE-OTWA; Extension; Toward Zero Death Committee; HIPPA; Lung Association representative; Giziibii RC & D; PrimeWest; Construction Committee; and pending legislation relative to AIS prevention funding.

**Coordinator:** The Board established the following topics for the April 29, 2014, Manager meeting: the ongoing efforts toward website development; 2015 budget development; and labor contract review.

On motion of Mr. Larson, seconded by Dotta and carried unanimously, the 2014 ESRI maintenance renewal was approved in the amount of \$11,999.23, as recommended by the Technology Committee to be prorated and paid as follows: Survey - \$300; NRM - \$1,500; and Compliance Fund - \$10,199.23.

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

**RESOLUTION NO. 04151406**

**RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL  
OBLIGATION HOUSING REVENUE REFUNDING BONDS TO BE**

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ISSUED BY THE HUBBARD COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY AND AFFIRMING THE  
PLEDGE OF THE GENERAL OBLIGATION OF HUBBARD  
COUNTY TO THE PAYMENT OF PRINCIPAL AND INTEREST  
ON THE BONDS

**BE IT RESOLVED** by the Board of County Commissioners of the County of Hubbard, Minnesota (the “County”), as follows:

Recitals

**Whereas**, the Hubbard County Housing and Redevelopment Authority (the “Authority”) issued its General Obligation Housing Revenue Refunding Bonds, Series 2005 (the “Series 2005 Bonds”), dated, as originally issued, as of March 1, 2005, in the original principal amount of \$2,175,000, to finance the acquisition and construction of multifamily housing facilities designed for occupancy by elderly persons (the “Project”); and

**Whereas**, pursuant to the provisions of Minnesota Statutes, Sections 469.034, the County assisted in the financing of the Project by authorizing the Authority to pledge the general obligation credit and taxing powers of the County to the repayment of the Series 2005 Bonds; and

**Whereas**, the Authority desires to issue its General Obligation Housing Revenue Refunding Bonds, Series 2014 (the “Bonds”) to refund the outstanding Series 2005 Bonds; and

**Whereas**, the Authority has requested that the County reaffirm its support of the Project by reaffirming the Authority’s authorization to pledge the County’s general obligation to the Bonds.

Documents To Be FiledIn connection with the proposed refinancing of the Project by the Authority, the resolution of the Authority authorizing the sale of the Bonds has been prepared and filed with the County and an official statement (the “Official Statement”) shall be prepared by Public Financial Management, Inc., financial consultant to the Authority, in cooperation with the County and Authority.

Authorization and ApprovalPursuant to the authorization contained in Minnesota Statutes, Section 469.034, the County hereby approves the sale and issuance of the Bonds by the Authority and authorizes the Authority to pledge the full faith, credit and taxing powers of the County to the repayment of the Bonds. The issuance of the Bonds shall be subject to final approval of the Board of Commissioners of the Authority.

Approval of Documents and Related MattersThe County hereby consents to the circulation of the Official Statement. The Chair and County Coordinator are authorized to execute such certificates relating to the sufficiency, accuracy and completeness of the information contained therein relating to the County as may be reasonably necessary in connection with the issuance and sale of the Bonds.

In connection with the continuing disclosure requirements for the Bonds, the officers of the County are hereby authorized and directed to enter into such undertakings and supply to the Authority such updated financial and other information relating to the County as may be required from time to time by the Authority so as to permit the Authority to comply with the continuing disclosure requirements.

The Chair and County Coordinator are also authorized and directed to execute such closing certificates and other documents as may be necessary or desirable to assist the Authority in completing the transaction.

Absence of OfficersIn the absence or disability of the Chair or the County Coordinator, any of the documents authorized by this resolution to be approved and executed by the Chair or the County Coordinator may be so approved and executed by the acting Chair or the acting County Coordinator, as applicable.

This resolution shall be in full force and effect from and after its passage.

The TFL billing charged by the County Attorney was reviewed

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the utilization by the County Attorney's personnel of overtime was approved as needed on April 18, 2014.

The Board expressed their support of employee participation in LEAN educational opportunities and encouraged all to review the LEAN Exchange on the AMC website at [www.mncountylean.org](http://www.mncountylean.org).

Information was shared with the Board regarding an AMC Leadership Training offered. Discussion followed. By consensus of the Board, the Coordinator was directed to provide information to personnel regarding the two AMC Leadership Training opportunities being offered as follows and expressed support of five employees to car pool to each event: 05/21 in Alexandria and on 05/19 in Grand Rapids.

On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, a Board subcommittee was established consisting of Commissioners Johannsen and Grell to review and prepare a plan, for review by the Board, regarding the refilling of the A/T position.

Commissioner Larson left the meeting at 12:23 p.m.

**Closed Session:** On motion of Mr. Johannsen, seconded by Mr. Dotta and carried with Mr. Larson absent, the meeting was closed pursuant to M.S. §13D.03 at 12:23 p.m. The meeting was re-opened at 1:59 p.m.

There being no further business before the Board, the Chairperson adjourned the meeting at 1:59 p.m.

**GENERAL REVENUE:**

Bytespeed LLC	4,753.00
Coborns Pharmacy 2030	2,001.55
Emergency Automotive Technology	9,944.66
John's Body Shop	2,452.06
MCCC	15,371.56
Northwoods Computer Service	2,500.13
Northwoods Press	4,663.75
Streicher's Inc.	7,853.80
49 Payments Less Than \$2,000	19,892.44

**ROAD & BRIDGE:**

Hubbard Co Treasurer	2,802.74
North American Salt Co.	5,979.94
Royal Tire Inc.	3,671.37
Storlie Construction Co.	6,242.50
Vojak Excavating	2,040.00
Ziegler Inc.	3,371.92
35 Payments Less than \$2,000	13,243.15

**SOLID WASTE:**

18 Payments Less Than \$2,000	6,867.69
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**FORFEITED LAND:**

Citizens National Bank – VISA	2,392.24
ACT U of Mn	20.00

ERSI Inc.	2,040.00
St. Paul Falcon Hotel	332.24
10 Payments Less Than \$2,000	2,185.56

**SOCIAL SERVICES:**

Bridge Group Foster Home (The)	3,534.00
Hubbard County DAC	8,724.87
Lighthouse Group Foster Home	3,441.00
Lilleodden, Christine	2,101.41
MCF-Red Wng	3,808.00
Nelson In-Home Services, Inc.	13,722.50
North Homes Inc.	12,564.72
Northwestern MN Juvenile Center	5,363.00
Pinehaven Youth & Family Services	3,597.24
Woodland Hills	7,108.36
34 Payments Less Than \$2,000	21,797.36
DHS – SWIFT	4,289.59
Hubbard County Auditor-Treasurer	22,953.82
76 Payments Less Than \$2,000	20,945.69

April 15, 2014

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/s/Kathy Grell

Kathy Grell, Chairman

Hubbard County Board of Commissioners

ATTEST: /s/Debbie Thompson

Debbie Thompson

Hubbard County Coordinator