

**A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON AUGUST 19, 2014, AT 9:00 O'CLOCK A.M.**

A regular meeting of the Hubbard County Board of Commissioners was held on August 19, 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. Stacey and carried unanimously, the agenda was approved, as submitted.

**Public Input:** None at this time.

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

- Approved the minutes of the August 5, 2014 Regular Board Meeting;
- Approved the bills & Auditor's Warrants dated August 8, and August 15, 2014;
- Reviewed the General Revenue Financial Report and Unallocated Departmental monies dated July 31, 2014;
- Adopted the following resolution authorizing the payment of the Income Maintenance Agenda, Social Services Agenda and Welfare bills:

**RESOLUTION NO. 08191401**

**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.

- Adopted the following resolution:

**RESOLUTION NO. 08191402**

**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
Thorpe Township	\$300.00	STS Program

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

**Public Works:** On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously the final payment to DeChantel Excavating, LLC, Brainerd, MN was approved contingent upon completion of proper paperwork, in the amount of \$14,082.96, as recommended by the Public Works Coordinator.

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

**RESOLUTION NO. 08191403**

**WHEREAS**, The Hubbard County Highway Department proposes to reconstruct and improve a portion of County State Aid Highway No. 28, known as S.P. 029-628-002, located between T.H. 71 and T.H. 34, and

**WHEREAS**, the improvement consists of grading, aggregate base, and bituminous pavement, said roadway as herein determined necessary to provide for the safety of the traveling public, and

**WHEREAS**, in addition to the existing Highway Easement, certain lands are required to provide for said construction, and

**WHEREAS**, pursuant to Minnesota Statutes, the Hubbard County Highway Department has prepared a right of way plan. The plan is on file at the Engineer's Office at 101 Crocus Hill Street, Park Rapids, Minnesota 56470, and made a part hereof, and which lands are more particularly described therein as follows.

PARCEL	FIRST NAME	LAST NAME	INTEREST ACQUIRED
1	Park Rapids City		Sect-02 Twp-139 Range-035 24.65 AC SG PT OF VACATED RRRW LYING WITHIN THE N1000 OF SEC 2 & PT OF E1/2 OF NE1/4 FR NE COR PB S737.45 SW775.8 NW579.52 NE815.89 TO N LN E TO PB & PT OF N1/2 OF NE1/4 FR NE COR W923.69 PB W560.11 SE775.64 N641.5 TO PB EX HWY AIRPORT /AIRPORT, CLEAR ZONE
2	Park Rapids City		Sect-35 Twp-140 Range-035 510.51 AC SG P/O SEC 35 W OF HWY EX PLAT /AIRPORT/R32.98.01800
3	R D Offutt Company		Sect-02 Twp-139 Range-035 86.95 AC 2-1 NE1/4 W OF HWY 71 EX PAR FR NE COR W923.69 PB W560.11 SE775.64 N641.5
4	R D Offutt Company		Sect-02 Twp-139 Range-035 79.50 AC 2-2A E1/2 OF FR NW1/4
5	Tod R.	Becker	Sect-02 Twp-139 Range-035 68.46 AC 2-2 W1/2 OF FR NW1/4 EX S363
6	R D Offutt Company		Sect-34 Twp-140 Range-035 154.70 AC 34-7A SE1/4 EX S415 OF N998 OF E555
7	Thomas & Gladys	Murphy Trust	Sect-03 Twp-139 Range-035 3.36 AC 3-2 PAR OF NE1/4 OF NE1/4 FR NE COR PB S507 W283.42 N507 E293.48 TO PB
8	Gene	Fix	Sect-03 Twp-139 Range-035 7.01 AC P/O FRAC NE1/4 OF NE1/4 FR NE COR S503.1 W283.63 TO PB W629.03 N478.55 E625.78 S495.43 TO PB

