
A TRANSCRIPT OF THE PROCEEDINGS OF A REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON JULY 15, 2014, AT 9:00 O'CLOCK A.M.

A regular meeting of the Hubbard County Board of Commissioners was held on July 15, 2014, 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 Chairperson, Kathy Grell.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the agenda was approved, as submitted.

Public Input: None at this time.

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

- Approved the minutes of the July 1, 2014 Regular Board Meeting;
- Approved the bills & Auditor's Warrants dated July 3, and July 11, 2014;
- Reviewed the following June 2014 Financial Reports: Cash Balance Report; Unallocated Departmental Monies; Revenue and Expense Reports;
- Reviewed the Highway Department Financial Statement YTD June 30, 2014;
- Adopted the following resolution authorizing the payment of the Income Maintenance Agenda, Social Services Agenda and Welfare bills:

RESOLUTION NO. 07151401

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 June 2014 Overtime Report

Public Works: Land Commissioner, Mark Lohmeier provided information regarding the five unsuccessful attempts to obtain a quote for asbestos removal at 285 Pleasant Ave, Akeley, MN. Discussion followed. The Board encouraged Mr. Lohmeier to contact Contegritty Group for the vendor used in the courthouse asbestos removal.

Mr. Lohmeier reported the results of the Timber Auction conducted on July 7, 2014, totaling \$474,694.78.

Committee Reports: Commissioner Larson reported on the personnel apprehension expressed at both the Benefit Committee meeting and the "Lunch Room" meeting conducted with commissioners. The need for additional communication with personnel was stressed. It

was acknowledged that the Board has made a commitment for up to three years to explore the provision of employee benefits by Prime West however it was underscroed that the end product of this project would not be administered the same as the medical assistance services currently provided that are highly regulated by both the state and federal government. It was acknowledged that employees have no way of knowing the amount of vetting completed prior to a Board decision being made. The continuation of the “Lunch Room” meetings was supported. By consensus of the board, the next Commissioner “lunch room” meeting was scheduled on August 11, from 11:30 to 12:30 p.m. to be attended by Commissioners Stacey and Dotta. As a matter of clarification the Board supports the attendance of employees without use of accrued leave necessary for time utilized in addition to their scheduled lunch period.

Social Services: On motion of Mr. Larson, seconded by Mr. Stacey and carried with Mr. Dotta abstaining the following Purchase of Service (POS) agreements were approved, as recommended by the Social Services Director, with Commissioner Dotta abstaining: Hubbard County DAC for Day Training and Habilitation Services and Heartland Homes Inc. for SILS services

Mr. Bessler reported case management statistics for the period of 2011 – 2014 reflecting an increase.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the resignation of Social Worker, Rande Woodrum, with regrets, effective September 5, 2014, and the completion of a letter of appreciation for her service exceeding nine years to the county was authorized.

Mr. Bessler reported the following: A) a successful completion of a DHS Licensing Audit resulting in a four year certification to perform child and adult foster care, family child care and family adult day services licensing functions under MN Rules, parts 9543.0010 – 9543.0150 through May 1, 2018;and B) a Transit Facilities Audit of completed and maintained records and safety measures. Transit Driver, Roger Hocking and Maintenance Technician, Ron Wells were commended for their efforts toward this very favorable review of the Transit Facilities.

The Supportive Employment Waiting List Policy was referred to August 5, 2014, to facilitate prior review by the Board

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the purchase of Electronic Document Management Service (EDMS) hardware and software from Information Systems Corporation, Fargo, ND at an estimated amount of \$89,167 plus up to \$8,000 in additional costs, as recommended by the Social Services Director and reviewed by IT contracted personnel, was approved, to be paid from budgeted dollars including 50% reimbursement, as discussed

Mr. Bessler provided updates regarding MnChoices and the CD Pilot Program.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the withdrawal of the county from participation in the CD Pilot Program was approved, as

recommended by the Social Services Director.

Mr. Bessler reported a static level of cases and a decreased number of intakes for June, 2014.

Sheriff: Sheriff, Cory Aukes provided the quotes obtained for **electrical work to be completed in the jail** as follows: Marchell Electric, Park Rapids, MN - \$1,206 and Lee Davis Electric, Park Rapids, MN - \$1,250.00. Discussion followed. On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the project in bold by low underlined quote, above was approved as recommended by the Sheriff, with payment to be from the Canteen Fund monies.

Sheriff Aukes reported the anticipated arrival of Department of Corrections (DOC) inmates by August 1, 2014.

The Board and the public were invited to attend the “Nite to Unite” event scheduled by the Sheriff’s Office to be held on August 6, 2014, in Heartland Park beginning at 5:00 p.m. until 7:00 p.m.

Land Records: On motion of Mr. Larson, seconded by Mr. Stacey and carried unanimously, the utilization of temporary personnel during a regular employee’s approved leave of absence was authorized, as recommended by the Environmental Services Officer.

A report was provided regarding the number of files referred to the County Attorney as follows: from 2007 to date the County Board has referred seventy-nine files to the County Attorney. Twenty-three files were reported as unresolved by Environmental Services and the County Attorney reported that 9 of the 23 were closed, 7 were waiting on follow-up by Environmental Services Office and the remainder was pending. Discussion followed. By consensus of the Board, the County Attorney and Environmental Services Officer were requested to review the status of the files and report back to the Board.

