

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON JULY 21, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on July 21, 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. Johannsen, seconded by Mr. Dotta and carried unanimously, the agenda was approved, including the addition of a closed session at the end of the meeting.

Public Input: none.

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

- Approved the minutes of the July 7, 2015 Regular Meeting;
- Approved the minutes of the July 14, 2015 Work Session;
- Approved the bills & Auditor's Warrants dated July 10, and July 17, 2015;
- Adopted the following resolution approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills:

RESOLUTION NO. 07211501

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 Road & Bridge Financial Statement dated June 30, 2015
- Adopted the following resolution:

RESOLUTION NO. 07211502

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
American Legion Post 212	\$1600.00	K-9 Vest purchase

Sandra Walsh	\$50.00	K-9 Vest purchase
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NOW, THEREFORE, BE IT RESOLVED, that the aforesaid gifts are hereby gratefully accepted.

Public Works: On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the final payment to Traffic Marking Service LLC, Maple Lake, MN was approved in the amount of \$42,917.17 for CP 29-15-01 Pavement Marking on County Roads, as recommended by the Public Works Coordinator.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the final payment to Vogt Dirt Service, LLC, Walker, MN was approved in the amount of \$10,934.21 for CP 29-15-02 Aggregate Surfacing on County Roads, as recommended by the Public Works Coordinator.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the payment to Vogt Dirt Service, LLC, Walker, MN in the amount of \$117,886.50 was approved, by auditor’s warrant, as recommended by the Public Works Coordinator for provision of stock piles, with payment to be from budgeted monies.

Public Works Coordinator, David Olsonawski presented the following quotes received for the **purchase of a Bobcat skidsteer trailer:** Gary’s Trailer Sales, Park Rapids, MN - \$4,695 and Towmaster, Inc. Litchfield, MN - \$7,010.75. Discussion followed. On motion of Mr. Smith, seconded by Mr. Dotta and carried unanimously, the purchase in bold by low underlined quote, above was approved, as recommended by the Public Works Coordinator, with payment to be from budgeted monies.

On motion of Mr. Smith, seconded by Mr. Johannsen and carried unanimously, the promotion of Engineering Aide I, Ethan Anstine to an Engineering Aide II was approved effective July 27, 2015, as recommended by the Public Works Coordinator.

Mr. Olsonawski presented the following quotes received for **repair and overlay of the North Shop lot (36,400 SF):** Anderson Brothers, Brainerd, MN - \$27,300; Bemidji Bituminous, Inc., Bagley, MN - \$34,425; and Howard’s Driveway, Menahga, MN \$35,600. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously the project in bold by underlined low quote, above was approved, as recommended by the Public Works Coordinator, with payment to be from budgeted monies.

Land Commissioner, Mark Lohmeier reported the results of the Timber Auction held on July 13, 2015, with sales totaling \$373,357.07.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, a Temporary Work Space Agreement with Enbridge Pipeline was approved as presented. The agreement was approved, as to form, by the County Attorney.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously,

the purchase of property in Fern Township (35' x 844.68' = .6789 acres) at \$1500 per acre for a total \$1,018.04 was approved to clear up a property line issue (county owned building located on property line confirmed by County Surveyors), as recommended by the Land Commissioner.

Social Services: Social Services Director, Daryl Bessler introduced Pine Manor Director and Chief Officer, Rachel Mueller who addressed the Board regarding the detoxification services rendered by Pine Manor. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the purchase of service (POS) agreement with Pine Manor Inc., Park Rapids, MN was approved including a rate increase for detoxification services, as presented, to be effective August 1, 2015.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the revision of the Hubbard County DAC purchase of service (POS) agreement was approved, as recommended by the Social Services Director, reflecting a 1% adjustment per legislative mandate, effective July 1, 2015.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the three party agreement with Stellher Human Services, PAWN and Hubbard County Social Services was approved, as recommended by the Social Services Director, for the provision of In-Home Services for the period of July 1, 2015 to June 30, 2017 including a \$100,000 ceiling.

