

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON DECEMBER 1, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on December 1, 2015, at 9:00 a.m. with Commissioners Massie, Dotta, Smith and Johannsen and County Coordinator, Debbie Thompson present. Commissioner Stacey was absent. Mr. Stacey arrived at 9:35 a.m.

The Pledge of Allegiance was said by all.

The meeting was called to order by Vice Chairman, Matt Dotta.

On motion of Mr. Massie, seconded by Mr. Johannsen and carried 4 – 0 with Commissioner Stacey absent, the agenda was approved, as modified.

On motion of Mr. Smith, seconded by Mr. Massie and carried 4 – 0 with Commissioner Stacey absent, the following consent agenda items were approved, as submitted:

- ◆ Approved the minutes of the November 17, 2015 Regular Meeting;
- ◆ Approved the bills & Auditor’s Warrants dated November 20, and 27, 2015;
- ◆ Approved the Social Services bills;
- ◆ Reviewed the 2015 Departmental Overtime Report, October 31, 2015;
- ◆ Adopted the following:

RESOLUTION NO. 12011501

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
James Osborne	\$200.00	STS Firewood

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

- ◆ Approved the following License Applications: **3.2**-Timberlane Lodge & Resort, Cedar Shores Lodge, The Barn, Henrietta Township, and Firefly Event Barn LLC, Nevis; and Summerhill Farm, Arago Township; **Tobacco** - Zhateau Zorbas, Lake Emma Township and Becida Bar & Grill, Fern Township; **Sunday, Off Sale Liquors and On-Sale Off Sale Liquor** - Beehive Off Sale Liquors, Helga Township and Summerhill Farm, Arago Township; and **Wine** - Summerhill Farm, Arago Township.

2015 Employee Service Awards: The following employees were recognized by Vice Chairman, Matt Dotta and the Hubbard County Board for a total of 245 years of combined service for the county: 5 years Mark E. Lohmeier; Sharon L. Blair; David J. Hoefs; Robert W. Kaumans; Gregory D. Remus; Kathleen A. Melvin; Renae M. Olson; Renee A. Weeks; William K. Devine; Judy Kay Johnson; Heidi B. Kruchowski; and Cheryl A. Genoch; 10 years – Julianne L. Stuemke; Jeffrey S. Stacey; Nancy L. Mitchell; Shane G. Plautz; Donald A. Rumpza; Jarod S. Andersen; Carice Golberg-Cummins; Heather M. Zacher; Alfred R. Opsal; and Eric J. Buitenwerf; 15 years – Curtis A. Hadrava; Roxann R. Yliniemi-Nelson; 25 years – Corwyn L. Aukes; 30 years – Sheila C. Rognstad.

Public Works: Survey Tech II, Ryan Miller provided the 2015 Land Survey Department annual report and outlined the 2016 departmental goals to include the completion of Farden and Helga Township survey needs. No action was required at this time.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried 4 – 0 with Commissioner Stacey absent, the final payment to Traffic Marking Service, Inc., Maple Lake, MN was approved for ground in wet reflective edge striping in the amount of \$32,234.55, as recommended by the Public Works Coordinator. (This was a joint Federal HSIP project with Beltrami County.)

On motion of Mr. Massie, seconded by Mr. Smith and carried 4 – 0 with Commissioner Stacey absent, the following actions were approved as presented and recommended by the Public Works Coordinator, for review by the Board: **1)** preparation of documents for advertising and letting of S.P. 029-628-002 – grading, aggregate base and bituminous on CSAH 28 between US 71 and TH 34; **2)** preparation of documents for advertising and letting of C.P. 29-81-16 – aggregate shoulders, P.M. bituminous overlay on CR 81 from 5 miles north of TH 34 to 1.3 miles north; **3)** Authorized the Public Works Coordinator to accept quotations for equipment rental, gasoline, diesel, culverts, aggregate & bituminous materials, pavement marking, ½ ton pickup, 1 ton truck, and signs and posts for 2016; **4)** the Public Works Coordinator attendance of the NACE Conference in Washington state in April 2016, with the registration, lodging and parking to be paid by the county; **5)** preparation of documents for advertising and letting of C.P. 29-109-16 – aggregate shoulders, P.M. bituminous overlay on CR 109 from CSAH 6 to 0.8 miles east; **6)** preparation of documents for advertising and letting of C.P. 29-111-16 – reclaim, aggregate shoulders, P.M. bituminous overlay on CR 111 from TH 87 to 1.2 miles south; **7)** preparation of proposals and advertise for liquid chloride, aggregate surfacing (southern part of county) contracts, for 2016 when ready.

