
A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON OCTOBER 6, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on October 6, 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. Smith and carried unanimously, the agenda was approved, as modified.

Public Input: County Attorney, Don Dearstyne informed the Board of his impending absence and his plan for a “fill-in” attorney provided by the Washington County Attorney’s Office.

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

- ◆ Approved the minutes of the September 15, 2015 Regular Meeting;
- ◆ Approved the bills & Auditor’s Warrants dated September 18, September 25 & October 2, 2015;
- ◆ Approved the Social Services bills;
- ◆ Approved the off sale liquor license application for the Woodland Store, Lake George Township;
- ◆ Reviewed the 2015 Departmental Overtime Report dated September 30, 2015;
- ◆ Adopted the following resolution:

RESOLUTION NO. 10061501

WHEREAS, an application for Minnesota Lawful Gambling LG220 for Exempt Permit has been received from the Bemidji Area Shooter’s Association, Inc., P O Box 1851, Bemidji, MN, 56619, for the conduct of a raffle at Backwoods Bar & Grill in Rockwood Township in the County of Hubbard on November 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.

- ◆ Adopted the following resolution:

RESOLUTION NO. 10061502

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
Park Rapids Summer Youth Baseball	\$300.00	STS Donation

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

- ◆ Reviewed the Highway Dept. YTD Financial Statement dated August 31, 2015

Public Works: Public Works Coordinator, David Olsonawski presented the bids received for **SAP 029-600-012 boat access to Garfield Lake on 2nd Street NE in Laporte**, as follows: Gladen Construction, Laporte, MN - \$116,653.30; Young Excavating, Inc., Hackensack, MN - \$118,485.80; and Knife River Materials, Bemidji, MN - \$131,942.30. 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 with payment to be from State Park Road monies.

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

RESOLUTION NO. 10061503

WHEREAS, the solid waste management tax requires political subdivisions to identify by resolution a market price if the political subdivision;

- a. subsidizes the cost of service at a facility; or
- b. directly bills on a property tax statement for organized collection of mixed municipal solid waste; and

WHEREAS, the political subdivision will be liable for any solid waste management tax based solely on the market price amount identified through the resolution; and

WHEREAS, the market price is identified in state statute as the "lowest price available in the area"; and

WHEREAS, Hubbard County has performed research to identify the lowest price

available in the area; and

THEREFORE, Hubbard County declares a market price of \$36.99 per ton, based on the lowest price available for collection, transportation, disposal, and processing.

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

RESOLUTION NO. 10061504

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 2016 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;

Round River Drive OHV Trail System; 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 Timberland Dirt Devils ATV 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, 2016 through June 30, 2017, 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 FY2016 Grant-in-aid agreement for the Soaring Eagles Cross-Country Ski Trail was approved, as recommended by the Land Commissioner.

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

RESOLUTION NO. 10061505

RESOLUTION AUTHORIZING PARTICIPATION IN PLANNING PROCESS AND EXECUTION OF AGREEMENT

WHEREAS, the County of Hubbard is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff;

WHEREAS, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county, maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW, THEREFORE, BE IT RESOLVED, that the Hubbard County Sheriff's Office will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota – Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Hubbard County Hazard Mitigation plan. Brian

Halbasch – Deputy Sheriff & Emergency Manager is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to implement the plan on behalf of Hubbard County.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the County Emergency Operation Plan was approved, as recommended by the Emergency Management Officer with satisfactory review by the Chairman and signature of the plan was authorized.

Coordinator: Coordinator, Debbie Thompson reminded the Board of the Polk County and Clearwater County resolution request regarding Enbridge Energy Limited Partnership Tax Court petition. No action taken at this time.

By consensus of the Board, the agenda for the Board Work Session scheduled for October 13, 2015, beginning at 9:00 a.m. was re-affirmed as follows: Itasca Trail Committee Presentation; Review of Local Water Plan; Review of Public Works and Sheriff's 2016 proposed departmental budget.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the disposal of unused Public Works equipment, as presented was approved, using K-Bid services.

