
Hubbard County Board of Commissioners
Regular Meeting Minutes
June 16, 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 Daniel Stacey; seconded by Ted Van Kempen to Approve the Agenda as Amended.
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

Mr. Sal Di Leo addressed the Board concerning a contemplated easement across tax-forfeited land, for private property access off New Melahn Drive, in Lake George, MN. Mr. Di Leo discussed the spring-fed nature of Lake George, topography around the lake and the manner in which wetlands serve as a water source for the lake. Commissioner Van Kempen is aware of the issue and will work with the Land Commissioner to address all concerns.

3. CONSENT AGENDA

Moved by Ted Van Kempen; seconded by Tom Krueger to Approve the Consent Agenda as Amended.
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 June 2, 2020 Regular Board Meeting;

3.B Approve the Minutes of the June 9, 2020 Board Work Session;

3.C Approve the Bills and Auditor's Warrants Dated June 5, 12, 2020;

3.D Approve Dates for the 5-Year Road Construction Hearing, and the Public Hearing for Continuation of the Local Option Sales Tax, as follows: Lakeport Town Hall, July 20, 2020, 7:00 p.m., and Hubbard County Board Room, Hubbard County Government Center, July 21, 2020, 7:00 p.m.;

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- 3.E Authorize release of retainage for Park Rapids Transfer Station Project to Schrupp Excavating, LLC in the amount of \$7,300.13 after review from Minnesota Department of Labor and Industry;
 - 3.F Authorize release of retainage and additional landscaping work for Park Rapids Transfer Station Project to Sunshine Lawn & Landscape LLC in the amount of \$8,587.50 after review from Minnesota Department of Labor and Industry;
 - 3.G Review and Approve Transfer Station Agreement with Beltrami County;
 - 3.H Approve the NRM and Recreation Department Clothing Policy;
 - 3.I Authorize the purchase of NeoGov's product suite (Onboard, E-Forms, Perform), through State Procurement contract, to utilize a discount opportunity at the 2020 license price, with year one at 33% of standard invoice (\$10,454.00), year two at 66% of standard invoice (\$15,907.00), year three at 100% of standard invoice (\$24,232.00), upon recommendation of the Human Resources Director and County Coordinator, with payment to be made from the General Fund;
 - 3.J Authorize Hubbard County's broker, Integrity Employee Benefits, to accept RFPs (M.S. 471.6161) for group Life Insurance, with compensation included in the rates and paid 100% directly to Integrity Employee Benefits, LLC;
 - 3.K Approve the purchase of two (2) additional OMNI Ballot Tablets, with ancillary software and accessories (item 9.B. of the June 2, 2020 Board Minutes), as recommended by the Auditor-Treasurer, with payment to be made from the General Fund.
 - 3.L [Removed per Agenda Approval];
 - 3.M Approve Fireworks Display by PC Pyrotechnics in conjunction with 2020 Slugfest Fireworks (annual application) for July 4, 2020 to be held on Lake Belle Taine.
 - 3.N Adopt **RESOLUTION No. 06162001**:

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.O Adopt **RESOLUTION No. 06162002**:

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
Straight River Township	\$300.00	STS Equipment Donation
East Hubbard County Fire District	\$400.00	STS Equipment Donation

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

3.P Adopt **RESOLUTION No. 06162003**:

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

- a. My Management / Eagle View Golf Course, Arago Township, 3.2 Beer and Wine/Strong;

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.

3.Q Adopt **RESOLUTION No. 06162004**:

WHEREAS, the following license renewal has been received:

- 1. Tom’s Sanitation, Laporte, MN

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. HIGHWAY / SURVEY

4.A Discussion with Retiring MnDOT District State-Aid Engineer, Lou Tasa

Mr. Tasa addressed the Board concerning funding for road systems and the Hubbard County road system.

4.B [Removed per Agenda Approval]

4.C Review and Approve Final Payment of \$53,112.71 to Central Specialties, Inc. for Projects SAP 029-601-006, CP 029-001-019, and CP 029-103-016

4.C Moved by David De La Hunt; seconded by Daniel Stacey to Approve final payment of \$53,112.71 to Central Specialties, Inc., Alexandria, MN for Projects SAP 029-601-006, CP 029-001-019, and CP 029-103-016, as recommended by the Highway Engineer / Public Works Coordinator, with payment for projects SAP 029-601-006 and CP 29-103-016 to be made from sales tax option funds, and project CP 29-001-019 from local funds.

Motion Passed: 5 - 0

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

Voting Against: None

4.D Accept Resignation of Henry Mack, Engineering Specialist, Effective June 30, 2020 and Authorize Re-filling of Position

4.D Moved by Charlene Christenson; seconded by David De La Hunt to Accept the resignation of Henry Mack, Engineering Specialist, effective June 30, 2020, and authorize the re-filling of the position, and any resulting vacancies, per proper procedure, as recommended by the Highway Engineer / Public Works Coordinator and Human Resources Director.

