
A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON JUNE 17, 2014, AT 9:00 O'CLOCK A.M.

A regular meeting of the Hubbard County Board of Commissioners was held on June 17, 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 received.

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 June 3, 2014 Regular Meeting;
- Approved minutes of the June 10, 2014 Work Session;
- Approved the bills & Auditor's Warrants dated June 6, & June 13, 2014;
- Reviewed the Cash Balance and Designations Reports effective May 31, 2014;
- Adopted the following resolution authorizing the payment of the Income Maintenance Agenda, Social Services Agenda and Welfare bills:

RESOLUTION NO. 06171401

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 May, 2014 Departmental Overtime Report;
- Adopted the following resolution:

Resolution 06171402

WHEREAS, a Minnesota Lawful Gambling LG240B Application to Conduct Excluded Bingo has been received from the Mantrap Valley Conservation Club, 617 2nd Street West, Park Rapids, MN 56470, for the conduct of one of four or fewer bingo events held in 2014, at the Mantrap Valley Conservation Club in Clay Township in the County of Hubbard on June 17, 24, July 1, and July 8, 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.

- Reviewed Highway Department Financial Statement dated May 31, 2014

Public Works: On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the Five Year CSAH & County Road Construction Program was approved as to intent and the CSAH 44 Petition was accepted to be included in the plan as financially possible.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the Public Works Coordinator was authorized to advertise for bids for construction of two additional garage stalls at the Nevis Shop, per prepared specifications, for review by the Board.

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

RESOLUTION NO. 06171403

WHEREAS, Hubbard County acts as the local sponsor for the Forest Riders Snowmobile Trails; and

WHEREAS, the Forest Riders Snowmobile Club has proposed to develop and maintain a snowmobile trail route along County Hwy. 15 and County Hwy. 6 in the city of Park Rapids; and

WHEREAS, the proposed route has been endorsed by the Forest Riders Snowmobile Club, the Park Rapids Downtown Business Association, the Park Rapids Regional Chamber of Commerce, and the Park Rapids City Council; and

WHEREAS, the proposed trail has been reviewed and approved by the Hubbard County Public Works Director.

NOW, THEREFORE, BE IT RESOLVED, that the Hubbard County Board of Commissioners hereby approves and supports the proposed change to the snowmobile trail route along County Hwy 15 and County Hwy. 6.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the Department of Natural Resources (DNR) Cooperative Agreement - Lake LaSalle Public Water Access was approved, pending satisfactory review by the County Attorney's Office.

Public Works Coordinator, David Olsonawski provided the Highway Department project updates; Land Commissioner, Mark Lohmeier reported the results of the Tax Forfeited Land Sale held on June 6, 2014, in the amount of \$72,700; the scheduled Timber Auction on July 7, 2014; and Solid Waste Administrator provided information regarding Solid Waste maintenance

vs purchase of front load garbage truck and demo-compactor for South Transfer Station.

Social Services: On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, a Three Party agreement with Laporte Public Schools, Nelson In-Home Family Services and Hubbard County Social Services for Family Based Services Life Management Skills Services was approved, as recommended by the Social Services Director, pending completion of proper paperwork and satisfactory review by the County Attorney and the signature of same by the Chair was authorized.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the revisions of the Crisis Fund Policy were approved, as recommended by the Social Services Director.

Social Services Director, Daryl Bessler provided the following: information regarding the Human Services Performance Management Measures; a CD Pilot Update; increases in the May Caseload/Intake statistics and a MNChoices update.

Sheriff: Sheriff, Cory Aukes presented the following state contract quote for the purchase of **two Tasers with equipment:** Uniforms Unlimited, Minneapolis, MN in the amount of \$1,957.11. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the purchase in bold by underlined quote, above was approved, as recommended by the Sheriff, with payment to be from DWI Forfeiture monies.

On motion of Mr. Larson, seconded by Mr. Johannsen and carried unanimously, the review of the Assistant Jail Administrator job description by the Classification Committee was approved, per Section 6 of the Personnel Policy, for recommendation to the Board.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the submission of the Department of Justice Grant application was approved, as recommended by the Sheriff for 75% funding of an investigator position for three years.

