

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON OCTOBER 20, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on October 20, 2015, at 9:00 a.m. with Commissioners Massie, Dotta, Smith and Stacey and County Coordinator, Debbie Thompson present. Commissioner Johannsen was absent.

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 4-0 with Mr. Johannsen absent, the agenda was approved, as modified.

On motion of Mr. Dotta, seconded by Mr. Massie and carried 4-0 with Mr. Johannsen absent, the following consent agenda items were approved, as submitted:

- ◆ Approved the minutes of the October 6, 2015, Regular Meeting;
- ◆ Approved the minutes of the October 13, 2015, Work Session;
- ◆ Approved the bills & Auditor's Warrants dated October 9, & October 16, 2015;
- ◆ Reviewed the General Revenue Cash Balance Report dated September 30, 2015;
- ◆ Adopted the following resolution approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills:

RESOLUTION NO. 10201501

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 Highway Department YTD Financial Statement dated September 30, 2015;
- ◆ Adopted the following resolution:

RESOLUTION NO. 10201502

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
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Roger Just	\$80.00	STS Donation
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NOW, THEREFORE, BE IT RESOLVED, that the aforesaid gifts are hereby gratefully accepted.

- ◆ Approved the following license applications: **Tobacco** – Casey’s General Store, Park Rapids; Holiday Station Stores; Dorset Corners Liquors Inc.; Northwind Grocery; Park Rapids BP; Ted Luetgers Oil (T & M, Northern Convenience, Akeley, PR); FHL Inc. (Woodland Store); Family Dollar; Coborn’s; and Walgreens; **3.2 Beer and Wine** – Eagle View Golf Course, Arago Township; and **Off Sale Liquor** – Dorset Corners Liquors, Inc., Henrietta Township.

Soil & Water Conservation District (SWCD): On motion of Mr. Dotta, seconded by Mr. Massie and carried 4-0 with Mr. Johannsen absent, a public hearing was scheduled for the review of the proposed Local Water Plan on November 3, 2015, at 11:00 a.m. The draft plan will be available for public review on October 27, 2015, or when provided by the SWCD.

Public Works: On motion of Mr. Smith, seconded by Mr. Dotta and carried 4-0 with Mr. Johannsen absent, the final payment to Knife River Materials, Bemidji, MN was approved in the amount of \$90,164.59 for SAP 029-609-012, CP 29-101-004, CP 29-100-15 and CP 29-98-15 bituminous improvements, as recommended by the Public Works Coordinator.

On motion of Mr. Smith, seconded by Mr. Dotta and carried 4-0 with Mr. Johannsen absent, an increase in the 2016 Recreational Cabin Lease rate from \$250 to \$300/year was approved, as recommended by the Land Commissioner.

On motion of Mr. Smith, seconded by Mr. Dotta and carried 4-0 with Mr. Johannsen absent, the addition of Christopher Swanson to the Clayton Swanson Cabin Lease #RC-11-43 was approved, as recommended by the Land Commissioner.

Land Commissioner, Mark Lohmeier reported the October 12, 2015, Timber Auction results in the amount of \$613,745.15.

A review of the Departmental Clothing Policies for the Hwy, Solid Waste and Natural Resource Management Departments were scheduled for November 3, 2015.

Social Services: Social Services Director, Daryl Bessler introduced Social Workers, Tiffany Fletcher, hired October 12, 2015, and Kari May, hired August 24, 2015, to the Board.

On motion of Mr. Dotta, seconded by Mr. Smith and carried 4-0 with Mr. Johannsen absent, the MN State/County Child Support Cooperative Agreement for child support – civil processing was approved, as recommended by the Social Services Director, and the chair was authorized to sign same.

On motion of Mr. Dotta, seconded by Mr. Massie and carried 4-0 with Mr. Johannsen absent, the renewal Purchase of Service (POS) Agreement with Rural MN CEP was approved

for family stabilization services, as recommended by the Social Services Director.

Mr. Bessler presented the following reports for review: third quarter financial and case management revenues.

By Consensus of the Board, the purchase of tracfonos for personnel was approved, as needed to meet the recommendations of the Governor's Task Force.

On the motion of Mr. Dotta, seconded by Mr. Massie and carried 4-0 with Mr. Johannsen absent, the submission of the Prime West grant application for the purchase of a Supportive Housing Facility was approved, as presented.

Mr. Bessler reported caseloads remained almost flat increasing only by one, a decrease in intakes (7) as of September, 2015 and the increase in cases per workers from 2005 to 2015 as follows: 8 workers in 2005 handled an average of 156 cases each and 12 workers in 2015 handle an average of 289 cases each.

Finance: On motion of Mr. Dotta, seconded by Mr. Smith and carried 4-0 with Mr. Johannsen absent, the transfer of the county's long distance and phone service to Paul Bunyan was approved based on the potential savings in fees, as recommended by the Technology Committee.

Land Records: On motion of Mr. Massie, seconded by Mr. Dotta and carried 4-0 with Mr. Johannsen absent, the review of a Shoreland Management Ordinance violation by the County Attorney, for possible litigation was approved.

