
A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON DECEMBER 15, 2015, AT 9:00 O'CLOCK A.M.

The regular meeting of the Hubbard County Board of Commissioners was held on December 15, 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, as modified.

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 December 1, 2015, Regular Meeting;
- ◆ Approved the minutes of the December 1, 2015, Truth In Taxation Meeting;
- ◆ Approved the bills & Auditor's Warrants dated December 4, & 11, 2015;
- ◆ Reviewed the General Revenue Cash Balance Report dated November 30, 2015;
- ◆ Adopted the following resolution:

RESOLUTION NO. 12151501

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 November 30, 2015;
- ◆ Approved the following License applications – **Tobacco** – Grace Lake Bar & Grill, and Cowboys General Store; **3.2 Beer** – Woodland, Lake George Township; Hilltop Inn, Hubbard Township; **Sunday Liquor** – Headwaters Country Club, Todd Township; Grace Lake Bar & Grill, Farden Township; **Off Sale Liquor** – Woodland, Lake George Township; 71 Bottles of Beer & Liquor, Todd Township; Grace lake Bar & Grill, Farden Township; **Wine** – Hilltop Inn, Hubbard Township; **On Sale Liquor** – Headwaters Country Club, Todd Township and Grace Lake Bar & Grill, Farden Township

Public Works: On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the final payment to Aspen Construction, Hackensack, MN for SAP 029-599-012, Farden Township 279th Avenue improvement and box culvert replacement in the amount of \$13,116.55, as recommended by the Public Works Coordinator, from LRIP, Town Bridge, Special Town Bridge and local funds.

At the request of the Solid Waste Administrator, discussion regarding the 2016 Assessment was tabled to January 5, 2016.

On motion of Mr. Massie, seconded by Mr. Stacey and carried unanimously, the addition of the following names to Cabin Lease #47 was approved: Susan Nelson, Jessica Nelson, Tonya Nelson and Jacob Nelson.

Land Commissioner, Mark Lohmeier presented the quote received for **the hand planting of approximately 355,000 tree seedlings in the spring of 2016** as follows: Superior Forestry Service, Inc., Tilly, AR in the amount of \$55.60/1,000 trees with a contract value estimated at \$19,738. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the project in bold, by underlined quote, above was approved, as recommended by the Land Commissioner, to be paid from Forest Development monies.

Mr. Lohmeier presented the following quote received for **the completion of the 2016 site preparation of approximately 389.7 acres** as follows: Future Forest, Inc., Askov, MN in the amount of \$79 – trench; \$55 – Broadcast; \$109/gal – Garlon XRT; \$87 – Vanquish; and \$30 – Surfactant. The total value of the contract is estimated at \$78,485.80. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the project in bold by underlined quote, above was approved, as recommended by the Land Commissioner, with payment to be from Forest Development monies.

The Land Commissioner presented the following quote for **the Microsite herbicide application (plantation release) on 343 acres**: Roberts Spraying, Battle Lake, MN - \$82.50/acre and \$40.00/lb Velpar with a total value of the contract estimated at \$33,817.50. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the project in bold, by underlined quote, above was approved, as recommended by the Land Commissioner, with payment to be from Forest Development monies.

Mr. Lohmeier presented the following quotes for **the production of approximately 325 thousand tree seedlings for spring planting in 2017**: PRT USA, Inc., Dryden, ON - \$53,460 (containerized seedlings); North Central Reforestation, Inc., Evansville, MN - \$77,315 (containerized seedlings); and MN-DNR-Badoura, Akeley, MN - \$29,900 (Bare root stock White Pine only). Discussion followed. On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase in bold, by underlined low quote, above was approved, as recommended by the Land Commissioner, with payment to be from Forest Development monies.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, fourteen (14) parcel tracts were approved to be included in the Timber Auction scheduled for January 11, 2016, as recommended by the Land Commissioner.

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

Resolution No. 12151502

WHEREAS, Constance M. Ford, Colleen and Thomas Omlid, Amy Ford, Jan Green, John T. and Sandra Ford, and Richard R. and Adrianna Ford have applied to the County of Hubbard for an easement across unsold tax forfeited land to provide access, ingress and egress, and utility purposes to the following property owned by the applicants:

Government Lots 4 & 5, Section 22, Township 142 North, Range 35 West of the Fifth Principal Meridian, Hubbard County, Minnesota.

WHEREAS, the requested easement is described as follows:

A 33 foot wide easement for ingress, egress and utility purposes over, under and across that part of the Southwest Quarter of the Southeast Quarter, that part of the Southeast Quarter, and that part of the Northeast Quarter of the Southeast Quarter, all in section 22, Township 142 North, Range 35 West, Hubbard County, Minnesota, and also that part of the North Half of the North Half of section 27, Township 142 North, Range 35 West, said County, the centerline of said 33.00 foot wide easement is described as follows:

Commencing at the southeast corner of Government Lot 5, said Township and Range; thence South 89 degrees 33 minutes 10 seconds West, assigned bearing, along the south line thereof, a distance of 14.47 feet to the POINT OF BEGINNING of the centerline to be described; thence South 39 degrees 35 minutes 01 seconds East 107.35 feet; thence South 74 degrees 29 minutes 38 seconds East 324.56 feet; thence southeasterly, southerly, and southwesterly 101.40 feet, along a tangential curve, concave to the west, having a radius of 50.00 feet and a central angle of 116 degrees 11 minutes 33 seconds; thence South 41 degrees 41 minutes 55 seconds West, tangent to said curve, 133.84 feet; thence South 29 degrees 02 minutes 52 seconds West 210.38 feet; thence South 00 degrees 52 minutes 47 seconds West 55.80 feet; thence South 38 degrees 10 minutes 43 seconds East 68.24 feet; thence South 62 degrees 49 minutes 16 seconds East 105.75 feet; thence South 49 degrees 57 minutes 38 seconds East 201.88 feet; thence South 71 degrees 39 minutes 05 seconds East 134.57 feet, thence southeasterly 148.36 feet, along a tangential curve, concave to the Southwest, having a radius of 175.00 feet and a central angle of 48 degrees 34 minutes 28 seconds; thence South 23 degrees 04 minutes 37 seconds East, tangent to said last described curve, 29.72 feet; thence South 04 degrees 33 minutes 14 seconds West 112.14 feet; thence South 09 degrees 04 minutes 18 seconds East 51.72 feet; thence South 22 degrees 26 minutes 59 seconds East 196.85 feet; thence South 14 degrees 15 minutes 46 seconds East 80.70 feet; thence South 03 degrees 11 minutes 55 seconds East 158.77 feet; thence southerly and southwesterly 34.78 feet, along a tangential curve, concave to the northwest, having a radius of 25 feet and a central angle of 79 degrees 42 minutes 39 seconds; thence South 76 degrees 30 minutes 44 seconds, tangent to the said last described curve, 67.41 feet; thence North 66 degrees 59 minutes 08 seconds West 129.56 feet; thence westerly 61.76 feet, along a tangential curve, concave to the south, having a radius of 85.00 feet and a central angle of 41 degrees 37 minutes 56 seconds; thence South 71 degrees 22 minutes 56 seconds West, tangent to last described curve, 103.31 feet; thence South 88 degrees 30 minutes 39 seconds West 180.69 feet; thence South 81 degrees 05 minutes 44 seconds West 238.84 feet; thence South 85 degrees 42 minutes 48 seconds West 262.01 feet; thence North 85 degrees 22 minutes 01

