A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON AUGUST 18, 2015, AT 9:00 0'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on August 18, 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.

Public Input: none.

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

- Approved the minutes of the August 4, 2015, Regular Meeting;
- Approved the minutes of the August 11, 2015, Work Session;
- Approved the bills & Auditor's Warrants dated August 7, and August 14, 2015;
- Adopted the following resolution approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills:

RESOLUTION NO. 08181501

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:

RESOLUTION NO. 08181502

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
Amelia's Family Hair Care	$50.00	Night to Unite Donation
Robert Long	$100.00	K-9 Vest

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

- Reviewed the Road & Bridge Financial Statement for YTD July 31, 2015

Public Works: On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the Purchase of Service (POS) agreement with Wenck Associates, Inc. was approved for completion of Solid Waste Engineering Consultant services for Hubbard, Beltrami, and Polk Counties, as recommended by the Solid Waste Administrator.

A review of the professional services agreement was completed with County Attorney, Don Dearstyne raising issues with language included in the agreement. Discussion followed. By consensus of the Board, no action was taken at this time regarding the agreement for Task 1 between Polk County Regional and Wenck Associates, Inc, to allow time for resolution of agreement language issues raised by the County Attorney, with a progress report to be provided to the Board on August 25, 2015.

Public Works Coordinator, David Olsonawski reminded the Board that a snow plow tandem truck had been purchased in 2015 and a second truck purchase was included in the 2016 budget. He informed the Board that there is an anticipated increase in the cost of the truck of between 5 – 10%. Discussion followed. On motion of Mr. Smith, seconded by Mr. Johannsen and carried unanimously, the **purchase of a 2016 Mack GU713 snow plow tandem truck** per state bid of RDO Truck Center, Fargo, ND in the amount of $101,794.36 plus sales tax & license, without a trade in and the **purchase of plow truck equipment** in the amount of $85,604 (sales tax exempt) per quote received from Bert's Truck Equipment, Moorhead, MN (state contract) were approved, as recommended by the Public Works Coordinator, with payment to be from R & B reserves. The purchase of this truck now is expected to avoid estimated price increases resulting in $10 - $12,000 in overall savings. Replacement of reserves to be determined by finalization of the 2016 proposed budget. Payment of sales tax and license fees upon delivery of truck, by auditor's warrant was authorized. Delivery of the truck is not anticipated until after January 1, 2016.

Social Services: Financial Assistance Supervisor I, Renee Weeks and Eligibility Worker, Rebecca Hudrlik provided an informational update regarding MNSURE including training completed by Ms. Hudrlik and the benefits realized by the County.

Social Services Director, Daryl Bessler provided the CY 2015 Second Quarter Financial Report. Mr. Bessler also explained his continued efforts to confirm the requested MnChoices Exception that will permit St. Josephs to continue the services they render for the County and bill for same under Medicaid. The result of the CY 2014 Human Services Performance Management Report was shared with the Board including the need to develop an improvement plan.

A request for construction of an office in the Social Services Department location was heard to house the new Social Services Supervisor I position upon hire. Discussion followed. By consensus of the Board, the Facilities Maintenance Manager was authorized to explore available local contractor services including the review of the remodeling potential in the Social Services area for additional office space, as discussed.

Mr. Bessler provided an update regarding PMAP/MNCARE Re-procurement with more DHS information to be presented upon finalization of successful contracts.

The Director informed the Board that the National Youth in Transition Database Report will result in the assessment of a fine in the amount of $1,510.46.

Governor Dayton's Proclamation making August the Child Support Awareness Month was read as follows:

WHEREAS, Children are Minnesota's most valuable resource, and Minnesotans have a responsibility to promote and nurture their well-being; an

WHEREAS, Child Support Awareness Month reminds us that children need the emotional and financial support of both parents to reach their full potential; and

WHEREAS, Count and state child support staff provide child support services for more than 372,000 parents and their 262,000 children annually; and

WHEREAS, Child support services have a direct impact on helping families meet children's basic needs; and

WHEREAS, Child support professionals help families work toward becoming and remaining self-sufficient and financially stable by creating and modifying child support orders, and collecting and disbursing child support on behalf of children; and

WHEREAS, During Child Support Awareness Month, all Minnesotans are encouraged to look to the future of our state and our children, and to work together to ensure their success.

Mr. Bessler reported an increase in caseloads; an increase in intakes; and provided a comparison of caseloads from 2005 to 2015 per each worker.

Sheriff: Sheriff, Cory Aukes requested consideration for development of a "Dog Ordinance". Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the proposed "Dog Ordinance" draft was referred to the Planning Commission for review and recommendation when suggested language is prepared, as discussed.

By consensus of the Board, the signature of the 2015 Emergency Management Grant by the Chairman and the Auditor/Treasurer was authorized.

