
A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON FEBRUARY 17, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on February 17, 2015, 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 Chairman, Dan Stacey.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the agenda was approved, including the addition of the following: a tobacco license application to the consent agenda; the County Attorney; Heritage Living Center; and a closed session.

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

- Approved the minutes of the February 3, 2015 Regular Meeting;
- Approved the bills & Auditor's Warrants dated February 2, and February 13, 2015;
- Reviewed the General Revenue – revenue and expenditure reports through January, 2015;
- Approved the following License Applications: Sunday Liquor and On Sale Liquor License - Headwaters County Club, Todd Township and Tobacco – Woodland Store, Lake George Township;
- Adopted the following resolution approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills:

RESOLUTION NO. 02171502

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 Highway Department Financial Statement for YTD December 31, 2014 and January 31, 2015.

Public Input: None.

Public Works Department: Public Works Coordinator, David Olsonawski presented the following quotes obtained for the **purchase of culverts, aprons and end sections for 2015**: TrueNorth Steel, Fargo, ND - \$12,729.70; Knife River Materials, Bemidji, MN - \$13,359.90; and Contech Engineer Solutions, Shakopee, MN - \$13,420.00. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the purchase in bold by underlined low quote, above was approved, as recommended by the Public Works Coordinator, with

payment to be from Road & Bridge budgeted monies.

Mr. Olsonawski presented the following quotes for the **purchase of three ½ ton, 4 x 4 extended cab pickups- one each for the Natural Resource Management Department; Land Survey Department; and Highway Department, no tax and license included:** Thielen Motors, Park Rapids, MN - \$79,680; Park Rapids Ford, Park Rapids, MN - \$79,917; Midway Ford, Park Rapids, MN - \$81,297; Houston Ford, Inc., Pine River, MN - \$81,846. Discussion followed. On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously, the purchase in bold by underlined low quote, above was approved (\$26,560 each vehicle), as recommended by the Public Works Coordinator, with payment to be from the respective departments' budgeted monies.

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

RESOLUTION NO. 02171501

WHEREAS, Joel A. Elavsky has applied to the County of Hubbard for an easement across unsold tax forfeited land to provide access, ingress and egress, and utility purposes to the following property owned by the applicant:

The SW¼ of the SE¼, Section 11, Township 140 North, Range 32 West of the Fifth Principal Meridian, Hubbard County, Minnesota.

WHEREAS, the requested easement is described as follows:

A 33 foot wide easement for ingress, egress and utility purposes over, under and across part of the Southwest Quarter of the Southeast Quarter, Section 11 and Section 14, Township 140 North, Range 32 West, Hubbard County, Minnesota, lying 16.5 feet on each side of the following described line:

Commencing at the South Quarter Corner of said Section 11; thence on an assumed bearing of South 89 degrees 41 minutes 18 seconds West, a distance of 2616.24 feet, along the south line of said Section 11 to the Southwest Corner of said Section 11; thence North 89 degrees 47 minutes 57 seconds East, a distance of 1242.30 feet; thence Easterly along a tangential curve concave to the northwest having a central angle of 18 degrees 20 minutes 49 seconds, a radius of 150.00 feet for a distance of 48.03 feet; thence North 71 degrees 27 minutes 08 seconds East, tangent to last said curve, a distance of 56.49 feet; thence Easterly along a tangential curve concave to the southeast having a central angle of 19 degrees 55 minutes 02 seconds, a radius of 150.00 feet for a distance of 52.14 feet; thence South 88 degrees 37 minutes 50 seconds East, tangent to last said curve, a distance of 71.84 feet; thence Easterly along a tangential curve concave to the northwest having a central angle of 14 degrees 34 minutes 53 seconds, a radius of 150.00 feet for a distance of 38.17 feet; thence North 76 degrees 47 minutes 17 seconds East, tangent to last said curve, a distance of 61.38 feet; thence Easterly along a tangential curve concave to the southeast having a central angle of 14 degrees 03 minutes 22 seconds, a radius of 150.00 feet for a distance of 36.80 feet; thence South 89 degrees 09 minutes 21 seconds East, tangent to last said curve, a distance of 97.49 feet; thence

