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**A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON SEPTEMBER 15, 2015, AT 9:00 O'CLOCK A.M.**

The regular meeting of the Hubbard County Board of Commissioners was held on September 15, 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, as amended.

**Public Input:** The condition and care of the Heartland Park was complimented by a county resident. The high utilization of the park by both county residents and visitors to the area was noted. A request was made that the Board consider maintenance to the ladies restroom in the future. Land Commissioner, Mark Lohmeier assured the Board that the requested maintenance was either underway or currently under consideration.

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 September 1, 2015, Regular Meeting;
- ◆ Approved the minutes of the September 8, 2015, Work Session;
- ◆ Approved the bills & Auditor's Warrants dated September 4 & September 11, 2015;
- ◆ Adopted the following resolution approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills:

**RESOLUTION NO. 09151501**

**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 General Revenue Cash Balance Report dated, August 31, 2015

**Public Works:** On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the final payment to Envirotech Services, Inc., Greeley, CO for CP 29-15-03, Liquid Calcium Chloride in the amount of \$49,314.22 was approved, as recommended by the Public Works Coordinator.

Public Works Coordinator, David Olsonawski presented the following bids for **repair work on CSAH 3 curves, mill and overlay** as follows: Knife River Materials, Bemidji, MN - \$142,405.37 and Mark Sand & Gravel, Fergus Falls, MN - \$218,754.65.

Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Stacey 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 road and bridge monies.

Mr. Olsonawski provided County Car Pool information and requested the Board's consideration of the replacement of car #7, a 2007 Ford Fusion with 217,000 miles. Discussion followed. No action was taken at this time. The development of a County Car Pool Replacement Policy was suggested for review by the Board.

Mr. Olsonawski provided the quote received for the **purchase of a Public Works phone system** from Paul Bunyan Communications, Bemidji, MN in the amount of \$15,450.76. Discussion followed regarding the age, condition and type of currently utilized phones of the public works system. It was clarified that other phone system providers were contacted however current phones were found to be incompatible with alternate phone system options. Information regarding additional Ethernet switches and other necessary equipment to install the updated phone system was provided. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase in bold by underlined quote, above with the total project not to exceed \$16,500 was approved, as recommended by the Technology Committee, with payment to be from combined Public Works departmental monies.

Land Commissioner, Mark Lohmeier presented the fourteen timber parcels recommended for the Timber Auction. Discussion followed. By consensus of the Board, consideration of the parcels was referred to later in the day to allow the Land Commissioner time to obtain answers to questions asked by the Board regarding road construction noted on one of the parcels.

Mr. Lohmeier presented the quotes received for **CP 29 Baja-01 – Aggregate Surfacing** as follows: Vogt's Dirt Service LLC, Walker, MN for CP 29 Baja-01 – Aggregate Surfacing - \$4.92/cy (\$24,600) and Gladden Construction, Inc. - \$5.58/cy (\$27,900). Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the project in bold by underlined low quote, above was approved, as recommended by the Land Commissioner, with payment to be from PILT monies.

Mr. Lohmeier presented the quotes received for completion of **Ortho-rectified Digital Aerial Photography (digital fall color leaf-on aerial photography)** as follows: MN-DNR Forest Res. Assessment, Grand Rapids, MN - \$18,500 and Precision Aviation, Walker, MN - \$21,700. Discussion followed questioning if this information had been shared with the Land Records Department for shared utilization and establishment of common criteria. On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the project in bold by underlined low quote, above was approved, as recommended by the Land Commissioner, with payment to be from Forest Development monies. The Board encouraged prior sharing of information of these type projects, in the future, for review of criteria for purchases with all departmental personnel that may utilize the item once received.

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The Land Commissioner reported the results of the September 11, 2015, tax forfeited land sale as follows: sale of five parcels out of the thirty-four parcels offered for a total of \$112,373. The Board was also informed that additional parcels will be offered on a private sale basis.

Mr. Lohmeier reminded the Board of their action on June 2, 2015, approving an allocation to the Park Rapids Baseball Boosters' bleacher purchase in the amount of \$8,516.50. It was reported that the Boosters' received additional funding reducing the need from the approved \$8,526.50 to \$5,000. The Boosters' request to use the remaining allocated dollars be applied toward the purchase of additional side bleachers was presented. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the utilization of the remaining allocation (\$3,526.50) toward the purchase of side bleachers was approved, as presented.

