

**A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON MAY 20, 2014, AT 9:00 O'CLOCK A.M.**

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

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. Larson and carried with Commissioner Dotta absent, the agenda was approved, as submitted.

**Public Input:** None received.

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

- Approved minutes of the May 6, 2014 Regular Meeting;
- Approved minutes of the May 13, 2014 Work Session;
- Approved the bills & Auditor's Warrants dated May 9, and May 16, 2014, pending satisfactory review by the Auditor/Treasurer;
- Reviewed Cash Balance Report and Designations effective April 30, 2014;
- Adopted the following resolution authorizing the payment of the Income Maintenance Agenda, Social Services Agenda and Welfare bills:

**RESOLUTION NO. 05201401**

**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 Highway Department's financial statement for YTD April 30, 2014;
- Accepted the following LEC donations:

**RESOLUTION NO. 05201402**

**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
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Park Rapids Eagles Aux 870	\$675.00	K-9 Program Donation
Timberlane Lodge Resort	\$100.00	K-9 Program Donation
Lakeport Township	\$3,512.70	STS Equipment Donation
MN Deer Hunter's Assoc	\$600.00	STS Equipment Donation
Hendrickson Township	\$1,500.00	STS Program Donation

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

**Public Works:** Assistant County Engineer, Jed Nordin presented the following quotes received for **purchase of photocopier machine** as follows: Advance Business Methods, West Fargo, ND - \$9,900, Savin MP C4503; \$10,900, Canon C5250; and \$11,600 Savin MP C5503. Discussion followed. On motion of Mr. Larson, seconded by Mr. Stacey and carried with Commissioner Dotta absent, the low underlined quote was approved for the purchase listed in bold, above, as recommended by the Public Works Coordinator, with payment to be divided equally between the Road & Bridge, Solid Waste and Natural Resource Management funds.

Solid Waste Administrator, Jed Nordin presented the following bids received for the purchase of a **Recycling rear load garbage truck** as follows: Northland Truck Sales, West Fargo, ND - \$126,482, 2015 Freightliner w/New Way 20 Yard Compactor Body (120 day delivery, plus sales tax on the truck and not the box); Northland Truck Sales, West Fargo, ND - \$132,160, 2014 Freightliner w/New Way 20 Yard Compactor Body (available now); GATR Truck Center, Sauk Rapids, MN - \$132,259, 2015 Hino w/Leach 20 Yard Compactor Body (90 – 120 day delivery – No bid bond); Sanitation Products, Inc., Fargo, ND - \$140,945, 2015 Freightliner w/Leach 20 Yard Compactor Body (60 – 90 day delivery); and Sanitation Products, Inc., Fargo, ND - \$143,341.50, 2015 Mack w/Leach 20 Yard Compactor Body (60 – 90 day delivery). Discussion followed. On motion of Mr. Stacey, seconded by Mr. Larson and carried with Commissioner Dotta absent, the low, underlined quote for the purchase listed in bold, above, was approved by auditor's warrant plus tax and license, as recommended by the Assistant Highway Engineer, with payment to be from the Solid Waste and Recycling budgeted monies.

Mr. Nordin provided information regarding the condition of the current front load garbage truck and his recommendation to replace it. Discussion followed regarding the merits of used equipment vs new. On motion of Mr. Stacey, seconded by Mr. Larson and carried with Commissioner Dotta absent, the Solid Waste Administrator was authorized to negotiate the purchase of a used front load garbage truck, pending satisfactory review by the county mechanic, not to exceed \$66,000 plus tax and license with a report to the Board upon completion.

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

**RESOLUTION NO. 05201403**

**WHEREAS**, Hubbard County serves as the sponsor of various recreational trails that are part of the State of Minnesota Grant-in-Aid System; and

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**WHEREAS**, the construction and maintenance of these trails are funded through Minnesota Trail Assistance Program Grants issued with the approval of the Minnesota Department of Natural Resources; and

**WHEREAS**, the 2014 Minnesota Trails Assistance Program Grant Application has been prepared for the approval of Hubbard County as sponsor of the following existing trail sponsored by Hubbard County and funded by the State of Minnesota Trail Assistance Program;

**Soaring Eagle Cross Country Ski Trail System; and**

**WHEREAS**, the trail is located in Hubbard County.

**NOW, THEREFORE, BE IT RESOLVED**, that Hubbard County agrees to act as the local sponsor for an application for funding to the State of Minnesota Department of Natural Resources for recreational trails managed by the Itascatur Run, Bike, & Ski Club.

**BE IT FURTHER RESOLVED**, that upon approval of its application by the state, Hubbard County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with the applicable laws and regulations as stated in the agreement.

**BE IT FURTHER RESOLVED**, that Hubbard County agrees to sponsor said trail at no cost to the county for the period of September 1, 2014 through June 30, 2015, and the Hubbard County Land Commissioner is hereby authorized to serve as the fiscal agent on behalf of the local unit of government.