Motion Passed: 5 - 0

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

Voting Against: None

5. SOLID WASTE

5.A Adopt **RESOLUTION No. 06162000**, Approving Submission of Environmental Assistance Grant Program Application for Solid Waste Department

5.A Moved by Ted Van Kempen; seconded by Daniel Stacey to Adopt **RESOLUTION No. 06162005**, as recommended by the Solid Waste Administrator:

WHEREAS, Hubbard County has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY2020 Environmental Assistance Grant Program; and

WHEREAS, if the MPCA funding is received, Hubbard County is committed to implementing the proposed project as described in the grant application, and

WHEREAS, the MPCA requires that Hubbard County enter into a grant agreement with the MPCA that identifies the terms and conditions of the funding award;

NOW, THEREFORE BE IT RESOLVED, that Hubbard County hereby agrees to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs the Solid Waste Administrator to sign the grant agreement on its behalf.

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 and Approve Final Draft of County-Wide Recreation Plan

6.A Moved by Tom Krueger; seconded by David De La Hunt to Adopt the final draft of the Hubbard County Outdoor Recreation Plan, 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

6.B Northern Waters Land Trust - Clean Water Critical Habitat Program, Proposed Land Acquisition in Section 1, Hendrickson Township - **TABLED ITEM**

6.B Moved by Ted Van Kempen; seconded by Daniel Stacey to Approve the Lessard-Sams Outdoor Heritage Council Fiscal Year 2022 / ML 2021 Request for Funding, to acquire 550 acres (public access) and place easements on 480 acres of private, high-quality forest, wetlands and shoreline in the Northern Forest Ecological Section, 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

6.C Review and Approve Timber Appraisals for July 6th Timber Auction

6.C Moved by Tom Krueger; seconded by Ted Van Kempen to Approve the Timber Appraisals for the July 6, 2020 Timber Auction, 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

6.D Transfer of Real Property to MN-Department of Natural Resources - Trails & Waterways for Big Sand Public Access

6.D Moved by David De La Hunt; seconded by Ted Van Kempen to Authorize the transfer of "Tract B", as identified by a Certificate of Survey for part of Government Lot 8, Section 35, Township 141, Range 34, adjacent to the access to Big Sand Lake, to the Minnesota Department of Natural Resources – Trails & Waterways, as originally contemplated by the Board Action of August 2, 1995, 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

6.E Review and Approve Quote for Contract Inspection

6.E Moved by Ted Van Kempen; seconded by Daniel Stacey to Approve a Scope and Fee Schedule (Construction Inspection) for the Evergreen Lake Outlet & Schoolcraft Trail Repair, professional services, from Houston Engineering, Inc., Fargo, ND in an amount not to exceed \$28,508.00, as recommended by the Land Commissioner, with payment to be made from the Natural Resource Fund.

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

The Public Health Director updated the Board concerning statistical reports on confirmed cases, hospitalizations and deaths, and completed tests associated with the COVID-19 pandemic. Discussion followed concerning contact tracing, utilization of county and state resources for these purposes, including the status of a proposed "regional hub", and questions that were raised following an Association of Minnesota Counties webinar about responses to the pandemic and contact tracing.

8. SOCIAL SERVICES

8.A Review and approve the Document Management System project by Northwoods Consulting
Approve quote and implementation

8.A Moved by Daniel Stacey; seconded by Charlene Christenson to Approve the Technology Roadmap Phase 1: Document Management Project quote for both subscription software and professional service costs necessary to implement OnBase by Hyland Software and Capture Web, \$222,546.00 for three (3) years Compass & OnBase SaaS, \$211,550.00 for year 1 professional services, both items state contract pricing, from Northwoods Consulting Partners, Inc., Dublin, OH as recommended by the Social Services Director, with payment to be made from Minnesota Family Investment Program and Temporary Assistance for Needy Families funding.

Motion Passed: 5 - 0

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

Voting Against: None

9. VETERANS SERVICE OFFICE

9.A Donation of \$500.00 from Coldwell Banker, Clack & Dennis Real Estate

The Veterans Service Officer presented a donation check in the amount of \$500.00 from Justin Clack, Coldwell Banker / Clack & Dennis Real Estate, in recognition of the work done for County Veterans by the Veterans Service Office. The funds will be used for future Veterans outreach and training.

9.B Fargo, ND, VA Medical Center Telehealth Update

The Veterans Service Officer and Assistant Veterans Service Officer described the access to the Fargo, ND VA Medical Center through Telehealth, a tablet based service that does not require Veterans to make an in-person trip to Fargo, ND, and the benefits for health and safety to our Veterans.

The Board Meeting was in recess from 10:36 to 10:43 a.m.

