
Hubbard County Board of Commissioners
Regular Meeting Minutes
May 5, 2020

Present: Commissioners Charlene Christenson, David De La Hunt, Tom Krueger,
Daniel Stacey, Ted Van Kempen;
Coordinator: Eric Nerness;
Absent: None.

PLEDGE OF ALLEGIANCE

BOARD CHAIR CALL TO ORDER

Board Chair Christenson called the meeting to order at 9:00 a.m.

1. AGENDA APPROVAL

Moved by Ted Van Kempen; seconded by Daniel Stacey to Approve the Agenda, with the addition of a letter of recognition for Social Services to County Employee Recognition.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger,
Daniel Stacey, Ted Van Kempen

Voting Against: None

2. PUBLIC INPUT

None provided.

3. CONSENT AGENDA

Moved by Ted Van Kempen; seconded by Daniel Stacey to Approve the Consent Agenda.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger,
Daniel Stacey, Ted Van Kempen

Voting Against: None

3.A Approve the Minutes of the April 21, 2020 Regular Board Meeting;

3.B Approve the Bills and Auditor's Warrants Dated April 24, May 1, 2020;

3.C Submission of Highway Department Financial Statement, YTD March 31, 2020;

3.D Approve Quotes for 17.61 Miles of Forest Road Blading (South);

3.E Approve Quotes for 12 Miles of Forest Road Blading (North);

3.F Approve Memorandum of Agreement with Teamsters Local No. 320 (Environmental Services, Land Department, Parks & Recreation Employees Bargaining Unit) regarding Environmental Specialist Demey Everett receiving in advance of obtaining the MPCA SSTS Basic Inspector license the 10% increase of wage.

3.G Approve Update to the Personnel Policy, Section 8, Payroll;

3.H Ratify the Board Chair's Execution of an Extension of Lease with the State of Minnesota;

3.I Authorize an Increase in the Amount of Cash in the License Center Cash Drawer, from \$50.00 to \$75.00;

3.J Adopt **RESOLUTION No. 05052001**:

WHEREAS, Hubbard County is committed to the health, safety and well-being of its residents, and recognizes its role in ensuring the health, safety and well-being of all residents;

NOW, THEREFORE, BE IT RESOLVED, that the Board approves payment of the Social Services Bills as submitted by the Social Services Director.

3.K Adopt **RESOLUTION No. 05052002**:

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, the Hubbard County Sheriff's Office has received gifts as follows:

Name	Amount	Donation
City of Laporte	\$2,000.00	STS Equipment Donation

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

3.L Adopt **RESOLUTION No. 05052003**:

WHEREAS, the following license applications /renewals have been received:

- a. Mantrap Valley Conservation Club, LG240B Application to Conduct Excluded Bingo, Clay Township, July 7, 14, 21, 28, 2020;

WHEREAS, the Hubbard County Board of Commissioners has no objection to the granting of said license applications / renewals;

NOW, THEREFORE, BE IT RESOLVED, that the aforesaid license applications / renewals be, and the same hereby are, approved;

BE IT FURTHER RESOLVED, that the waiting period for consideration of these license applications / renewals, if any, be waived.

4. COUNTY EMPLOYEE RECOGNITION

Assessor Department

Carice Golberg-Cummins is recognized for 15 years of service effective 4/25/2020.

Sheriff Department

Part-time Dispatcher/Jailer, David Pietila began his position effective 4/28/2020.

Social Services Department

Social Worker Robert Kaumans is recognized for 10 years of service effective 4/26/2020.

The Board Chair also read a letter of commendation from the Minnesota Department of Health and Human Services, recognizing the Social Services Department for exemplary performance in 2019.

