

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON JULY 7, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on July 7, 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 submitted.

Public Input: none.

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

- ◆ Approved the minutes of the June 16, 2015 Regular Meeting;
- ◆ Approved the bills & Auditor's Warrants dated June 19, June 26, & July 2, 2015;
- ◆ Approved the payment of the Social Services bills;
- ◆ Reviewed the Departmental Overtime Report – June, 2015
- ◆ Adopted the following:

RESOLUTION NO. 07071501

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
Sarah Smith	\$300.00	K-9 Vest Purchase

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

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

RESOLUTION NO. 07071502

WHEREAS, Joseph John Montgomery and Mary Kathryn Montgomery have 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:

N1/2 OF SE1/4 OF SE1/4 EX PRT FR NE COR S TO S LN W TO LK NE & NW AL LK TO CRK CL N AL CL TO N LN E TO PB, 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.

Land Commissioner, Mark Lohmeier presented a land exchange proposal made by Kevin and Marie Festler of Parcel ID #13.27.01200 and #13.27.01100 located in Henrietta Township for tax forfeited land in Lake Emma Township. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried

unanimously, the proposed land exchange was denied, as recommended by the Land Commissioner.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the Timber Contract/Permit Extension Policy was adopted, as amended and recommended by the Land Commissioner.

Mr. Lohmeier presented the following quote for the **bud capping of approximately 995 acres**: Generations Forestry Service, Inc., Hattiesburg, MS - \$48.65/acre for a total of \$48,406. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the project in bold by the underlined quote, above was approved, as recommended by the Land Commissioner, with payment from forest development monies.

The Board was reminded of the scheduled Timber Auction to be held on July 13, 2015, at 9:00 a.m. in the Courthouse Board Room #324.

Sheriff: On motion of Mr. Massie, seconded by Mr. Smith and carried unanimously, a step 2 wage for Road Deputy, Craig Rypkema, was approved based on prior experience, as recommended by the Sheriff, effective July 7, 2015, with an increase to step 3 upon completion of a year's employment (2080 hours) from date of hire.

Sheriff Cory Aukes presented the following quotes for the **purchase of a 2015 Sportsman ATV including trade of current ATV 4x4 with 9500 miles**: Up North Power & Sports, Park Rapids, MN - \$3,950 after \$3,100 trade allowance and Bemidji Sports Centre, Bemidji, MN - \$5,513 after \$1,200 trade allowance. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the purchase including trade of current ATV listed in bold by underlined low quote, above was approved, as recommended by the Sheriff, with payment to be from grant dollars.

Sheriff Aukes presented a quote for the **purchase of two (2) additional monitor mounts for dispatch to accommodate LETG software upgrade** as follows: Xybix Systems, Inc., Littleton, CO - \$3,570.96 (previously used vendor). Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase in bold by underlined quote, above was approved, as recommended by the Sheriff, with payment to be from canteen monies.

Coordinator: Coordinator, Debbie Thompson reminded the Board of the scheduled work session on July 14, 2015, beginning at 9:00 a.m. with the agenda to include discussions regarding Transit Issues, the budgeting process, and a review of the Organizational Chart. A presentation of the Hubbard County Historical Society and the Nemeth Art Center regarding a potential grant application to restore the roof of the historic Hubbard County Courthouse was scheduled for 9:00 a.m.

The Board was reminded of the AMC Fall Policy Meetings to be held on September 17 and 18, 2015 at Breezy Point Resort, Pequot Lakes, MN.

Ms. Thompson provided information regarding the following training opportunities scheduled for county personnel in the Board Room #324 and invited the Board to attend: Data Practices Act Training scheduled for July 14, 2015 provided by Minnesota Counties Intergovernmental Trust (MCIT); the Fostering Resilience Training to be provided by the Sand Creek Group on October 21, 2015, and the County Security Training to be provided by the Sheriff's Office, with two opportunities, on July 16 and 30, 2015, with each beginning at 3:30 p.m.

By consensus of the Board, the next "Commissioner Lunch Room" meeting was scheduled on September 8, 2015, beginning at 11:30 a.m. to 12:30 p.m. with Commissioners Johannsen and Massie attending. The location will be updated as the initially selected Social Services Conference Room is not available. Employees are invited to attend during their respective lunch breaks and as outlined previously, with any time spent in excess of the hour listed to be with prior authorization of their manager and use of accrued time.

The Board was informed of the following event invitations: State of the Band Address on August 20, 2015, at 10:00 a.m. at the Northern Lights Event Center and the Hubbard County Regional Economic Development Commission (HCREDC) Minnesota Legislative Session Review on July 16, 2015, at 07/16/15, 10:00 a.m. in the Hubbard County Board Room, #324.

On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously, Commissioner Stacey's attendance of the State of the Band meeting, presented above was authorized.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously the TSP/PM Addendum to the G & R Controls agreement shifting the dates of the two year agreement from June 1, 2014, - May 31, 2014, to December 1, 2014, - November 30, 2016, in consideration of the timelines of the construction project was approved, as presented.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, two MAHUBE-OTWA Long Term Homeless Grant Extensions for the period of July 1, 2015 to January 1, 2016, were approved in the amounts of \$61,250 & \$410,350 respectively, as presented on behalf of MAHUBE-OTWA.

