

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON JUNE 2, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on June 2, 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. Johannsen, seconded by Mr. Dotta and carried unanimously, the agenda was approved, as amended.

Public Input: The attendance of Representative, Dave Hancock District 02A was acknowledged. Mr. Hancock shared legislative information and/or activities with the Board.

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

- ◆ Approved the minutes of the May 19, 2015 Regular Meeting;
- ◆ Approved the bills & Auditor’s Warrants dated May 22, and May 29, 2015;
- ◆ Approved the Social Services bills;
- ◆ Adopted the following:

RESOLUTION NO. 06021501



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
Shell Prairie Fair Association	\$1000.00	STS Equipment
Thorpe Township	\$300.00	STS Program

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

- ◆ Adopted the following resolution, as submitted:

RESOLUTION NO. 06021502

WHEREAS, a Minnesota Lawful Gambling LG240B Application to Conduct Excluded Bingo has been received from the Mantrap Valley Conservation Club, 617 2nd Street West, Park

Rapids, MN 56470, for the conduct of one of four or fewer bingo events held in 2015, at the Mantrap Valley Conservation Club in Clay Township in the County of Hubbard on June 30, July 7, July 14, and July 21, 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.

- ◆ Reviewed the Highway Dept. Financial Statement for YTD April 30, 2015

Public Works: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the Amendment #1 to FY 2015 OHV Grant (\$10,000 for Round River Drive ATV Trail/Timberland Dirt Devils) was approved, as recommended by the Land Commissioner.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the Northwoods Riders development of a parking lot on tax forfeited land (SW of SE Section 24) Rockwood Township near the junction of the Reserve Trail and Twilight Drive was authorized, as presented by the Land Commissioner.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, an allocation in the amount of \$8,512.50 toward the Park Rapids Baseball Boosters purchase of bleachers in the amount of \$17,025.00 from BSN Sports League, Maple Grove, MN was approved, as recommended by the Parks & Recreation Board, to be paid from Recreational Development monies.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the Land Commissioner was authorized to work with the Highway Engineer to obtain a quote for the paving of the parking lot located at Farris Park in conjunction with the Co 9 and Co 101 road projects in the area, with a report to the Board upon completion.

Land Commissioner, Mark Lohmeier provided the following quotes for the **purchase of five (5) park benches (six foot) to be located in Heartland Park, including delivery to Park Rapids:** Flagship Recreation, St. Louis Park, MN - \$4,375; PlasTeak, Akron, OH - \$3,662.60; The Bench Factory, Batavia, IL - \$3,042.92; Highland Products Group, LLC - \$Boca Raton, FL - \$2,409.10; Polly Products, Mulliken, MI - \$2,177.42; Belson Outdoors, North Aurora, IL - \$2,147; Plastic Recycling of Iowa Falls, Inc., Iowa Falls, IA - \$1,734.50 and Plastic Recycling of Iowa Falls, Inc., Iowa Falls, IA - \$1,580.75 (did not meet specifications). Discussion followed. On motion of Mr. Smith, seconded by Mr. Johannsen and carried unanimously, the purchase in bold be underlined low quote, above was approved, as recommended by the Parks & Recreation Board, with payment to be from Recreational account monies.

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

RESOLUTION NO. 06021503

BE IT RESOLVED, that the Hubbard County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2015, through September 30, 2016.

BE IT FURTHER RESOLVED, that the Hubbard County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Hubbard County Sheriff's Office and to be the fiscal agent and administer the grant.

Coordinator: By consensus of the Board, Commissioners Stacey and Johannsen will be attending the Commissioner "Lunch Room" meeting scheduled for June 9, 2015, from 11:30 to 12:30. The meeting will be held in the 2nd Floor, East Conference Room 204, in the Courthouse. Employees are invited to attend during their respective lunch breaks with the understanding that any time spent in excess of the planned hour will be with prior authorization of their manager and use of accrued time.

Coordinator, Debbie Thompson reminded the Board of the AMC District II meeting to be held on June 3, 2015, beginning at 8:00 a.m. in Beltrami County.