5. HIGHWAY / SURVEY

5.A Review and Approve Bid(s) for Projects SAP 029-608-004, SAP 029-635-007, and SAP 029-646-004

5.A Moved by David De La Hunt; seconded by Daniel Stacey to Approve the low bid of \$1,267,194.72 from Knife River Materials, Bemidji, MN for Projects SAP 029-608-004, SAP 029-635-007, and SAP 029-646-004, as recommended by the Highway Engineer / Public Works Coordinator, with payment to be made from State Aid Funding.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger, Daniel Stacey, Ted Van Kempen

Voting Against: None

5.B Review and Approve Quote for Project CP 29-20-01, Pavement Marking

5.B Moved by Ted Van Kempen; seconded by Tom Krueger to Approve the low quote of \$68,797.65 from Traffic Marking Service, Inc., Maple Lake, MN for Project CP 29-20-01, Pavement Marking, as recommended by the Highway Engineer / Public Works Coordinator, with payment to be made from Levy Dollars.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger, Daniel Stacey, Ted Van Kempen

Voting Against: None

6. NATURAL RESOURCE MANAGEMENT

6.A Review Results of April 9, 2020 Sealed Bid Timber Auction

6.A The Land Commissioner advised the Board that the April 9, 2020 Sealed Bid Timber Auction resulted in sales proceeds of \$361,183.62.

6.B Discuss Direct Sale of Tax Forfeited Land on North Shore of Boulder Lake to Provide Space for Septic System

6.B Moved by Daniel Stacey; seconded by David De La Hunt to Authorize the sale of a portion of Tax Forfeited Land approximately eighty feet in width, comprising 11,000 square feet or 0.25 acre, immediately North of parcel 13.01.00700 to provide space for a septic system, as recommended by the Land Commissioner.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger, Daniel Stacey, Ted Van Kempen

Voting Against: None

7. SHERIFF'S OFFICE

7.A Community Health / COVID-19 Update

7.A Deputy Brian Halbasch, Hubbard County Emergency Manager, updated the Board on response measures to the COVID-19 pandemic, including acquisition of and provision of masks, glove, and other measures.

8. COMMITTEE REPORTS

The Board received updates or information concerning: Heartland Lakes Development Commission, Shell Prairie Ag Board, North Country Community Health Board, Mississippi Headwaters Board, Land of the Dancing Sky Area Agency on Aging, Leech Lake River Watershed Board, Hubbard County Extension, Heritage Living Center Hubbard County Housing and Redevelopment Authority, and the Hubbard County Fair Board.

9. COORDINATOR

9.A Consider Continuing Need for Hubbard County Emergency Declaration of March 26, 2020

9.A Moved by Tom Krueger; seconded by Ted Van Kempen to Rescind the Hubbard County Emergency Declaration of March 26, 2020.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger, Daniel Stacey, Ted Van Kempen

Voting Against: None

9.B Review and Adopt **RESOLUTION No. 05052004**:

9.B Moved by Daniel Stacey; seconded by David De La Hunt to Adopt **RESOLUTION No. 05052004**:

WHEREAS, on March 13, 2020, Governor Tim Walz issued Emergency Executive Order 20-01, declaring a Peacetime State of Emergency in response to the COVID-19 pandemic; and

WHEREAS, on March 15, 2020, Governor Walz issued Emergency Executive Order 20-02, ordering the temporary closure of all public and private schools to help slow the spread of COVID-19; and

WHEREAS, on March 16, 2020, Governor Walz issued Emergency Executive Order 20-04, ordering the temporary closure of bars, restaurants, and other places of accommodation to help slow the spread of COVID-19; and

WHEREAS, on March 16, 2020, Governor Walz issued Emergency Executive Order 20-05, providing certain relief to employers and unemployed workers during the COVID-19 emergency; and

WHEREAS, on March 20, 2020, Governor Walz issued Emergency Executive Order 20-20, requiring Minnesotans to stay at home; and

WHEREAS, Emergency Executive Order 20-05 recognizes that the economic insecurity caused by the COVID-19 pandemic will be a major concern for many Minnesotans; and

WHEREAS, Emergency Executive Order 20-15 recognizes that the State's response to the COVID-19 pandemic will result, either directly or indirectly, in the closure of many of Minnesota's small businesses; and