seconds West 117.70 feet; thence westerly 194.23 feet, along a tangential curve, concave to the south, having a radius of 1000.00 feet and a central angle of 11 degrees 07 minutes 42 seconds; thence South 83 degrees 30 minutes 17 seconds West, tangent to said last described curve, 277.68 feet; thence southwesterly 143.80 feet, along a tangential curve, concave to the southeast, having a radius of 425.00 feet and a central angle of 19 degrees 23 minutes 12 seconds; thence South 64 degrees 07 minutes 05 seconds West, tangent to said last described curve, 153.92 feet; thence westerly 123.16 feet, along a tangential curve, concave to the north and having a radius of 150.00 feet and a central angle of 47 degrees 02 minutes 32 seconds; thence North 68 degrees 50 minutes 23 seconds West, tangent to the said last described curve, 126.53 feet; thence westerly 201.53 feet, along a tangential curve, concave to the south, having a radius of 425.00 feet and a central angle of 27 degrees 09 minutes 59 seconds; thence South 83 degrees 59 minutes 38 seconds West, tangent to said last described curve, 218.56 feet; thence South 86 degrees 01 minutes 32 seconds West 307.30 feet; thence South 89 degrees 03 minutes 15 seconds West 164.46 feet; thence South 85 degrees 53 minutes 51 seconds West 240.11 feet; thence North 89 degrees 44 minutes 42 seconds West 211.94 feet; thence northwesterly 133.80 feet, along a tangential curve, concave to the northeast, having a radius of 275.00 feet and a central angle of 27 degrees 52 minutes 38 seconds; thence North 61 degrees 52 minutes 04 seconds West, tangent to said last described curve, 194.93 feet; thence North 68 degrees 27 minutes 51 seconds 67.69 feet; thence northwesterly, westerly, and southwesterly 179.10 feet, along a tangential curve, concave to the south, having a radius of 150.00 feet and a central angle of 68 degrees 24 minutes 37 seconds; thence South 43 degrees 07 minutes 32 seconds West, tangent to said last described curve, 69.25 feet; thence South 52 degrees 39 minutes 45 seconds West 129.72 feet; thence westerly 99.30 feet, along a tangential curve, concave to the north, having a radius of 110.00 feet and a central angle of 51 degrees 43 minutes 26 seconds; thence North 75 degrees 36 minutes 49 seconds West, tangent to said last described curve 92.21 feet; thence South 84 degrees 49 minutes 33 seconds West 54.53 feet; thence South 76 degrees 46 minutes 39 seconds West 220.12 feet; thence South 67 degrees 55 minutes 33 seconds West 169.00 feet, thence westerly 85.01 feet, along a tangential curve, concave to the north, having a radius of 100.00 feet and a central angle of 48 degrees 42 minutes 26 seconds; thence North 63 degrees 22 minutes 01 seconds, tangent to said last described curve, 48.29 feet; thence westerly 60.29 feet, along a tangential curve, concave to the south, having a radius of 75.00 feet and a central angle of 46 degrees 03 minutes 38 seconds; thence South 70 degrees 34 minutes 21 seconds, tangent to said last described curve, 64.33 feet; thence North 88 degrees 28 minutes 58 seconds West 41.80 feet to the centerline of County Road Number 89 and said described centerline there terminating. The sidelines of said 33.00 foot wide easement shall be prolonged or shortened to terminate on the south and east lines of said Government Lot 5 and on the centerline of said County Road Number 89.

Said easement contains 5.67 acres

WHEREAS, there are no reasonable alternatives to obtain access to the applicants property; and

WHEREAS, the proposed easement will not cause significant adverse environmental or natural resource management impact; and

WHEREAS, the appraised value of the easement is as follows: \$8,512.02

NOW, THEREFORE BE IT RESOLVED, by the County of Hubbard:

1. An easement shall be issued to the applicants upon payment to the County Auditor for the appraised value.
2. The easement shall be non-exclusive.
3. Timber rights are retained by Hubbard County and any timber removed will be charged for at the current rate.
4. The easement shall provide that it will revert to the State of Minnesota in trust for the taxing district in the event of non-use.

Mr. Lohmeier reminded the Board of the quotes obtained for the purchase of a **2016 Ski Doo Renegade Adrenaline 600 E-Tec Snowmobile** that had been presented on December 1, 2015, as follows: UpNorth Power & Sports, LLC, Park Rapids, MN - \$9,643 and Bemidji Sports Centre, Bemidji, MN - \$9,643. Mr. Lohmeier had been requested by the Board to investigate the trade in value of the currently used machine. He explained that the trade in value for the existing machine was \$2,000 by Up North Sports in Park Rapids, MN. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the purchase in bold, by underlined quote, above including trade-in of existing machine valued at \$2,000 reducing the quote to \$7,643 was approved based on delivery of the machine, as recommended by the Land Commissioner, with payment to be from the forfeited sales fund.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the removal of a County Prescriptive Easement across private land in Section 35, Lake Hattie Township was approved, as recommended by the Land Commissioner, including review of the proper legal procedure by the County Attorney.

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

RESOLUTION NO. 12151503

WHEREAS, Hubbard County serves as the sponsor of various recreational trails that are part of the State of Minnesota Grant-in-Aid System; and

WHEREAS, the construction and maintenance of these trails are funded through Minnesota Trail Assistance Program Grants issued with the approval of the Minnesota Department of Natural Resources; and

WHEREAS, the 2016 Minnesota Trails Assistance Program Grant Application has been prepared for the approval of Hubbard County as sponsor of the following existing trail sponsored by Hubbard County and funded by the State of Minnesota Trail Assistance Program;

Schoolcraft OHV Trail System; and

WHEREAS, the trail is located in Hubbard County.

NOW, THEREFORE, BE IT RESOLVED, that Hubbard County agrees to act as the local sponsor for an application for funding to the State of Minnesota Department of Natural Resources for recreational trails managed by the Northwoods Riders OHV Club

BE IT FURTHER RESOLVED, that upon approval of its application by the state, Hubbard County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with the applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that Hubbard County agrees to sponsor said trail at no cost to the county for the period of July 1, 2016 through June 30, 2017, and the Hubbard County Land Commissioner is hereby authorized to serve as the fiscal agent on behalf of the local unit of government.

