

**A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON AUGUST 5, 2014, AT 9:00 O'CLOCK A.M.**

A regular meeting of the Hubbard County Board of Commissioners was held on August 5, 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:** None at this time.

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

- Approved the minutes of the July 15, 2014 Regular Board Meeting;
- Approved the bills & Auditor's Warrants dated July 18, July 25, and August 1, 2014;
- Approved the Social Services bills;
- Reviewed the July 2014 Overtime Report
- Adopted the following:

**Resolution No. 08051401**

**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 County DAC	\$4,000.00	STS Program

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

**Public Works:** Public Works Coordinator, David Olsonawski provided the bids received for the **construction of two new garage stalls at the Nevis Shop** as follows: JP Structures, Inc., Menahga, MN - \$279,800; Haataja Contracting, Menahga, MN - \$284,200; Gopher State Contractors, Inc., Rice, MN - \$299,500; and SJI Inc. Diversified Builders & Design, Bemidji, MN - \$332,000. Discussion followed. On motion of Mr. Stacey, seconded by Mr. Johannsen and carried unanimously the underlined bid for the project listed in bold above was accepted, as recommended by the Public Works Coordinator, to be paid from budgeted monies.

Mr. Olsonawski provided the **lease/purchase program available via state contract for a tractor mower** as follows: Diamond Mower, Lakeville, MN - \$21,763 initial payment and \$19,117 for subsequent four years. It was explained at the end of the fifth year the equipment will be owned by the county. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the lease/purchase described in bold was approved by underlined state contract offering above, as recommended by the Public Works Coordinator, to be paid from budgeted monies.

Solid Waste Administrator, Jed Nordin presented the quotes obtained for purchase of a **Solid Waste Department tractor/loader/backhoe** by state contract, as follows: Ziegler, Inc., Bloomington, MN - \$70,030 (Caterpillar 416F includes delivery to Park Rapids and trade of 2000 Caterpillar 416C - \$17,500 value); Ziegler, Inc., Bloomington, MN - \$76,660 (Caterpillar 420F includes delivery to Park Rapids and trade of 2000 Caterpillar 416 C - \$17,500 value); and Titan Machinery, Shakopee, MN - \$88,264 (Case 58 SN). Discussion followed. On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the purchase described in bold by underlined state contract offering above was approved, as recommended by the Solid Waste Administrator, to be paid from budgeted monies.

Land Commissioner, Mark Lohmeier presented the quote obtained for **asbestos removal at 285 Pleasant Ave, Akeley, MN** as follows: VCI Environment, Inc. Lakeland, MN - \$4,450. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the underlined quote for services listed in bold above, was approved, as recommended by the Land Commissioner, with payment to be from PILT dollars.

On motion of Mr. Johannsen, seconded by Mr. Larson and carried unanimously, the promotion of Survey Tech I, Ryan Miller to Survey Tech II was approved, as recommended by the Public Works Coordinator, effective July 28, 2014, per Personnel Policy procedure.

By consensus of the Board, the review of the following proposed policies at the Board Work Session on August 18, 2014, were scheduled: Forest Development Account Policy, Cabin Leases and PILT Administration Policy.

Mr. Lohmeier presented the quote received for **bud capping on approximately 1020 acres** of recently reforested tax forfeited land as follows: Generations Forestry Service, Hattiesburg, MS - \$43.67/acre with a total estimated contract cost of \$44,543.40. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously the underlined quote for services listed in bold above was approved, as recommended by the Land Commissioner, with payment to be from Forest Development monies.

**Sheriff:** Sheriff, Cory Aukes provided the quote obtained for the **purchase of three portable radios** to be used in the jail as follows: Midstates Wireless, Fargo, ND (Motorola Solutions – state contract) - \$3,780. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase in bold by underlined quote, above was approved, as recommended by the Sheriff, with payment to be from corrections budget monies.

