

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON MAY 19, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on May 19, 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. Massie and carried unanimously, the agenda was approved, as amended.

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

- Approved the minutes of the May 5, 2015, Regular Meeting;
- Approved the minutes of the May 12, 2015, Work Session;
- Approved the bills & Auditor's Warrants dated May 8, and May 15, 2015;
- Reviewed the Cash Balance Report and Unallocated Departmental Monies Report – 806, dated April 30, 2015;
- Approved the following License Applications for 3.2 Beer Licenses: Fair Havens Golf Course, Straight River Township and 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. 05191501

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. 05191502

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
Mantrap Valley Conservation Club	\$751.50	STS Equipment

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

Public Works: Public Works Coordinator, David Olsonawski presented the bids received for **SAP 029-599-012 Farden Township Box Culvert and Road Project** as follows: Aspen Construction, Hackensack, MN - \$254,527.05; Anderson Contracting, Solway, MN - \$259,410.02; Reiersen Construction Inc., Bemidji, MN – \$271,233.28; Landwehr Construction, Inc., St. Cloud, MN - \$287,935.78; Gladen Construction, Laporte, MN - \$295,785.20; Sellin Brothers, Inc., Hawley, MN - \$377,390.45. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the project in bold, by underlined low bid, above was approved, as recommended by the Public Works Coordinator, with payment to be from LRIP, Town Bridge, Special Town Bridge and local funds.

Mr. Olsonawski presented the quotes received for the purchase of an **F-650 Sign Truck Chassis for the Highway Department** as follows without tax or license included: Wallwork Truck Center, Fargo, ND - \$46,965 and Boyer Ford Trucks, Minneapolis, MN - \$47,058. Discussion followed. On motion of Mr. Dotta, 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 budgeted monies and the payment of tax and license, by Auditor’s warrant was authorized upon receipt of the truck.

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

RESOLUTION NO. 05191503

WHEREAS, the Minnesota Deer Hunters Association (“MDHA”) is a non-profit organization that promotes habitat, educates youth in outdoor education and firearms safety, and advocates on behalf of Minnesota’s deer hunters; and

WHEREAS, MDHA has the opportunity to acquire forest lands within Hubbard County that will preserve forest habitat and restore jack pine, protect water resources, and provide public hunting and recreational opportunities in areas that currently are not open to the public;

WHEREAS, MDHA will submit an application to the Lessard-Sams Outdoor Heritage Council seeking Outdoor Heritage Funds to acquire said lands within Hubbard County; and

WHEREAS, if MDHA is successful in obtaining funding for its habitat project, MDHA will work closely with Hubbard County in reviewing and discussing potential parcel acquisitions before any parcels are purchased; and

WHEREAS, MDHA’s habitat project proposal will seek to acquire lands in a manner that will avoid any acquired land being removed from Hubbard County tax rolls and any Payment In Lieu of Tax (“PILT”) implications;

NOW, THEREFORE, BE IT RESOLVED, that Hubbard County endorses MDHA's habitat project proposal and supports full funding of MDHA's application to the Lessard-Sams Outdoor Heritage Council.

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

RESOLUTION NO. 05191504

WHEREAS, Minnesota Statute § 465.03 authorizes a Minnesota County Board to accept ownership of property for a public purpose; and

WHEREAS, the grantor, DB of Walker, requests the land to be used for park and recreational purposes, benefitting the public; and

WHEREAS, the Hubbard County Park Board recommends acceptance of the land gift from DB of Walker; and

WHEREAS, this Board has determined the land granted to the County will be used for park and recreational purposes, benefitting the public; and

WHEREAS, this Board has determined the land will be accepted contingent on the authorization of road construction by the Hubbard County Soil and Water Department; and

