

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON APRIL 21, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on April 21, 2015, at 9:00 a.m. with Commissioners Massie, Smith, Stacey and Johannsen and County Coordinator, Debbie Thompson present. Commissioner Dotta was absent.

The Pledge of Allegiance was said by all.

The meeting was called to order by Chairman, Dan Stacey.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously with Mr. Dotta absent, the agenda was approved, as amended.

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

- Approved the minutes of the April 7, 2015, Regular Meeting;
- Approved the minutes of the April 14, 2015, Work Session;
- Approved the minutes of the April 15, 2015, Emergency Meeting;
- Approved the bills & Auditor's Warrants dated April 10, and April 17, 2015;
- Reviewed the General Revenue Cash Balance Report and the Unallocated Departmental Monies Report, effective March 31, 2015;
- Reviewed the Road & Bridge Financial Report dated March 31, 2015;
- Adopted the following resolution approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills:

RESOLUTION NO. 04211501

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 NO. 04211502

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
Lake Emma Township	\$1,996.00	STS Donation

Name	Amount	Donation
Straight River Township	\$200.00	STS Donation
Support Within Reach	\$50.00	STS Donation
Hendrickson Township	\$1,500.00	STS Donation

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

- Adopted the following resolution pending completion of proper paperwork;

RESOLUTION NO. 04211503

- WHEREAS, an application for Minnesota Lawful Gambling LG220 for Exempt Permit has been received from the United Foundation for Disabled Archers, P O Box 251, Glenwood, MN, 56334-0251, for the conduct of raffles at Camp Wilderness in Clay Township in the County of Hubbard on October 3, 2015, and
- WHEREAS, the Hubbard County Board of Commissioners has no objection to the granting of such exemption, now, therefore,
- BE IT RESOLVED, that the aforesaid request be, and the same hereby is, approved, and
- BE IT FURTHER RESOLVED, that the waiting period prior to consideration of this application, if any, be waived.

Public Input: None.

Closed Session: On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously with Mr. Dotta absent, the meeting was closed pursuant to M.S. §13D.05, Subd 3c at 9:05 a.m. for consideration of a real estate purchase located in Schoolcraft Township (Parcel #'s 23.03.00100, 00110, & 00210). The meeting was re-opened at 9:29 a.m.

Closed Session: On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously with Mr. Dotta absent, the meeting was closed pursuant to M.S. §13D.05, Subd 3c at 9:30 a.m. for consideration of a real estate purchase located in the City of Nevis (Parcel #31.03.00211). The meeting was re-opened at 9:36 a.m.

Public Works Department: Land Commissioner, Mark Lohmeier presented the quotes received for **Porta-Potty rental for Stoney Lake access** as follows: Bob's Econo Pump, Bemidji, MN - \$470 and Kountry Kare, Park Rapids, MN - \$595. Discussion followed. On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously with Mr. Dotta absent, the rental in bold by underlined quote, above was approved, as recommended by the Land Commissioner, with payment to be from Recreation Fund monies.

Assistant Highway Engineer, Jed Nordin presented the quotes obtained for a **Survey Truck Organizer Box/Topper** as follows: Highway Products, Inc., White City, OR - \$6,871.25 (diamond plated organizer with double tool boxes and slide-out center trays); The Bodyworks, Brainerd, MN - \$2,952 (diamond plated topper) and \$2,168 (white topper). Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously with Mr. Dotta absent, the purchase in bold by underlined quote, above was approved, as presented and recommended by the Assistant Highway Engineer, with payment to be from budgeted Land Survey remonumentation monies.

Mr. Lohmeier presented the quote obtained for the **demolition of trailers located at 31381 & 31423 Wejack Road, Cass Lake, MN** as follows: Storlie Company, Cass Lake, MN. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously with Mr. Dotta absent the project in bold by underlined quote, above was approved, as recommended by the Land Commissioner with payment to be from PILT monies.

Mr. Nordin reported receipt of State Park Road funding for the City of Laporte access to Garfield Lake project (engineering expense not included in the funding).

The Board complimented the Highway Department on “a job well done” on the Laporte Urban Reconstruction Project.

Court Administration: Court Administrator, Camille Bessler introduced herself to the Board and she was welcomed by the Board.

Social Services: Social Services Director, Daryl Bessler introduced Social Worker Intern, Chelsea Johnson who is nearing the completion of her internship and Office Support Specialist, Jessica Iwen who began her duties on February 17, 2015.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously with Mr. Dotta absent, the CY 2015 Adult Mental Health Grant – CSP was approved, as recommended by the Social Services Director and the Chairman was authorized to sign same.