The agenda for the Board Work Session scheduled for June 9, 2015, was discussed. By consensus of the Board, the following agenda topics were scheduled: Solid Waste matters; Development of a Meeting Room Policy; and DOC Probation project discussion.

By Consensus of the Board, Commissioner Johannsen's attendance of the PrimeWest Open House and flag raising ceremony scheduled for Friday, June 26, 2015, at 11:00 a.m. was approved.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the following summation of the probationary performance evaluation conducted with Facilities Maintenance Manager, Bobby Wilkins on May 19, 2015, was provided, as required by M.S. §13D.05, Subd 13. The performance goals for 2015 provided by Mr. Wilkins were reviewed including the following: restoration of a sufficient departmental compliment; evaluation of Maintenance Department storage areas, needs and procedures; assessment of museum conditions and special projects; standardization of departmental OSHA requirements; successful completion of boiler licensures, as required by his position; completion of facility maintenance as outlined; arrangement for disposal of unused county equipment as a result of the Phase II Construction Project; development of a key policy and successful distribution of same and development and submission of the 2016 departmental budgets. The Board explained the review process completed and addressed issues raised during the process to be focused on prior to the annual review. Overall Performance Review: Achieves the requirements of the position.

Public Hearing: The public hearing was called to order at 10:18 a.m. On motion of

Mr. Dotta, seconded by Mr. Massie and carried unanimously, the reading of the official notice was waived. A review of the proposed **Amendment #3, Subdivision Ordinance #35** was provided. Discussion followed. The hearing was closed and the regular meeting was re-opened at 10:44 a.m.

On motion Mr. Dotta, seconded by Mr. Massie and carried unanimously, Amendment #3, Subdivision Ordinance #35 was adopted, as recommended and summarized below, to be effective upon publication on June 24, 2015:

Notice of Adoption of Amendment 3 to Hubbard County Ordinance No. 35 – Subdivision Ordinance

Per Minnesota Statute 375.51, this notice is hereby given that the Hubbard County Board of Commissioners adopted Amendment 3 to Hubbard County Ordinance No. 35 – Subdivision Ordinance on Tuesday, June 2, 2015 and said amendment shall be effective upon this notice’s publication in the *Northwoods Press* – the official County newspaper for legal notice publication. Please note: this published notice is only a summary of Amendment 3 to the Hubbard County Subdivision Ordinance. A printed copy of the full text of said ordinance is available for inspection by any person during regular office hours at the office of the County Auditor/Treasurer. A copy of said ordinance is also available for viewing on the “Ordinances” page of the County website (www.co.hubbard.mn.us/masterordinance.htm).

Opening paragraph – Clarification was added that the ordinance applies to administrative subdivisions and registered land surveys.

Section 1 General Provisions

Subd. F. Zoning Permits and Improvements – Updated term “ISTS” to “SSTS” and added administrative subdivisions to the list of subdivision types that must be approved before improvements can be installed on a property.

Subd. H. Savings Clause – Amended clause to apply to all types of subdivisions.

Section 2 General Subdivision Procedures

Subd. A. Platting Required – Updated term “ISTS” to “SSTS”.

Subd. B. Variances – Updated language to match Section 1103 of Hubbard County Shoreland Management Ordinance.

Section 3 Rules and Definitions

Subd. B. Definitions – Edited the following definitions: contiguous, E911 Coordinator, Government Lot, ISTS, Lot, Lot Area, Lot Line Non-platted, Lot Line Platted, Lot Line Front, Lot Line side, Ordinary High Water Level, Plat, Rectangular

System, Registered Land Survey, Residential Lot Suitable Area, Road Collector, Road Local, SSTS, and Subdivision.

Subd. C. Abbreviations – This subdivision was deleted.

Section 4 Administrative Subdivisions – A paragraph describing the purpose of administrative subdivisions was added.