Soil & Water Conservation District (SWCD): SWCD District Manager, Julie Kingsley provided an update on the status of the development on Pickerel Road, located in Hart Lake Township, with no action required at this time.

Ms. Kingsley outlined the projected timeline for development and submission of the Local Water Plan. Discussion followed regarding the potential review by the Board to be scheduled for the October 13, 2015, board work session.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the SWCD's use of an unused county vehicle was authorized with report to the Board on August 25, 2015, regarding the proper transfer procedures to be utilized.

Housing & Redevelopment Authority (HRA): Headwaters Regional Development Commission (HRDC) representatives, Financial Analyst, Jackie Meixner and Housing Support Specialist, Nikki Clancy provided information regarding activities and accomplishments over the past year by the HRA. A recap of the HRA housing plan developed in 2008 containing eighteen (18) strategies to address the highest priority housing issues in Hubbard County was reviewed. No action required at this time.

Finance: Auditor/Treasurer, Kay Rave reported the receipt of a MCIT dividend in the amount of $158,449. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the reimbursement of a pro-rated percentage of the dividend to the Heritage Living Center (HLC) was approved based on the property/casualty and workers compensation premium paid, per past procedure.

Recorder, Nicole Lueth provided information regarding the use of the cash drawers in her office. Discussion followed. On motion of Johannsen, seconded by Mr. Dotta and carried unanimously, the increase of the cash held in the Recorder's cash drawer up to a maximum of $200 was approved, as discussed with the amount utilized to be determined by the managers.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the establishment of a passport cash drawer was approved with a maximum cash amount of $200 authorized and the managers authorized to determine the cash amount to be utilized.

By consensus of the Board, it was determined that the authorization of cash drawer amounts will continue to require Board action in the future and managers were encouraged to complete a further review of cash drawer procedures used.

On motion of Mr. Stacey, seconded by Mr. Johannsen and carried unanimously, the Auditor/Treasurer was authorized to issue duplicates of lost warrants #76842 in the amount of $396.32 and #6055 in the amount of $300, as recommended by the A/T.

Northwest Minnesota Foundation (NMF): President, Nancy Vyskocil and Senior Development Officer, Lisa Peterson provided information regarding the Northwest Minnesota Foundation mission and services rendered. A request for financial support pursuant to M.S. §469.191 was made. Discussion followed. By consensus of the Board, the request will be taken under advisement for consideration during the 2016 budget development, with no action taken at

this time.

Extension: University of MN Program Coordinator, Sally Shearer provided information regarding the educational opportunities provided in 2015 including sustainable farming; nutritional initiatives; water quality; and Master Gardner Programs, with no action required.

County 4-H Program Coordinator, Mari Jo Lohmeier reviewed the activities and achievements of the 4-H program accomplished in 2015 including fair participation and increased membership. No action was required.

Coordinator: Coordinator, Debbie Thompson presented correspondence received including a resolution adopted by Polk County. Assessor, Ginger Woodrum presented a Clearwater County resolution. Both resolutions addressed the Enbridge Energy Limited Partnership Tax Court petition. Mr. Dearstyne explained the legislative basis for the procedure used by utilities to submit such a petition directly to the tax court with no notification to the county. In addition, the defense provided in tax court is completed by the attorney general's office with no county contact and lastly, the court may require pay back of collected tax that has already been expended. Ms. Woodrum provided an estimated amount of potential Hubbard County Enbridge pay back that could be required, if the tax court appeal is successful. By consensus of the Board, the drafting of a Hubbard County resolution will continue to be considered for action in the future.

Ms. Thompson reminded the Board of the scheduled work session on September 8, 2015, beginning at 9:00 a.m. with the agenda to include the following: a meeting with the Shell Prairie Ag Association representatives and 2016 departmental budget review.

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 and the next "Commissioner Lunch Room" meeting scheduled for September 8, 2015, beginning at 11:30 a.m. to 12:30 p.m. in the lunch room located on the lower level of the courthouse with Commissioners Johannsen and Massie scheduled to attend. Employees are invited to attend during their respective lunch breaks and 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.

The Board was reminded of the upcoming Township Association Meeting on September 21, 2015, in Badoura Township.

Information was provided regarding the options available with regard to the update of the Probation HVAC system and the remaining data to be received. The matter was referred to August 25, 2015 for further review.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the HLC Construction Project Disbursement #9 was approved in the amount of $324,489.04.

Commissioner Dotta presented a draft of an updated PrimeWest Health – Joint Powers Agreement By-Laws. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the agreement was referred to the County Attorney for review and a status report at the August 25, 2015, continued meeting was requested. The Chairman was authorized to sign the proposed by-laws no later than August 31, 2015, and return it to PrimeWest.