Solid Waste Administrator, Jed Nordin provided information for the Board's consideration regarding the purchase of a dozer vs continuation of the annual rental of the equipment. Discussion followed. On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the purchase of a used 2001 D6R XL Caterpillar dozer from J. Dennis & R. Girtz, Park Rapids, MN in the amount of \$75,000, in place of the annual rental of a machine was approved, as recommended by the Solid Waste Administrator, to be paid by auditor's warrant, from budgeted monies.

Sheriff: Sheriff, Cory Aukes explained he had no agenda item but inquired as to when the budget and levy will be established. It was explained that both items would be completed under the Finance portion of the agenda later in the day.

Social Services: Community Services Director, Tom Sandberg presented a review of the 2015 Revenues and Expenditures as of November 30, 2015. In addition, Mr. Sandberg provided a review of the 2015 case management revenue vs 2014 revenues reflecting a slight decrease.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the following purchase of service (POS) contracts were approved, as recommended by the Social Services Director and the Chairman was authorized to sign same: a) Lutheran Social Services for guardian and conservator services; b) Carol Nelson for Money Management, Guardian and Conservator services; c) Mental Health Services of Bemidji including a reduction from \$20,000 to \$5,000 in the total contract; d) Kinship – clarification of clerical correction provided; e) Transportation contract with Veteran Services; and f) Transportation contract with the City of Park Rapids.

On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the Title IV-D agreement with Social Services, the County Attorney and the Sheriff's Office was approved and the Chairman was authorized to sign the agreement and the "no lobbying" certificate in conjunction with the previously approved 2016 Cooperative Agreement between Hubbard County and the State signed in October, 2015.

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

RESOLUTION NO. 12151504

BE IT RESOLVED, that Tom Sandberg, Director, Hubbard County Social Services, is granted authority to enter into an agreement with the Minnesota Judicial Branch for the express purpose of a Master Subscriber Agreement for the Minnesota Government Access Program

Mr. Sandberg provided the following updates: Licensing for November and December; Income Maintenance Case Loads; and cell phone utilization. He also reported the receipt of DHS approval of the 2016 – 2017 County & Tribal Plan. No action required.

Finance: On motion of Mr. Johannsen, seconded by Mr. Dotta and carried unanimously, the utilization of overtime by Finance Department personnel, not to exceed twenty (20) hours was approved, as requested.

On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously, the settlement agreement reached in the matter of Donovan Dearstyne vs Hubbard County 2015 budget appeal was approved, as presented and the Chairman was authorized to sign same.

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

RESOLUTION NO. 12151505

WHEREAS, the budgets and requested tax levies of the various County Revenue Departments of the County of Hubbard for 2016, including the County Extension budget in the amount of \$137,220 appropriated by **Resolution No. 12151514**, have been duly considered, now, therefore,

BE IT RESOLVED, that the County Auditor/Treasurer of the County of Hubbard be hereby authorized and directed to spread a payable 2016 levy against appropriate taxable values in the County of Hubbard for the County Revenue Purposes as follows:

Net Levy	5,919,869.00
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RESOLUTION NO. 12151506

BE IT RESOLVED, that the Hubbard County Auditor/Treasurer be hereby authorized and directed to spread a levy against appropriate taxable values in the County of Hubbard for taxes payable in 2016 for County Road and Bridge purposes as follows:

Net Levy	\$3,088,300.00
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RESOLUTION NO. 12151507

WHEREAS, the County Social Service Center has submitted a budget for welfare purposes for the year 2016 and has requested a tax levy to provide funds to enable it to meet its responsibilities under Minnesota Statutes §393.08, and

WHEREAS, such budget and requested tax levy has been duly considered, now, therefore,

BE IT RESOLVED, that the Board of County Commissioners approve such budget, and

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer be hereby authorized and directed to spread a payable 2016 levy for social service purposes on the tax rolls of the County of Hubbard as follows:

Levy	\$3,300,000.00
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RESOLUTION NO. 12151508

WHEREAS, Minnesota Statutes provide a levy for regional library service in library systems that are receiving grant funds from the Minnesota Department of Education, and

WHEREAS, the County of Hubbard has received from the Minnesota Department of Education, a "Certification of Minimum Local Support Requirement: 2016", certifying a minimum level of financial support for the operating purposes of public library service for Hubbard County in the amount of \$171,623.00 now, therefore,

BE IT RESOLVED, that the County Auditor/Treasurer of the County of Hubbard be hereby authorized and directed to spread a payable 2016 levy against appropriate taxable values in the County of Hubbard for regional library purposes as follows:

Net Levy	\$200,000.00
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RESOLUTION NO. 12151509

BE IT RESOLVED, that the Hubbard County Auditor/Treasurer be hereby authorized and directed to spread a levy against appropriate taxable values in the County of Hubbard for taxes payable in 2016 for General Obligation Correctional Facilities Bonds in the amount of \$618,765.

RESOLUTION NO. 12151510

BE IT RESOLVED, that the Hubbard County Auditor/Treasurer be hereby authorized and directed to spread a levy against appropriate taxable values in the County of Hubbard for taxes payable in 2016 for General Obligation Bonds in the amount of \$273,066.

RESOLUTION NO. 12151511

BE IT RESOLVED, that pursuant to M.S. §469.033 the Hubbard County Auditor/Treasurer be hereby authorized and directed to spread a \$230,000 levy against appropriate taxable values in the County of Hubbard for taxes payable in 2016 for the Housing and Redevelopment Authority.

RESOLUTION NO. 12151512

BE IT RESOLVED, that pursuant to M.S. §462.396 the Hubbard County Auditor/Treasurer be hereby authorized and directed to spread a \$113,187 levy against appropriate taxable values in the County of Hubbard for taxes payable in 2016 for the Headwaters Regional Development Commission.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the following resolutions were adopted:

RESOLUTION NO. 12151513

BE IT RESOLVED, that the final budgets of the County of Hubbard for the year beginning January 1, 2016, be given final approval as follows:

Fund	Revenues	Expenditures
General Revenue	12,045,102	12,078,702
Solid Waste	3,221,112	3,211,041
Tax Forfeited Lands	2,384,702	1,145,838
Road & Bridge	10,156,700	10,261,480
Social Services	7,365,784	7,736,446
TOTAL 2016 COUNTY BUDGET	35,173,400	34,433,507

BE IT FURTHER RESOLVED, that departmental revenue fund budgets be approved as presented at the December 15, 2015, Board meeting.

RESOLUTION NO. 12151514

BE IT RESOLVED, that the sum of \$137,220 be set apart from the General Revenue Fund and appropriated subject to the order of the Dean and Director of the Minnesota Extension Service of the University of Minnesota for the support of county extension work in Hubbard County for the year beginning January 1, 2016, in accordance with Minnesota Statutes §38.33 - 38.38.