Subd. A. General Requirements – A 300' minimum width requirement was added to the five acre minimum non-shoreland lot size. The easement access language was deleted and replaced with a requirement that each new non-shoreland tract must have at least 150' of frontage and each new shoreland tract must have at least 75' of frontage on a public road maintained by some level of government. Language was added stating that a maximum of four lots per quarter/quarter section of land can front on an existing public road. Language was edited to bring the ordinance in line with State Shoreland Rule regulations on the number of lots that are 2 ½ acres or less in size that can be created without platting. Specifications were added concerning the information that must be provided on a certificate of survey. Language was added to disallow a lot from containing both abstract and Torrens property.

Subd. B. Administrative Subdivision Procedure – The requirement that legal descriptions of access easements be provided was deleted. Language was added that requires a current subsurface sewage treatment system (SSTS) compliance inspection for each SSTS located on a property being subdivided. Removed language concerning application processing timelines. Added language requiring deeds for administrative subdivisions be recorded within 180 days of application approval.

Section 5 Platting Procedure – Replaced Planning Commission reference in opening paragraph with Environmental Services Officer and added language stating that registered land surveys shall be processed in the same manner as a plat except as provided in Section 4 of the Ordinance.

Subd. A. Sketch Plan Review – Deleted language requiring a subdivider meet with a township board during a pre-application meeting and language stating that the sketch plan be signed/dated by the applicant.

Subd. B. Preliminary Plat – Edited specifications for submittal of paper copies of a plat application and added language requiring that written proof of township zoning approval, when applicable, be submitted with the application. Edited language concerning application processing timelines and reviewing entities to be given notice of an application.

Subd. C. Preliminary Plat Requirements – Deleted option of providing 10' topographic contour data. Updated terminology concerning septic system references. Added

language requiring a current SSTS compliance inspection on each SSTS located on property being subdivided.

Subd. D. Final Plat – Edited specifications for submittal of paper copies of a plat application and language concerning application processing timelines and procedures. Deleted language requiring proof of a Minnesota Pollution Control Agency Stormwater Discharge Permit. Edited language concerning written proof of proper title resting in a developer’s name.

Section 6 Plat Design Standards

Subd. B. Lots – Edited residential lot suitable area specifications. Added language prohibiting lots from containing both abstract and Torrens property.

Subd. C. Blocks – Added language regulating block length.

Subd. D. Roads – Added language regulating cul-de-sac length and requiring submittal of a build out plan when only part of a property is being platted. Added language requiring lots that are large enough to be further subdivided to be arranged as to permit logical and appropriate further subdivision and road development. Added language regulating the grades of roads within a plat. Deleted references to Major and Minor Collector Road minimum right-of-way widths. Added language concerning access management along County, State, and Federal rights-of-way. Edited plat access language to require plats to abut a public road that is maintained by a level of government.

Subd. E. Lot Access (Driveways) – Added language requiring turn lanes from a County or State road when the County Engineer deems such necessary for safety.

Subd. F. Easements – Added language requiring utility easements to have continuity of alignment from block to block.

Subd. G. Stormwater Drainage Standards – This subdivision was created that states a stormwater management plan may be required by the County Board.

Section 8 Violations and Penalties

Subd. F. Amendments – Added “Environmental Services Officer” to list of parties that may propose amendments to the Ordinance.

Land Records – Environmental Services Office: Environmental Services Officer, Eric Buitenwerf provided an update on the application process underway to restore the passport service to Hubbard County. Interest was expressed by the Board to accomplish the application process, as soon as possible.

Community Health Services (CHS): CHS Director, RaeAnn Mayer introduced “Father Project”, Case Manager, Joe Johnson who provided an overview of the “Father Project”. Ms. Mayer provided information regarding other Community Health programs as well as funding sources for each. Other information shared included the TZD Safe Roads Grant and MnChoices implications if the CMS waiver is not obtained. No action taken at this time.

Coordinator: Ms. Thompson communicated a request for clarification from the managers regarding the Board’s request of May 19 and purchases completed between \$600 - \$1500. Discussion followed. By Consensus of the Board, departmental purchases are authorized up to \$1,500 with the Board encouraging managers to obtain a minimum of two quotes, if possible. It was agreed that such purchases will be included in the budget when developed and thus reviewed during the budget approval process with no additional notification to the Board necessary.