On motion of Mr. Johannsen, seconded by Mr. Larson and carried with Commissioner Dotta absent, the following resolutions were adopted:

**RESOLUTION NO. 05201404**

**WHEREAS**, Hubbard County serves as the sponsor of various recreational trails that are part of the State of Minnesota Grant-in-Aid System; and

**WHEREAS**, the construction and maintenance of these trails are funded through Minnesota Trail Assistance Program Grants issued with the approval of the Minnesota Department of Natural Resources; and

**WHEREAS**, The Minnesota Grant-in-Aid Trail program requires an annual application to apply for Grant funds for the upcoming year; and

**WHEREAS**, The Hubbard County Board passed Resolution No. 05191003 May 19, 2010 granting the Forest Riders Snowmobile Club sponsorship for the Grant-in-Aid Funds for the period July 1, 2010 through June 30, 2020. Further the Resolution appointed the Hubbard

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County Auditor/Treasurer as the fiscal agent for the managing of the program and the funds;  
and

**WHEREAS**, it was the intent of the Hubbard County Board to approve, annually, the grant application and funding awards.

**NOW, THEREFORE, BE IT RESOLVED**, that the Hubbard County Board rescinds Resolution No. 05191003 in its entirety.

**BE IT FURTHER RESOLVED**, that Hubbard County shall review, annually, the applications of any and all clubs submitting applications to the County Board and determine the club the County will sponsor and forward their application to the DNR for granting of the funding to construct and maintain said snowmobile trails within Hubbard County.

**BE IT FURTHER RESOLVED**, that the Hubbard County Board transfers the duties of the fiscal agent for managing grant-in-aid programs and funding of same from the Hubbard County Auditor/Treasurer to the Hubbard County Land Commissioner.

**RESOLUTION NO. 05201405**

**WHEREAS**, Hubbard County serves as the sponsor of various recreational trails that are part of the State of Minnesota Grant-in-Aid System;  
and

**WHEREAS**, the construction and maintenance of these trails are funded through Minnesota Trail Assistance Program Grants issued with the approval of the Minnesota Department of Natural Resources; and

**WHEREAS**, the 2014 Minnesota Trails Assistance Program Grant Application has been prepared for the approval of Hubbard County as sponsor of the following existing trail sponsored by Hubbard County and funded by the State of Minnesota Trail Assistance Program;

**Two Inlets Snowmobile Trail System; and**

**WHEREAS**, much of the trail is located in Hubbard County.

**NOW, THEREFORE, BE IT RESOLVED**, that Hubbard County agrees to act as the local sponsor for an application for funding to the State of Minnesota Department of Natural Resources for recreational trails managed by the Forest Riders Snowmobile Club

**BE IT FURTHER RESOLVED**, that upon approval of its application by the state, Hubbard County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with the applicable laws and regulations as stated in the agreement.

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**BE IT FURTHER RESOLVED**, that Hubbard County agrees to sponsor said trail at no cost to the county for the period of July 1, 2014 through June 30, 2015, and the Hubbard County Land Commissioner is hereby authorized to serve as the fiscal agent on behalf of the local unit of government.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried with Commissioner Dotta absent, the amendment of Recreational Cabin Lease #10 was approved removing deceased member, Myron Swanson, as recommended by the Land Commissioner.

The following Expenditure Policies were reviewed: Forest Development, PILT and County Forest Road Access Funds. Discussion followed. By consensus of the Board, consideration of the above was referred to the June 3, 2014, board meeting.

The Board was reminded of the 5 Year Construction Program meetings scheduled on June 9, 2014, at Hart Lake Township Hall and June 16, 2014, in the LEC ITV Room with both meetings beginning at 7:00 p.m.

**Social Services:** Social Services Director, Daryl Bessler introduced the following new personnel: Social Services Social Worker, Karen Eischens (04/10/14) and Eligibility Worker, Jennifer Johnson (04/28/14).

Mr. Bessler presented and reviewed the First Quarter Fiscal Report. No action required.

On motion of Mr. Johannsen, seconded by Mr. Larson and carried with Commissioner Dotta absent, the Employment Policy was endorsed, as recommended by the Social Services Director.

Mr. Bessler provided an update regarding the CD Pilot Program.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried with Commissioner Dotta absent, the continued pursuit of a Rule 31 licensure was supported by the Board, as recommended by the Social Services Director.

On motion of Mr. Johannsen, seconded by Mr. Larson and carried with Commissioner Dotta absent, an increase in the Transit Program staffing complement was approved increasing the part time pool from four to five as recommended by the Social Services Director to accommodate the increased schedule per board action completed on May 6, 2014.

Mr. Bessler reported the April caseload and intake statistics and provided a MNChoice Program update with continuing concern regarding the required provision of nursing services in the future, with no action taken at this time.