Discussion was held regarding the proposed Department of Corrections (DOC) Inmate Housing contract. The Sheriff was requested to investigate the timing of the commitment requirement for further review later in the day.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the Joint Powers Agreement with the Department of Corrections (DOC) for prisoner work release was approved, as recommended by the Sheriff.

Land Records: On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the submission of Department of Revenue (DOR) PRISM grant application was approved in the amount of \$2,500, as recommended by the Co Land Department Managers.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the review of Deputy Assessor/Environmental Tech job description by the Classification Committee was approved, per Section 6 of the Personnel Policy for recommendation to the Board.

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

submission of the SSTS Low-income Fix-up Grant application was approved in the amount of \$25,000, as recommended by the Co Land Department Managers.

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

RESOLUTION NO. 06171404

WHEREAS, significant changes in 2010 to Minnesota Election Laws affected how absentee ballots are issued, accepted and counted within the counties;

WHEREAS, Minnesota Statutes require counties to establish a County Absentee Ballot board, an UOCAVA Absentee Ballot board and a Mail Balloting board,

WHEREAS, the Ballot Boards shall consist of a sufficient number of trained election judges and appointed as provided in Minnesota Statute 204B.19 to 204B.22;

WHEREAS, the Ballot Boards shall perform all election related duties as outlined in Minnesota Election Law;

NOW BE IT RESOLVED, the Hubbard County Board of Commissioners do hereby establish a County Absentee Ballot board, UOCAVA Absentee Ballot board and a Mail Balloting Board;

BE IT FURTHER RESOLVED, that the Commissioners appoint the Auditor as Chief Election Official as the appointing authority for the Absentee Ballot board, UOCAVA Absentee Ballot board and the Mail Balloting board.

On motion of Ms. Grell, seconded by Mr. Johannsen and carried unanimously, Commissioners Stacey and Dotta were appointed to serve on the Primary Canvassing Board and Commissioners Dotta and Larson were appointed to serve on the General Election Canvassing Board and each were scheduled as follows respectively: August 14, 2014 beginning at 2:00 p.m. and November 7, 2014, beginning at 2:00 p.m.

By consensus of the Board the 2015 Departmental Budget Guidelines and Schedule was approved, as discussed.

Committee Reports: A report was provided regarding the Extension Committee with no action taken at this time.

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

RESOLUTION NO. 06171405

**RESOLUTION IN SUPPORT OF ESTABLISHING THE HUBBARD COUNTY AIS TASK FORCE
AS THE RESPONSIBLE COUNTY ORGANIZATION TO DEVELOP**

THE “USE OF PROCEEDS” PLAN FOR STATE AIS FUNDS

WHEREAS, the County’s policy regarding the lakes, rivers and streams located within the County is to preserve and enhance the quality of surface waters and to preserve the economic and natural environmental values of shorelands; and

WHEREAS, the Minnesota State Legislature in 2014 has appropriated sustainable aquatic invasive species (AIS) prevention aid to each county in the state, including Hubbard County, pursuant to Minnesota Statute Section 477A.19 which requires that each county receiving AIS aid must develop a Plan and submit a copy of its guidelines for “Use of the Proceeds” to the Minnesota DNR on December 31 of each year payments are received; and

WHEREAS, Hubbard County established a county-wide AIS Task Force through Resolution # 10191105 in October of 2011 and the Task Force was assigned the responsibility to 1) Develop AIS Sustainable Prevention and Containment Plans; 2) Implement educational and public awareness campaigns for the County; and 3) Update and make recommendation to the Commissioners regarding changes and actions to be taken regarding the plan;

NOW, THEREFORE RESOLVED, that the Board of Commissioners of Hubbard County hereby establishes the Hubbard County AIS Task Force as the organization to develop the plan, including the guidelines for the “Use of Proceeds” (hereafter referred to as the “Plan”) for Hubbard County and to:

1. Operate consistent with the requirements of Resolution # 10191105, including staffing per the resolution;
2. Establish sub-committees as necessary to develop and implement the Plan;
3. Collaborate with neighboring counties to share ideas and plans to insure that Hubbard County’s border lakes and watersheds/chain- of- lakes are protected;
4. Develop the Plan annually and obtain approval from the County Commissioners. The Annual Plan, as a minimum, will contain the following:
 - a) The allocation of funds to the various initiatives, including Administration, Public Awareness, Watercraft Inspection and Decontamination, Early Detection and Lake Monitoring, Rapid Response and Reserves, Containment, Mitigation/Management, and other Prevention Actions as needed.
 - b) A clear set of criteria for allocating County funded AIS watercraft inspection hours to each lake in Hubbard County
 - c) Organizational responsibility for each element of the Plan

BE IT FURTHER RESOLVED, that the state funds will be held in a County Account dedicated to AIS Prevention; Distribution of the funds will be based on the recommendations of the AIS Task Force and be consistent with the approved Plan;

BE IT FURTHER RESOLVED, that the Chairman of the AIS Task Force will report to the Commissioners on a regular basis as to the status of the Plan.

Committee Reports: On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the Board Chairperson was authorized to express the Board's opposition to the Waters of the U.S. Plan on the AMC website, as discussed.

Reports were provided by commissioners regarding the following meetings attended by the Board: PrimeWest meetings; Region II AMC meeting; TZD meeting and HIP meeting.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the commissioner's attendance of Shell Prairie Fair Senior Day on July 17, 2014, was authorized as respective schedules will permit.

Coordinator: By consensus of the Board, the July 8, 2014, Board Work Session was cancelled.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously the following Committee appointments were approved: Audit Planning Committee; Safety Committee; Land Classification Committee; and Wayside Rest Committee – Interim Auditor; continuation of service on the Benefits Committee and Personnel Policy Committee – Interim Treasurer; Commissioner Dotta will serve as the MCIT Voting Delegate; and the Assessor's replacement will serve on the following committees - Minnesota Counties Computer Coop (MCCC); Technology Committee; and serve as the MCCC/Xerox LRMS 10X Committee Representative.

Mr. Larson stepped away from the meeting at 12:46 p.m.

On motion of Mr. Stacey, seconded by Mr. Dotta and carried 4 – 0 with Mr. Larson out of the room, the re-filling of the Facilities Maintenance Manager position by Bobby Joe Wilkins was approved at a Step 1 wage, effective December 1, 2014, to permit completion of his military service.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried 4 – 0 with Mr. Larson out of the room, the Coordinator was authorized to complete the following: obtain quotes for local cleaning service options available; review legal issues with the County Attorney; review departmental needs and liability issues with MCIT, for review by the Board.

Mr. Larson returned to the meeting at 12:49 p.m.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the following were approved and the Chairperson was authorized to sign the Oath & Acceptance: 1) appointment of CAMA Coordinator/Chief Deputy Assessor, Ginger Woodrum as the Hubbard County Assessor to fill the remainder of the current Assessor appointment effective July 1, 2014, through December 31, 2016, pending satisfactory review of the Commissioner of Revenue; and 2) an annual wage of \$68,000 based on a market review, to be administered per the Compensation Transfer Review Policy upon completion of the Fox Lawson Classification

and Compensation Study.

On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the following purchases were approved, as recommended by the Technology Committee: a virtual host server to run HCFS in an approximate amount of \$5000 to be paid from the Data Processing/(MIS Budget) and two PC's to run G & R Controls and Secure Card System for Courthouse doors (i5's with Win 7 & 8 GB RAM) in the amount of \$749 each to be paid from construction contingency funds.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the completion of the Oath & Acceptance for the Interim Auditor and Treasurer was approved and the Chairperson was authorized to sign same.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the payment to G & R Controls, Fargo, ND in the amount of \$3,250 for removal of CO sensors from LEC Sally Port #1 and replacement in Sally Port #2 was approved, as recommended by the G & R Controls review, with payment to be from LEC Building Maintenance monies.