Hubbard County DAC Executive Director, Ed Ranson reported his impending retirement and introduced the new Executive Director, Matt Kramer. Mr. Ranson expressed his appreciation for the working arrangement the DAC has with the County and encouraged the county to consider and be mindful of the recycling services provided by DAC clientele in future recycling program decisions.

Mr. Bessler provided data included in the Human Service Performance Management System, April 2015 Cash Assistance and SNAP Timeliness Performance Report. No action required.

Mr. Bessler reported the participation of Eligibility Worker, Rebecca Hudrlik in the MNSURE Mobility Assignment beginning April 27, 2015, for a period of two

months and three days.

The Board acknowledged the Social Service Department and congratulated all on the Financial Reporting commendation received for CY 2014 from the Department of Human Services (DHS).

Mr. Bessler reported the following: 1) that RFP's are being obtained for Managed Care Re-procurement services (PMAP & MNCare Programs) with more information and a recommendation to be provided in May; 2) an increase in both the case numbers and intake statistics for March 2015; and the services of K-Bid for the disposal of the unused transit bus will be used having found no other interested parties and the new bus storage issues will be re-addressed at the next meeting.

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

RESOLUTION NO. 04071504

**National Telecommunicator's Week
April 12 - 18, 2015**

WHEREAS, emergencies can occur at any time requiring sheriff, police, fire or emergency medical services; and

WHEREAS, when an emergency occurs the prompt response of law enforcement, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our deputy sheriffs, police officers, and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Hubbard County Sheriff's Office Communications Center; and

WHEREAS, public safety dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, public safety dispatchers are the single vital link for our law enforcement and fire personnel by monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, public safety dispatchers of the Hubbard County Sheriff's Office Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the County of Hubbard hereby proclaims the week of April 12 - 18, 2015, as "National Telecommunicator's Week" and joins in honoring the men and women whose diligence and professionalism keep our county and citizens safe.

Sheriff, Cory Aukes reported the development of a Sheriff's Office Facebook page to be used for an additional public notification tool.

Land Records – Environmental Services Office: On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously with Mr. Dotta absent, the following resolution was adopted:

RESOLUTION NO. 04211505

**RESOLUTION FOR
AGRICULTURAL BEST MANAGEMENT PRACTICES LOAN PROGRAM**

WHEREAS, the Minnesota Department of Agriculture has made low interest loan funds available to counties, Soil and Water Conservation Districts and Joint Powers Organizations through the Agricultural Best Management Loan Program (Minn. Stat. § 17.117); and

WHEREAS, **Hubbard County** has identified a need for low interest loan funds to encourage agricultural best management practices, repair of individual sewage treatment systems, sealing of abandoned wells and implementation of other practices that prevent or mitigate adverse environment impacts; and

WHEREAS, many agricultural best management practices, repair of individual sewage treatment systems, sealing of abandoned wells and implementation of other best management practices are identified in the Comprehensive Local Water Plan and other planning documents as priorities;

NOW, THEREFORE, BE IT RESOLVED, that **Hubbard County** designates the **Environmental Services Officer** as the **Hubbard County** Authorized Representative for the Agricultural Best Management Practices Loan Program and is granted the authority to sign all correspondence and documents to implement and carry out this loan program on behalf of **Hubbard County**; and,

BE IT RESOLVED that the Authorized Representative may designate subsequent Authorized Representatives; and,

BE IT RESOLVED that all prior designations of the authorized representative by **Hubbard County** for the Agricultural Best Management Practices Loan Program is hereby rescinded.

Environmental Services Officer, Eric Buitenwerf reported he had been notified by the Department of Agriculture that eligibility for available loan dollars has been expanded to include installation of new septic systems to eligible borrowers and the MN Pollution Control grant dollars are now available for those meeting the following: Properties with a homestead tax classification; Specific income restriction criteria; and Specific failing SSTS system criteria. The MN Pollution Control grant applications are available on the county website.

Consultant, Bob Goede presented the county's 2015 MCIT Member Report. MCIT Loss Control Consultant, Debra Sletten provided educational information and outlined services rendered to the county in 2014. No action required.

Finance: On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously with Mr. Dotta absent, three abatements (Parcel #'s 07.99.00300, 07.99.01200, 11.99.00100) were approved, as recommended by the Auditor/Treasurer based on the following statement of facts: During preparation for the final abstract, the outdated CAMA data was erroneously transferred into TAX overriding the manually maintained machinery values that only exist in TAX. The required Commissioner of Revenue notification pursuant to M.S. §375.192 was also authorized.

Auditor/Treasurer, Kay Rave reported the receipt of preapproval for the county to accept public passport applications and outlined the requirements to handle passports and the application process yet to be completed. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously with Mr. Dotta absent, the completion of the passport application process was assigned to the Assessor and Environmental Services Offices as part of the Land Records, public services offered on the second floor of the remodeled courthouse to assure the service can once again be offered to Hubbard County residents.