Easterly along a tangential curve concave to the southwest having a central angle of 06 degrees 27 minutes 06 seconds, a radius of 150.00 feet for a distance of 16.89 feet; thence South 82 degrees 42 minutes 15 seconds East, tangent to last said curve, a distance of 275.36 feet; thence Easterly along a tangential curve concave to the northeast having a central angle of 09 degrees 22 minutes 09 seconds, a radius of 300.00 feet for a distance of 49.06 feet; thence North 87 degrees 55 minutes 36 seconds East, tangent to last said curve, a distance of 276.36 feet; thence Easterly along a tangential curve concave to the southeast having a central angle of 06 degrees 46 minutes 32 seconds, a radius of 500.00 feet for a distance of 59.13 feet; thence South 85 degrees 17 minutes 52 seconds East, tangent to last said curve, a distance of 217.55 feet; thence Easterly along a tangential curve concave to the northeast having a central angle of 11 degrees 17 minutes 12 seconds, a radius of 500.00 feet for a distance of 98.49 feet; thence North 83 degrees 24 minutes 56 seconds East, tangent to last said curve, a distance of 35.61 feet, to the south line of the said Southwest Quarter of the Southeast Quarter and the POINT OF BEGINNING of the centerline to be described: thence continuing North 83 degrees 24 minutes 56 seconds East, a distance of 241.86; thence Northeasterly along a tangential curve concave to the northwest having a central angle of 51 degrees 30 minutes 38 seconds, a radius of 150.00 feet for a distance of 134.85 feet; thence North 31 degrees 54 minutes 18 seconds East, tangent to last said curve, a distance of 452.09 feet; thence Northerly along a tangential curve concave to the northwest having a central angle of 20 degrees 17 minutes 49 seconds, a radius of 300.00 feet for a distance of 106.28 feet; thence North 11 degrees 36 minutes 29 seconds East, tangent to last said curve, a distance of 174.89 feet; thence Northeasterly along a tangential curve concave to the southeast having a central angle of 34 degrees 37 minutes 43 seconds, a radius of 300.00 feet for a distance of 181.32 feet; thence North 46 degrees 14 minutes 12 seconds East, tangent to last said curve, a distance of 123.90 feet; thence Northeasterly along a tangential curve concave to the southeast having a central angle of 25 degrees 32 minutes 46 seconds, a radius of 150.00 feet for a distance of 66.88 feet; thence North 71 degrees 46 minutes 58 seconds East, tangent to last said curve, a distance of 56.89 feet; thence Northeasterly along a tangential curve concave to the northwest having a central angle of 17 degrees 33 minutes 59 seconds, a radius of 150.00 feet for a distance of 45.99 feet; thence North 54 degrees 12 minutes 59 seconds East, tangent to last said curve, a distance of 157.30 feet; thence Northeasterly along a tangential curve concave to the northwest having a central angle of 03 degrees 32 minutes 17 seconds, a radius of 300.00 feet for a distance of 18.52 feet; thence North 50 degrees 40 minutes 42 seconds East, tangent to last said curve, a distance of 83.85 feet to the east line of the Southwest Quarter of the Southeast Quarter of said Section 11 and said line there terminating.

The sidelines of said easement are to be prolonged or shortened to terminate on the easterly and southerly lines of the Southwest Quarter of the Southeast Quarter.

WHEREAS, there are no reasonable alternatives to obtain access to the applicants property; and

WHEREAS, the proposed easement will not cause significant adverse environmental or natural resource management impact; and

WHEREAS, the appraised value of the easement is as follows: \$0.00

NOW, THEREFORE BE IT RESOLVED, by the County of Hubbard:

1. An easement shall be issued to the applicant upon payment to the County Auditor for the appraised value.
2. The easement shall be non-exclusive.
3. Timber rights are retained by Hubbard County and any timber removed will be charged for at the current rate.
4. The easement shall provide that it will revert to the State of Minnesota in trust for the taxing district in the event of non-use.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the lateral move of Maintenance II, Gerald Pohl to the Sign Tech II/Maintenance II Operator position approved on February 3, 2015, was approved and the re-filling of the resulting vacant Maintenance II position was authorized.

Social Services: On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the Purchase of Service (POS) agreement with HAPA for SELF services was approved, as recommended by the Social Services Director.

Social Services Director, Daryl Bessler reported the following with no action required: 2014 Fiscal Status of the Agency and case management earnings.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, a step 2 wage increase for Child Protection Social Worker, Monica Watson was approved, as recommended by the Social Services Director, based prior experience or the employee, training completed prior to hire and proven ability.

Mr. Bessler provided information regarding mental health grant received and an educational opportunity available to obtain a doctor of nursing degree.

A report was provided by Mr. Bessler regarding case numbers and intake statistics effective January 2015, with both reflecting a decline.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the Hubbard County Social Services Eligibility fee schedule for CY 2015 was adopted as presented and recommended by the Social Services Director.