WHEREAS, Hubbard County desires to provide temporary relief to its residents and businesses within the County that have been directly or indirectly impacted by the economic pressures caused by the COVID-19 pandemic; and

WHEREAS, Hubbard County recognizes that as a result of unemployment, lost or reduced wages and the loss of business income, the prompt payment of property taxes will be a major economic pressure for many County residents this year; and

WHEREAS, pursuant to Minn. Stat. §279.01, subd. 2, the County Board may, with the concurrence of the County Auditor-Treasurer, abate the penalty for late payment of property taxes; and

WHEREAS, the Hubbard County Board finds that imposing the full penalty for late payment of property taxes in 2020 would be unjust and unreasonable, and further finds that partially abating the penalties associated with the late payment of property taxes in 2020 furthers the economic interests of the County and its residents and business owners; and

WHEREAS, the Hubbard County Auditor-Treasurer has indicated that she concurs with the Board’s findings and its desire to partially abate the penalty for late payment of taxes in 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Hubbard County Board of Commissioners as follows:

1. Pursuant to Minn. Stat. § 279.01, subd. 2, the County Board hereby delegates to the Hubbard County Auditor-Treasurer the power to abate the penalty provided in Minn. Stat. §279.01 for the late payment of property taxes payable in 2020, to the extent provided for in this Resolution.

2. The County Board further requests that the Hubbard County Auditor-Treasurer impose the following modified penalties for late payment of property taxes due and payable in 2020 for all applicable property classifications:

Property Type:	2020										
	May 16	June 1	July 1	July 16	Aug 1	Sept 1	Oct 1	Oct 16	Nov 1	Nov 17	Dec 1
Homestead and Seasonal Rec.											
1st half	-	-	-	2%	4%	5%	6%	6%	7%	-	8%
2nd half	-	-	-	-	-	-	-	2%	4%	-	5%
Both Unpaid	-	-	-	-	-	-	-	4%	5.5%	-	6.5%
Agricultural Homesteads											
1st half	-	-	-	2%	4%	5%	6%	6%	7%	7%	8%
2nd half	-	-	-	-	-	-	-	-	-	2%	4%
Both Unpaid	-	-	-	-	-	-	-	-	-	4.5%	6%
Nonhomesteads											
1st half	-	-	-	4%	8%	9%	10%	10%	11%	-	12%
2nd half	-	-	-	-	-	-	-	4%	8%	-	9%
Both Unpaid	-	-	-	-	-	-	-	7%	9.5%	-	10.5%
Agricultural Nonhomesteads											
1st half	-	-	-	4%	8%	9%	10%	10%	11%	11%	12%
2nd half	-	-	-	-	-	-	-	-	-	4%	8%
Both Unpaid	-	-	-	-	-	-	-	-	-	7.5%	10%
Personal Property	-	-	-	8%	8%	8%	8%	8%	8%	8%	8%
Manufactured Homes											
1st half	-	-	-	-	-	8%	8%	8%	8%	8%	8%
2nd half	-	-	-	-	-	-	-	-	-	8%	8%

BE IT FURTHER RESOLVED, that the Hubbard County Board encourages those who do not need extra time to pay, to pay their property taxes as soon as possible, to do their part in providing on-going support to the COVID-19 response;

BE IT FURTHER RESOLVED, that this measure is only for property taxes due and payable in 2020;

BE IT FURTHER RESOLVED, that the Hubbard County Auditor-Treasurer will not issue refunds of 2020 property taxes already paid;

BE IT FURTHER RESOLVED, that nothing herein shall be applicable to Electric and Gas utilities, pipelines, distribution substations, and all properties with state assessed values, and leased property, that pay real property taxes in Hubbard County;

BE IT FURTHER RESOLVED, that escrow payments will be applied as scheduled for the May 15 and October 15 due dates.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger,
Daniel Stacey, Ted Van Kempen

Voting Against: None

9.C Determine Agenda Items for the May 12, 2020 Board Work Session

9.C By Board consensus the topics for the May 12, 2020 Board Work Session will be (1) Crime Free Housing, (2) Hubbard County Housing & Redevelopment Authority funding, and (3) a closed session for labor strategy discussion.

