
A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON NOVEMBER 4, 2014, AT 9:00 O'CLOCK A.M.

A regular meeting of the Hubbard County Board of Commissioners was held on November 4, 2014, at 9:04 a.m. with all the Commissioners and Assistant County Coordinator, Teresa Walsh present.

The Pledge of Allegiance was said by all.

The meeting was called to order by Chairperson, Kathy Grell.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the agenda was approved, as submitted.

Public Input: None at this time.

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

- Approved the minutes of the October 21, 2014, Regular Board Meeting;
- Approved the bills & Auditor's Warrants dated October 24, and October 31, 2014;
- Approved the Social Services bills;
- Adopted **Resolution No. 11041401** accepting the following Donation: Eagles Auxiliary - \$198.51, for the K-9 program.
- Approved the following license applications: **Tobacco** – Rapid Spirits: Lakes Area Coop-Akeley; Lakes Area Coop-Park Rapids; Fort Benedict; Blueberry Pines, LLC/Woodland Store; City of Akeley; Northwind Grocery; **3.2 Beer & Wine** – Long Lake Theater, Hubbard Township; **Off Sale** – Beehive Liquors, Helga Township

Public Works: Land Commissioner, Mark Lohmeier presented a review of the "Recreational Cabin Lease Policy for Hubbard County Managed Public Lands." Mr. Lohmeier outlined the following changes:

- 1) all leases would be on an annual basis with renewal provided yearly;
- 2) the lessee would be provided a notice of the fee due by November 1st with the fee being due by December 31st;
- 3) once a lease reached the termination date it could be discontinued at the discretion of the County Board;
- 4) the maximum length of a lease would be 10 years;
- 5) the exterior dimension measurements of the structure was changed to 500 square feet;
- 6) the completion of one trail maintenance per lease site added;
- 7) the completion of a periodic inspection;
- 8) Terminations/Cancellation provision outlining the County Board's authority to terminate or relocate a cabin.

Jeff Tandsater, spoke on behalf of lessee's present expressing appreciation for the

sufficient advance notice to address concerns. He requested the Board consider the following: removal of the lease requirement to include the names of all parties on the lease; and expressed appreciation for the provision of an access road to each lease site however questioned the enforcement on the proper party being possible for all trails cleared. Mr. Lohmeier spoke to the need for names to be included on the leases to permit proper notification and the attention of illegal actions by the conservation officers.

Brad Berghuis spoke in support of the County allowing additional leases, explained that he had attempted to obtain one in the past offering the additional revenue to the county including the \$250 fee and collection of personal property taxes.

Discussion followed with the Board unwilling to increase the number of leases. By consensus of the Board, the Land Commissioner was asked to work with interested parties and re-address the issue at a work session in 2015.

On a motion of Mr. Dotta, second by Mr. Stacey and carried unanimously, the three year purchase of service (POS) renewal contract with George E. R. Coulombe, LS for completion of land surveyor services for period of January 1, 2015, to January 1, 2018, was approved in the amount of \$60 per hour, as recommended by Public Works Coordinator and the Chair was authorized to sign same.

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

RESOLUTION NO. 11041402

WHEREAS, the solid waste management tax requires political subdivisions to identify by resolution a market price if the political subdivision;

- a. subsidizes the cost of service at a facility; or
- b. directly bills on a property tax statement for organized collection of mixed municipal solid waste; and

WHEREAS, the political subdivision will be liable for any solid waste management tax based solely on the market price amount identified through the resolution; and

WHEREAS, the market price is identified in state statute as the "lowest price available in the area"; and

WHEREAS, Hubbard County has performed research to identify the lowest price available in the area; and

THEREFORE, Hubbard County declares a market price of \$79.81 per ton, based on the lowest price available for collection, transportation, disposal, and processing.

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

Waste Manager was authorized to maintain the following transfer station staffing levels, as needed: five (5) FT Certified Attendants (2 at the North Station and 3 at the South Station); one (1) Certified Attendant Supervisor; two (2) Part time Certified Attendants; and two (2) seasonal positions.

Public Works Coordinator, David Olsonawski reported on the status of the Nevis Shop construction project and distributed Local Roads & Bridges Highway Users Tax Distribution Fund information.