Finance: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, two Joint Powers Recount Agreements for the 2014 State Primary and State General Elections were approved, as recommended by the Auditor and the Chair and the Auditor were authorized to sign same.

On motion of Mr. Johannsen seconded by Mr. Larson and carried unanimously, the fireworks application of PC Pyrotechnics was approved, as recommended by the Sheriff and the Auditor was authorized to sign same.

A review of the Finance Department work load was completed with the Auditor and Treasurer and they were encouraged to keep the Board advised of their needs, as discussed.

Soil & Water Conservation District (SWCD): SWCD District Manager together with SWCD District Supervisor Don Sells presented the 2015 proposed budget for reviewed by the Board including a requested increase in the county allocation from \$22,000 to \$24,000, as discussed.

Ms. Kingsley provided information and/or reports regarding the following with no action necessary at this time: the Local and State SWCD Funding Initiatives under consideration and an AIS Inspection Report.

Coordinator: On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the August 12, Board Work Session was re-scheduled to be held on August 18, 2014, beginning at 9:00 a.m. for 2015 proposed Departmental Budget review.

Coordinator, Debbie Thompson reported the negotiated agreements for Temporary Maintenance services with Warnick's Janitorial Service, Park Rapids, MN beginning July 15 through December 31, 2014, including a periodic review process to adjust the fees as the service changes given the construction project completion.

Ms. Thompson explained the accommodations necessary to provide building security during the interim period while the temporary maintenance services are provided. Discussion followed. By consensus of the Board, the discontinuation of further scheduling of current Board room evening meetings, in addition to those already scheduled, will be discontinued, pending review of building security services by the Sheriff.

Ms. Thompson provided the quotes received for purchase of **courtroom furniture in the jury area and the counsel tables** as follows, reflecting Grade 3 black fabric Option 1 with Cinch and Option 2 with Touche fabric from each vendor: Hannaher's, Fargo, ND – Option 1 - \$11,886.92 and Option 2 - \$12,306.44; Cooper's Technology Group, Fergus Falls, MN - Option 1 - \$11,494 and Option 2 - \$11,910; and Brown & Saenger, Fargo, ND – Option 1 - \$11,963.59 and Option 2 - \$12,372.65. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Larson and carried unanimously, the purchase in bold by underlined quote, above was approved based on the higher durability quality of the furniture, as recommended by the commissioner construction representatives, Grell and Larson.

Information was shared regarding a suggestion made by the Court Administrator for courtroom gallery replacement seating with used church pews as has been done in other counties. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, Commissioners Grell and Larson were authorized to purchase used church pews for the courtroom area, as discussed with payment by auditor's warrant and a report to the Board upon completion.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the activation of address availability on the Parcel Mapping system was approved, as recommended by the Technology Committee.

Discussion was held regarding the departmental names for our remodeled courthouse areas. No action was taken at this time.

Ms. Thompson reported receipt of MCIT WC refund in the amount of \$6,952 and the pro-ration of funds as follows: \$2,204 HLC reimbursement and \$4,748 deposited in the Building Fund, per past practice.

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SOLID WASTE:		42 Payments Less Than \$2,000	17,701.00
Ziegler Inc.	18,615.98	48 Payments Less Than \$2,000	11,855.02
13 Payments Less Than \$2,000	3,643.99	Hoffman, Dale & Swenson PLLC	2,460.00
FORFEITED LAND:		24 Payments Less Than \$2,000	5,459.64
Future Forests Inc.	9,623.20	Advanced Automotive Service Inc.	2,530.55
9 Payments Less Than \$2,000	1,699.75	DHS – Swift	4,297.72
COUNTY ENVIRONMENTAL TRUST FUND:		Hubbard County Attorney	2,303.75
1 Payment Less Than \$2,000	227.67	Hubbard County Auditor – Treasurer	24,352.76
SOCIAL SERVICES:		Nevis School ISD #308	15,000.00
DHS – SWIFT	17,776.24	52 Payments Less Than \$2000	12,670.35
Hubbard County DAC	16,112.32	Bridge Group Foster Home (The)	3,420.00
Hubbard County Social Services	20,395.00	Delaney, Kenneth	2,006.40
Itaskin Juvenile Center – Assessment	6,637.68	DHS Swift	15,746.75
North Homes Inc.	30,673.20	Edwards, Tanya or Terry	2,688.60
Northwestern MN Juvenile Center	5,363.00	Hubbard County DAC	2,192.67
Northwood Childrens Home – Main	7,546.64	Lighthouse Group Foster Home	3,330.00
PATH	2,698.38	Lilleodden, Christine	2,730.90
Pine Manors	4,200.00	MSOP – MN Sex Offender Program	3,943.20
Rural Minnesota CEP	12,716.80	Nelson In-Home Services Inc.	7,383.75
Stellher Human Services Inc.	3,674.00	St. Joseph Community Health	6,582.02
Volunteers of America	17,822.37	16 Payments Less Than \$2,000	8,731.80

/s/Kathy Grell

Kathy Grell, Chairman
Hubbard County Board of Commissioners

ATTEST: /s/Debbie Thompson

Debbie Thompson
Hubbard County Coordinator