10. COORDINATOR

10.A Discussion with Minnesota State Representative Steve Green, District 02B

Minnesota State Representatives Steve Green (02B) and Matt Grossell (02A) addressed the Board concerning delays in distribution of CARES Act funds, and tentative agreements reached by the legislative caucuses. They provided additional information concerning law enforcement issues following recent civil unrest, proposed actions by Minnesota cities and Minnesota State Democrats, and a recent resolution passed by Becker County concerning reopening the county's economy. Discussion followed concerning legislative barriers to rescinding the Governor's Executive Orders, the permanent financial and psychological harm being done to Minnesotans, and the positive experiences in neighboring states that have not undertaken such drastic closure measures.

11. ENVIRONMENTAL SERVICES OFFICE

Moved by Charlene Christenson; seconded by David De La Hunt to authorize the operation of the AIS Decontamination Station in Park Rapids, MN to the best of the County's ability, in the absence of the availability or certainty of training from the Minnesota Department of Resources, as recommended by the Environmental Services Director and County Attorney.

Motion Passed: 5 - 0

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

Voting Against: None

12. COORDINATOR (CONT'D.)

12.A Moved by Charlene Christenson; seconded by David De La Hunt to Adopt **RESOLUTION No. 06162006:**

ADVISE AND ENCOURAGE SUPPORT FOR RE-OPENING OF BUSINESSES, PLACES OF PUBLIC ACCOMMODATION AND WORSHIP, WHO WILL FOLLOW REQUIREMENTS ON SOCIAL DISTANCING, SAFETY AND FOLLOW STATE, LOCAL AND CDC GUIDANCE

WHEREAS, Governor Tim Walz issued Executive Order 20-01 on March 13, 2020 declaring a peacetime emergency because of the COVID 19 pandemic; and

WHEREAS, on March 16, 2020 Governor Tim Walz issued an Executive Order 20-04 ordering the closure of bars, restaurants, and places of public accommodations.

This order required Minnesota to take additional proactive measures to slow the spread of this pandemic; and

WHEREAS, Hubbard County has followed these Executive Orders and recommendations of the "Stay at Home" order that was issued on March 27, 2020 and was to expire on April 10, 2020, and has been subsequently extended; and

WHEREAS, Hubbard County Businesses have followed the Executive Orders; and

WHEREAS, these orders have caused undue hardship and financial loss to many businesses, both large and small, many of whom may never recover from this financial catastrophe. Businesses continue to have financial strain due to insurance, taxes, rent, electrical, heating and other costs; and

WHEREAS, these continued orders have affected their base of employees, many of them cannot withstand the loss of wages and will be seeking other employment. This will cause undue hardship and financial impact to owners as they try to hire and train new staff; and

WHEREAS, Rural Minnesota has followed the CDC Guidelines, under Federal Regional Gating requirements and we have met the three phases that were recommended;

NOW, THEREFORE, BE IT RESOLVED, that the Hubbard County Board advises and encourages Governor Tim Walz to let expire the Order of March 27, 2020, and any subsequent Orders, requiring the closure of, or restrictions on, bars, restaurants, and other places of public accommodations, and allow the opening of these establishments, in their best interests as determined by the business owners;

BE IT FURTHER RESOLVED, said opening shall require appropriate procedures and best practices for the public to follow requirements on social distancing, safety and follow state, local and CDC Guidance.

BE IT FURTHER RESOLVED, said opening shall include all places of worship.

BE IT FURTHER RESOLVED, that the Hubbard County Board of Commissioners specifically demands that all CARES monies for Hubbard County, and all Minnesota Counties, with the exception of Hennepin and Ramsey counties, be immediately released, as agreed by the Minnesota Senate and House legislative caucuses.

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 11:53 to 11:59 a.m.

12.B Review and Approve Amended Job Descriptions for County Coordinator and Highway Engineer / Public Works Coordinator

12.B Moved by David De La Hunt; seconded by Tom Krueger to Authorize a Public Hearing on Tuesday, July 7, 2020, 9:45 a.m., for consideration of amendments to the job descriptions for the County Coordinator and the Highway Engineer / Public Works Coordinator.

Motion Passed: 5 - 0

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

Voting Against: None

12.C Determine Commissioner Attendance of the June 30, 2020 Department Managers' Meeting

By Board consensus, Commissioner Krueger will attend the June 30, 2020 Department Managers' Meeting with the Board Chair.

13. COMMITTEE REPORTS

The Board received updates or information concerning: Association of Minnesota Counties (AMC) Public Safety Policy Committee; Hubbard County Fair Board; Itasca-Heartland Trail Connector; AMC District 2 Meeting; Solid Waste Committee; Land of the Dancing Sky Area Agency on Aging; AMC Health & Human Services Policy Committee.

14. ADJOURN

Moved by Ted Van Kempen; seconded by Daniel Stacey to Adjourn at 12:29 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

SIGNATURE AND PAYMENTS(S) INFORMATION PENDING