Coordinator: Consideration was given to potential subjects for the Board Work Session scheduled for May 12, 2015.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously with Mr. Dotta absent the Commissioner "Lunch Room" meeting was scheduled for June 9, between 11:30 a.m. to 12:30 p.m. with the commissioner representatives yet to be determined.

On motion of Mr. Smith, seconded by Mr. Johannsen and carried unanimously with Mr. Dotta absent the reduction of hours for Veteran Service Officer, Gregory Remus was approved as requested from full time to half time effective May 4, 2015.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously with Mr. Dotta absent, the Heritage Living Center (HLC) Construction Project Disbursement #5 was approved in the amount of \$505,528.48.

On motion of Mr. Smith, seconded by Mr. Massie and carried unanimously with Mr. Dotta absent, the HLC Construction Committee representatives (Commissioners Dotta and Johannsen) were authorized to approve change orders up to \$5000. In addition, change orders that may exceed \$5,000 for items beyond the control of the county (ie. code requirements) were also authorized with any other changes exceeding \$5,000 to be brought to the Board for review.

By consensus of the Board, the further review of the Local Water Plan & Water Management Task Force Committee membership at the May 12, 2015, Work Session was scheduled and the Coordinator was requested to invite the Soil & Water Conservation District (SWCD) Manager to attend the work session to facilitate further discussion.

Coordinator, Debbie Thompson reported the MAHUBE-OTWA 50 year celebration of “Head Start” on June 16, 2015, at the Heartland Park in Park Rapids from 4:30 p.m. to 7:00 p.m. By consensus of the Board, the MAHUBE-OTWA commissioner representative (Commissioner Smith) was authorized to attend the celebration.

There being no further business before the board, the meeting was adjourned at 11:39 a.m.

GENERAL REVENUE:

Citizens National Bank – VISA	2,514.21
DoubleTree St. Paul	347.70
DoubleTree St. Paul	379.98
DoubleTree St. Paul	347.70
Amazon.com	59.99
MN Assoc of Assessors	50.00
MN Assoc of Assessors	50.00
MN Assoc of Assessors	50.00
Credit Voucher	-50.00
Credit Voucher	-50.00
Travres Hotel Room	97.35
Globalindustrial	155.95
Nitro PDF	139.99
WM Supercenter	27.78
WM Supercenter	28.67
Displays2gocom	206.88
Department of Labor	50.00
Craguns Lodge	144.28
LA Police Gear Inc.	177.98
Best Western Hotel	186.54
Amazon Services	1.06
WM Supercenter	15.94
Amazon.com	52.37
Amazon.com	44.05
Coborns Pharmacy 2030	3,517.78
Emergency Automotive Technology	7,985.48
G & R Controls Inc.	3,250.00
MCCC	14,862.14
Schakelton Htg & Air Conditioning	10,651.46
TH Consulting	2,025.00
Turnkey Corrections	2,013.02
West Payment Center	2,280.26
54 Payments Less Than \$2,000	14,290.49

ROAD & BRIDGE:

OK Tire Store Inc.	2,588.92
Ziegler Inc.	10,178.10
36 Payments Less Than \$2,000	15,991.95

SOLID WASTE:

21 Payments Less Than \$2,000	5,659.10
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FORFEITED LAND:

Hubbard County Sheriff	3,625.21
9 Payments Less Than \$2,000	2,423.61

SOCIAL SERVICES:

1 Payments Less Than \$2,000	1,502.18
Barthorpe, Tia	2,869.05
Catholic Charities	6,977.79
Cochran Recovery Services Inc.	2,889.15
DHS – SWIFT	17,297.26
DHS – St. Peter – 472	3,604.90
Heartland Homes SILS	3,162.04
Heartland Ranch Inc.	9,145.00
Hubbard County DAC	23,779.23
Kindred Family Focus	12,536.09
MCF – Togo	2,230.00
Mille Lacs Academy	7,824.09

April 21, 2015

100

Nelson In-Home Services Inc.	3,719.25	Volunteers of America	9,057.27
North Homes Inc.	22,905.54	40 Payments Less Than \$2,000	24,080.35
North Homes Inc. – Admin	2,592.84	DHS – SWIFT	2,744.42
Northwestern MN Juvenile Center	6,051.00	Hubbard County Attorney	2,042.50
Pine Manors	2,100.00	Hubbard County Auditor-Treasurer	14,806.50
Rural Minnesota CEP	14,301.82	Walsh Family Village	9,875.00
Snyder Group Foster Home	3,425.50	71 Payments Less Than \$2,000	20,289.80

/s/ Daniel Stacey

Daniel Stacey, Chairman
Hubbard County Board of Commissioners

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