RESOLUTION NO. 12151515

**RESOLUTION REGARDING THE HUBBARD COUNTY
SHERIFF'S OFFICE 2016 BUDGET**

WHEREAS, the County Board has the duty and responsibility to set the budget for the office of the Sheriff by resolution on an annual basis after consideration of responsibilities and duties of the office;

NOW, THEREFORE, the Hubbard County Board of Commissioners makes the following information part of the record:

1. The Sheriff has provided information regarding salary comparison data from certain other counties, as well as information regarding changes in his office and anticipated changes in 2016.
2. The County Board has reviewed and considered the statutory duties of the Sheriff and his office provided by the Coordinator. The County Board has met with Sheriff Aukes to discuss changes in his office, the volume of calls, and the nature and severity of the offenses being reported and investigated.
3. The Board has considered the Sheriff's request for an additional investigator, the number of investigations, and the current staffing of investigations.
4. The Board has considered information regarding the Sentence to Serve (STS) program, the volume of participants, the needs of the Sheriff's office in supervising the participants and Sheriff Aukes' request for additional STS staff hours.
5. The Board considered Sheriff Aukes' request for the replacement of 4 squad cars in 2016 and for the next three years including the associated costs of the vehicle request.
6. The Sheriff's office includes a staff of up to 79 full and part time employees including 1 Chief Deputy Sheriff, 2 Sergeants, 1 FT STS CrewLeader, 1 PT Assistant STS CrewLeader, 21 deputies (9 Road Deputies, 1 Nevis Deputy, 1 Trails Deputy, 1 Transport Deputy, 1 Drug Task Force Officer and up to 8 part time Road Deputies), an investigator, up to 3 Boat & Water Deputies depending on grant dollars available, up to 4 licensed bailiffs, and up to 2 non-licensed bailiffs; 20 full-time and up to 18 part-time dispatcher/jailers, a Jail/Dispatch Administrator, an Assistant Jail Administrator, a Jail Programmer and clerical personnel equivalent to 2.5 full time employees. Sheriff Aukes did not request that his staff receive a wage increase beyond that set forth in the applicable collective bargaining agreement for union employees. Sheriff Aukes did not make a wage request for the non-union Sheriff's Office staff. .
6. The County Board considered the county population and tax capacity of Hubbard County in determining the overall County budget and the budget for the Sheriff's Office.
7. The County Board offered Sheriff Aukes the opportunity to provide information in writing and to meet with the Board to discuss his duties, the available information and any additional information he wanted the Board to consider regarding the budget for his office. Sheriff Aukes met with the Board and answered questions regarding his budget requests.

8. All of the data gathered by the Coordinator that was presented to the Board for consideration and all of the information provided by and discussed with the Sheriff is incorporated into the record and has been reviewed and considered by the Board.

NOW, THEREFORE, based upon review and consideration of the duties and responsibilities of the Hubbard County Sheriff's Office, the materials gathered and considered by the Board; and the discussions with the Sheriff, the Hubbard County Board of Commissioners resolves as follows:

1. The County Board authorizes the Sheriff to add one full-time investigator position to the Sheriff's Office, effective January 2016, and shall include wages and benefits for the position in the 2016 budget for the County Sheriff's office.
2. The County Board authorizes the purchase of three (3) replacement squad cars for 2016, funding for which shall be included in 2016 budget for the Sheriff's office.
3. The wages and benefits for all Sheriff's Office union employees shall be consistent with the negotiated collective bargaining agreements. The salaries and wages for all full-time and regular part-time non-union Sheriff's Office employees shall include a 3% increase for 2016, effective January 1, 2016, consistent with the December 1, 2015, Board action for non-union employees. Benefits shall be consistent with County policy.
4. The Coordinator and the Auditor's Office are authorized and directed to incorporate the attached 2016 Sheriff's office budget into the comprehensive 2016 Hubbard County budget and to make such changes effective January 1, 2016, consistent with standard operating procedures for Hubbard County.

On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the following resolutions were adopted:

RESOLUTION NO. 12151516

WHEREAS, M.S. §375.055 provides that the Board of Commissioners may each year adopt a resolution which may establish a schedule of per diem payments for service by individual County Commissioner, now, therefore,

BE IT RESOLVED, that the per diem payments for service of county commissioners effective January 1, 2016, shall be \$75.00 per day, no matter the length of the meeting or number of meetings per day attended in addition to any fees, reimbursement of expenses, or other benefits authorized by law.

BE IT FURTHER RESOLVED, that Commissioners will receive per diems for the following in addition to their appointed committees: Special Meetings; Other General Business

acting as representative for County Board; and Appointed Commissioner work for County Board.

BE IT FURTHER RESOLVED, that the following meetings are not eligible for per diems: Tax Forfeited Land Sales; Appraisals; Supervision of Conservation Lands Requirements; Regular Meetings; Board of Health; Agricultural Weed Inspection; Conservation Committee; County Canvassing Board; County Board of Equalization, Truth in Taxation meeting

RESOLUTION NO. 12151517

**RESOLUTION REGARDING THE HUBBARD COUNTY
ATTORNEY'S 2016 SALARY**

WHEREAS, Donovan Dearstyne is the Hubbard County Attorney, whose 2015 salary is \$103,900; and

WHEREAS, the County Board has the duty and responsibility to set the salary of the County Attorney by resolution on an annual basis after consideration of responsibilities and duties of the office, and the county attorney's experience, qualifications, and performance;

NOW, THEREFORE, the Hubbard County Board of Commissioners makes the following information part of the record:

1. The County Attorney has provided information regarding his duties and responsibilities, experience, salary comparison data from certain other counties, workload data for his office, comparison data of cases from 2014 and 2015, weighted case load statistics for certain counties and other information. All of the information provided by the County Attorney has been reviewed and considered by the Board and is part of the record in this matter.
2. The County Board has reviewed and considered the statutory duties of the County Attorney, a summary of those duties from the Minnesota County Attorneys Association. The County Board has met with Mr. Dearstyne to review the duties of his office and ask him about the functions of his office. He has discussed with the Board prosecution services for cities, prosecution of all felonies that occur in the county, child protection matters and various civil matters. The Board considered the County Attorney's role in child support enforcement, chemical and mental health commitments, guardianship/conservatorship cases, reviewing contracts and assisting with legal questions from the board and other county departments.
3. The County Board considered potential changes to child protection laws that may be enacted in 2016 and rules that may be adopted which may impact the workload in the County Attorney's office in the future.
7. The Board considered Mr. Dearstyne's overall performance in office, management of his budget and overtime and his work with other departments and the Board.