**Committee Reports:** Information was shared regarding various meetings attended by

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Commissioners including the following: HIP; HLC acknowledging the approval of New Tax Market Credits funding for the proposed construction project; Department Managers Meeting discussion regarding various options under consideration; Technology Committee including technology needs in the new courtroom; review of recently completed Shell Prairie Association Fair; meeting with representatives of the North Country Community Health Board and the American Cancer Society regarding suggested county tobacco regulation changes; Straight River Advisory Committee; and ISD #309 Outdoor Classroom Master Plan Steering Committee.

By consensus of the Board, it was agreed that there was no interest in changing the Tobacco Ordinance at this time

On motion of Ms. Grell, seconded by Mr. Johannsen and carried unanimously, Commissioner Dotta was appointed to serve on the ISD #309 Outdoor Classroom Master Plan Steering Committee.

On motion of Mr. Stacey, seconded by Mr. Dotta and carried unanimously, the commissioner's attendance of the Regional Economic Development Commission Business Roundtable meeting to be conducted at Lamb Weston RDO was authorized on August 20, 2014, as respective schedules permit.

Commissioners Grell and Larson reported the purchase and delivery of ten previously owned pews for utilization in the courtroom gallery, per board authorization on July 15, 2014. The purchase from Olivet Church, Huron, SD was in the amount of \$50 each with a \$500 delivery fee to Park Rapids for a total of \$1,000.

**Department of Corrections (DOC):** DOC District Supervisor, Marc Bloomquist provided a review of the Bemidji District 2 Community Action Plan for the period of 01/01/14 through 12/31/15 outlining strategies for the provision of correctional services and goals to be achieved. Mr. Bloomquist also presented and reviewed the Northwestern Minnesota Juvenile Center admission reports for the period of January 2014 through May, 2014 reflecting a decrease in placement numbers. No action required at this time.

**Friends of Headwaters (FOH):** Clarification was made that this meeting was not a public hearing, but that a request of the FOH to address the Board had been made and their named representative would be addressing the Board. The following were acknowledged: that this is an important issue to many and there are passionate opinions by all involved; the Board has expressed neutrality on the issue with an interest in allowing the state permitting process to be completed; and acknowledgement of the Board's previous support of an extended public input period to allow all those interested to participate in the process. Richard Smith, FOH spokesperson provided information regarding the Enbridge Sandpiper Pipeline application process. A motion was made by Mr. Larson to adopt the resolution provided by the FOH that failed to receive a second. Clarification of the content of the proposed FOH resolution was provided. On motion of Mr. Larson, seconded by Mr. Dotta and carried 3 to 2 with Ms. Grell and Mr. Johannsen voting no, the following resolution was adopted:

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**RESOLUTION IN SUPPORT OF THE FRIENDS OF HEADWATERS (FOH) REQUEST OF THE PUBLIC UTILITIES COMMISSION (PUC) REGARDING ADDITIONAL ROUTES FOR CONSIDERATION IN THE MATTER OF THE SANDPIPER PIPELINE PROJECT (THE SANDPIPER PROJECT)**

**WHEREAS**, the Department of Commerce's (DOC) recommendations to the PUC on the alternate routes that the PUC should consider in all further proceedings in the Sandpiper Project did not include a route to the west and south of the route proposed by Enbridge and which goes around the Hubbard County lakes, rivers, streams, wetlands, watersheds and aquifer (the "Non Water Route").

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Hubbard County hereby supports a FOH's request to the PUC that it consider a Non Water Route in all further proceedings relating to the Sandpiper Project.

**Fox Lawson:** Fox Lawson representative, Greg Mangold provided a status report regarding the progress made toward the completion of the Classification and Compensation Study.