Public Hearing: On motion of Mr. Stacey, seconded by Mr. Larson and carried unanimously, the public hearing regarding the proposed repeal of Hubbard County Peddlers Ordinance No. 13 was called to order at 10:00 a.m. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the reading of the notice was waived. County Attorney, Don Dearstyne provided information regarding the ordinance's origin and relative statutes. Sheriff, Cory Aukes and Treasurer, Lorretta Mattson offered no opposition to the repeal of the ordinance. There was no public input provided. The public hearing was concluded at 10:07 a.m.

On motion by Mr. Johannsen, seconded by Mr. Dotta and carried unanimously the Peddlers Ordinance No. 13 was repealed.

Sheriff: Sheriff Aukes presented information regarding the need to hire an additional investigator effective January 2015. The Sheriff stated that crimes against property have increased as well as felony thefts. The Department has only had one investigator for approximately the past 20 years. The Sheriff will re-address the need through the budget process.

Sheriff Aukes reported that in 2014 the department had three seasonal Boat & Water officers, two full time and one part time. Together they put in 1032 hours with 43% of the time on the water.

Commissioners Stacey and Dotta complimented the Sheriff's staff for their professionalism exhibited.

Soil & Water Conservation District (SWCD): SWCD District Manager, Julie Kingsley and Aquatic Invasive Task Force member, Ken Grob presented the **Hubbard County Local Plan for Aquatic Invasive Species Prevention and Management through utilization of State Funds per MN Statute §477A.19**. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the plan highlighted in bold above was adopted, as recommended by the AIS Task Force established by Resolution No. 10191105.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the Hubbard County SWCD was appointed as the fiscal agent for the 2015 plan year.

Heritage Living Center (HLC): HLC Executive Director, Kurt Hansen together with Public Financial Management (PFM) representative, Chuck Upcraft via phone conference

provided information regarding the funding being arranged for the HLC construction project including incorporation of new market tax credits and the sale of bonds. On motion of Mr. Larson, seconded by Mr. Johannsen and carried unanimously, the continued services of PFM for preparation of the bond sale funding the HLC building project was approved with the actual sale of the bond planned for December 2014.

Committee Reports: On motion of Mr. Dotta, seconded by Mr. Larson and carried 4 – 0 with Commissioner Stacey out of the room, the filling of a new fulltime Deputy Auditor/Treasurer position was approved with the effective date to be determined by management. It was further understood that the title and compensation will be subject to further review upon completion of the Classification and Compensation Study currently underway. Commissioner Stacey returned to the meeting and expressed his support for the action as stated.

Social Services: Social Services Director, Daryl Bessler and Social Services Supervisor I, Michelle Fischer presented the proposed purchase of service (POS) agreement with **Family Connections for completion of Relative Search/Parent Support Outreach Program (PSOP) services**. Discussion followed. On motion of Mr. Larson, seconded by Mr. Dotta and carried 4-1 with Commissioner Stacey voting no, the agreement highlighted in bold above was approved, as amended reducing the amount to \$20,000 with satisfactory review by the vendor and pending satisfactory review by the County Attorney as to form.

Land Records: On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the utilization of staff overtime from November, 2014 through April, 2015 was authorized to complete the 2015 tax assessment, as recommended by the Assessor.

On motion of Mr. Stacey, seconded by Mr. Dotta and carried unanimously, the increase in the Assessor credit card limit to \$2,000 was authorized, as recommended by the Assessor.

By consensus of the Board, the utilization of staff variable work schedules was authorized, while maintaining customer coverage to facilitate local assessor meetings regarding the 2015 assessment.

On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the following were approved, as recommended by the Environmental Services Office and the Planning Commission: **Wildwood Retreat First Addition** plat correction, Henrietta Township and Final Plat of **Sky Manor Aero Estates 2nd Addition**, Arago Township, Parcels #02.58.00500; 02.58.00600; and 02.58.00700.

On motion of Mr. Larson, seconded by Mr. Johannsen and carried unanimously, a public hearing was scheduled on December 2, 2014, at 12:00 noon, to obtain public input regarding the proposed Shoreland Management Ordinance #17, amendment #17, as presented.