**Sheriff:** Sheriff Cory Aukes together with Department of Corrections Senior Detention Facility Inspector, Diane Grinde provided information regarding the staffing projections and ongoing jail audit. Commissioner Larson left the meeting at 10:56 a.m.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried with Commissioner Dotta and Larson absent, the Sheriff was authorized to develop an Assistant Jail Administrator

job description for review by the Board.

Sheriff Aukes presented a request to sponsor the Paul Bunyan Task Force/Administrative Secretary position. Discussion followed. By consensus of the Board, the matter was referred to a future date pending the Sheriff obtaining more information.

**Land Records:** Land Records Co Directors, Eric Buitenwerf and Nicole Lueth provided their recommendation for re-filling the Assessor position. Discussion followed. No action was taken at this time. Commissioner Larson returned to the meeting at 11:33 a.m.

**Committee Reports:** A report was provided regarding the legislatively approved AIS funding as well as MHB discussions regarding the formation of a joint powers to best utilize the dollars allocated to the eight member counties. It was suggested the information be shared with the AIS Task Force. No action taken at this time.

**Coordinator:** By consensus of the Board, the consideration of the topic of the June 10, 2014, Board Work Session was referred to June 3, 2014, Board Meeting.

By consensus of the Board, the May 27, 2014, Managers Meeting topic was established to be the definition of budget account number structure and other budget considerations. Managers were encouraged to be prepared to compare what expenses are currently included in what budget line items for discussion. In addition, the MCIT presentation on workers compensation at the June 24, 2014, Managers meeting was scheduled.

Coordinator, Debbie Thompson reminded Commissioners Larson and Stacey of the Facilities Maintenance Manager interviews that are scheduled on May 22, 2014, beginning at 9:00 a.m. at the Public Works Conference Room.

Ms. Thompson reminded the Board of the scheduled AMC Region II District meeting on June 4, 2014, beginning at 8:00 a.m. in Bemidji.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried with Commissioner Dotta absent, the sharing of Maintenance personnel with the Heritage Living Center (HLC) was approved for completion of boiler maintenance pending HLC personnel obtaining the necessary licensure.

On motion of Mr. Larson, seconded by Mr. Stacey and carried with Commissioner Dotta absent the purchase of a server in the amount of \$7,527 was approved with payment to be from the Recorder's Equipment monies, as recommended by the Technology Committee.

On motion of Mr. Larson, seconded by Mr. Stacey and carried with Commissioner Dotta absent, Commissioners Grell and Johannsen were authorized to explore the internal options available for re-filling the Assessor position with a report to the Board.

On motion of Mr. Stacey, seconded by Mr. Larson and carried with Commissioner Dotta absent the overtime for Coordinator's Office personnel was authorized, as necessary.

There being no further business before the Board, the Chairperson adjourned the meeting at 12:48 p.m.

**GENERAL REVENUE:**

A`Viands LLC	13,860.04
Coborns Pharmacy 2030	4,612.35
Heartland Express	6,605.00
Hildi Inc.	3,950.00
Motorola Solutions Inc.	10,557.60
Northwoods Press	3,323.25
Park Rapids Ford	26,743.61
Park Rapids Ford	25,837.00
Park Rapids Ford	25,837.00
Park Rapids Ford	25,887.00
Ramsey Co Medical Examiner	2,800.00
74 Payments Less Than \$2,000	29,195.77

**ROAD & BRIDGE:**

Hubbard Co. Treasurer	2,905.51
Josh's Collision Center	2,279.02
Knife River Materials	16,057.55
Royal Tire Inc.	4,714.20
Woodrum Parking Lot Service	8,525.00
34 Payments Less than \$2,000	13,624.29

**SOLID WASTE:**

12 Payments Less Than \$2,000	5,833.51
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**FORFEITED LAND:**

Roberts, Eric	14,202.08
Superior Forestry Service Inc.	12,839.09
11 Payments Less Than \$2,000	4,091.50

**COUNTY ENVIRONMENTAL TRUST FUND:**

1 Payment Less Than \$2,000	32.53
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**SOCIAL SERVICES:**

Heartland Homes SILS	2,481.70
Hubbard County DAC	16,194.80
Itaskin Juv Ctr – Assessment	3,441.76
Kindred Family Focus	3,109.90
Lighthouse Group Foster Home	3,330.00
Nelson In-Home Services Inc.	4,042.50
North Homes Inc.	27,122.12
Northwestern MN Juv Ctr	9,665.00
Pine Manors	3,000.00
Pinehaven Youth & Family Services	3,481.20
Stellher Human Services Inc.	2,397.13
47 Payments Less Than \$2,000	30,487.95
Hoglund Bus and Truck Company	6,373.46
Hubbard County Auditor-Treasurer	12,500.00
Hubbard County Hwy Dept	4,152.30
70 Payments Less Than \$2,000	19,124.30

/s/Kathy Grell

Kathy Grell, Chairman  
Hubbard County Board of Commissioners

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