On motion of Mr. Massie, seconded by Mr. Johannsen and carried 4 – 0 with Commissioner Stacey absent, the 2016 Tip Fee Schedule was approved, as presented, including an increase in Non-assessed, Non-resident, out of county waste from \$40 to \$60 and the addition of a boat disposal category as follows: Hubbard County Contractors/Business - \$100 and Non-Assessed, Non-Resident out of county waste - \$200.

A motion was made by Mr. Johannsen, seconded by Mr. Massie to approve the 2016 Solid Waste Assessment. Discussion followed including the expectation of

commercial reports to be received later in the day. The motion and second were withdrawn and by consensus of the Board the consideration of the 2016 Solid Waste Assessment was tabled until December 15, 2015, to permit receipt and review of the commercial reports as discussed.

Commissioner Stacey joined the meeting at 9:35 a.m.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, a 4% increase in the Development Achievement Center (DAC) purchase of service contract was approved, pending satisfactory review of DAC recycling numbers by the Solid Waste Administrator, as discussed.

Land Commissioner, Mark Lohmeier presented the following quotes **for completion of asbestos inspection on three buildings located on forfeited parcels: Trio Environmental Consulting, Inc., West Fargo, ND - \$2,820 and Terracon Consultants, Inc., Fargo, ND - \$7,300**. Discussion followed. On motion of Mr. Massie, seconded by Mr. Johannsen 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 the forfeited sales monies.

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

RESOLUTION NO. 12011502

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;

Martineau OHM 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 Paul Bunyan Forest Riders Motorcycle 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.

Land Commissioner, Mark Lohmeier presented the quotes received for the **purchase of a replacement 2016 Ski Doo Renegade Adrenaline 600 E-Tec snowmobile for the Trail Deputy** as follows: Up North Power & Sports, LLC, Park Rapids, MN - \$9,643 and Bemidji Sports Centre, Bemidji, MN - \$9643. Discussion followed regarding the use of the currently owned machine. By consensus of the Board, the purchase was tabled pending determination of current equipment use, to be sold or as a trade in, and at what value.

Discussion was held regarding the upcoming needs of the Transit Program and vehicle housing issues at the Public Works facility, with a meeting of the Public Works Coordinator, Commissioner Smith and the Transit Coordinator to be held for recommendation to the Board.

Coordinator: By consensus of the Board, further review of the County Organizational Chart was referred to the Board's Work Session to be held on December 10, 2015.

The Board was reminded of the Department Manager Evaluations scheduled on December 14, and December 21, 2015 beginning at 9:30 a.m. Discussion was held regarding the peer evaluation survey format and concerns expressed by managers. Discussion followed. By consensus of the Board, the re-distribution of the revised Peer Evaluation Surveys was approved, as discussed.

Ms. Thompson reminded the Board of the upcoming 2015 AMC Conference to be held on December 7, and December 8, in St. Cloud, MN.

The Board continued their review of the 2016 Committee List.

Sheriff: By consensus of the Board, the consideration of Camp Wilderness FEMA Grant application resolution was referred to later in the day.

Land Records – Assessor: On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, overtime for Assessor personnel up to 100 hours was approved for completion of data entry and coding relative to the assessment period, as recommended by the Assessor.

Assessor, Ginger Woodrum presented the following quotes received **for the construction of a storage cabinet**: Leeseberg Cabinets, Inc., Park Rapids, MN - \$775 and Jerry Eischens Cabinetry, Inc., Park Rapids, MN - \$2,217.00. Discussion carried. On motion of Johannsen, seconded by Mr. Dotta and carried unanimously, the purchase in bold, by low underlined quote, above was approved as recommended by the Technology Committee, to be paid from the Compliance Fund.

Coordinator: The Board was reminded of the upcoming Commissioner “Lunch Room” meeting scheduled for December 16, 2015, at 11:30 a.m. with Commissioners Smith and Massie attending. The meeting will be held in the break room located on the lower level of the courthouse.

On motion of Mr. Stacey seconded by Mr. Johannsen and carried unanimously, the Coordinator Office personnel’s utilization of overtime was approved, not to exceed 100 hours for completion of labor contract back pay calculations; additional payroll completion; benefit renewals; W-2 preparation and ACA reporting requirements.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the 2016 county board meeting schedule was approved to be as follows: the first and third Tuesday of each month beginning at 9:00 a.m. except the December meeting was scheduled to be held on Thursday, December 8, 2016, due to the 2016 AMC Conference.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the 2016 county board work session schedule was approved to be on the second Tuesday of each month beginning at 9:00 a.m.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the 2016 Board of Appeal and Equalization meeting was scheduled to be held on June 13, 2016, beginning at 1:00 p.m. and the 2016 Truth in Taxation meeting was scheduled to be held on December 8, 2016, beginning at 6:05 p.m.