Mr. Bessler provided information regarding the Minnesota Fiscal Sanctions relative to the Permanency of Reunification/Foster Care-Reentry audit completed by the federal government totaling \$755,252 including Hubbard's .33% portion totaling \$2,495.74.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the following actions were taken: accepted the Minnesota child protection monies; approved the division of same as presented; authorized the filling of two social services positions (Child Protection Social Worker and Social Services Supervisor) per proper procedure; and authorized the Chair to sign the required paperwork.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the resignation of Eligibility Worker, Randi Vaydich, was accepted with regrets, effective September 18, 2015, representing in excess of thirty-one (31) years of service to the county; the provision of a service award acknowledgement was approved and the Chairman's signature of same was authorized.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the resignation of Social Services Director, Daryl Bessler, was accepted with regrets, effective October 23, 2015, representing in excess of thirty-three (33) years of service to the county; the provision of a service award acknowledgement was approved and the Chairman's signature of same was authorized.

Mr. Bessler reported a decrease in case load and intakes through June, 2015 and provided a comparison of the 2015 case load average of the 12 Eligibility Workers totaling 293/worker compared to the average caseload of the 8 in that position in 2005 totaling 175/worker.

Sheriff: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase of four Sheriff's Office replacement laptop computers were approved with payment to be from the MIS (063) budget.

Sheriff, Cory Aukes reported the citizen interest being expressed to him regarding the need of a dog ordinance. Commissioner, Ed Smith also explained that interest in such an ordinance had been expressed to him as well. Discussion followed. By Consensus of the Board, further discussion regarding the development of a dog ordinance was referred to the August 11, 2015 work session.

Land Records – Assessor/Environmental Services: Assessor, Ginger Woodrum and Environmental Services Officer, Eric Buitenwerf provided an update regarding the status of the passport application; completion of four employees training as passport agents; timeline of expected receipt of approval; and the recommendation of purchases necessary to operate once approval is received. By Consensus of the Board, Ms. Woodrum was authorized to make the necessary purchases (reflector panel, camera, county seal and provision of secure storage estimated to be under \$1,000) upon successful passport application approval and asked her to work with the Auditor/Treasurer to properly reflect these purchases in the budget once they are completed.

Ms. Woodrum reported the receipt of the State Board Orders on July 2, 2015, including no change orders or recommendations.

Soil & Water Conservation District (SWCD): SWCD District Manager, Julie Kingsley together with SWCD Administrative Assistant, Melissa Koebernick presented the 2016 SWCD proposed budget and the Aquatic Invasive Species (AIS) Financial Report effective July 5, 2015. Ms. Kingsley also reported a lack of information available regarding the Buffer Initiative approved by the Governor. She also provided a status report regarding the development of the Local Water Plan. No action was necessary at this time.

Nemeth Art Center & Historical Society: Nemeth Art Center representative, Michael Dagen together with Historical Society representative, Rod Nordberg provided information regarding their respective group's interest in completion of a grant application for the following: to restore the "Old Courthouse" Museum roof; addition of an elevator to the second floor; and installation of mechanical equipment to heat and cool the building to be completed in three phases. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, a letter of support for the project to be included with the grant application for Phase I including the engineering and design portion of the project was approved, the signature of the grant application by

the Chairman once completed was approved, and a \$5,000 matching fund commitment to the Historical Society monies was authorized to be included in the application.

Finance: Auditor/Treasurer, Kay Rave presented the 2016 Budget Guidelines for review by the Board. Discussion followed. By consensus of the Board, the 2016 Budget Guidelines were approved for distribution to departments.

Discussion was held regarding the Board's expectations for future financial reports with no action required at this time.

Committee Reports: Commissioners shared information regarding recent meetings and/or events attended including the following: Shell Prairie Ag Association Fair, Legislative Meeting; Library Board; HLC Construction Project Meeting; and the AMC Planning Committee Meeting.

Coordinator: Coordinator, Debbie Thompson reminded the Board of the scheduled work session on August 11, 2015, at 9:00 a.m. and the Board added the following agenda items: review of the proposed dog ordinance; Transit vehicle storage issues; and budget review. The Sheriff was invited to attend the work session and provide an outline of a dog ordinance recommendation for discussion; the Sheriff, Public Works Coordinator, the Social Services Director, and the Facilities Maintenance Manager were asked to arrange a "walking tour" of the garage area west of the courthouse; and the board expressed an interest in managers being available in the event the Board needs a budget clarification.

The Board was reminded of the AMC Fall Policy Meetings to be held on September 17 and 18, 2015 at Breezy Point Resort, Pequot Lakes, MN.