On motion of Mr. Dotta, seconded by Mr. Massie and carried 4-0 with Mr. Johannsen absent, the Conditional Use Permit 76-25 was rescinded, as recommended by legal counsel, and the recording of the documentation was approved for future reference.

On motion of Mr. Smith, seconded by Mr. Stacey and carried 4-0 with Mr. Johannsen absent, the increase in the amount held in the cash drawer for Land Records – Environmental Services from \$50 to \$100 was approved, as recommended by the Environmental Services Officer.

Veteran Service: Veteran Service Officer, Greg Remus reported services rendered to Veterans within the county and the scheduled outreach effort to be conducted in Laporte on November 19, at the Volunteer Fire Department.

Mr. Remus also reported the utilization of the Transit Program providing weekly trips to Bemidji on Tuesday and Fargo when needed.

By consensus of the Board, the re-purpose of transportation funds not used given the receipt of grant funding, for the purchase of conference room chairs, per proper procedure was supported, as recommended by the Veteran Service Officer.

Committee Reports: Commissioners provided a report regarding the following meetings attended with no action required at this time: AIS Committee representative meeting; Library Retreat; Nursing Home Construction meeting; and HIP.

Coordinator: Coordinator, Debbie Thompson reminded the Board of the Polk and Clearwater County resolution request regarding Enbridge Energy Limited Partnership Tax Court petition. No action taken at this time.

By consensus of the Board, the agenda for the Board Work Session scheduled for November 10, 2015, beginning at 9:00 a.m. was re-affirmed as follows: Nemeth Art Center and Land Records and County Attorney’s 2016 proposed departmental budget.

On motion of Mr. Dotta, seconded by Mr. Smith and carried 4-0 with Mr. Johannsen absent, the Heritage Living Center (HLC) Construction Project Request for payment was approved for Disbursement #11 in the amount of \$701,129.60 and the signature of the Chairman and Coordinator were authorized.

Ms. Thompson reported the following attendance of the Wellness Fair held on October 15, 2015: 77 attended; 53 received flu shots; and 65 completed screenings.

Committee Reports: On motion of Mr. Dotta, seconded by Mr. Smith and carried 4-0 with Mr. Johannsen absent, the Chairman and Commissioner Massie were authorized to extend an offer of employment to Tom Sandberg for the Community Services Director position, as recommended by the Interview Team.

On motion of Mr. Dotta, seconded by Mr. Smith and carried 4-0 with Mr. Johannsen absent, the Chairman and Commissioner Massie were directed to make arrangements for coverage of the Social Services Department for the interim until the position is filled.

There being no further business before the Board, the Chairman adjourned the meeting at 11:17 a.m.

GENERAL REVENUE:

Bemidji Sports Centre	9,880.94	Autoanything	381.16
Citizens National Bank – VISA	3,116.63	Coborn’s Pharmacy 2030	3,105.59
Holiday Inn	505.38	Government Management Group Inc.	3,675.00
Minnesota GIS Lis	515.00	Hoffman, Philipp, & Knutson PLLC	15,685.00
Minnesota Assoc of Assess	200.00	MCCC	16,579.15
Amazon.com	174.30	MN Counties Information Systems	3,912.25
WM Supercenter	23.92	Turnkey Corrections	2,809.15
Credit Voucher	-34.55	70 Payments Less Than \$2,000	29,711.20
Credit Voucher	-79.95		
POS Supply Solutions	186.69		
Amazon Mktplace	24.81		
Microtech Computer	332.65		
Ray Allen Manufact	47.49		
USPS	9.65		
Family Dollar	8.55		
Amazon.com	38.87		
Amazon.com	466.00		
Autoanything	316.66		

ROAD & BRIDGE:

Hubbard Co Treasurer 2,121.20

RDO Trust 80-6130	2,824.51	MSOP – MN Sex Offender Program	5,865.20
Truenorth Steel	14,943.69	Nelson In-Home Services Inc.	20,976.00
Ziegler, Inc.	3,932.34	North Homes Inc.	21,987.53
34 Payments Less Than \$2,000	14,107.27	Northwestern MN Juvenile Center	9,570.00
SOLID WASTE:		Snyder Group Foster Home	3,425.10
Liesch Associates Inc.	2,241.25	St. Joseph Community Health	7,173.47
15 Payments Less Than \$2,000	7,651.77	Stellher Human Services Inc.	2,027.18
FORFEITED LAND:		25 Payments Less Than \$2,000	16,892.23
11 Payments Less Than \$2,000	2,520.37	DHS – SWIFT	3,074.33
SOCIAL SERVICES:		Laporte School ISD #306	12,000.00
Brown, Justin	2,130.30	Nevis School ISD #308	18,000.00
DHS – SWIFT	5,203.05	Park Rapids School ISD #309	30,000.00
Evergreen Youth and Family Service	3,049.50	58 Payments Less Than \$2,000	16,993.52
Heartland Homes SILS	3,179.71		
Kindred Family Focus	10,432.94		
Lake Country Associates Inc.	2,833.30		
Lighthouse Group Foster Home	3,465.00		

/s/ Daniel Stacey

Daniel Stacey, Chairman
Hubbard County Board of Commissioners

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