The Board Meeting was in recess from 10:02 to 10:08 a.m.

10. CLOSED SESSION

10.A Closed Session Pursuant to Minn. Stat. §13D.03, Labor Negotiations Strategy

10.A Moved by Charlene Christenson; seconded by Ted Van Kempen to close the meeting at 10:10 a.m. pursuant to Minn. Stat. §13D.03, Labor Negotiations Strategy.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger,
Daniel Stacey, Ted Van Kempen

Voting Against: None

The Board Meeting was in recess from 12:25 to 12:34 p.m.

Commissioner Van Kempen left the meeting at 12:37 p.m. and returned at 12:41 p.m.

The meeting was reopened at 1:28 p.m.

The Board discussed whether to continue meetings via video and teleconference, or through in-person meetings with limited attendance, to facilitate better discussion and consideration of issues by the Board.

Moved by Charlene Christenson; seconded by Tom Krueger to begin meeting in-person as a Board, following CDC Guidance and appropriate social distancing, starting with the May 12, 2020 Board Work Session, or as soon thereafter as technology permits, with presenters and members of the public continuing to attend via video or teleconference.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger,
Daniel Stacey, Ted Van Kempen

Voting Against: None

Discussion followed concerning staffing requests from the Solid Waste Administrator, Human Resources Director and Highway Engineer.

The Solid Waste Administrator requests a full time seasonal worker (68 days maximum) for the summer season, and currently has a vacancy for a part time certified attendant. If the full time seasonal attendant is not hired, overtime will be required for existing personnel, and the costs of overtime will surpass the cost of the seasonal worker, given the already increased volume(s) due to residents returning earlier due to the COVID-19 pandemic.

The Human Resources Director is requesting to fill a vacant Human Resources Assistant position. The Board considered the overtime being expended per employee (significantly higher than other departments), the need for project(s) completion, and the dramatically increased workload of the department due to the COVID-19 pandemic.

The Highway Engineer requests a Survey Tech I to fill the vacant position. This position has been vacant since 2019, and the Land Surveyor's work cannot be completed without assistance. While Highway personnel can assist sporadically, this is exceedingly difficult during the summer construction season. Further, much of the Land Surveyor's current work involves re-monumentation, often in remote and difficult to access areas of the County, raising safety considerations as well.

Moved by Charlene Christenson; seconded by Ted Van Kempen to authorize the hiring of a Full Time Seasonal Attendant, Human Resources Assistant, and Survey Tech I.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger, Daniel Stacey, Ted Van Kempen

Voting Against: None

Moved by Charlene Christenson; seconded by David De La Hunt that the Environmental Services Director will begin AIS Inspections Saturday, May 9, 2020, or as soon thereafter as possible, based on the availability of training and staffing, and reduce the overall expenses for the AIS Program during the 2020 season, by adjusting inspection hours for off-peak days and other budgeted items as appropriate, in the judgment of the Environmental Services Director.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger, Daniel Stacey, Ted Van Kempen

Voting Against: None

10.B Closed Session pursuant to Minn. Stat. 13D.05, Subd. 3(a), for the Annual Performance Evaluation of Jerrold Bjerke, Veterans Service Officer

10.B Moved by Ted Van Kempen; seconded by Tom Krueger to Table the annual performance evaluations of the Veterans Service Officer and IT Director to the May 19, 2020 Board Meeting.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger, Daniel Stacey, Ted Van Kempen

Voting Against: None

11. ADJOURN

Moved by David De La Hunt; seconded by Ted Van Kempen to Adjourn at 1:48 p.m., there being no further business before the Board.

Motion Passed: 5 - 0

Voting For: Charlene Christenson, David De La Hunt, Tom Krueger,
Daniel Stacey, Ted Van Kempen

Voting Against: None

SIGNATURES AND PAYMENT(S) INFORMATION PENDING

DRAFT