Environmental Services Officer, Eric Buitenwerf provided a review of the Planning Commission/Board of Adjustment meeting schedule and the inability to find satisfactory alternate dates. Discussion followed. The Board continued to express their interest in a solution

that would accommodate the shared utilization of the Board room with the Park Rapids City Council.

Committee Reports: Commissioner shared information regarding the following committees and/or meetings attended: Prime West meeting to be held on November 6, 2014; the upcoming Northwest Juvenile Board meeting; and the AIS promotional meeting attended. No action was taken.

Coordinator: Assistant Coordinator, Teresa Walsh reminded the Board of the Commissioner Lunch room meeting scheduled on November 10, 2014, beginning at 11:30 a.m. through 12:30 p.m. at the Public Works Building with Commissioners Grell and Stacey attending.

Ms. Walsh reminded the Board of the Work Session scheduled on November 13, 2014, beginning at 9 a.m.

The completion of a review of the applications received for the **Finance Director/Auditor/Treasurer position** was completed on November 3, 2014, by each of the Commissioners individually. On motion by Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the establishment of an Interview Committee and the appointment of the following were approved to complete interviews for the position highlighted in bold above per the commissioner review: Commissioner Dotta, the Chair and the Coordinator.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the Human Resources Retention Schedule was adopted, as presented and recommended by the Coordinator.

Ms. Walsh presented the following quotes received for the **design of a Hubbard County logo** as follows: CreativePear Graphic Design, Bagley, MN - \$440 and White Ivy Design, Coleraine, MN - \$1,360. Each provided package outline of services included for the . Discussion followed. Ms. Walsh reported the interest of the Social Services Director and the Recorder to work with the selected vendor to arrive at a recommendation for the Board's consideration. On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the low underlined quote for services in bold above was approved with payment to be from Commissioner budgeted monies and a sub-committee was established to work with the vendor as follows: Commissioner Johannsen, the Recorder, and the Social Services Director.

Ms. Walsh presented an updated Hubbard County Organizational Chart for review by the Board. Discussion followed. By consensus of the Board, the finalization of the county organizational chart as a Board priority was established and proposed version presented was approved as the "working organizational chart" acknowledging that it is a "work in progress" and represents the view of the Board.

Heritage Living Center (HLC): There being no further business before the Board the meeting was recessed at 1:00 p.m. to permit the Board to attend the HLC Ground Breaking Ceremony at 1:30 p.m. with the understanding that the meeting would be adjourned at 2:00 p.m. at the conclusion of the festivities.

GENERAL REVENUE:

A Viands LLC	13,013.23	Franz Reprographics, Inc.	4,677.61
Advanced Business Methods Inc.	2,032.82	Johnson-Nelson Masonry Inc.	7,125.00
Brown & Saenger	28,231.15	MMCDC	25,000.00
Cooper's Technology Group	31,287.98	YHR Partners	39,700.00
Hubbard County Hwy Dept	11,130.75	3 Payments Less Than \$2,000	620.00
Systems Furniture Inc.	42,776.00		
Turnkey corrections	3,477.71		
United Security & Alarm Systems Inc	13,760.10		
60 Payments Less Than \$2,000	15,940.12		

ROAD & BRIDGE:

Lee Davis Electric Inc.	3,222.36
O'Day Equipment LLC	19,984.40
Widseth Smith Nolting Asso Inc.	5,222.00
16 Payments Less Than \$2,000	6,130.34

HLC CONSTRUCTION FUND:

Contegrity Goup Inc.	19,725.00
Dorsey & Whitney	35,000.00

SOLID WASTE:

Mobile Repair Service Inc.	2,274.19
Ziegler Inc.	70,030.00
7 Payments Less Than \$2,000	1,508.13

FORFEITED LAND:

Future Forests, Inc.	31,531.40
Sanquist Construction Inc.	3,375.00
3 Payments Less Than \$2,000	679.84

SOCIAL SERVICES:

DHS – Swift	6,529.97
Paul Bunyan Transit	4,170.00
27 Payments Less Than \$2,000	7,979.30

/s/ Kathy Grell

 Kathy Grell, Chairman
 Hubbard County Board of Commissioners

ATTEST: /s/ Teresa Walsh

 Teresa Walsh
 Hubbard County
 Assistant Coordinator

