
A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON NOVEMBER 18, 2014, AT 9:00 O'CLOCK A.M.

A regular meeting of the Hubbard County Board of Commissioners was held on November 18, 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. Stacey, seconded by Mr. Johannsen and carried unanimously, the agenda was approved, as amended acknowledging the addition of the October Departmental Overtime Report to the consent agenda.

Public Input: None at this time.

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

- Approved the minutes of the November 3, 2014, Work Session;
- Approved the minutes of the November 4, 2014, Regular Board Meeting;
- Approved the bills & Auditor's Warrants dated November 7, and November 14, 2014;
- Reviewed the General Revenue Financial Reports, dated October, 2014;
- Adopted the following resolution authorizing payment of the Income Maintenance Agenda, Social Service Agenda and Welfare bills;

RESOLUTION NO. 11181401

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 Departmental Overtime Report dated October, 2014;
- Approved the following license applications pending the completion of proper paperwork: **Tobacco, Sunday, Off Sale and On Sale** – Foxy's LLC, Arago Township, Grace Lake Bar & Grill, Farden Township, Stomping Grounds, Akeley Township; **Tobacco, Sunday and On-Sale** – Zhateau Zorbaz, Lake Emma Township; **Tobacco** – Walgreens, City of Park Rapids;
- Reviewed the Highway Department Financial Statement dated September 30, 2014.

Public Works: On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the final payment to Beltrami County Highway Department for Beltrami project SP 088-070-043 (Hubbard 2013 Project SP 029-070-004), sign installation and pavement markings done by A & H Co. Inc., Ironton, MN was approved in the amount of \$5,088.72, as

recommended by the PW Coordinator.

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

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.

Solid Waste Officer, Jed Nordin provided a review of Solid Waste issues including the following with no action taken at this time: 2015 Assessment; DAC Annual Adjustment; and Tip Fees.

On motion of Mr. Johannsen, seconded by Mr. Larson and carried unanimously, the MN – DNR’s 2015 Snowmobile Trail Assistance Grant Agreement was approved for the Forest Riders Snowmobile Club, as recommended by the Land Commissioner, pending satisfactory review by the County Attorney.

Land Commissioner, Mark Lohmeier presented the quote received for the **2015 Plantation Release with Microsite application** as follows: Eric Roberts, Battle Lake, MN - \$72.50/acre and \$106.60/gallon with an estimated contract total of \$30,225. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the project in bold by underlined quote, above was approved, as recommended by the Land Commissioner.

Mr. Lohmeier presented the quote received for **2015 Tree Seedling Planting labor** as follows: Superior Forestry Service, Inc., Tilly, AR - \$53.70/1000 trees. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the project in bold by underlined quote above was approved not to exceed \$25,000, as recommended by the Land Commissioner.

Mr. Lohmeier provided the quote received for the **2015 broadcast application of herbicide on 442.3 acres and trenching on 456.8 acres of previously harvested tax forfeited land in preparation for planning of seedlings in the spring of 2016** as follows: Future Forests, Inc., Askov, MN - \$50/acre herbicide application and \$79/acre trenching with an estimated contract total of \$87,010. Discussion followed. On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the project in bold by underlined quote, above was approved, as recommended by the Land Commissioner.

Mr. Lohmeier provided the quote received for the **2016 Seedling Production (355,000 seedlings)** as follows: PRT USA, Inc., Dryden, ON - \$57,485 (includes \$5,100 reefer rental) and North Central Reforestation, Inc., Evansville, MN - \$53,177.80 (includes reefer rental). Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the project in bold by underlined low quote above was approved, as recommended by the Land Commissioner.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the final payment to Pennington County for SP 029-070-003, 2014 Chevron installation completed by A & H Co., Inc., Ironton, MN was approved in the amount of \$13,044.21, as recommended by the Public Works Coordinator.

Public Works Coordinator, David Olsonawski reported the receipt of a "Bridge Award" for the County Road 18 – Shallow River Bridge project.

Veterans Service : Veteran Services Officer, Greg Remus expressed his appreciation for the "Veteran Parking" designation in the courthouse parking lot and shared information regarding the recent Veteran Day activities within our community.