The Board was reminded of the next scheduled "Commissioner Lunch Room" meeting on September 8, 2015, beginning at 11:30 a.m. to 12:30 p.m. with Commissioners Johannsen and Massie attending. The meeting location will be in the Courthouse Lunch Room located on the lower level of the building. Employees are invited to attend during their respective lunch breaks as outlined previously, with any time spent in excess of the hour listed to be with prior authorization of their manager and use of accrued time.

On the motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the payment of the Heritage Living Center (HLC) Construction Project Disbursement #8 in the amount of \$582,206.22 was approved, and the signature of same by the Chairman and the Coordinator was authorized.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the appointment of Road Deputy, Jarod Andersen to the Benefit Committee representing the Teamsters Local 320, LEC Licensed Unit was approved.

Discussion was held regarding the re-filling of the Social Services Director

position. By Consensus of the Board, the Chair and Vice Chair were appointed to meet with Mr. Bessler for review of the position and needs to be addressed.

Closed Session: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the meeting was closed at 12:52 p.m. pursuant to M.S. §13D.05, Subd. 3 to complete the probationary performance evaluation for Auditor/Treasurer, Kay Rave and re-opened at 2:25 p.m.

Closed Session: On motion of Mr. Massie, seconded by Mr. Smith and carried unanimously, the meeting was closed at 2:26 p.m. pursuant to M.S. §13D.03 and re-opened at 3:07 p.m.

There being no further business before the Board, the Chairman adjourned the meeting at 3:07 p.m.

GENERAL REVENUE:

Citizens National Bank – VISA	2,922.99	64 Payments Less Than \$2,000	24,461.92
Office Depot	137.93	ROAD & BRIDGE:	
Office Max	227.98	Hubbard Co Agriculture Inspector	16,208.48
Arrowwood Resort	231.30	Hubbard Co Treasurer	2,106.78
USPS	7.67	30 Payments Less Than \$2,000	9,729.31
Property Rec	60.00	SOLID WASTE:	
Hubcapdist	219.95	L & M Supply Inc.	2,249.82
Dept of Labor	25.00	17 Payments Less Than \$2,000	7,348.59
WM Supercenter	898.00	FORFEITED LAND:	
Wal-Mart	19.96	Rowland Enterprises LLC	6,745.00
Wal-Mart	251.33	Vogt’s Dirt Service, LLC	45,900.00
Amazon Mktplace	20.02	7 Payments Less Than \$2,000	1,241.54
Amazon Mktplace	29.87	COUNTY ENVIRONMENTAL TRUST FUND:	
Craguns Lodge	345.78	Prairie Lakes Coop Inc.	3,810.96
Shell Oil	21.00	0 Payment Less Than \$2,000	.00
WM Supercenter	7.76	SOCIAL SERVICES:	
WM Supercenter	135.45	Brown, Justin	2,130.30
Globaleparts	34.99		
Homedepot	249.00		
Hubbard County Hwy Dept	6,118.83		
Lakes Area Dive Team	5,000.00		
MCCC	15,603.89		
Ramsey Co Medical Examiner	2,800.00		
Turnkey Corrections	2,417.05		
Up North Power & Sports LLC	3,950.00		

DHS – SWIFT	10,530.11
Edwards, Tanya or Terry	2,022.60
Eischens, Theresa	3,591.00
Heartland Homes SILS	4,363.26
Heartland Ranch, Inc.	8,850.00
Hubbard County DAC	15,380.52
Kindred Family Focus	12,329.10
Krueckeberg, Lydia	2,385.90
Lighthouse Group Foster Home	3,465.00
Nelson In-Home Services, Inc.	30,208.62
North Homes, Inc.	8,570.45
Northwestern MN Juvenile Center	12,672.00
Pine Manors	4,200.00
Rural Minnesota CEP	10,592.01
Snyder Group Foster Home	6,630.00
48 Payments Less Than \$2,000	26,010.60
DHS – GRH	2,721.66
DHS – SWIFT	5,431.42
Hubbard County Auditor-Treasurer	13,249.34
Jones – Pearson Funeral Home	2,315.00
42 Payments less than \$2,000	9,432.50

/s/ Daniel Stacey

Daniel Stacey, Chairman

Hubbard County Board of Commissioners

ATTEST: /s/ Debbie Thompson

Debbie Thompson

Hubbard County Coordinator