Committee Reports: A report was provided regarding the following meetings attended: Management Team meetings held and the PrimeWest Board meeting.

On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously, the meeting was recessed at 1:24 p.m. until August 25, 2015, beginning at 8:00 a.m.

The regular meeting of the Hubbard County Board of Commissioners was re-convened on August 25, 2015, at 8:00 a.m. with all the Commissioners and County Coordinator, Debbie Thompson present.

The Pledge of Allegiance was said by all.

The meeting was re-convened and called to order by Chairman, Dan Stacey.

Proposed 2016 Departmental Budget Review: Auditor/Treasurer, Kay Rave reported notification of a 15% increase in the MCIT premium for 2016 due to claims and payroll increases. Ms. Rave reported the proposed departmental budgets for 2016 reflected an increase in the levy from the 2015 levy of $12,800,000 in the amount of $825,900 for a total of $13,625,900. Requested new hires represented $400,200 of the increase with negotiated wage increases represented $425,700 leaving $69,715 due to items other than compensation.

Other items of interest included in the budget were reviewed. Commissioners asked specific questions regarding CPA and PILT revenues being budgeted. A review of the County's Fund Balance Policy was completed. Discussion was held regarding the Heritage Living Center commitments made by the county.

The Board expressed an interest in the development of a tool to measure the cash flow of the county for use in the future.

Land Commissioner, Mark Lohmeier provided an update regarding the Farris Park bathroom project that had been approved at the August 4, 2015, meeting. Mr. Lohmeier reported that it had been determined that the quote received was missing materials and that upon review by the Parks & Recreation Board it was recommended that the project be re-quoted in the future.

Mr. Lohmeier reminded the Board of the scheduled land sale on September 2, 2015. Ms. Rave explained that there is currently the potential for 21 properties to forfeit on September 4, 2015. It was clarified that PILT funding is available on forfeited properties that are administered by the county.

The Land Department proposed budget was reviewed as well as a review of the current equipment inventory.

Information provided by the County Attorney regarding the Wenck Associates, Inc. professional services agreement for Task 1with Polk County Regional was reviewed. Discussion followed. On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously, the agreement outlined above was approved, as recommended by the County Attorney.

The Board was informed via memo from the County Attorney that his review of the proposed PrimeWest Joint Powers Agreement by-laws had been satisfactorily completed.

The SWCD utilization of an unused county car and the review of the Probation HVAC project were referred to the September 1, 2015, board meeting.

There being no further business before the Board, the Chairman adjourned the meeting at 11:02 a.m.

GENERAL REVENUE:

Citizens National Bank – VISA	3,176.90
Breezy Point Resort	127.18
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Breezy Point Resort	127.18
Breezy Point Resort cr voucher	102.18
Americinn	104.43
Act-U of Mn	235.00
MN Association of Assess	40.00
Best Western	346.12
Best Western	346.12
CBI Nitro PDF	171.79
Stamp X Press	48.04
Staples Direct	124.91
Amazon Mktplace	69.47
Staples Direct	9.39
Staples Direct	24.49
Staples Direct	42.15
Amazon Mktplace	299.00
Amazon Mktplace	28.00
WM Supercenter	78.76
Wal-Mart	21.61
Amazon.Com	171.73
USPS	13.10
Holiday Inn Elk River	185.72
Amazon Mktplace	23.98
Amazon Mktplace	12.55
Beds Plus	364.00
DELL Marketing LP	10,995.00
Northwest Crash Analysis LLC	4,943.30
Park Rapids Schools – ISD 309	8,512.50
Primewest Health	44,387.82
Tatro, Jerry Eugene	3,595.00
Turnkey Corrections	3,173.44
Xybix Systems, Inc.	3,570.96
63 Payments Less Than $2,000	26,557.53

ROAD & BRIDGE:

Hancock Concrete Products, LLC	12,784.54
Hubbard Co. Treasurer	2,222.22
Kansas State Bank	19,073.38
Levi Holsapple Construction	2,055.00
28 Payments Less Than $2,000	13,257.69

SOLID WASTE:

Izzy's Machine & Welding	2,240.28
11 Payments Less Than $2,000	2,289.80

FORFEITED LAND:

6 Payments Less Than $2,000	2,605.64

SOCIAL SERVICES:

Brown, Justin	2,201.31
DHS – SWIFT	9,114.31
Edwards, Tanya or Terry	3,103.40
LLS – Guardianship	15,330.61
Nelson In-Home Services Inc.	28,058.25
Northwestern MN Juvenile Center	11,721.00
Volunteers of America	10,261.00
31 Payments Less Than $2,000	19,476.28
46 Payments Less Than $2,000	8,969.22
Hubbard County Auditor/Treasurer	12,500.00
Paul Bunyan Transit	6,056.00
45 Payments Less Than $2,000	14,302.40

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

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