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

RESOLUTION NO. 11181403

BE IT RESOLVED, by Hubbard County, that the County enter into the attached **Grant Contract** with the Minnesota Department of Veteran Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Enhancement Grant Program.** This grant must be used to provide outreach to the County's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, by Hubbard County that Greg Remus, the Hubbard County Veterans Service Officer, be authorized to execute the attached Gant Contract for the above-mentioned Program on behalf of the County.

Mr. Remus presented the Veteran Services Quarterly Report and provided information regarding the success of the Veteran Transportation Program.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the Extension Service, 60 month lease of a Canon copier from Advanced Business, Fargo, ND, (including a decrease in expense from existing copier) was approved, as recommended by the Technology Committee, to be paid from budgeted monies

Public Hearing: At 10:15 a.m. a public hearing was held regarding an Off-Sale Liquor License application, Todd Township. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the reading of the public notice was waived. Public input was taken regarding the application. The public hearing was concluded at 10:38 a.m.

On motion of Mr. Johannsen, seconded by Mr. Larson and carried unanimously, the Off-Sale Liquor license application of Chris and Jeanie Coborn, Todd Township was approved, pending completion of proper paperwork.

Social Services: Social Service Director, Daryl Bessler presented the Third Quarter Financial Report. Discussion followed. Mr. Bessler recommended that reserves be maintained at a six month equivalent operating expense level.

On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the purchase of service (POS) contract with Rural Minnesota CEP was approved for MFIP employment and training services, as recommended by the Social Services Director.

Mr. Bessler reported the following resignations: Eligibility Worker, Crystal Brown, effective January 5, 2015, (37+ years of service) and Social Worker, Karen Eischens effective November 28, 2014. By consensus of the Board, the above resignations were accepted, with regrets, the acknowledgement of service to the county was authorized and the signature of same by the Chair was approved.

Mr. Bessler reported and/or provided the following updates: an increase in case numbers, a decreased number of intakes from September to October, a MNSure update, a Community Reinvestment Grant Report and a MnChoices update with no action required.

Land Records: On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the re-filling of the Administrative Assistant position was approved, as recommended by the Land Records – ESO, per proper procedure.

County Attorney: On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the resignation of Assistant County Attorney, Jonathan Frieden effective January 2, 2015, was accepted with regrets, an acknowledgement of service to the county was authorized, the signature of same by the Chair was approved, and the re-filling of the position was approved, per proper procedure, as recommended by the County Attorney.

County Attorney, Don Dearstynne provided statistics and comparison case numbers to other counties as follows: Hubbard County Case Numbers; 2013 County Attorney Statistics;

historic jury trial numbers; and Hubbard County Attorney Case, charging levels.

Coordinator: Information was shared with the Board regarding the procedural requirements necessary once the filling of the Finance/Auditor/Treasurer position has been determined.

Information was shared regarding the interest of both the City of Park Rapids and Todd Townships continued utilization of courthouse meeting rooms. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Larson and carried unanimously, the Board expressed support of the continued use of the LEC ITV Room by Todd Township for their township needs in 2015 and requested the Coordinator extend an invitation to Todd Township, as discussed.

By consensus of the Board, the Coordinator was directed to follow the same manager evaluation procedures as followed in 2013.

On motion of Mr. Larson, seconded by Mr. Dotta and carried unanimously, the purchase of a MCAPS replacement server from ByteSpeed was approved, in the amount of \$4,999, as recommended by the Technology Committee, with payment to be from Data Processing (063) budgeted monies.

By consensus of the Board, the consideration of architectural services for courts/probation/jail roofing issues was tabled for further review after the arrival of the Facilities Maintenance Manager scheduled for December 1, 2014.

On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the closure of the courthouse and highway department to the public at noon on December 24, 2014, and the transfer station at 1:00 p.m., with employees leaving required to utilize accrued leave (PTO, vacation or compensatory) to remain in pay status with those choosing to remain at work able to do so with no loss of time or extra compensation.

Discussion was held regarding Resolution No. 12210502. By consensus of the Board, the matter was tabled for further review on December 2, 2014, to assure a review by all resolutions regarding the subject be considered concurrently.

There being no further action before the Board, the meeting was adjourned at 12:57 p.m.