WHEREAS, the property is described as: the North 150.00 feet of the South 1100.00 feet of Government Lot 7, Section 33, Township 144 North, Range 32 West, Hubbard County, Minnesota, lying Westerly of the East 760.00 feet thereof AND that part of Government Lot 8, said Section 33, lying northerly of the westerly extension of the North line of the South 1100.00 feet of said Government Lot 7. Subject to easements, restrictions, and reservations of record. Together with Easement No. 1 and Easement No. 2

NOW, THEREFORE, BE IT RESOLVED, that the Hubbard County Board of Commissioners do hereby resolve its intent to accept ownership of the above-described property, to be used for park and recreation purposes, subject to the following: The County Board's resolution shall be contingent on the authorization of road construction to benefit the above-described property, authorized by the Hubbard County Soil and Water Department.

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

RESOLUTION NO. 05191505

WHEREAS, Hubbard County serves as the sponsor of various recreational trails that are part of the State of Minnesota Grant-in-Aid System; and

WHEREAS, the construction and maintenance of these trails are funded through Minnesota Trail Assistance Program Grants issued with the approval of the Minnesota Department of Natural Resources; and

WHEREAS, the 2014 Minnesota Trails Assistance Program Grant Application has been prepared for the approval of Hubbard County as sponsor of the following existing trail sponsored by Hubbard County and funded by the State of Minnesota Trail Assistance Program;

Two Inlets Snowmobile Trail System; and

WHEREAS, much of the trail is located in Hubbard County.

NOW, THEREFORE, BE IT RESOLVED, that Hubbard County agrees to act as the local sponsor for an application for funding to the State of Minnesota Department of Natural Resources for recreational trails managed by the Forest Riders Snowmobile Club

BE IT FURTHER RESOLVED, that upon approval of its application by the state, Hubbard County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with the applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that Hubbard County agrees to sponsor said trail at no cost to the county for the period of July 1, 2015 through June 30, 2016, and the Hubbard County Land Commissioner is hereby authorized to serve as the fiscal agent on behalf of the local unit of government.

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

RESOLUTION NO. 05191506

WHEREAS, Hubbard County serves as the sponsor of various recreational trails that are part of the State of Minnesota Grant-in-Aid System; and

WHEREAS, the construction and maintenance of these trails are funded through Minnesota Trail Assistance Program Grants issued with the approval of the Minnesota Department of Natural Resources; and

WHEREAS, the 2014 Minnesota Trails Assistance Program Grant Application has been prepared for the approval of Hubbard County as sponsor of the following existing trail sponsored by Hubbard County and funded by the State of Minnesota Trail Assistance Program;

Soaring Eagles Cross Country Ski Trail; and

WHEREAS, the trail is located in Hubbard County.

NOW, THEREFORE, BE IT RESOLVED, that Hubbard County agrees to act as the local sponsor for an application for funding to the State of Minnesota Department of Natural Resources for recreational trails managed by the Itascatur Ski, Run, & Bike Club

BE IT FURTHER RESOLVED, that upon approval of its application by the state, Hubbard County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with the applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that Hubbard County agrees to sponsor said trail at no cost to the county for the period of July 1, 2015 through June 30, 2016, and the Hubbard County Land Commissioner is hereby authorized to serve as the fiscal agent on behalf of the local unit of government.

Social Services: Social Services Director, Daryl Bessler introduced Office Support Specialist, Karen Erickson to the Board. Ms. Erickson began her duties with the county on April 27, 2015.

Mr. Bessler presented the Social Services First Quarter Financial Reports dated April 30, 2015, for review.

Social Services Supervisor, Michelle Fischer and Social Worker, Megan Cox provided a MNChoices Assessment update. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the creation and filling of a Certified Assessor position was approved, as recommended by the Social Services Director and staff.

Mr. Bessler reported the following statistics and provided an update regarding the disposal of the unused transit bus: slight increase in cases, decrease in intakes, and a review of the last ten years of caseloads/worker.