PARCEL	FIRST NAME	LAST NAME	INTEREST ACQUIRED
9	Eric J.	Pilgrim	Sect-03 Twp-139 Range-035 4.39 AC P/O FRAC NE1/4 OF NE1/4 FR NE COR S503.1 W912.66 PB W404.13 TO W LN N467.7 TO NW COR E404 S478.55 TO PB
10	Janine P. & Paul W.	Nelson	Sect-03 Twp-139 Range-035 15.06 AC N600 OF FRAC NW1/4 OF NE1/4 EX S200 OF E680
11	R D Offutt Company ETAL		Sect-34 Twp-140 Range-035 148.00 AC 34-4 SW1/4 EX W 18 1/2 RDS OF N103.5 RDS OF W1/2 OF SW1/4
12	Park Rapids City		Sect-03 Twp-139 Range-035 152.14 AC LG NW1/4- PART OF HOLDING PONDS
13	Park Rapids City CD	Wayne & Corlene Schroeder	Sect-33 Twp-140 Range-035 160.00 AC SG SE1/4 /P27.99.00700/ /IRRIGATION SITE #1/ P27.99.00700
14	Todd M.	Nordvik	Sect-34 Twp-140 Range-035 12.00 AC 34-6 W 18 1/2 RDS OF N103.5 RDS OF W1/2 OF SW1/4
15	Gerald & Ruth	Vandeventer	Sect-34 Twp-140 Range-035 3.95 AC 34-3 PAR OF NW1/4 FR PT 675 N OF SW COR PB S675 E320 N400 NW TO PB
16	Wayne & Corlene	Schroeder	Sect-33 Twp-140 Range-035 33.56 AC 33-2 SE1/4 OF NE1/4 EX 6.44AC PAR IN NE COR
17	Tod	Becker	Sect-34 Twp-140 Range-035 156.05 AC 34-3A NW1/4 EX PT FR PT 675 N OF SW COR PB S675 E320 N400 NW TO PB
18	Charles & Virginia	Huewe	Sect-33 Twp-140 Range-035 6.44 AC 33-2A PAR OF SE1/4 OF NE1/4 FR SE COR SEC 33 N3338.5 W33 PB W545 N515 E545 S515 TO PB
19	Schroeder Family Trust	c/o Wayne & Corlene Schroeder	Sect-33 Twp-140 Range-035 120.00 AC 33-1 NE1/4 OF NE1/4 & W1/2 OF NE1/4
20	Park Rapids City		Sect-27 Twp-140 Range-035 160.00 AC SG SW1/4 /ALSO P32.99.03000/ /AIRPORT/
21	Schroeder Family Trust	c/o Wayne & Corlene Schroeder	Sect-28 Twp-140 Range-035 160.00 AC 28-6 SE1/4
22	R D Offutt Company		Sect-27 Twp-140 Range-035 151.50 AC 27-2 NW1/4 EX D89 P451, D97 PGS 270 & 303 & D112 P262
23	R D Offutt Company ETAL		Sect-28 Twp-140 Range-035 4.96 AC 28-1A-1 S720 OF E600 OF NE1/4 SE OF IRRIGATION
24	R D Offutt Company ETAL		Sect-28 Twp-140 Range-035 70.64 AC 28-1A E1/2 OF NE1/4 EX N400 OF E560 NE OF IRRIGATION & EX LIFE EST TO S720 OF E600 SE OF IRRIGATION
25	Luke C.	Tandsater	Sect-28 Twp-140 Range-035 4.40 AC 28-1 N400 OF E560 OF NE1/4 OF NE1/4 NE OF IRRIGATION
26	Mitchell R. & Melissa A.	Maves	Sect-27 Twp-140 Range-035 2.00 AC 27-4 PAR IN NW1/4 OF NW1/4 D89 P451 & D94 P270

**NOW THEREFORE, BE IT RESOLVED**, that if Hubbard County is unable to successfully negotiate the acquisition of the required easements, the Hubbard County Board of Commissioners hereby authorizes the acquisition of said land by eminent domain and to take title and possession of that land prior to the filing of an award by the court appointed commissioner, pursuant to Minn. Stat. Secs. 163.02, Subd. 2, 117.012 and 117.042, and

**BE IT FURTHER RESOLVED**, that the Hubbard County Attorney is requested to file the necessary Petition therefor, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed, or terminated by the County or the Court.

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

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**RESOLUTION NO. 08191404**

**STATE OF MINNESOTA  
Agreement No. 06549**

**BE IT RESOLVED**, that Hubbard County enter into MnDOT Agreement No. 06549 with the State of Minnesota Department of Transportation for the following purposes:

To provide for the State to enter upon County Right of Way to install Mississippi River Trail signing along the designated Mississippi River Trail route on County roadways and for the County to provide for proper maintenance of the route signing. Such work will be conducted under State Project No. 8823-293, on various Trunk Highway Routes.

**BE IT FURTHER RESOLVED**, that the Hubbard County Engineer and the Hubbard County Coordinator are hereby authorized to execute the Agreement and any amendments to the Agreement.

Land Commissioner, Mark Lohmeier presented information regarding a proposed land exchange on Shallow and Deer Lake. Discussion followed. It was discovered that Mr. Lohmeier had not yet personally viewed the property. By consensus of the Board, the Land Commissioner was requested to visit the property together with Commissioner Larson prior to any Board action being completed.

A review of the proposed equipment scheduled for disposal was completed. On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously the sale of the reviewed property on K-Bid was authorized, with proceeds to be returned to their respective departments.