Mr. Mangold explained that as part of the project there was interest in the combination of job descriptions entailing like requirements to decrease the number of total county job descriptions moving forward. A review of the proposed benchmark survey to be forwarded, the twenty-five job descriptions proposed to be included and the locations they should be sent to were supplied by Mr. Mangold as follows: counties of Becker, Beltrami, Cass, Clearwater, Lake of the Woods, Mahnommen, Otter Tail, Polk, Wadena and cities of Park Rapids, Bemidji, and Detroit Lakes. Discussion followed. The basis for the proposal of these counties and cities was provided. A review of the twenty-five job descriptions to be provided was completed and suggestions made with no action taken. In addition, as the project moves forward other issues will need to be decided and approved. Discussion followed. By consensus of the Board, the establishment of a Classification & Compensation Review Committee was approved to consist of 1 Commissioner; the Coordinator; two Department Managers; and two known labor union stewards representing Teamsters 320 and Local 49 to act as a recommending committee to the Board, for review of study questions and/or results as received.

An invitation was extended to the above named representatives to express their interest in serving on the committee for review by the Board on August 19, 2014.

By consensus of the Board, the deletion of Polk and addition of Aitken County was approved to the distribution list of the benchmark survey.

Mr. Mangold provided information regarding various options available for completion of duties previously completed by the Auditor/Treasurer position for consideration of the Board and he also reported the MN trend of counties moving toward an Administrator form of government and what that would entail. No action taken at this time.

**Land Records:** On motion of Ms. Grell, seconded by Mr. Larson and carried unanimously, the review of an ordinance violation file by the County Attorney was approved and litigation, if necessary was authorized.

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Environmental Services Officer, Eric Buitenwerf reported that he and County Attorney, Dearstyne and reviewed the previously reported twenty-three files forwarded to Mr. Dearstyne. Mr. Buitenwerf provided a status update on the files reflecting a decrease to twelve including the year they were originally referred for review as follows: one 2008; two 2011; five 2012; one 2013; and three 2014's including the one done earlier in the day.

Assessor, Ginger Woodrum reported the receipt of no Chief Deputy Assessor applications. Discussion followed. On motion of Mr. Stacey, seconded by Mr. Dotta and carried unanimously, the Assessor was authorized to fill a position including the option of a Deputy Assessor with CMA or a Chief Deputy Assessor, as discussed providing the initial hiring to include educational timeline as permitted by statute, with the understanding that the final result will be the filling of one position total.

**Social Services:** On motion of Mr. Larson, seconded by Mr. Johannsen and carried unanimously, the Supportive Employment Waiting List Policy was approved, as recommended by the Social Services Director.

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

**RESOLUTION NO. 08051403**

**BE IT RESOLVED**, that Hubbard County enter into an Agreement with the State of Minnesota to provide public transportation service in Hubbard County.

**BE IT FURTHER RESOLVED**, that Hubbard County agrees to provide a local share of 15% of the total operating costs and 20% of the total capital costs.

**BE IT FURTHER RESOLVED**, that Hubbard County agrees to provide 100% of the local share necessary for expenses that exceed funds available from the State.

**BE IT FURTHER RESOLVED**, that Hubbard County authorizes the County Board Chairman and the Social Services Director to execute the aforementioned Agreement and any amendments thereto.

**Coordinator:** Coordinator, Debbie Thompson provided a reminder of the following: "Lunch Room" meeting scheduled for August 11, with Commissioners Stacey and Dotta attending and the date of the August 18, 2014, work session scheduled for budget review and Land Department Policy review as outlined earlier in the day.

Ms. Thompson provided the quote for completion of **courtroom painting** as follows: Steinbrecher Painting Inc., Princeton, MN in the amount of \$5,858. Discussion followed regarding the extensive utilization of the STS crews for completion of department moving services rather than painting services. On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the project in bold by underlined quote above was approved, as recommended by the Construction Committee commissioner representatives, to be paid from

Phase II Courthouse construction project monies.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, Sentence to Serve (STS) overtime or additional hours, was approved, if necessary to complete the move of departments in connection with the Courthouse remodel project, as presented.