Sheriff: On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the Joint Powers Agreement with the Minnesota Department of Natural Resources (DNR) and Hubbard County Sentence to Serve (STS) with an expiration date of June 30, 2016, was approved, as recommended by the Sheriff and the signature of same was authorized.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the Joint Powers Agreement with the Minnesota Department of Corrections was approved, as recommended by the Sheriff, and the signature of same was authorized.

Sheriff, Cory Aukes presented the following quotes for the **purchase of a new Ski Doo 600 Renegade snowmobile** as follows: Bemidji Sports, Bemidji, MN - \$9,643 – 2016 model (government pricing); Centre Sports, Sauk Centre, MN - \$9,800 – 2015 model; Walker Polaris, Walker, MN - \$10,640 – 2016 model. 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 Sheriff with payment to be from grant dollars and

DWI Forfeiture monies.

Committee Reports: A review of the PrimeWest meeting held on May 14, 2015, was provided with no action taken at this time.

County Attorney: County Attorney, Don Dearstyne provided information regarding the results of the MERC vs the Department of Revenue litigation. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the submission of a letter to the Association of MN Counties requesting their legal counsel prepare an Amicus Brief addressing the results of the MERC vs the Department of Revenue litigation, as presented by the County Attorney.

Extension: The Regional Coordinator, Sara VanOffelen and Extension Committee member, Ken Grob provided information regarding the proposed SNAP – Educator position that has received funding from the University of Minnesota. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the Board expressed support for the proposed SNAP – Ed position with the understanding that the Extension Committee will explore available office space for the position, as discussed.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the resignation of Office Assistant I, Tammy Yrjo was accepted, with regrets effective May 29, 2015; the completion of correspondence expressing appreciation for county service and a service award was authorized.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the re-filling of the Office Assistant I position was approved, per proper procedure.

Land Records – Environmental Services Office: On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, a Department of Natural Resources (DNR) Natural Heritage Information System data use agreement was approved, as recommended by the Technology Committee, and the Chairman and GIS Technician were authorized to sign same.

Finance: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the MN Department of Revenue agreement with Hubbard County regarding the implementation of the .5% sales tax was approved and the signature of same by the Chairman and Auditor/Treasurer was authorized.

Auditor/Treasurer, Kay Rave provided an updated General Revenue Cash Balance Report for review by the Board.

Ms. Rave reported the efficiency and teamwork exhibited by her office personnel during the collection of the first half of real estate taxes. By consensus of the Board, the Finance Department personnel were acknowledged for their “job well done” exhibiting teamwork to complete the collection of the first half of real estate taxes and service rendered to the public.

Coordinator: The attendance of Commissioner Johannsen of the Department Mangers

Meeting scheduled for May 26, 2015, was approved in addition to the Chairman and the following subjects were scheduled for discussion: Logo utilization, security issues, budget preparations and educational opportunities.

Coordinator, Debbie Thompson reminded the Board of the scheduled AMC District II meeting on June 3, 2015, at 8:00 a.m. at the Northern Town Hall in Beltrami County.

Ms. Thompson provided the Technology Report as follows, for information only: purchase of Maintenance laptop - \$1,020 from Maintenance budget or MIS (063) to complete G & R Control activities; purchase of a server from the Recorder's Equipment Fund in an amount up to \$7,000; purchase of A/T laptop - \$1,060 from MIS (063) to provide workability on two floors and away from office; U & C purchase of NRM laptop to be paid from NRM monies; U & C purchase of Assessor laptop - \$1,060 from MIS (063) – representing replacement of 5 year old laptop.

The Board took action on March 3, 2015, increasing the departmental spending authorization from \$600 to \$1500. By consensus of the Board, department managers are requested to report purchases made between \$600 and \$1500 to the Board, for informational purposes only.

On motion by Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the payment of the Hubbard County Council on Aging allocation in the amount of \$500 to be used for the Sr. Day at the 2015 Shell Prairie Ag Association Fair, was approved.