Sheriff: Sheriff Aukes reported on the DOC agreement timelines. Discussion followed. By consensus of the Board, the consideration of DOC inmate contracts was referred to July 1, 2014, based on the Sheriff's confirmation that the July date was acceptable by DOC.

Coordinator: On motion of Mr. Stacey, seconded by Mr. Larson and carried unanimously, an additional 10% wage for Maintenance Technician II, Roger Geimer and Maintenance Technician II, Steve Guethling for the period of August 10, 2014, through December 1, 2014, was approved per Section 3 of the Personnel Policy and the Board expressed their appreciation for the services rendered by Maintenance personnel and commended their response to "step up to the challenge" during this vacancy period.

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

RESOLUTION NO. 06171406

WHEREAS, Minnesota Statute §517.001 defines a "local registrar" as an individual designated by the county board of commissioners to register civil marriages, and

WHEREAS, The Hubbard County Auditor has been assigned the duties and responsibilities of local registrar of vital statistics while acting as Director of the County License Bureau by adoption of Resolution No. 09059004 effective January 1, 1990, including the issuance of marriage licenses and notary public commissions; and

WHEREAS, by adoption of Resolution No. 09059004, the duties and responsibilities of local registrar of vital statistics, including birth and death records and hospital liens, have been assigned to the Hubbard County Recorder; and

WHEREAS, the Hubbard County Board has adopted a plan to provide “one stop shopping” for the citizens of Hubbard County, and

WHEREAS, the Hubbard County Auditor has submitted her resignation effective June 30, 2014, and

WHEREAS, the Interim Treasurer, Lorretta Mattson has been approved by the Minnesota Department of Public Safety as a Driver Licensing Agent for the State of Minnesota.

THEREFORE BE IT RESOLVED, given the action of the Hubbard County Board by Resolution No. 05061403 the Interim Treasurer, Lorretta Mattson is appointed as the Hubbard County Driver Licensing Agent and assigns these duties on an interim basis to her effective July 1, through December, 31, 2014 and

BE IT FURTHER RESOLVED, that the duties and responsibilities of local registrar of vital statistics, including the issuance of marriage licenses and notary public commissions be assigned to the Hubbard County Interim Treasurer effective July 1, 2014, and

BE IT FURTHER RESOLVED, that the Interim Treasurer be designated as the License Bureau Supervisor and thereby authorized to administer liquor licenses.

The Letter of Governance from Hoffman, Dale & Swenson, PLLC was reviewed by the Board, with no action necessary.

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

RESOLUTION NO. 06171407

WHEREAS the Hubbard County Board has a desire to establish a **Compensation Philosophy** and

WHEREAS, the County of Hubbard values its employees and

WHEREAS the county wants to encourage the creativity of its employees and values teamwork exhibited and

WHEREAS Hubbard County offers benefits and wages and considers them as a total compensation package.

THEREFORE BE IT RESOLVED, that the county’s **Compensation Philosophy** is to offer a total compensation package that is competitive with the local market and comparable to the average total compensation packages offered by its neighboring counties.

On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the following were established as the Compensation (benefits and wages) Transition Plan for

implementation of the Fox Lawson Classification and Compensation Study when completed: 1) employee's current wage found to be under established wage range for their classification, the wage will be brought to the minimum; 2) employee's current wage is found to be within the established wage range for their classification, the wage will be placed within the established range for their classification without a loss in wage; 3) employees current wage found to be above established wage range for their classification, no loss in wage will be realized however wage will remain the same until such time as the range's maximum exceeds current wage.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the payment to Public Finance Management in the amount of \$17,500 was approved for the completion of the jail analysis, to be paid from committed departmental designated monies.

On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the following were approved effective July 1, 2014: removed the title of Co Land Record Director from the County Recorder and Environmental Services Officer and associated stipend; directed the Assessor, County Recorder, and Environmental Services Officer work as a team to continue to support the vision of the County Board to provide a "One Stop Shop" for the citizens of Hubbard County in the most financially fiscal method; and the creation of a consolidated 2015 budget.

