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**A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON JUNE 16, 2015, AT 9:00 O'CLOCK A.M.**

The regular meeting of the Hubbard County Board of Commissioners was held on June 16, 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. Massie and carried unanimously, the agenda was approved, as amended adding the following: Extension item to Finance Agenda; addition of Nemeth Art Center at 11:30; addition of 2015 Board of Appeal and Equalization minutes to the Coordinator agenda and a passport status report to the Land Records agenda.

**Public Input:** none.

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

- ◆ Approved the minutes of the June 2, 2015 Regular Meeting;
- ◆ Approved the minutes of the June 9, 2015 Work Session;
- ◆ Approved the bills & Auditor's Warrants dated May 22, & May 29, 2015;
- ◆ Reviewed the General Revenue Cash Balance Report dated May 31, 2015 and 2015 Designated Monies (806) Report;
- ◆ Adopted the following resolution approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills:

**RESOLUTION NO. 06161501**

**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.

- ◆ Adopted the following:

**RESOLUTION NO. 06161502**

**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
Akeley Regional Community Center (ARCC)	\$100.00	STS Program

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

- ◆ Reviewed the Departmental Overtime Report – May, 2015
- ◆ Reviewed the Highway Department Financial Statement for YTD, May 31, 2015

**Public Works:** On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the following payments to Vercon, Inc., Menahga, MN for the Nevis Shop construction project were approved: payment #6 - \$380 and final payment – \$3,930.26, as recommended by the Public Works Coordinator, with payment to be from Road & Bridge budgeted monies.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the timber parcels to be included on the Timber Auction scheduled for July 13, 2015 were reviewed and approved, as recommended by the Land Commissioner and presented by the Natural Resource Manager.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the re-filling of the vacant Maintenance II/Signman II position was approved, per proper procedure, as recommended by the Public Works Coordinator.

**Coordinator:** Coordinator, Debbie Thompson reminded the Board of the PrimeWest Open House and flag raising ceremony scheduled for Friday, June 26, 2015, at 11:00 a.m. including Commissioner Johannsen’s scheduled attendance.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the Meeting Room Policy was approved, as discussed.

**Social Services:** Social Services Director, Daryl Bessler provided the following updates and/or information: Child Protection County Staffing/Services Allocation Formula recommended for Hubbard County; potential proposals that will be made regarding a Regional Coordination Council for Transit Programing; ongoing Mental Health Assessment Survey; and Program Audit results.

Mr. Bessler reported a decrease in case numbers and intake statistics. He also reported an increase in average caseloads handled by workers over the last ten years.

The sale of the unused transit bus was reported to the Board in the amount of \$2,599.

On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the purchase of five social services matching cubicles, including set-up, from Alternative Business Furniture, Inc., Eden Prairie, MN (same vendor used to purchase original furniture) in the amount of \$11,563.03 was approved, with payment to be from budgeted

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monies.

Mr. Bessler reported the receipt of the following additional funds: Parent Support Outreach Program (PSOP) - \$3,060 and Alternative Care (AC) Program targeted funding - \$2,000.

**Coordinator:** On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously the minutes for the 2015 Board of Appeal & Equalization meeting held on June 15, 2015, were approved as presented.

**Sheriff:** On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the Joint Powers Agreement between the State of Minnesota and Sentence to Serve (STS) was approved for the contract period of July 1, 2015 through June 30, 2017, as recommended by the Sheriff.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the Joint Powers Agreement between the Commissioner of Corrections, Facility Services Division and Hubbard County was approved for secure offender housing for the contract period of July 1, 2015, through June 30, 2016, as recommended by the Sheriff.

**Land Records:** Recorder, Nicole Lueth reported the purchase of a SAN storage solution for the Recorder's records from ByteSpeed, Moorhead, MN in the amount of \$33,302, to be paid from the Recorder's Equipment monies.

Environmental Services Officer, Eric Buitenwerf and Assessor, Ginger Woodrum provided a status report regarding the submission of the application to restore passport services in Hubbard County. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the Assessor was appointed to serve as the "point person" with regard to the passport application process. Later in the day discussion was held regarding the provision of the passport service on a daily basis, from 8:30 a.m. to 4:00 p.m. with passport administration training to be provided to Assessor, ESO and GIS staff.

**Maintenance:** Facilities Maintenance Manager, Bobby Wilkins reported his successful completion of his training to obtain his "boiler operator" certification.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the County Credit Card Policy was amended to reflect the manager approved purchase limit of \$1,500.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the Maintenance Department was authorized to obtain a departmental credit card, as requested by the Facilities Maintenance Manager.

**Finance:** On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, the application of PC Pyrotechnics was approved for an Outdoor Public Fireworks Display, to be held at 24395 200<sup>th</sup> Street, Nevis, MN on July 4, 2015, as presented by the Auditor/Treasurer.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the University of Minnesota Extension, three year Memoranda of Agreement was approved for 4-H Program Coordinator services, as recommended by the Extension Committee.

**Veteran Services:** Veteran Services Officer, Greg Remus provided the following reports: Quarterly Veteran Statistics and Veteran Administration Geographical Expenditures. No action required.

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

**RESOLUTION NO. 06161503**

**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 Veteran Services Office has received gifts as follows:

Name	Amount	Donation
American Legion Auxiliary, Otto Hendrickson Post 212	\$10.00 each (total \$400)	Gift Certificates for distribution to Veterans in need

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

Mr. Remus invited the Board to attend a meeting to be held at the American Legion at 8:00 a.m. on June 18, 2015, with Senator Amy Klobuchar and/or staff regarding veteran service issues.