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9. The Board considered Mr. Dearstyne's 27 years of experience as an attorney, 19 in the public sector. He was first elected Hubbard County Attorney in November 2006 and took office in January 2007. He is beginning the second year of his third term. The Board considered Mr. Dearstyne's level of education and qualifications for his position.
 10. Mr. Dearstyne's office includes two Assistant County Attorneys, a Victim Services Coordinator and two legal secretaries that he is responsible for supervising.
 11. The County Board is aware of the advice and guidance provided to the Board by the County Attorney and his office.
 12. The County Board considered the county population and tax capacity of Hubbard County, and the population of the comparator counties. .
 13. The County Board offered Mr. Dearstyne the opportunity to provide information in writing, and met with him to discuss all of the information from all sources, respond to its questions and provide any additional information he wanted the Board to consider. The Board considered his responses to its questions and all other information available to it.
 14. All of the data gathered by the Coordinator that was presented to the Board for consideration and all of the information provided by Mr. Dearstyne for consideration are incorporated into the record and have been reviewed and considered by the Board.

NOW, THEREFORE, based upon review and consideration of the duties and responsibilities of the position of Hubbard County Attorney; his experience, qualifications, and performance; the materials gathered and considered by the Board; and the discussions with the County Attorney, the Hubbard County Board of Commissioners resolves as follows:

1. The Hubbard County Attorney's salary for 2016 shall be increased from \$103,900 to \$107,000.
2. The Coordinator and the Auditor's Office are authorized and directed to make the changes to the County Attorney's salary, effective January 1, 2016, consistent with standard operating procedures for Hubbard County.

RESOLUTION NO. 12151518

**RESOLUTION REGARDING THE HUBBARD COUNTY
SHERIFF'S 2016 SALARY**

WHEREAS, Cory Aukes is the Hubbard County Sheriff, whose 2015 salary is \$88,600, and

WHEREAS, the County Board has the duty and responsibility to set the salary of the County Sheriff by resolution on an annual basis after consideration of responsibilities and duties of the office, and the Sheriff's experience, qualifications, and performance;

NOW, THEREFORE, the Hubbard County Board of Commissioners makes the following information part of the record:

1. The Sheriff has provided information regarding salary comparison data from certain other counties, as well as information regarding changes in his office and anticipated changes in 2016.
2. The County Board has reviewed and considered the statutory duties of the Sheriff provided by the Coordinator. The County Board has met with Sheriff Aukes to discuss changes in his office, the volume of calls, and the nature and severity of the offenses being reported and investigated.
3. The Board considered Sheriff Aukes' performance, the management of his budget and the work between his office and other agencies and departments.
4. The Board considered Sheriff Aukes' 20 years experience in law enforcement before becoming Sheriff. He was first elected Hubbard County Sheriff in November 2010 and took office in January 2011. He is beginning the second year of his second term.
5. The Sheriff's office includes a staff of up to 79 full and part time employees including 1 Chief Deputy Sheriff, 2 Sergeants, 1 FT STS CrewLeader, 1 PT Assistant STS CrewLeader, 21 deputies (9 Road Deputies, 1 Nevis Deputy, 1 Trails Deputy, 1 Transport Deputy, 1 Drug Task Force Officer and up to 8 part time Road Deputies), an investigator, up to 3 Boat & Water Deputies depending on grant dollars available, up to 4 licensed bailiffs, and up to 2 non-licensed bailiffs; 20 full-time and up to 18 part-time dispatcher/jailers, a Jail/Dispatch Administrator, an Assistant Jail Administrator, a Jail Programmer and clerical personnel equivalent to 2.5 full time employees. Sheriff Aukes did not request that his staff receive a wage increase beyond that set forth in the applicable collective bargaining agreement for union employees. Sheriff Aukes did not make a wage request for the non-union Sheriff's Office staff.
6. The County Board considered the county population and tax capacity of Hubbard County, and the population of the comparator counties.
7. The County Board offered Sheriff Aukes the opportunity to provide information in writing and to meet with the Board to discuss his duties, the available information and any additional information he wanted the Board to consider. Sheriff Aukes met with the Board and also provided information to the Board through the Coordinator, who provided the information to the Board. .
8. All of the data gathered by the Coordinator that was presented to the Board for consideration and all of the information provided by and discussed with the Sheriff is incorporated into the record and has been reviewed and considered by the Board.

NOW, THEREFORE, based upon review and consideration of the duties and responsibilities of the position of Hubbard County Sheriff, his experience, qualifications, and

performance; the materials gathered and considered by the Board; and the discussions with the Sheriff, the Hubbard County Board of Commissioners resolves as follows:

1. The Hubbard County Sheriff's salary for 2016 shall be increased from \$88,600 to \$91,000.
2. The Coordinator and the Auditor's Office are authorized and directed to make the changes to the County Attorney's salary, effective January 1, 2016, consistent with standard operating procedures for Hubbard County.

RESOLUTION NO. 12151519

WHEREAS, Minnesota Statute §375.055 provides that the Board of Commissioners may each year adopt a resolution which shall contain a statement of the annual salary to be paid to its members effective January 1st next following,

BE IT RESOLVED, that the 2016 salary of the County Commissioners is hereby increased \$1,400 and effective January 1, 2016, will be \$22,300.

Coordinator: By consensus of the Board, further review of the County Organizational Chart was referred to 2016.

The Board was reminded of the Department Manager Evaluations scheduled on December 21, 2015 beginning at 9:00 a.m.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the 2016 Committee List was approved, as follows:

COMMITTEE	COMMITTEE MEMBERS
AIRPORT ZONING BOARD (M.S. §360.063, Subd. 3)	Nick Randall Coordinator
AIS Task Force Resolution # 10191105	Vern Massie, County Board Ken Grob, Chairman Eric Buitenwerf, Environmental Services Office Lynn Goodrich, COLA Sally Shearer, UMN Extension Julie Kingsley, SWCD District Manager Nicole Kovar, DNR AIS Specialist Doug Kingsley, DNR Fisheries Jeff Bjorkman, Local Lake Association Charlene Christenson and Tim Humphrey, Township representatives Ellis Jones, Business community Ed Becker, Resort and Campground Jason Durham & Randy Anderson, Fishing organizations Ben Tande, Lake service provider
AMC AG & RURAL DEVELOPMENT	Cal Johannsen
AMC BROADBAND	Matt Dotta

COMMITTEE	COMMITTEE MEMBERS
AMC DELEGATES (AMC By-Laws)	Tom Sandberg Vern Massie Cal Johannsen Ed Smith David Olsonawski Dan Stacey Matt Dotta Debbie Thompson
AMC ENVIRONMENT AND NR POLICY COMM.	Vern Massie
AMC GENERAL GOVERNMENT	Matt Dotta
AMC HEALTH & HUMAN SERVICES	Dan Stacey
AMC INDIAN AFFAIRS	Dan Stacey
AMC PUBLIC SAFETY POLICY COMMITTEE	Cal Johannsen
AMC TRANSPORTATION	Ed Smith
APPEAL COMMITTEE/NOXIOUS WEEDS (M.S. §18.83, Subd. 3(2))	Dale Steevens Cal Johannsen
BENEFITS COMMITTEE (County Established - 1990) Note: Name changed from Insurance Committee to Benefit Committee 07/05/00 by Board Action	Sheriff or designated representative Donna Carter, Lisa Avenson alternate Mark Juberian – Teamsters 320 (ESO, LD and P & R) Coordinator Maria Shepherd – AFSME (courthouse) Jayne Mills - Teamsters 320 (Social Services) Lorretta Mattson, Payroll Coordinator Matt Dotta Vicki Manners/Holly Malm – Teamsters 320 (LEC, Non-licensed) Jarod Andersen– Teamsters 320 (LEC, Licensed) Ethan Anstine – Local 49 (Hwy) Michelle Harris - Teamsters 320 (Social Services) Ed Smith Roger Just – Local 49 (SW) Kurt Hansen - HLC Denise Schwartz - HLC