Mr. Bessler reported the new transit bus had been received and the liquidation of Bus #8 must be completed. Discussion followed. By consensus of the Board, the Social Services Director was asked to investigate additional options available for disposal of Transit bus #8, as discussed.

Sheriff: Sheriff, Cory Aukes presented the following quotes received for the **purchase of two Ford Police Interceptor SUV's and two Ford Police Interceptor sedans**, as follows: SUV – Park Rapids Ford, Park Rapids, MN - \$26,059, each and Nelson Auto Center, Fergus Falls, MN - \$26,005, each & Sedan – Park Rapids Ford, Park Rapids, MN - \$26,947 each and Nelson Auto Center, Fergus Falls, MN - \$27,619,

each. Sheriff Aukes also provided the following quotes obtained for LEC vehicle equipment:

Vendor	SUV	Sedan	Total
Light Bars & Mounting Hardware (contract pricing); Other Exterior Lighting; Sirens/Speakers/Brackets; Cages/Push Bumpers; Center Console & Accessories; and Weapon Mounts & Lock			
Keepers, Sauk Rapids, MN	10,242.60	9,127.00	19,369.60
Emergency Automotive Technologies, Oakdale, MN	9,936.86	9,166.96	19,103.82
Computer Equipment			
Emergency Automotive Technologies, Oakdale, MN			2,917.16
Radar Equipment			
Streichers, Minneapolis, MN (contract)			5,082.99
Watch Guard Video, Allen, TX (contract)			19,756.00
Innovative Sign & Graphics, Park Rapids, MN	840	840	1,680.00
JC Whitney.com, Class III, 2 inch Receiver Hitch & T-One Connector Wiring Light Kit	346.10	429.36	775.46
Reese-hitches.com, Class II, 1-14 inch Receiver Hitch & T-One Connector Wiring Light Kit	359.80	489.80	849.60
Labor: Jerry Tatro, Akeley, MN (equipment install & tear down)	3,620.00	3,570.00	7,190.00
Total			56,505.43

Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Massie and carried 3-2 with Commissioners Dotta and Stacey voting no, the vehicle purchases in bold by respective underlined quotes were approved (including local delivery determined to be most financially feasible), as recommended by the Sheriff, and the payment of same by auditor's warrant upon delivery was authorized. In addition, the purchase of equipment totaling \$56,505.43 was approved, as presented by low quotes or contract amounts, with all items to be paid from committed unallocated departmental designation (806) monies. Future budgeting of these items in the departmental budget was discussed and encouraged.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the following agreements between Hubbard County and Law Enforcement Technology Group, LLC (LETG) were approved, as recommended by the Sheriff: Maintenance and Support Agreement and Master Software License Agreement.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the resignation of Records Management Coordinator, Kathy Beelner was accepted effective April 10, 2015, with regrets, the completion of the certificate of recognition of years of service to the county was approved and the signature of same by the Board

Chair was authorized.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the increase of the part time Transport Deputy position to full time and the decrease of the Records Management Coordinator position from full time to part time (not to exceed 20 hours per week) was approved, as requested by the Sheriff, and the re-filling of the part time Records Management Coordinator position was approved as well as any resulting vacancies, if necessary.

Mississippi Headwaters Board (MHB): MHB, Executive Director, Tim Terrill provided information regarding the purpose and activities of the MHB.

Committee Reports: Information was shared regarding the following meetings scheduled or attended by Commissioners with no action required at this time: transit program storage requirements; PrimeWest; MHB; PR Library meeting; and Fair Board meeting.

Coordinator: On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, Commissioners Massie and Smith together with Land Records – ESO, the Sheriff and Coordinator were appointed to serve on the AFSME negotiating team.

By Consensus of the Board, the participation in the following was declined: Giziibii Resource Conservation & Development Association and the Minnesota Heartland Tourism Association.

Land Records – Environmental Services: Environmental Services Officer, Eric Buitenwerf and GIS Technician, Kevin Trappe presented GIS mapping disclaimer language for consideration by the Board. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the GIS mapping disclaimer language was approved for utilization, as recommended by the GIS Technician and the Technology Committee.

Coordinator: By Consensus of the Board, a topic of the February 24, 2015, Department Managers meeting was established to be a presentation of security, swipe door access and lighting information by the Davis Electric representative and the attendance of the meeting by Commissioner Smith was approved.