On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the Veteran Services Officer was authorized to submit an application to the State of Minnesota to become an OJT approved agency and facilitate OJT applications for veteran employment opportunities.

Mr. Remus reported his election as Minnesota State Commander for the Disabled American Veterans (DAV). The Board congratulated Mr. Remus on his election.

**Nemeth Art Center:** Ms. Thompson reported a request from the group to be removed from the agenda.

**Committee Reports:** The Board was invited to attend the “Senior Day” at the Hubbard County Fair on July 17, 2015, from 11:30 a.m. to 1:30 p.m.

Commissioners shared information regarding recently attended meetings, as followed, with no action required: Land of the Dancing Sky, Kitchigami Regional Library, Straight River Ground Water Management meeting and Toward Zero Death (TZD) meeting.

**Coordinator:** Ms. Thompson reported a “Dedication” plaque will be provided by Vetter Johnson Architects (VJA) and Contegrity Group Inc. for installation in the remodeled courthouse and the Coordinator was directed to provide the requested content information.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the Heritage Living Center (HLC) Construction Project Disbursement #7 in the amount of \$262,025.32 was approved, and the Chairman and the Coordinator were authorized to sign same.

The Board was informed that the Association of Minnesota Counties (AMC) Fall Policy Meetings have been scheduled to be held on September 17 and 18, 2015, at Breezy Point Resort, Pequot Lakes, MN.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the resignation of Road Deputy, Greg Swanstrom was accepted, with regrets, effective June 26, 2015, and acknowledgement of service to the county in excess of fifteen years was authorized.

By consensus of the Board, the probationary performance evaluation for the Auditor/Treasurer was scheduled to be conducted on July, 21, 2015, and the Coordinator was directed to obtain information, as discussed.

Ms. Thompson presented the quotes received for the **purchase and installation of courthouse signs** as follows: GSI, Mfg, Minneapolis, MN - \$16,618; Designer Sign Systems, Blaine, MN - \$16,701.32; and Takeform, Medina, NY - \$17,374.49. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase in bold by low underlined quote above was approved with payment to be made from construction monies.

Ms. Thompson reported the availability of the preliminary Fox Lawson Classification and Compensation Study report. By consensus of the Board, the Coordinator was directed to arrange a preliminary presentation to the Management Team.

The agenda for the Board Work Session scheduled for July 14, 2015, was established with the following discussion items: Transit System; Budget; Probation construction project (if information is available) and review of County Organizational Chart.

There being no further business before the Board, the Chairman adjourned the meeting at 12:18 p.m.

**GENERAL REVENUE:**

Beltrami Co. Treasurer	2,268.00	Credit Voucher	-50.00
		MN Association of Assessors	430.00
Citizens National Bank – VISA	3,415.30	MN Association of Assessors	430.00
		Arrowwood Resort	100.00
Amazon.com	67.78	Holiday Inns	197.68
Amazon Mktplace	25.00	Holiday Inns	197.68

WM Supercenter	14.96	<b>COUNTY ENVIRONMENTAL TRUST FUND:</b>	
WM Supercenter	149.00		
Tiger Supplies	117.43	1 Payment Less Than \$2,000	1,968.80
Amazon Mktplace	12.50		
Mark's Plumbing	393.91	<b>SOCIAL SERVICES:</b>	
Craguns Lodge	125.00	DHS – SWIFT	13,641.49
Holiday Inns	101.08	Edwards, Tanya or Terry	3,309.16
PayPal	24.90	Eischens, Theresa	3,710.70
Staybridge Suites	366.88	Hubbard County Social Services	9,840.00
Tenvoorde Ford	151.64		
Wal-Mart	77.66	Krueckeberg, Lydia	2,689.56
Menards, Detroit Lakes	453.23	Lighthouse Group Foster Home	3,735.86
Wal-Mart	28.97	Lilleodden, Christine	2,225.27
Gallagher Benefit Services Inc.	3,600.00	MCF – TOGO	2,007.00
Office Depot	2,189.48	Mille Lacs Academy	7,571.70
Streicher's Inc.	5,082.99	MSOP – MN Sex Offender Program	12,276.00
Turnkey Corrections	2,814.26	Nelson In-Home Services Inc.	20,562.75
81 Payments Less Than \$2,000	33,116.76	North Homes Inc.	2,000.00
<b>ROAD &amp; BRIDGE:</b>		Northwestern MN Juvenile Center	8,697.00
Dave Barrett Construction	10,249.20	Snyder Group Foster Home	3,425.50
Girtz Implement & Tire	2,153.00	48 Payments Less Than \$2,000	27,707.57
34 Payments Less Than \$2,000	11,082.79	Advanced Automotive Service Inc.	4,032.64
<b>SOLID WASTE:</b>		DHS – SWIFT	4,604.48
13 Payments Less Than \$2,000	3,699.63	Hubbard County Auditor-Treasurer	12,500.00
<b>FORFEITED LAND:</b>		70 Payments Less Than \$2,000	17,524.39
4 Payments Less Than \$2,000	1,486.11		

/s/ Daniel Stacey  
 Daniel Stacey, Chairman  
 Hubbard County Board of Commissioners

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