**Coordinator:** Commissioners Stacey and Dotta provided a “Lunch Room” meeting report that was held on August 11, 2014. Issues addressed were same issues as previous meeting. Information was sought from the personnel regarding the pending pipeline. It was discussed that perhaps the time of these meetings should be divided between employee and commissioner topics in the future. By consensus of the Board, the next meeting was scheduled for September 8, 2014, beginning at 11:30 a.m. with Commissioner Johannsen and Dotta attending.

**Social Services:** Information System Specialist Sr., Peter Skagberg was introduced to the Board. Mr. Skagberg began his duties with the county on August 4, 2014. By consensus of the Board, the resignation of Transit Pool Driver, Kent VanRoekel, effective August 19, 2014, was accepted, with regrets. The Board expressed their appreciation for his services to the county since February 13, 2014.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried with Mr. Dotta abstaining, the purchase of service (POS) agreement with the Hubbard County Development Achievement Center (DAC) was approved for the completion of transportation services, as recommended by the Social Services Director.

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

agreement with Lutheran Social Services was approved for the completion of Guardian and Conservator Services, as recommended by the Social Services Director.

On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the one year agreement with Lake Country Associates for the period of September 1 through October 31, 2015, was approved for the completion of housing support assistance, as recommended by the Social Services Director.

Social Services Director, Daryl Bessler provided a review of the Agency financial status effective June 30, 2014.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the appointment of Thomas M. La Fleur as the consumer representative to the Mental Health Advisory Committee was approved, as recommended by the Social Services Director.

The following proclamation made by Governor Mark Dayton making August Child Support Awareness Month was acknowledged by the Board:

**WHEREAS**, Children are Minnesota's most valuable resource, and Minnesotans have a responsibility to promote and nurture their well-being; and

**WHEREAS**, Child Support Awareness Month reminds us that children need the emotional and financial support of both parents to reach their full potential; and

**WHEREAS**, County and state child support staff provide child support services for more than 398,000 parents and their 270,000 children annually; and

**WHEREAS**, Child support services have a direct impact on helping families meet children's basic needs; and

**WHEREAS**, Child support professionals help families work toward becoming and remaining self-sufficient and financially stable by creating and modifying child support orders, and collecting and disbursing child support on behalf of children; and

**WHEREAS**, During Child Support Awareness Month, all Minnesotans are encouraged to look to the future of our state and our children, and to work together to ensure their success.

**NOW, THEREFORE**, I Mark Dayton, Governor of Minnesota, do hereby proclaim the month of August 2014, as **CHILD SUPPORT AWARENESS MONTH** in the State of Minnesota.

Mr. Bessler provided the following reports: increased case numbers, increased intake stats and an update on the CD Pilot Program.

**Sheriff:** Emergency Management Officer, Brian Halbasch reported information regarding Emergency Management services rendered and the eligibility for grant applications applied for on behalf of the county. No action necessary at this time.

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**Coordinator:** Coordinator, Debbie Thompson reported the receipt of the Minnesota County Intergovernmental Trust (MCIT) dividend in the amount of \$147,102 and by consensus of the Board, the deposit of the funds in the Building fund was approved.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the renewal of the following voluntary benefits was approved, as recommended by the Benefits Committee and the Coordinator was authorized to complete the necessary paperwork: Vision with 3% increase and 2 year rate guarantee; Dental, LTD, Life and Long Term Care with no increase.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the project management contract with Contegriy Group, as reviewed to form by the County Attorney, for HLC construction project services was approved, as recommended by the Heritage Board Representatives.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the provision of the PrimeWest Open House visit with the employees, was approved and employee attendance was authorized with no use of accrued leave required.

**Land Records:** On motion of Johannsen, seconded by Mr. Larson and carried unanimously, the application for Conditional Use Permit #2-CU-14 located in Nevis Township, Parcel #21.10.00410 for an event center per Section 401 of the Shoreland Management Ordinance was approved, including nine of the ten Planning Commission conditions, as amended and the tenth, as recommended by the ESO and the amended Planning Commission findings of fact were adopted.

On motion of Ms. Grell, seconded by Mr. Johannsen and carried unanimously, the application for Conditional Use Permit #3-CU-14 located in Lake Emma Township, Parcel #16.37.01610, 16.37.01620 and 16.37.01630 including amendment of existing CUP #6-CU-07 (a resort use) on Parcels #16.37.00700, 16.37.00800 and 16.37.01600 per Section 401 of the Shoreland Management Ordinance by adding additional property and rental units to the CUP was approved including the seven conditions, as recommended by the Planning Commission and the Planning Commission findings of fact were adopted.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the Preliminary Plat of Sky Manor Aero Estates 2<sup>nd</sup> Addition was approved to re-subdivide three existing tracts into five platted lots, Parcel #02.58.00500, 02.58.00600, & 02.48.00700, as recommended by the Planning Commission.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the amended and restated joint powers agreement between the Minnesota Counties Computer Cooperative (MCCC) and Hubbard County was approved, as recommended by the County Assessor, pending satisfactory review by the County Attorney.