Ms. Thompson presented the quotes received for the **temporary move of court IT to third floor and return to first floor upon completion of courtroom remodel** as follows: United Security & Alarm Systems, Park Rapids, MN - \$22,091.60 for time and material not to exceed the amount listed and Alpha Video, Edina, MN - \$24,825.48. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the project in bold by underlined low quote above was approved with payment to be from project general conditions provision.

Ms. Thompson presented the quotes received for the **post construction cleaning services** as follows: Warnick's Janitorial Service, Park Rapids, MN - \$6,685 and Myer Cleaning Service, Mora, MN - \$11,693. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the project in bold by underlined low quote above was approved with payment to be from project construction monies.

The Coordinator distributed the proposed 2015 Departmental budgets submitted thus far for review at the August 18, 2014, work session. By consensus of the Board, the departmental managers were requested to be available for Board conference, if needed.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried with Mr. Larson out of the room, the City of Park Rapids purchase of service (POS) two year contract for prosecution services including a 10% increase was approved, as recommended by the County Attorney and the Chair was authorized to sign same.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the 2015 Victim Services Grant application was approved in the amount of \$42,000 and the Chair was authorized to sign same.

**Closed Session:** On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the meeting was closed pursuant to M.S. §13D.03 at 2:01 p.m. and re-opened at 3:08 p.m.

**Coordinator:** By consensus of the Board, the probationary performance evaluation of Assessor, Ginger Woodrum was scheduled for August 19, 2014, with choice of open or closed status to be determined by Ms. Woodrum as permitted by statute.

By consensus of the Board, the performance evaluation of Land Commissioner, Mark Lohmeier was scheduled for August 19, 2014, with choice of open or closed status to be determined by Mr. Lohmeier as permitted by statute.

There being no further business before the Board, the Chair adjourned the meeting at 3:09 p.m.

**GENERAL REVENUE:**

Advanced Business Methods, Inc.	2,384.57
Akeley Paul Bunyan ATV Trail Rider	8,912.48
Hoffman, Dale & Swenson PLLC	8,522.00
Hubbard County Hwy Dept	12,823.23
Northwoods Computer Service	2,129.03
West Payment Center	2,179.26
77 Payments Less Than \$2,000	30,460.62

**ROAD & BRIDGE:**

Commissioner of Transportation	2,011.39
Newman Traffic Signs	10,974.75
16 Payments Less than \$2,000	5,331.22

**SOLID WASTE:**

Apex Equipment LLC	5,504.95
Gladen Construction, Inc.	53,769.85
Hubbard County Hwy Dept	3,172.11
18 Payments Less Than \$2,000	6,994.96

**FORFEITED LAND:**

Future Forests Inc.	44,303.85
PRT USA Inc.	15,886.93
9 Payments Less Than \$2,000	3,212.53

**COUNTY ENVIRONMENTAL TRUST FUND:**

1 Payment Less Than \$2,000	180.00
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**SOCIAL SERVICES:**

DHS – Swift	14,466.62
Heartland Homes SILS	2,616.30
Hubbard County DAC	10,896.36
Kindred Family Focus	2,489.60
MCF – Red Wing	2,312.00
North Homes Inc.	23,737.44
Northwestern MN Juvenile Center	5,441.00
Rural Minnesota CEP	12,294.55
Snyder Group Foster Home	3,392.00
Stellher Human Services Inc.	2,353.09
Volunteers of America	17,530.20
44 Payments Less Than \$2,000	18,696.90
Bytespeed LLC	10,457.00
Hubbard County Hwy Dept	3,480.62
Koxvold, Dale	2,968.02
Nevis School ISD #308	3,000.00
Park Rapids School ISD #309	30,000.00
Paul Bunyan Transit	3,131.04
36 Payments Less Than \$2,000.00	8,544.53
Zubke, Joshua	3,094.72
42 Payments Less Than \$2,000.00	7,447.55

/s/Kathy Grell

Kathy Grell, Chairman  
Hubbard County Board of Commissioners

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