COMMITTEE	COMMITTEE MEMBERS
<p>CHILD PROTECTION MULTIDISCIPLINARY TEAM M.S. §626.558 (2 YEAR TERM)</p>	<p>Terry Iffert, HC Guardian Ad Litem (12/31/16) Chad Olson, Sheriff's Office – (12/31/16) Erika Randall, County Attorney Office (12/31/16) Amy Morris, Community Health (12/31/16) Sabin Rasmus, PR Police Department (12/31/16) Earl Robinson, Leech Lake Tribal Social Services (12/31/16) Michelle Fischer, Hub. Co. Social Services (12/31/16) Dr. Jane Churchill, St. Joseph's Hospital (12/31/16) Tabatha Schacht, Probation (12/31/16) _____ Chemical Dependency Counselor (12/31/16) Deb Vizecky, Hub. Co. Social Services (12/31/16) Justin Domogalla, Park Rapids Ministerial (12/31/16) Headwater Intervention Sexual Assault Program of Beltrami/Clearwater/Hubbard County Jessica Burkhamer, MH Professional Joleen DeLaHunt, Park Rapids School Principal John Strom, Nevis School Principal Kim Goodwin, Laporte Principal Jill Dickinson, Community Education _____, Fatherhood Project Tami Leigland, In-Home/Parenting Sara Swanson, Thomason, Swanson & Zahn</p>
<p>CLASSIFICATION COMMITTEE (County Established – pending outside services rendered) <i>Pending outside services rendered.</i></p>	<p>Cal Johannsen Kurt Hansen Coordinator David Olsonawski Matt Dotta</p>
<p>CRIMINAL JUSTICE WORKGROUP DEPARTMENT MANAGERS</p>	<p>Cal Johannsen County Board Chair Second Board Member to be determined monthly</p>
<p>DEPARTMENT OF NATURAL RESOURCES TRAILS COMMITTEE (Heartland Trail)</p>	<p>Ed Smith Matt Dotta</p>
<p>EMERGENCY MANAGEMENT PLANNING COMMITTEE</p>	<p>Dan Stacey Emergency Management Officer Sheriff</p>
<p>EXTENSION (M.S. §38.36, Subd. 1) (3 year term)</p>	<p>Kim Adolphson, District 1 (12/31/17) Anthony Carter, District 2, (12/31/17) Joyce Krueger, District 3, (12/31/18) Eva Pohl, District 4, (12/31/17) Ivy Knoshaug, District 5, (12/31/16) Ken Grob, At Large, (12/31/18) Dan Stacey Cal Johannsen Auditor/Treasurer</p>
<p>*FAIR BOARD</p>	<p>Cal Johannsen Vern Massie, alternate</p>
<p>FEMA CONSTRUCTION COMMITTEE (Bd approval, 01/01/16)</p>	<p>Cal Johannsen Dan Stacey</p>
<p>FRIENDS OF HERITAGE (County Established)</p>	<p>Matt Dotta</p>

COMMITTEE	COMMITTEE MEMBERS
GOVERNMENT FUEL FACILITY - JOINT POWERS BOARD (County Established, 1997)	County Board Chairman County Engineer
GOVERNMENT SERVICES CENTER CONSTRUCTION COMMITTEE	Board Chair Board Vice Chair
* HEADWATERS NUTRITION PROJECT BOARD	Tom Sandberg
* HEADWATERS REGIONAL DEVELOPMENT COMMISSION (HRDC)	Cal Johannsen
*HRDC REGIONAL ADVISORY COMMITTEE ON AGING (1 st Thursday of the month)	Rick Carson
*HRDC TRANSPORTATION ADVISORY COMMITTEE	Ed Smith David Olsonawski
HERITAGE CAMPUS BOARD (County Established,) *per diems paid by HLC 3 year terms	Matt Dotta (01/01/16) Cal Johannsen (01/01/17)
HLC CONSTRUCTION COMMITTEE	Cal Johannsen Matt Dotta
HIGHWAYS (M.S. §163.02 requires Board action, does not require establishment of a committee)	Ed Smith Cal Johannsen Vern Massie David Olsonawski Dan Stacey Matt Dotta
HISTORICAL SOCIETY (County Established)	Vern Massie Matt Dotta, alternate
HOUSING REDEVELOPMENT AUTHORITY (HRA) (Established 1996 - M.S. §_469.006) Terms set by statute - 5 years (Bd membership corrected to be 5 by Bd res 01061504 per MS §469.006 & HRA By-Laws) (HRA annual mtg – 4 th Tuesday of April)	Kathy Grell, District 1 (12/31/2016) Charlene Christenson, District 2 (12/31/17) Charlie Henry, District 3 (12/31/18) Craig Mackey, District 4 (12/31/19) Daryl Bessler, District 5 (12/31/20) Matt Dotta, County Board Representative
HUBBARD COUNTY REGIONAL ECONOMIC DEVELOPMENT COMMISSION (HREDC)	Ed Smith Matt Dotta
HUBBARD IN PREVENTION (HIP) Bd action 12/19/12	Dan Stacey
* KITCHIGAMI LIBRARY BOARD	Ed Smith Dan Stacey, alternate
ISD #309 Outdoor Classroom Master Plan Steering Committee	Matt Dotta
LABOR NEGOTIATING COMMITTEE - SOCIAL SERVICES (County Established)	Dan Stacey Ed Smith Social Services Director Coordinator
LABOR NEGOTIATING COMMITTEE - TRANSFER STATION (County Established)	Matt Dotta Ed Smith Solid Waste Officer Coordinator