Area Agency on Aging (Land of the Dancing Sky): AAA Director, Darla Waldner and Program Developer/Grants Manager, Judi Fry provided information regarding the changes in funding sources realized by the AAA Land of the Dancing Sky and the services provided to the community. Discussion followed. On motion of Mr. Massie, seconded by Mr. Dotta and carried unanimously, an AAA Land of the Dancing Sky 2015 allocation was approved, in the amount of \$6,298, with payment to be from the Commissioners' budgeted monies.

County Attorney: On motion of Mr. Dotta, seconded by Mr. Massie and

carried with Mr. Johannsen and Mr. Smith out of the room, the resignation of Assistant County Attorney, Michael Ryan was accepted effective February 8, 2015.

On motion of Mr. Dotta, seconded by Mr. Massie and carried 4-1 with Commissioner Johannsen voting no, the re-filling of the Assistant County Attorney position was approved and a step 2 wage was authorized for the applicant based on previous experience, as recommended by the County Attorney.

On motion of Mr. Massie, seconded by Mr. Dotta and carried unanimously, a Purchase of Service (POS) agreement with Attorney, Jonathan Frieden was approved for special prosecutor services for a period through March 31, 2015, as needed and recommended by the County Attorney.

By consensus of the Board, the consideration of the Administrative Authority appointment relative to Ordinance 42 was referred to the March 3, board meeting.

Board Picture: The 2015 Board pictures were taken.

Finance: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the transfer of AIS funding to the Soil & Water Conservation District (SWCD) was approved, by auditor's warrant, in the amount of \$112,160, as recommended by the Auditor/Treasurer.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase of an upgraded License Bureau replacement printer/scanner from Information Systems Corporation, Fargo, ND was approved, in the amount of \$3,543 plus the maintenance agreement in the amount of \$595, to permit scanning of the existing/future marriage licenses and commissioner minutes to provide historical preservation of the documents, as recommended by the Auditor/Treasurer and the Technology Committee, with payment to be from the committed unallocated departmental designation (806) monies.

Heritage Living Center (HLC): On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the payment of the HLC Construction Project, Draw #3 in the amount of \$487,020.72 was approved, as recommended by the Nursing Home Administrator.

Closed Session: On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the meeting was closed pursuant to M.S. §13D.03 at 1:13 p.m. The meeting was re-opened at 1:46 p.m.

There being no further business before the Board, the meeting was adjourned at 1:46 p.m.

GENERAL REVENUE:

Citizens National Bank – VISA

2,487.31

FredPryor Careertrack

199.00

Country Inn & Suites	110.38	Compass Minerals America	6,790.11
Amazon Mktplace	39.16	Little Falls Machine Inc.	3,614.66
Wal-Mart	18.37	35 Payments Less Than \$2,000	8,770.40
Staples Direct	39.47	SOLID WASTE:	
Staples Direct	55.88	Liesch Associates Inc.	3,112.50
Vistapr	16.01	14 Payments Less Than \$2,000	6,447.52
Staples Direct	19.75	FORFEITED LAND:	
Vistapr	50.19	3 Payments Less Than \$2,000	1,843.38
MN Society of Prof	300.00	SOCIAL SERVICES:	
MN Society of Prof	140.00	Barthorpe, Tia	2,869.05
American Flagpole & Flag	74.90	DHS – Swift	26,151.00
Mark’s Plumbing Parts	225.11	Krueckeberg, Lydia	2,689.56
Mark’s Plumbing Parts	230.71	Lighthouse Group Foster Home	3,580.50
Credit Voucher	-225.11	LSS – Guardianship	11,208.53
Mankato City Center	169.98	MSOP – MN Sex Offender Program	5,251.40
Mankato City Center	169.98	Nelson In-Home Services Inc.	18,820.50
Holiday Inn Express	93.40	North Homes Inc.	2,968.25
Menards	324.23	St. Joseph Community Health	7,272.82
Factory Outlet Store	272.65	32 Payments Less Than \$2,000	19,684.66
Hodges Badge Company	163.25	Office Depot	3,198.99
Coborns Pharmacy 2030	3,781.42	55 Payments Less Than \$2,000	13,800.78
Information Systems Corporation	4,457.00		
MN Dept of Corrections	33,103.85		
Northern Business Products, Inc.	5,187.76		
The Hartford	2,142.00		
Ultramax	5,368.00		
Warnick’s Janitorial Service LLC	7,470.00		
65 Payments Less Than \$2,000	25,928.35		
ROAD & BRIDGE:			
Beltrami Co. Highway Dept	3,041.88		

/s/Daniel Stacey

Daniel Stacey, Chairman
Hubbard County Board of Commissioners

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