Ms. Thompson reported the receipt of a second Minnesota Power rebate for the update of the courthouse first floor as a result of the remodel in the amount of \$3,202.05, with the monies to be deposited in the construction contingency account.

Land Records: Environmental Services Officer, Eric Buitenwerf and County Recorder, Nicole Lueth provided information regarding a proposed correction to the plat of Midge Lake Estates located in Farden Township. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the correction of the Certificate of Plat of Midge Lake Estates as permitted by MN §505.76, was approved as presented by the Environmental Services Officer and the County Recorder.

Coordinator: Ms. Thompson provided a review of the Construction Project budget as of July 15, 2015 including the contingency account and projected remaining expenses. Discussion was held regarding the suggested placement of outside lettering at the South Courthouse entrance, as provide by the architect. By consensus of the Board, the Coordinator was directed to confirm the visibility of same. The Board reviewed and confirmed Option 1 of the dedication plaque to be placed at the south courthouse entrance to be provided by Vetter Johnson Architects, Inc. and Contegrity Group, Inc.

Information regarding the approved signage (06/16/15) was provided including pictorial examples of same with actual samples to be available soon. Discussion followed regarding additional signage options. On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the payment to GSI, Minneapolis, MN for additional signage not previously addressed was approved, omitting the reutilization of the exterior courthouse signage, in the amount of \$5,277.50 with payment to be made from the contingency account with the understanding a final accounting adjustment will be necessary. The Coordinator was requested to obtain a clarification of what the elevator directory entailed.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the Coordinator was authorized to purchase a Board Room clock not to exceed \$250 between 28 – 30 inches, as discussed, with payment to be made from the construction contingency account.

The County Logo flag (5' x 8') provide by PrimeWest was presented to the Board. Discussion followed regarding the installation of a U. S. Flag at the new courthouse entrance. By consensus of the Board, the installation of a flag pole at the south entrance of the courthouse was approved incorporating both the U. S. Flag and the County Logo flag was approved, to be completed as Maintenance budgeted monies permit.

The usual and customary technology purchase was reported including the replacement of an Assessor's Office, four year old PC. The replaced PC will be reformatted and used elsewhere in the county.

Committee Reports: Commissioners shared information regarding recent meetings attended including the following: Kitchigami Regional Library; Solid Waste Committee; and PrimeWest Flag Ceremony.

Closed Session: On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the meeting was closed at 11:26 a.m. pursuant to M.S. §13D.03 and re-opened at 12:06 p.m.

There being no further business before the Board, the Chairman adjourned the meeting at 12:06 p.m.

GENERAL REVENUE:

A Viands, LLC

14,291.54

Bytespeed, LLC

6,195.00

Coborns Pharmacy 2030	2,163.09	FORFEITED LAND:	
Hubbard County Hwy Dept	9,824.51	Hubbard County Hwy Dept.	2,266.91
Lawrence, Mindy Lynn	2,028.75	5 Payments Less Than \$2,000	1,351.61
MN Counties Information Systems	4,098.25	COUNTY ENVIRONMENTAL TRUST FUND:	
Ramsey CO. Medical Examiner	2,800.00	Prairie Lakes Coop, Inc.	12,983.60
Ratwik, Roszak & Maloney PA	7,104.97	0 Payment Less Than \$2,000	.00
TH Consulting	2,075.00	SOCIAL SERVICES:	
Turnkey Corrections	3,108.21	Catholic Charities of St. Paul & MPI	7,905.00
West Payment Center	3,269.62	DHS – SWIFT	2,445.44
74 Payments Less Than \$2,000	30,903.81	Heartland Homes SILS	4,018.80
ROAD & BRIDGE:		Heartland Ranch Inc.	9,145.00
Brock White Co. LLC	3,239.76	Hubbard County DAC	17,996.42
Commercial Asphalt Repair, LLC	3,555.00	Kindred Family Focus	12,746.63
Hubbard Co. Agriculture Inspector	11,562.16	MCF – TOGO	2,453.00
Hubbard Co. Treasurer	4,372.29	Mille Lacs Academy	7,824.09
MN Independent Petroleum Service	4,336.00	MSOP – MN Sex Offender Program	12,685.20
Sanquist Construction, Inc.	21,564.80	North Homs Inc.	26,499.39
19 Payments Less Than \$2,000	9,694.96	Rural Minnesota CEP	9,951.18
SOLID WASTE:		Snyder Group Foster Home	3,417.13
Commercial Asphalt Repair, LLC	3,550.00	St. Joseph Community Health	7,272.82
Hubbard County Hwy Dept	2,220.99	Stellher Human Services Inc.	3,126.91
Sampletech	2,225.00	Volunteers of America	9,057.27
10 Payments Less Than \$2,000	2,854.29		

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36 Payments Less Than \$2,000	20,349.46
43 Payments Less Than \$2,000	8,012.14
Advanced Automotive Service Inc.	9,678.09
CDW Government	2,988.62
DHS – SWIFT	2,489.63
Hubbard County Auditor-Treasurer	13,767.71
Hubbard County Hey Dept	5,021.14
55 Payments Less Than \$2,000	13,996.97

/s/ Daniel Stacey

Daniel Stacey, Chairman
Hubbard County Board of Commissioners

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