Ms. Thompson provided information regarding an Association of Minnesota Counties (AMC) training opportunity called DISC Training and the suggestions made by the managers regarding its perceived value. Discussion followed. By consensus of the Board, the funding for this training was suggested to be included in the 2016 budget plan and the Coordinator was directed to explore scheduling arrangements for January or February, 2016.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the Department of Corrections lease agreement was approved, as reviewed by the County Attorney as to form, and the Chairman and Coordinator were authorized to sign same.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the Coordinator was directed to explore the options available to complete the Probation Department project, as discussed, with a report to the Board upon completion: engineering cost projections for the determination of the sizing needs; the procedures necessary for purchase and time needed to install an air handler, and the project timelines that could be followed.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the resignation of Office Support Specialist, Jan Fickle effective June 4, 2015, was accepted with regrets and the acknowledgement of county service was authorized.

Ms. Thompson provided the Technology Report as follows, for information only: Usual & Customary purchases of a second Assessor laptop (5.5 years old) and an additional wireless access point. In addition an update was made regarding the replacement of four LEC laptops in reference to board action and technology recommendations of 01/20/15 and 03/17/15. The purchases will be made from MIS monies (063) and reimbursed from the In Squad Car Computers grant, if possible.

Ms. Thompson provided the recommendation of the Department Managers with regard to a uniform format for county stationery including the new county approved logo. Discussion followed. By Consensus of the Board, the manager’s recommendation was affirmed and the Coordinator was asked to provide a copy to each department for incorporation of their respective information.

The Coordinator provided the quotes obtained for the **landscape improvements to the courthouse green space** as follows: Shoreline Creations, Nevis, MN - \$1,715 and Landscape Accents, Park Rapids, MN - \$1,455. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the project in bold by underlined quote above was approved based on the recommendation of Contegrity, Inc., Phase II Construction Project Manager, with payment to be made from construction monies.

There being no further business before the Board, the Chairman adjourned the meeting at 12:34 p.m.

GENERAL REVENUE:

A'Viands LLC	14,607.47	Prt USA, Inc.	28,720.40
Bytespeed LLC	3,140.00	Roberts, Eric	8,917.23
ETS Health	16,274.15	7 Payments Less Than \$2,000	1,573.62
Hubbard County Hwy Dept	6,801.27		
Northwest Regional Development	6,298.00		
Ramsey Co. Medical Examiner	2,800.00		
Ratwik, Roszak & Maloney PA	9,507.42		
Turnkey Corrections	2,810.93		
67 Payments Less Than \$2,000	23,085.66		

SOCIAL SERVICES:

		Catholic Charities	2,025.81
		Catholic Charities of St. Paul & MPI	7,650.00
		DHS – SWIFT	5,101.73
		Heartland Homes SILS	4,195.45
		Heartland Ranch Inc.	8,850.00

ROAD & BRIDGE:

		Hubbard CountyDAC	22,597.34
Dave Barrett Construction	12,127.60	Kindred Family Focus	12,131.70
Midwest Highway Safety Products	2,010.00	Nelson In-Home Services Inc.	4,018.50
7 Payments Less Than \$2,000	1,987.10	North Homes Inc.	37,963.27

SOLID WASTE:

		Northwestern MN Juvenile Center	6,813.00
Hubbard County Hwy Dept	2,362.06	Rural Minnesota CEP	16,811.46
11 Payments Less Than \$2,000	7,632.35	Snyder Group Foster Home	5,304.00

FORFEITED LAND:

		St. Joseph Community Health	7,382.69
Klisch, Luke	15,545.25		

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Stellher Human Services Inc.	2,391.06	43 Payments Less Than \$2,000	6,867.49
Volunteers of America	8,765.10	Hubbard County Auditor/Treasurer	13,239.70
32 Payments Less Than \$2,000	18,077.12	39 Payments Less Than \$2,000	6,449.60

/s/ Daniel Stacey

Daniel Stacey, Chairman

Hubbard County Board of Commissioners

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