On motion of Mr. Smith, seconded by Mr. Massie, District 1 Commissioner, Matt Dotta was nominated for 2016 Board Chairman.

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

RESOLUTION NO. 12011504

BE IT RESOLVED, that the per diem payments for service on county boards, committees, or commissions of county government shall be \$30.00 half day/\$60.00 full day effective January 1, 2016.

BE IT FURTHER RESOLVED, that a meeting of less than four hours duration, including travel time to and from the meeting, shall be considered a half day and a meeting of four hours or more, including travel time to and from the meeting, shall be considered a full day for purposes of payment of per diem.

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

RESOLUTION NO. 12011505

BE IT RESOLVED, that the per diem payments for service on the County Planning Commission/Board of Adjustment shall be \$150.00/lot viewal and \$150.00/meeting effective

January 1, 2016, and

BE IT FURTHER RESOLVED, that the per diem payment for the Planning Commission/Board of Adjustment Chairperson services for completion of paperwork shall be \$25.00 per event, plus mileage as established by the County Board annually.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, a 3% wage adjustment to the county compensation grid effective January 1, 2016, for non-union employees including department managers, excluding elected officials and Heritage Living Center employees was approved and appropriate employee step increases were authorized per the personnel policy upon completion of a satisfactory performance evaluation.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the 2016 mileage rate was established to be at the IRS rate effective January 1, 2016.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the 2016 meal allowance was approved to be at the same as 2015: \$7, breakfast; \$10, lunch; \$15 dinner.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, each commissioner was authorized to appoint a replacement commissioner to attend 2016 committee meetings in the event they are unable to attend and approved the replacement commissioner receipt of the appropriate per diem, etc.

On motion of Mr. Smith, seconded by Mr. Johannsen and carried unanimously, the Teamsters 320 – Social Services Memorandum of Agreement (MOA) was approved, as recommended by the negotiation team.

The Board was reminded of the Department Manager Meeting scheduled for December 29, 2015, at 9:00 a.m. and by consensus of the Board Commissioners Stacey and Massie were appointed to attend.

Veteran Services: Veteran Services Officer, Greg Remus reported the donation of sixteen TV's to the Heritage Living Center (HLC) new construction project from the following military related groups: American Legion Post 212, Sons of the American Legion, Legion Riders, Disabled American Veterans, American Legion Auxiliary, DAV Auxiliary, and Star of the North Marine Corps League. It was reported that 30% of the HLC residents are veterans.

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

RESOLUTION NO. 12011506

BE IT RESOLVED, by Hubbard County, that the County enter into the attached **Grant Contract** with the Minnesota Department of Veteran Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Enhancement Grant Program**. This grant must be used to provide outreach to the County's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions,

and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, by Hubbard County that Greg Remus, the Hubbard County Veterans Service Officer, be authorized to execute the attached Gant Contract for the above-mentioned Program on behalf of the County.

Heritage Living Center (HLC): On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, a change order to the HLC construction project to add card readers for security purposes, in the amount of \$15,850 was approved, to be paid from project contingency dollars.

Finance: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the Board's signature of the 2014 county financial report was authorized.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the Auditor/Treasurer was authorized to issue duplicate warrants for lost checks as needed, at her discretion.

Community Health Services (CHS): On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the 2016 Purchase of Service (POS) Agreement with St. Joseph's Hospital for Public Health Services including Addendum A was approved, as presented. The document had been satisfactorily reviewed by the County Attorney and the Chair was authorized to sign same.

CHS Director, RaeAnn Mayer provided information regarding a potential for the withdrawal of Beltrami County from the North Country Board joint powers. She explained there are options available to the county if this occurs. Ms. Mayer also reported a quiet flu season this year with fewer immunizations provided thus far.

Shell Prairie Agricultural Association (SPAA): On motion of Mr. Massie, seconded by Mr. Smith and carried unanimously, a counter offer to the SPAA for lease arrangement (Extension, VSO, & STS space) was approved to be reviewed by the SPAA, as discussed.

Chairman, Dan Stacey recessed the meeting at 12:30 p.m. to be re-convened following the completion of the Truth In Taxation (TNT) meeting that will begin at 6:05 p.m. on December 1, 2015. The meeting was reconvened at 6:33 p.m.