Ms. Thompson reminded the Board of the PrimeWest Open House & flag raising ceremony scheduled for Friday, June 26, 2015 at 11:00 a.m. in Alexandria, MN.

Information regarding a DISC educational opportunity offered by the Association of Minnesota Counties was provided to the Board. Discussion followed. By consensus of the Board, the information was referred to the Managers meeting scheduled on May 26, 2015, for determination of interest.

On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously, the payment of Heritage Living Center (HLC) Construction Payment No. 6 in the amount of \$383,045.25 was approved and the signature of the Request for Disbursement #6 by the Chairman and the Coordinator was authorized.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the signature of the Certificate of Substantial Completion for the Phase II Courthouse Project by the Chairman was authorized.

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 12:42 p.m. The meeting was re-opened at 12:55 p.m.

Closed Session: On motion of Mr. Smith, seconded by Mr. Johannsen and carried unanimously, the meeting was closed pursuant to M.S. §13D.05, Subd 3 to complete the

probationary performance evaluation for Facilities Maintenance Manager, Bobby Wilkins that began at 1:49 p.m. and concluded at 2:25 p.m. .

There being no further business before the Board, the meeting was adjourned at 2:25 p.m.

GENERAL REVENUE:

American Solutions for Business Inc.	7,924.38	Ziegler, Inc.	2,662.24
Citizens National Bank – VISA	2,501.87	42 Payments Less Than \$2,000	13,580.72
MN Assoc of Assess	380.00	SOLID WASTE:	
MN Assoc of Assess	175.00	Ron Husby Concrete, LLC	3,075.00
MN Assoc of Assess	175.00	Ziegler, Inc.	2,189.35
MN Assoc of Assess	100.00	19 Payments Less Than \$2,000	9,332.93
Staples Direct	4.98	FORFEITED LAND:	
Amazon Mktplace	321.97	Storlie Construction Co.	6,160.00
Holiday Inn Duluth	282.33	Superior Forestry Service Inc.	13,052.70
Best Western	279.81	7 Payments Less Than \$2,000	3,143.59
SuperAmerica	37.00	SOCIAL SERVICES:	
Best Western New Ulm	132.44	Catholic Charities	2,025.81
Park Ace Hardware	99.99	Catholic Charities of St. Paul & MPI	7,650.00
Hugos #11	25.18	DHS – SWIFT	5,101.73
WM Supercenter	31.76	Heartland Homes SILS	4,195.45
Walmart.com	426.41	Heartland Ranch Inc.	8,850.00
Cenex Lakes	30.00	Hubbard County DAC	22,597.34
Cumber Construction Inc.	2,117.00	Kindred Family Focus	12,131.70
Election Systems & Software Inc.	10,780.00	Nelson In-Home Services Inc.	4,018.50
ESRI	11,400.00	North Homes Inc.	37,963.27
Heartland Express	6,878.86	Northwestern MN Juvenile Center	6,813.00
Hubbard Co. Natural Resource Mgmt	10,115.00	Rural Minnesota CEP	16,811.46
Northwoods Press	3,941.27	Snyder Group Foster Home	5,304.00
Reliance Telephone Inc.	2,100.00		
RTVision	5,021.00		
Turnkey Corrections	2,664.55		
76 Payments Less Than \$2,000	29,581.05		
ROAD & BRIDGE:			
Newman Traffic Signs	11,559.85		
Summit Fire Protection	2,288.75		
Woodrum Parking Lot Service	9,135.00		

St. Joseph Community Health	7,382.69
Stellher Human Services Inc.	2,391.06
Volunteers of America	8,765.10
32 Payments Less Than \$2,000	18,077.12
DHS – SWIFT	4,450.58
Purchase Power	3,071.97
SimplexGrinnell	2,930.56
73 Payments Less Than \$2,000	19,950.24

/s/ Daniel Stacey
Daniel Stacey, Chairman
Hubbard County Board of Commissioners

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