COMMITTEE	COMMITTEE MEMBERS
LABOR NEGOTIATING COMMITTEE - LAW ENFORCEMENT CENTER Licensed & Non-Licensed Union Groups (County Established)	Cal Johannsen Matt Dotta Sheriff Coordinator
LABOR NEGOTIATING COMMITTEE - HIGHWAY DEPARTMENT (County Established)	Dan Stacey Cal Johannsen County Highway Engineer Coordinator
LABOR NEGOTIATING COMMITTEE - P/Z, L/T, & P/R DEPARTMENTS (County Established)	Vern Massie Dan Stacey Land Commissioner Environmental Services Officer Coordinator
LABOR NEGOTIATING COMMITTEE – COURTHOUSE (County Established)	Vern Massie Ed Smith Eric Buitenwerf Cory Aukes Coordinator
LAND CLASSIFICATION COMMITTEE (M.S. §92.34)	County Board Chairman Sandy Rittgers George E. R. Coulombe
LAW LIBRARY BOARD (M.S. §134A.03)	Erika C.H. Randall, Co. Atty Appt. Sara Swanson, Co. Atty. Appt. Robert Tiffany, Chief Judge Appointment Matt Dotta, County Board Appointment Maria Pretzer
MAHUBE-OTWA (By-Laws)	Ed Smith Matt Dotta, alternate
MENTAL HEALTH ADVISORY COUNCIL (M.S. §245.4875) 3 Year Term	Betty Klicker (12/31/17) Tom LaFleur (12/31/18) Heidi Brown (12/31/16) Shawn Anderson, Mental Health Provider Representative (12/31/18) Tom Sandberg (12/31/18) Deb Vizecky (12/31/18) Michelle Fischer (12/31/18)
MINNESOTA COUNTIES COMPUTER COOPERATIVE (MCCC) (By-Laws)	Ginger Woodrum, Delegate Sandy Rittgers, Alternate
MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST (MCIT) VOTING DELEGATES	Matt Dotta, Delegate Coordinator, Alternate
MISSISSIPPI HEADWATERS BOARD (MHB) (By-Laws) MS §103F.361-377	Cal Johannsen Dan Stacey, alternate
* NORTH COUNTRY COMMUNITY HEALTH BOARD (3 YEAR TERM)	Leah Pigatti (12/31/18 – 5th term) Cal Johannsen (12/31/17 – 1st term completion) Dan Stacey, alternate
* NORTH COUNTRY COMMUNITY HEALTH SERVICES (CHS) ADVISORY COMMITTEE (2 YEAR TERM)	Helene Kahlstorf (12/31/17 - 6th term) Leah Pigatti (12/31/17 – 5th term)

COMMITTEE	COMMITTEE MEMBERS
NW MN REGIONAL RADIO BOARD	Cal Johannsen Dan Stacey, alternate
NORTHWEST HEALTH INSURANCE JOINT POWERS ADVISORY COMMITTEE (Bd action 09/15/15 @ the request of NWSCoop)	Matt Dotta
NORTHWESTERN MINNESOTA JUVENILE CENTER (FOUR YEAR APPOINTMENT) (Joint Powers Agreement)	Dan Stacey (12/31/16) Cal Johannsen (12/31/17)
PARKS AND RECREATION (Co Established)	Randy Avenson, District 3 Deb Manz, District 5 Cal Johannsen, Co. Board Representative Russ Johnsrud, District 1 Land Commissioner Maurice Spangler, District 2 Duane Splittstoesser, District 4 Tim Humphrey, At Large Guy Reich, At Large
PLANNING COMMISSION/BOARD OF ADJUSTMENT (FOUR YEAR TERM at conclusion of initial term) (M.S. §394, Ordinance 17)	Ken Grob, Dist. 1 (12/31/19) Charlene Christenson, Dist. 2 (12/31/17) Tom Krueger, Dist. 3 (12/31/19) Tim Johnson, Dist. 4 (12/31/17) Ted VanKempen, Dist. 5 (12/31/19) County Board Vice Chairman (Ex-officio PC member)
PRIME WEST HEALTH PLAN JOINT POWERS BOARD	Matt Dotta Dan Stacey
REGION II AREA COUNCIL ON AGING (& Nutrition) Including subgroup Land of Dancing Sky (Board action 08/06/03)	Vern Massie Matt Dotta, Alternate
REGIONAL ADVISORY COMMITTEE (RAC)	Sheriff Emergency Management Officer, alternate
SAFETY COMMITTEE (County Established - 1989)	Vern Massie Bobby Wilkins David Olsonawski or his designee Kurt Hansen or his designee Coordinator Marvin Vredenburg, Local 49 Hwy Union Rep. Sheriff – Chief Deputy, Alt Emergency Management Officer Joy Torvinen, Local 320 SS Union Rep Mark Juberian, Local 320 NR, PZ & P & R Union Rep Vicki Manners, Local 320 LEC Union Rep Roger Just, Local 49 Transfer Station Union Rep. Jed Nordin, Interim Solid Waste Officer Kay Rave, Auditor/Treasurer
SOIL & WATER CONSERVATION DISTRICT (SWCD) (County Established)	Ed Smith

COMMITTEE	COMMITTEE MEMBERS
<p>TECHNOLOGY COMMITTEE (County Established - 1997) Note: E-911 Committee responsibilities included in the Tech Committee per 12/07/00 board action)</p>	<p>County Board, Chairman County Board, VICE Chair Public Works Coordinator, David Olsonawski GIS Technician, Kevin Trappe Data Processing Coordinator, Sandy Rittgers TH Consulting – Tom Hankins Northwoods Computer Service – Deb Freund LEC Representative, Sheriff's Designee SS Representative, Tom Sandberg Assessor, Ginger Woodrum County Coordinator, Deb Thompson Environmental Services Officer, Eric Buitenwerf Recorder, Nicole Lueth Auditor/Treasurer or designee</p>
<p>TRANSPORTATION ADVISORY COMMITTEE (In connection with Social Services as long as transportation is provided - committee is necessary)</p>	<p>Tom Sandberg City of Park Rapids Representative Consumer Representative Ed Smith Matt Kramer</p>
<p>WATER MANAGEMENT TASK FORCE (THREE (3) YEAR TERMS) (Recommended by BWSR)</p>	<p>Julie Kingsley, LWP Coordinator (12/31/16) _____, Resort Tourism (12/31/16) _____ Twp Officer Assn. (12/31/16) Chad Severts, BWSR Amy Westmark, DNR Wildlife (12/31/16) Calub Shavlik, DNR Fisheries (12/31/16) Tim James, MPCA (12/31/16) David Olsonawski, (12/31/16) Dan Pazdernik, Natural Resource Conservation Service Chris Parthum, MN Department of Health Darrin Hoverson, MN DNR Hydrologist Ed Smith, County Board (12/31/16) Marvel Haynes, Realtor (12/31/16) Land Commissioner (12/31/16) Eric Buitenwerf, ES Officer (12/31/16) _____, Small Municipal Rep. (12/31/16) Dean Christofferson, Large Municipal Rep. (12/31/16) Lynn Goodrich, COLA (12/31/16) Duane Splittstoesser, Ag (12/31/16) Robert Isles - SWCD Supr. (12/31/16) Sally Shearer, Extension (12/31/16) _____, Logger (12/31/16) Dan Kittilson, At-Large Resident (12/31/16)</p>
<p>WAYSIDE REST COMMITTEE</p>	<p>Ed Smith Parks & Recreation Supervisor Greg Hensel Auditor/Treasurer</p>
<p>WELLHEAD PROTECTION COMMITTEE City of Park Rapids Established 08/10/98</p>	<p>Vern Massie Environmental Services Officer</p>

The Board was reminded of the Commissioner “Lunch Room” meeting scheduled for December 16, 2015, beginning at 11:30 a.m. with Commissioners Smith and Massie scheduled to attend.