Ms. Thompson presented the quotes received for the update of the **Probation Department HVAC System; BAS and unit/baseboard controls; Power; Balancing; Permits and Project Management** as follows: Peterson Sheet Metal, Bemidji, MN - \$26,310 (10 Ton RTU base price 24,400 + alternate for gas unit \$1,910) and Thelen Heating & Roofing Inc., Brainerd, MN - \$34,500 (10 Ton RTU); Power: Lee Davis Electric, Inc., Park Rapids, MN - \$2,100 (time and materials, not to exceed) and Les' Electric, Sebeka, MN - \$2,800 (time and materials, not to exceed); G & R Controls, Fargo, ND - \$15,800; Balancing Professionals, Inc., Fargo, ND - \$4,200; City of Park Rapids permit fee, estimated at \$600; and Contegrity Group, Inc. - \$2,500 (time and materials, not to exceed). On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the project in bold by underlined quotes, above was approved with payment to be from budgeted monies.

Land Records – Environmental Services: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the final plat of Wright Estates, Parcel #27.22.01300, located in Todd Township (Section 22, Township 140, Range 35) was approved, as recommended by the Planning Commission and county staff.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the FY2016 Natural Resources Block Grant agreement was approved, as recommended by the Environmental Services Officer.

Environmental Services Officer, Eric Buitenwerf introduced Environmental Specialist, Jeffrey Kelly to the Board. Mr. Kelly began his duties with the county on

August 10, 2015.

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

RESOLUTION NO. 10061506

WHEREAS, North Country Food Bank, Inc. (North Country) is a 501(c)3 nonprofit organization located in the city of Crookston, County of Polk, State of Minnesota. North Country has a profound regional impact on hunger issues – serving 21 counties in northwest and west central Minnesota; and

WHEREAS, North Country provides over 7 million pounds of surplus, quality food and nonfood products to 220 charitable organizations for distribution to people in need. The charitable food programs served by North Country include soup kitchens, food shelves, homeless shelters, low-income individuals in need of supplemental assistance, senior community centers, after-school programs, domestic abuse programs, and addiction treatment centers; and

WHEREAS, North Country provides an important service that impacts the lives of many in northwest and west central Minnesota; and

WHEREAS, North Country's current facility provides space, storage, access and compliance challenges. North Country must move its operations to a new facility to better and more efficiently serve the population in northwest and west central Minnesota, and to comply with the contractual obligations and safety requirements of Feeding America, state and federal regulations, and the requirements of other governing agencies; and

WHEREAS, North Country is in a position to pursue a new facility building construction project and capital fundraising campaign, including a proposition to partner with Polk County to pursue a \$3 million State of Minnesota Bonding Request in the 2015 and 2016 Bonding Bill.

NOW, THEREFORE, BE IT RESOLVED, that the Hubbard County Board of Commissioners hereby support North Country in its efforts to secure capital funding from the State legislature, so it may continue to provide this very important community service to northwest and west central Minnesota.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the following collective bargaining agreements for the period of January 1, 2015 – December 31, 2016 were ratified; the Chairman and the Coordinator were authorized to sign same and the Coordinator was authorized to sign the Solid Waste Central Pension Fund Agreement: Environmental Services, Land Department, Parks & Recreation; Highway; Solid Waste; and LEC, Non-Licensed group.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the

Wellness Pilot Program Memorandum Agreements for the following bargaining units were approved as presented: Environmental Services, Land Department, Parks & Recreation; Highway; Solid Waste; and LEC, Licensed and Non-Licensed groups.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the following non-union cafeteria plan contributions were approved effective January 1, 2016: Single \$847; Single + children \$1070 and family \$1508.

On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the provision of the following four health plans to be included in the 2016 Cafeteria Plan were approved: \$1000 CMM (Common Plan #13); \$1850/3700 HDHP; \$5000/10,000 HDHP; and \$6350/12,700 HDHP.