**Social Services:** Social Services Director, Daryl Bessler informed the Board that Social Worker, Korina May was hired August 24, 2015. Ms. May's visit with the Board was not possible due to her scheduled training.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the revision of the Nelson-In-Home Service purchase of service (POS) agreement in the amount of \$337,000 for Family Based Services Life Management Skills Services was approved, as recommended by the Social Services Director.

Mr. Bessler reported the following information to the Board: the completed submission of the application for a State of Minnesota, MNChoices two year exception; an increase in caseloads, a decrease in intakes as of August, 2015 and the increase in cases per workers from 2005 to 2015 as follows: 8 workers in 2005 handled an average of 152 cases each and 12 workers in 2015 handle an average of 289 cases each.

By consensus of the Board, the following were approved, as recommended by the Social Services Director: application of a Children's Mental Health Respite Care Grant application due September 28, 2015, in the amount of \$20,000 and the one year renewal purchase of service (POS) agreement with DAC for transportation services with no change in rates.

**Hoffman, Philipp & Knutson, PLLC:** Contracted Auditor, Colleen Hoffman reported the change in business name reflecting new partners as Hoffman, Philipp & Knutson, PLLC. Ms. Hoffman provided the 2014 Audit Review and shared information contained in the audit. Discussion followed with the Board asking questions for clarification. Information regarding upcoming GASB 68 requirements were reported that will be required in the future audit.

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

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**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT  
OFF-HIGHWAY VEHICLE SAFETY ENFORCEMENT GRANT**

**WHEREAS**, the Hubbard County Sheriff's Office has opportunity to apply for Off-Highway Vehicle Safety Enforcement Grant Funding for the years 2015 to 2017, and

**WHEREAS**, the Grant will provide funding for personnel expenses for persons who are actively engaged in off-highway vehicle safety duties, uniforms, fuel, lubricants, repairs, rental/lease costs, travel costs, training expenses and expendable supplies for snowmobile safety enforcement,

**THEREFORE, BE IT RESOLVED**, that the Hubbard County Sheriff's Office enter into a grant agreement with the Minnesota Department of Natural Resources, Enforcement Office for the project entitled OFF-HIGHWAY VEHICLE SAFETY ENFORCEMENT during the period from August 15, 2015 to June 30, 2017; and

**DATED** at Park Rapids, Minnesota this 15th day of August, 2015.

Sheriff, Cory Aukes presented the quotes received for the purchase of **twenty (20) weBoost Drive 4G-X Kits** to boost cell phone/wireless coverage in the squad cars as follows: Wilson Electronics, LLC, St. George, Utah - \$8,430.80, Amazon.com - \$9,599.80. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the purchase in bold by underlined low quote, above was approved, as recommended by the Technology Committee, with payment to be made from forfeiture funds.

Sheriff Aukes together with Sentence to Serve CrewLeader, Randy Griess provided information requested by the Board regarding the 2016 departmental budget requests. Mr. Griess provided data regarding the STS work performed in 2015 and how procedures could differ with the requested increase in the Assistant STS Crewleader from part time to full time. Sheriff Aukes provided data regarding the number and type of calls received by the Sheriff's Office both in 2015 and over the past ten year period representing a significant increase. A breakdown of the cases handled by the Road Deputy currently completing investigator work was also provided.

**Land Department:** Land Commissioner, Mark Lohmeier reported information regarding the road construction necessary on Parcel #1118 included in the parcels recommended for inclusion on the upcoming Timber Auction as requested earlier in the day. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the fourteen parcels were approved, as recommended by the Land Commissioner, to be included in the Timber Auction scheduled for October 12, 2015, as presented.

**Community Health Services (CHS):** On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the County Attorney's preparation of the 2016 CHS annual purchase of service (POS) contract for Community Health Services was authorized for review and approval by the Board, upon completion.

Director of Community Health, RaeAnn Mayer provided information regarding the

following with no action required at this time: influenza vaccination preparations and the Freedom to Breathe Act.

**MAHUBE-OTWA:** On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the submission of the MAHUBE-OTWA Community Action Partnership, Inc. long term homeless grant application for the period of 2016 – 2017 with the MN Department of Human Services and the Northwest and West Central Minnesota Consortium was authorized, as recommended by the MAHUBE-OTWA Director.

**Finance:** The Board was reminded that the 2015 Truth in Taxation meeting is scheduled for December 1, 2015, beginning at 6:05 p.m.