On motion of Mr. Dotta, seconded by Mr. Smith and carried unanimously, the appointment of the following positions, pending completion of a satisfactory performance evaluation were approved for a period until such time as they are revoked and the Chairman was authorized to sign same: Auditor/Treasurer; Coordinator; Environmental Services Officer; Recorder; and Solid Waste Administrator.

On motion of Mr. Massie, seconded by Mr. Stacey and carried unanimously, the Coordinator was authorized to utilize outside legal counsel in 2016, as necessary.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the payment of the Heritage Living Center (HLC) Request for Disbursement #13 in the amount of \$605,859.76 was approved and the Chairman and the Coordinator were authorized to sign same.

On motion of Mr. Stacey, seconded by Mr. Smith and carried unanimously, the 2015 AIS Task Force Year End Report and the 2016 Plan and Guidelines were approved as presented at the December 10, 2015, work session.

By consensus of the Board, the payment of the 2016 membership dues for Giziibii Resource Conservation & Development was declined.

On motion of Mr. Dotta, seconded by Mr. Johannsen and carried unanimously, the purchase of a SAN System from ByteSpeed in the amount of \$31,988 for a back up to the LEC and the MCAPS Server was approved, as recommended by the Technology Committee, with the funding source to be clarified by the committee.

There being no further business before the Board the meeting was recessed at 12:05 p.m. until 9:00 a.m. on Monday, December 21, 2015, at which time the 2015 Department Manager evaluations will be completed.

The regular meeting of the Hubbard County Board of Commissioners was re-convened on December 21, 2015, at 9:00 a.m. with all the Commissioners and County Coordinator, Debbie Thompson present.

The meeting was re-convened by Chairman, Dan Stacey.

Review of the survey data collected to assist the Board with Department Manager evaluations was completed.

On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of Environmental Services Officer, Eric Buitenwerf at 10:11 a.m. The meeting was re-opened at 10:52 a.m.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of County Recorder, Nicole Lueth at 11:03 a.m. The meeting was re-opened at 11:37 a.m.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of Veteran Services Officer, Greg Remus at 11:49 a.m. The meeting was re-opened at 12:15 p.m.

On motion of Mr. Dotta, seconded by Mr. Massie and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of Coordinator, Debbie Thompson at 12:41 p.m. The meeting was re-opened at 1:28 p.m.

On motion of Mr. Stacey, seconded by Mr. Massie and carried unanimously, the meeting was closed pursuant to M. S. §13D.05, Subd 3 for the annual performance evaluation of Solid Waste Administrator, Jed Nordin at 1:45 p.m. Commissioner Stacey and Dotta left the meeting at 2:11 p.m. Commissioner Dotta returned at 2:12 p.m. The meeting was re-opened at 2:28 p.m.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the County Attorney is granted authority to enter into an agreement with the Minnesota Judicial Branch for the express purpose of a Master Subscriber Agreement for the Minnesota Government Access Program.

Discussion was held regarding the SWCD continuation as the fiscal agent for the AIS Program. By consensus of the Board, the matter was tabled to permit further review of the matter.

Discussion was held regarding the annual stipend paid to the Interim Solid Waste Administrator as well as how long the duties performed continue to qualify as “interim”. On motion of Mr. Dotta, seconded by Mr. Stacey and carried unanimously, a twenty (20%) percent increase in the annual stipend paid to the Solid Waste Administrator was approved resulting in an annual stipend in the amount of \$30,000 effective January 1, 2016, and dropping the “interim” designation from the title was approved.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, a one-time lump sum payment in the amount of \$4,000 was approved to the Coordinator to be paid on the first pay roll in 2016.

There being no further business before the board the meeting was adjourned at 3:18 p.m.

GENERAL REVENUE:

A`Viands LLC	14,524.66	Wal-Mart	7.96
Bytespeed LLC	4,999.00	Hobby Lobby	86.29
Citizens National Bank – VISA	4,691.78	Country Inn	186.56
Supreme Ct Registr	252.00	WM Supercenter	37.55
Best Western	270.42	PayPal Alpha2omega	119.99
Office Depot	154.94	Streicher’s	283.23
Credit Voucher	-142.71	Credit Voucher-Streicher	-18.29
Embassy Suites	15.00	Amazon Mktplace	228.96
Hampton Inn	133.74	Amazon Mktplace	633.33
Wal-Mart	42.32	PayPal Sbigler	208.79
		PayPal Mcra517	194.98
		Galls	60.93

Amazon.com	1,495.92	HERITAGE COTTAGE:	
Amazon.com	339.99		
Home Depot	99.88	1 Payment Less Than \$2,000	750.00
Coborns Pharmacy 2030	2,370.74	FORFEITED LAND:	
Reliance Telephone Inc.	2,936.00	7 Payments Less Than \$2,000	1,001.46
Rolyan Buoy	7,506.00	SOCIAL SERVICES:	
Streicher's Inc.	5,828.99	DHS – SWIFT	12,940.22
Turnkey Corrections	2,997.26	Hubbard County Hwy Dept	2,549.63
64 Payments Less Than \$2,000	24,532.83	61 Payments Less Than \$2,000	13,669.18
ROAD & BRIDGE:		Brown, Justin	2,130.30
Aggregate Industries Midwest	10,515.62	DHS – SWIFT	5,051.32
Buness Trucking	3,024.00	Hubbard County Social Services	9,554.00
Bytespeed LLC	2,248.00	Lighthouse Group Foster Home	3,465.00
Compass Minerals America	22,099.15	Lilleodden, Christine	3,449.52
Hubbard Co Natural Resource Mgm	4,551.36	Nelson In Home Services Inc.	18,154.50
Hubbard Co Natural Resource Mgm	7,000.00	North Homes Inc.	27,570.78
Powerplan	26,762.63	Pedersen, Janelle	2,002.50
Wallwork Truck Center Inc.	2,098.99	Snyder Group Foster Home	3,539.27
Ziegler Inc.	26,069.33	Washington, Rachel	3,061.76
37 Payments Less Than \$2,000	13,626.73	Washington, Tekyra	3,555.44
SOLID WASTE:		Woodrum, Rande	7,503.75
11 Payments Less Than \$2,000	3,567.47	26 Payments Less Than \$2,000	17,815.13

/s/Daniel Stacey

Daniel Stacey, Chairman
Hubbard County Board of Commissioners

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