**Headwaters Regional Development Commission (HRDC):** HRDC Operations Director, Mary Thompson provided a Housing & Redevelopment Authority (HRA) update including services rendered by the HRDC. Ms. Thompson reported the resignation of long time

HRA member Ray Melander.

**Extension:** University of Minnesota Regional Supervisor, Deb Zak together with the 4-H Program Coordinator, Mari Jo Lohmeier and U of M Program Coordinator Sally Shearer provided an update of the 4-H Program and services rendered by the Extension Office. Together they requested the Board's consideration to increase the part time office staff to full time in 2015 as included in the proposed budget. No action was taken at this time.

**Hoffman, Dale & Swenson, PLLC:** Contracted Auditor, Colleen Hoffman provided the 2013 Audit Review reflecting no reportable findings per Section 510(a) or OMB Circular A-133.

**Heritage Living Center (HLC):** Nursing Home Administrator, Kurt Hansen provided information regarding the Equitable Cost – Sharing for Publicly – Owned Nursing Facilities (ECPN) Program. Discussion followed. On motion of Mr. Dotta, seconded by Ms. Grell and carried unanimously, the full ECPN “rebasng” rate for the next rate year effective October 1, 2014, was approved and the Nursing Home Administrator was instructed to work with the County Attorney to develop a Rental Agreement based on the average nursing home bed rental rate, as discussed.

**Closed Session:** On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the meeting was closed at 2:19 p.m. pursuant to §13D.05, Subd. 3 for completion of the performance evaluation of Land Commissioner, Mark Lohmeier. Commissioner Dotta left the meeting at 2:43 p.m. The meeting was re-opened at 2:47 p.m.

**Closed Session:** On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the meeting was closed at 2:52 p.m. pursuant to §13D.05, Subd. 3 for completion of the probationary performance evaluation of Assessor, Ginger Woodrum. The meeting was re-opened at 3:18 p.m.

**Coordinator:** On motion of Mr. Larson, seconded by Mr. Stacey and carried with Mr. Dotta absent, the following appointments to the Compensation & Classification Review Committee were approved representing large and small departments, the 320 and 49 union groups: Daryl Bessler; Eric Buitenwerf; Mike Boettcher; Pam Paurus; Matt Dotta; and Debbie Thompson.

By consensus of the Board, the adjustments to the compensation and classification survey were approved, as submitted by Fox Lawson as a result of the changes made on August 5, 2014.

Coordinator, Debbie Thompson provided information regarding more savings for local government through tax exemptions.

Ms. Thompson reported the efforts completed to obtain quotes for completion of courtroom furniture repairs. No action necessary at this time.

By consensus of the Board , the disposal of the unused supplies by advertised silent bid



August 19, 2014

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7 Payments Less Than \$2,000	1,131.60	Krueckeberg, Lydia	2,689.56
<b>COUNTY ENVIRONMENTAL TRUST FUND:</b>		Lake Country Associates Inc.	5,049.28
1 Payment Less Than \$2,000	25.95	Lighthouse Group Foster Home	3,441.00
<b>SOCIAL SERVICES:</b>		Lilleodden, Christine	2,821.93
DHS – SWIFT	9,811.13	LLS – Guardianship	15,936.46
Hubbard County Auditor-Treasurer	12,500.00	MSOP MN Sex Offender Program	3,816.00
Laporte School ISD #306	32,000.00	Nelson In-Home Services Inc.	9,637.25
56 Payments Less Than \$2,000	15,722.56	North Homes Inc.	7,132.20
Borg, Kathie	3,719.78	Northwestern MN Juvenile Center	5,631.00
Delaney, Kenneth	2,085.28	PATH	2,998.20
Edwards, Tanya or Terry	3,185.78	Resch, Patricia	2,379.94
Hubbard County DAC	13,403.20	Snyder Group Foster Home	3,286.00
Hubbard County Social Services	10,313.00	St. Joseph Community Health	6,785.75
Kindred Family Focus	2,414.84	Volunteers of America	9,057.27
		41 Payments Less Than \$2,000.00	16,399.96

/s/ Kathy Grell

Kathy Grell, Chairman  
Hubbard County Board of Commissioners

ATTEST: /s/ Debbie Thompson

Debbie Thompson  
Hubbard County Coordinator