Finance: On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the application for repurchase of forfeited lands of Nationstar Mortgage, LLC was approved, for property described as 23-14A Part of the Northeast Quarter (NE1/4) of the Southeast Quarter (SE1/4) from the Northwest Corner of Lot Six (6) Block Six (6) McKinley's Addition W33 to W LN Huntsinger Avenue S517.89, PB S24.11 W 184.05 N24.12 E 183.55 to PB, Todd Township, Parcel ID #32.23.01710 and the following resolution was adopted:

RESOLUTION NO. 10061507

Resolved, by the Board of County Commissioners of Hubbard County, Minnesota that the foregoing application is hereby approved contingent upon payment of all monies necessary for the reasons stated as follows:

To return the property to the tax rolls.

Historical Society: Representatives of the Historical Society Board of Directors, President Russell Brown and Treasurer, Marion Town presented information regarding the condition of the "old courthouse" building and concerns regarding the humidity control and existing carpets. In addition, a formal request was made for the continuation of the county's allocation for the Historical Society in 2016. Discussion followed. The Historical Society was encouraged to investigate any restrictions that may be in place with regard to changes to the building given the building's historic status and work with the Facilities Maintenance Manager to address the concerns expressed.

Social Services: On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, Commissioner Stacey was requested to meet with the Social Services Director for development of a recommendation regarding the Community Reinvestment Monies and provide a report to the board no later than November 3, 2015, as discussed.

Coordinator: Ms. Thompson explained the County Attorney's request for purchase of equipment included on the agenda had been withdrawn by Mr. Dearstyne, pending review of further options.

Given the withdrawn equipment purchase request that would have necessitated an increase in the County Attorney’s credit card limit to complete, no action was taken by the Board.

The request of the Nemeth Art Center and the AIS Task Committee to attend an upcoming Board Work Session was shared with the Board. Discussion followed. The Coordinator was asked to schedule the visit on November 10 and verify with the groups that the timing was appropriate.

Ms. Thompson reported to the Board that the upcoming AMC Region II meeting was scheduled on October 28, 2015, at 8:00 a.m. in Bemidji, MN.

Committee Reports: The Commissioners shared information discovered at the recently conducted AMC Policy meetings with no action needed.

There being no further business before the Board, the Chairman adjourned the meeting at 11:33 a.m.

GENERAL REVENUE:

A’Viands LLC	14,664.13
Department of Human Services	2,426.65
Hubbard County Hwy Dept	9,847.70
Jones-Pearson Funeral Home	2,178.00
National Business Systems, Inc.	7,000.00
Northern Business Products, Inc.	2,465.02
Northwoods Computer Service	2,767.50
Ratwik, Roszak & Maloney PA	7,070.73
TH Consulting	2,925.00
Turnkey Corrections	2,825.96
Wilson Electronics LLC	8,471.92
74 Payments Less Than \$2,000	25,727.93

ROAD & BRIDGE:

Anderson Brothers Construction	58,025.00
16 Payments Less Than \$2,000	4,759.93

SOLID WASTE:

Hubbard County Hwy Dept	2,865.92
7 Payments Less Than \$2,000	2,822.12

FORFEITED LAND:

Eagle Vision Machining	2,990.96
Future Forests Inc.	36,063.50
Sanquist Construction Inc.	3,105.00
6 Payments Less Than \$2,000	2,126.69

SOCIAL SERVICES:

Catholic Charities of St. Paul & Mpls	4,845.00
Heartland Homes SILS	3,232.71
Hubbard County DAC	19,428.06
Kindred Family Focus	12,740.07
Mille Lacs Academy	6,643.73
Nelson In-Home Services Inc.	6,628.20

North Homes Inc.	31,790.44
Northwestern MN Juvenile Center	10,668.00
Pine Manors	2,275.00
Rural Minnesota CEP	10,394.26
Snyder Group Foster Home	6,851.00
Volunteers of America	9,930.00
33 Payments Less Than \$2,000	10,317.35
53 Payments Less Than \$2,000	10,395.60
DHS – SWIFT	49,261.88
Hoffman, Philipp & Knutson PLLC	3,110.00
Hubbard County Hwy Dept	2,589.57
Macpherson, Judy	2,266.50
59 Payments Less Than \$2,000	14,929.42

/s/ Daniel Stacey

Daniel Stacey, Chairman
Hubbard County Board of Commissioners

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