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

RESOLUTION NO. 12011507

WHEREAS, Hubbard County, The Hubbard County Sheriff's Office, & Hubbard County Emergency Management will enter into a grant agreement with Camp Wilderness for the

construction of tornado safe rooms, and

WHEREAS, Camp Wilderness has received Federal grant funding for the project that will result in no cost to Hubbard County, The Hubbard County Sheriff's Office, or Hubbard County Emergency Management; and

WHEREAS, Hubbard County has been contacted to act as a fiscal agent for the Camp Wilderness construction project;

NOW, THEREFORE, BE IT RESOLVED, that the County approves the participation of the Hubbard County Sheriff's Office and the Hubbard County Emergency Management as outlined in the aforesaid agreement; and

BE IT FURTHER RESOLVED, that Hubbard County is authorized to act as the fiscal agent for the Camp Wilderness Construction project; and

BE IT FURTHER RESOLVED, that the Chairman of the Hubbard County Board is authorized to sign the proper grant documents.

The review of the 2016 Committee List was completed for finalization on December 15, 2015.

Ms. Thompson reported the "Sealed Bid Auction" conducted for disposal of unused county equipment resulted in \$645.62 in revenue.

There being no further business before the Board the meeting was recessed at 6:55 p.m. until 9:00 a.m. on Monday, December 14, 2015, for completion of 2015 Department Manager evaluations.

The regular meeting of the Hubbard County Board of Commissioners was re-convened on December 14, 2015, at 9:00 a.m. with all the Commissioners and County Coordinator, Debbie Thompson present.

The meeting was re-convened by Chairman, Dan Stacey.

Review of the survey data collected to assist the Board with Department Manager evaluations was completed.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of Assessor, Ginger Woodrum at 10:04 a.m. The meeting was re-opened at 10:51 a.m.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of Public Works Coordinator, David Olsonawski at 10:57 a.m. The meeting was re-opened at 11:25 a.m.

On motion of Mr. Massie, seconded by Mr. Dotta and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of

Auditor/Treasurer, Kay Rave at 11:43 a.m. Commissioner Stacey left the meeting at 11:45 a.m. The meeting was re-opened at 12:21 p.m.

Commissioner Stacey returned to the meeting at 12:36 p.m.

On motion of Mr. Smith, seconded by Mr. Johannsen and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of Land Commissioner, Mark Lohmeier at 12:38 p.m. The meeting was re-opened at 1:07 p.m.

On motion of Mr. Massie, seconded by Mr. Dotta and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of Facilities Maintenance Manager, Bobby Wilkins at 1:17 p.m. The meeting was re-opened at 1:40 p.m.

There being no further business before the board the meeting was adjourned at 1:40 p.m.

GENERAL REVENUE:

Hubbard County Hwy Dept	8,174.60	Hubbard County DAC	13,330.44
OK Tire Store Inc.	4,409.60	Kindred Family Focus	10,693.98
Turnkey Corrections	2,974.20	LSS – Guardianship	17,078.06
Water Rescue Innovations, Inc.	2,785.18	MAHUBE Community Council Inc.	5,277.76
51 Payments Less Than \$2,000	24,576.89		

ROAD & BRIDGE:

Rose City Canopy Inc.	4,701.19	MSOP – MN Sex Offender Program	14,706.00
14 Payments Less Than \$2,000	3,517.50	Pedersen, Janelle	2,069.25
		Rural Minnesota CEP	10,338.44

SOLID WASTE:

Hubbard County Hwy Dept	2,202.13	St. Joseph Community Health	9,755.37
7 Payments Less Than \$2,000	2,776.39	Stellher Hyman Services, Inc.	4,110.69
		28 Payments Less Than \$2,000	10,979.77

FORFEITED LAND:

7 Payments Less Than \$2,000	3,129.29	1 Payment Less Than \$2,000	418.56
		49 Payments Less Than \$200.00	11,032.08

SOCIAL SERVICES:

1 Payment Less Than \$2,000	380.96	Cardini-Pearson Funeral Home	2,633.65
Caring Hands Home Care, Inc.	5,000.00	Hubbard County Auditor-Treasurer	13,177.04
HRA of Bemidji	5,000.00	30 Payments Less Than \$2,000	5,092.81

/s/ Daniel Stacey

 Daniel Stacey, Chairman
 Hubbard County Board of Commissioners

ATTEST: /s/ Debbie Thompson

 Debbie Thompson
 Hubbard County Coordinator