By consensus of the Board, an expression of their appreciation for the services rendered by the County Recorder and Environmental Services Officer was approved for their navigating this time of transition and the progress made toward consolidation of services including the following: process land transfers, perform related maintenance on the County's property tax system/AS 400 (including updating of taxpayer names, addresses, parcel information and maintaining related documentation), collect Certificates of Real Estate Value on behalf of the Minnesota Department of Revenue, certify current and delinquent property taxes, and collect deed tax and mortgage registration tax required for the document recording process.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the Board extended an invitation to county personnel to attend a "lunch room" meeting to be held by Commissioners Stacey and Larson, to communicate with employees, on July 2, 2014, from 11:30 a.m. to 12:30 p.m. in the courthouse lunch room. Employees are encouraged to stop by as they will be answering questions, providing clarification and listening to comments and/or suggestions.

On motion of Mr. Larson, seconded by Ms. Grell and carried unanimously, the application for Fireworks Display of PC Pyrotechnics LLC, Rockford, MN was approved, pending completion of proper paperwork and satisfactory review by the Sheriff.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the Chair was authorized to complete any paperwork necessary for the transition of the Assessor position.

There being no further business before the Board, the Chairperson adjourned the meeting at 2:27 p.m.

GENERAL REVENUE:

A Viands LLC	12,669.03
Bytespeed LLC	7,769.00
CES Imaging	5,739.00
Citizens National Bank – VISA	2,748.42
Arrowwood Resort	100.00
Arrowwood Resort	100.00
MN Assoc of Assess	380.00
MN Assoc of Assess	380.00
Amazon.com	8.41
MN Assoc of Assess	80.00
Amazon.com	21.62
Zoro Tools	289.66
Best Western	227.38
Park Axe Hardware	68.38
Wal-Mart	52.48
Cheaper Than Dirt	189.26
Best Buy	214.73
DMI Dell Bus Online	636.50

Election Systems & Software Inc.	10,780.00
Fox Lawson & Associates	2,787.50
Headwaters Regional Development	3,000.00
Mills, Rosemary C.	2,800.00
MN Counties Intergovernmental T	2,500.00
Ramsey Co. Medical Examiner	2,800.00
Vetter Johnson Architects, Inc.	28,225.69
67 Payments Less Than \$2,000	21,715.32

ROAD & BRIDGE:

Hubbard Co. Treasurer	2,914.86
Levi Holsapple Construction	3,590.00
North American Salt Co.	11,066.72
Traffic Marking Service Inc.	15,296.00
Widseth Smith Nolting Asso Inc.	6,370.75
37 Payments Less than \$2,000	11,377.35

SOLID WASTE:

19 Payments Less Than \$2,000	6,047.70
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FORFEITED LAND:

8 Payments Less Than \$2,000	2,707.97
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COUNTY ENVIRONMENTAL TRUST FUND:

Prairie Lakes Coop Inc.	2,208.06
1 Payment Less Than \$2,000	35.00

SOCIAL SERVICES:

Bridge Group Foster Home (The)	3,534.00
Delaney, Kenneth	2,324.11
DHS – SWIFT	10,875.92
Edwards, Tanya or Terry	2,039.80
Heartland Homes SILS	2,052.67
Hubbard County DAC	7,089.40
Kindred Family Focus	2,099.32
Lighthouse Group Foster Home	3,441.00
Lilleodden, Christine	2,467.29
MCF – Red Wing	3,672.00
MSOP – MN Sex Offender Program	3,816.00
Nelson In-Home Services Inc.	8,937.50
Northwestern MN Juvenile Center	5,907.00
Northwood Children's Home – Main	7,303.20
Rural Minnesota CEP	11,957.22
Schmidt, Alison	8,500.00
St. Joseph Community Health	6,771.34
27 Payments Less Than \$2,000	11,252.80
DHS – SWIFT	2,121.22

Hubbard County Auditor-Treasurer	12,500.00
Hubbard County Hwy Dept	2,374.80
64 Payments Less Than \$2,000	17,278.16

/s/Kathy Grell

Kathy Grell, Chairman

Hubbard County Board of Commissioners

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