On motion of Mr. Massie, seconded by Mr. Smith and carried unanimously, the 2016 preliminary payable net levy in the amount of \$13,500,000 and the 2016 preliminary Housing & Redevelopment Authority (HRA) levy in the amount of \$230,000 were approved.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the 2016 preliminary departmental revenue and expenditure budgets were approved as follows with the understanding they will be modified given the established levy:

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
<b>General Revenue</b>	11,998,276	11,984,920
<b>Solid Waste</b>	3,221,112	3,211,041
<b>Tax Forfeited Lands</b>	2,384,702	1,145,838
<b>Road &amp; Bridge</b>	10,218,400	10,261,480
<b>Social Services</b>	7,581,263	8,687,946
<b>TOTAL 2016 COUNTY BUDGET</b>	<b>35,403,753</b>	<b>35,291,226</b>

**Committee Reports:** A report was provided regarding the following meetings attended: Park Rapids Library and Itasca trail meeting.

**Coordinator:** Coordinator, Debbie Thompson reminded the Board of the AMC Fall Policy Meetings to be held on September 17 and 18, 2015 at Breezy Point Resort, Pequot Lakes, MN.

By consensus of the Board, the agenda for the October 13, 2015, Board Work Session was approved to include the following: presentation by the Itasca Trail Committee representative and continued review of the proposed 2016 departmental budget including a request that the Public Works Coordinator, Sheriff and the County Attorney be available for further discussion with the Board.

Commissioner Johannsen left the meeting at 12:44 p.m.

The Board was reminded of the upcoming Township Association Meeting on September 21, 2015, in Badoura Township.

By consensus of the Board the Polk County and Clearwater County resolution request regarding Enbridge Energy Limited Partnership Tax Court petition was referred

to a future Board meeting for further consideration.

A request from the District Court was considered by the Board to add court approved recording equipment to the Board Room. Discussion followed. By consensus of the Board, the Court's request for installation of recording equipment in the Board Room was denied at this time.

Commissioner Johannsen returned to the meeting at 12:49 p.m.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, Commissioner Dotta was appointed to the Northwest's Health Insurance Joint Powers Advisory Committee for 2016.

On motion of Mr. Stacey, seconded by Mr. Dotta and carried unanimously, the following were approved: non-union participation in the 2016 Wellness Pilot Program offered by the Northwest Service Cooperative, as presented; the signature of same by the Coordinator and the Wellness Pilot Program Policy for addition to the Personnel Policy.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the establishment of a separate Heritage Living Center (HLC) account for provision of employee health insurance benefits with the Northwest Service Cooperative was approved, effective January 1, 2016.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the payment of the HLC Construction Project Disbursement #10 in the amount of \$723,320.75 was approved.

Ms. Thompson provided a review of MN §471.6161 requiring the completion of a request for proposal for county provided benefits. The following Life Insurance quotes were sought: Aetna, Cigna, Hartford, Humana, VOYA/ING, Lincoln Financial, Mutual of Omaha, NJPA Pool/Sunlife, Reliance, Standard, Unum and Minnesota Life/Securian. The Benefit Committee with the assistance of Integrity Benefits Group, Inc. compared bids received, narrowed the field to the current vendor UNUM and The Hartford for as comparable benefits vs premium expense. A review of the 2016 voluntary group benefit options available together with the recommendation of the Benefit Committee was presented. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the 2016 group life insurance to be provided by The Hartford resulting in an estimated 33% savings to the County and the following group voluntary benefits were approved for the group voluntary benefits to be included on the cafeteria plan, as recommended by the Benefit Committee: Accident and Critical Illness by Assurant Employee Benefits; Short Term Disability by Sunlife; Long Term Disability and Voluntary Life by The Hartford; Dental by Dearborn National; Vision by Avesis and the continued Long Term Care Insurance by UNUM.

**Closed Session:** On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the meeting was closed pursuant to M.S. §13D.03 at 1:07 p.m. The meeting was re-opened at 1:21 p.m.



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MSOP – MN Sex Offender Program	7,357.85
Nelson In-Home Services	22,971.00
St. Joseph Community Health	7,173.47
25 Payments Less Than \$2,000	15,967.01
49 Payments Less Than \$2,000	8,299.65
Hubbard County Auditor-Treasurer	13,405.62
Hubbard County Hwy Dept	3,162.48
37 Payments Less Than \$2,000	14,156.49
1 Payment Less Than \$2,000	1,258.80

/s/ Daniel Stacey

Daniel Stacey, Chairman  
Hubbard County Board of Commissioners

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