GENERAL REVENUE:

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|-------------------------------|----------|----------------------|--------|
| Citizens National Bank – VISA | 3,519.02 | Holiday Stnstore | 34.50 |
| | | Fairfield Inn | 274.83 |
| Hotels.com | 151.76 | Country Inn & Suites | 183.24 |
| Petro Plus | 19.77 | Walmart.com | 763.34 |
| Holiday Inn | 15.07 | Credit Voucher | -49.10 |
| Clean It Supply | 44.90 | Amazon.com | 765.84 |
| Amazon Mktplace | 52.42 | Embassy Suites | 153.40 |
| Amazon Mktplace | 113.82 | Wal-Mart | 16.00 |
| Credit Voucher | -10.68 | USPS | 3.73 |
| Inn Lake Superior | 219.94 | Wal-Mart | 84.47 |
| Inn Lake Superior | 360.54 | USPS | 49.00 |

| | | | |
|---------------------------------|------------|---------------------------------|------------|
| Amazon Mktplace | 209.75 | Northland Truck Sales Inc. | 126,482.00 |
| Mills Fleet Farm | 20.48 | | |
| Caseys Gen Store | 42.00 | Premier Lube and Repair Inc. | 2,558.01 |
| Cooper's Technology Group | 3,165.53 | 19 Payments Less Than \$2,000 | 7,519.13 |
| Hubbard County Hwy Dept | 3,180.75 | FORFEITED LAND: | |
| JobsHQ | 2,065.00 | Hubbard County Hwy Dept | 2,200.72 |
| Midwest Playscapes Inc. | 11,781.77 | 10 Payments Less Than \$2,000 | 2,965.85 |
| Nevis City | 6,930.00 | SOCIAL SERVICES: | |
| Paul Bunyan Drug Task Force | 3,364.57 | 44 Payments Less Than \$2,000 | 6,869.25 |
| Streicher's Inc. | 10,548.99 | Jones-Pearson Funeral Home | 2,769.00 |
| Turnkey Corrections | 4,286.88 | 51 Payments Less Than \$2,000 | 14,429.94 |
| Vetter Johnson Architects, Inc. | 16,405.36 | DHS – Swift | 11,440.07 |
| Warnicks Janitorial Service | 7,470.00 | Edwards, Tanya or Terry | 3,072.51 |
| 62 Payments Less Than \$2,000 | 28,921.12 | Heartland homes SILS | 3,488.87 |
| ROAD & BRIDGE: | | Hubbard County HRA | 15,000.00 |
| Beltrami Co Highway Dept | 5,088.72 | Kindred Family Focus | 2,414.84 |
| Dave Barrett Construction | 18,126.00 | Lighthouse Group Foster Home | 3,441.00 |
| Girtz Implement & Tire | 2,466.00 | LSS – Guardianship | 12,219.90 |
| Hubbard Co Treasurer | 3,045.65 | MSOP – MN Sex Offender Program | 2,080.10 |
| Wadena Asphalt Inc. | 2,460.00 | Nelson In-Home Services Inc. | 14,935.75 |
| Ziegler Inc. | 12,560.19 | North Homes Inc. | 3,944.74 |
| 34 Payments Less Than \$2,000 | 10,735.01 | North Homes Inc., - Admin | 3,225.12 |
| HLC CONSTRUCTION FUND: | | Northwestern MN Juvenile Center | 9,211.00 |
| Dorsey & Whitney | 58,532.38 | Prairie St. John's | 6,155.10 |
| YHR Partners LTD | 302,530.23 | RRHS UMCM MESABA Clinics | 9,018.25 |
| SOLID WASTE: | | St. Joseph community Helath | 6,801.51 |
| Girtz Implement & Tire | 2,466.00 | Woodland Hills | 7,616.10 |
| Hubbard County Hwy Dept | 3,632.69 | 38 Payments Less Than \$2,000 | 23,519.11 |
| Leidos Engineering LLC | 27,020.75 | | |

/s/ Kathy Grell

Kathy Grell, Chairman

Hubbard County Board of Commissioners

ATTEST: /s/ Teresa Walsh

Teresa Walsh

Hubbard County

Assistant Coordinator