

BOARD SUMMARY
FEBRUARY 17, 2015

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1. Approved the agenda including the addition of the following: addition of a tobacco license application to the consent agenda; addition of County Attorney; addition of HLC disbursement approval; and addition of closed session.

CONSENT AGENDA

2. Approved the Consent Agenda, as submitted to include the following:
 - Approved the minutes of the February 3, 2015 Regular Meeting;
 - Approved the bills & Auditor's Warrants dated February 2, and February 13, 2015;
 - Reviewed General Revenue – revenue and expenditure budgeted through January, 2015;
 - Approved the following License Applications: Sunday Liquor and On Sale Liquor License - Headwaters County Club, Todd Township and Tobacco – Woodland Store, Lake George Township;
 - Reviewed the Highway Department Financial Statement for YTD December 31, 2014 and January 31, 2015.

PUBLIC WORKS

3. Accepted the low quote of TrueNorth Steel, Fargo, ND - \$12,729.70 for purchase of culverts, aprons and end sections, as recommended by the Public Works Coordinator, to be paid from budgeted monies.
4. Accepted the low quote of Thielen Motors, Park Rapids, MN - \$79,680 for purchase of three ½ ton 4x4 Extended cab pickups (NRM, Land Survey, & Highway), as recommended by the Public Works Coordinator, to be paid from respective budgeted dollars, including the payment of the tax and license expenses upon delivery, by auditor's warrant.
5. Adopted **Resolution No. 02171501** approving the easement for Joel Elavsky in Section 11, White Oak Township, as recommended by the Land Commissioner.
6. Acknowledged lateral move of Maintenance II personnel to Sign Tech II/Maint II Operator position and authorized re-filling the vacant Maintenance II position.

SOCIAL SERVICES

7. Approved the Purchase of Service (POS) agreement with HAPA for SELF services, as recommended by the Social Services Director.
8. Reported the following with no action required: 2014 Fiscal Status of the Agency and case management earnings.
9. Approved a step 2 increase for Child Protection Social Worker, Monica Watson, as recommended by the Social Services Director, based on prior experience, completed training and proven ability.
10. Information provided regarding grant received and educational opportunity available.
11. Provided case number and intake statistics effective January 2015, with both reflecting a decrease.
12. Adopted Hubbard County Social Services Eligibility fee schedule for CY 2015, as recommended by the Social Services Director.
13. Requested further investigation of options available for disposal of Transit bus #8, as discussed.

SHERIFF

14. Approved quote of Park Rapids Ford, Park Rapids, MN for the following, as recommended by the Sheriff, with payment to be from unallocated departmental designations: two Ford Police Interceptor SUV's 26,059 each (including local delivery determined to be most financially feasible) and low quote for 2 Ford Police Interceptor sedans 26,947 each. The equipping of each squad was approved, as recommended by the Sheriff in

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a total amount of \$56,505.44 by quotes as provided. Future budgeting of these items in the departmental budget was discussed.

15. Approved the Maintenance and Support Agreement and Master Software License Agreement between Hubbard County and Law Enforcement Technology Group, LLC (LETG), as recommended by the Sheriff.
16. Accepted the resignation of Records Management Coordinator, Kathy Beelner effective April 10, 2015, with regrets, authorized the recognition of years of service and approved the signature of same by the Board Chair.
17. Approved the increase of the part time Transport Deputy position to full time and the decrease of the Records Management Coordinator position from full time to part time (not to exceed 20 hours per week), as requested by the Sheriff, and approved the re-filling of the part time Records Management Coordinator position as well as any resulting vacancies, if necessary.

MISSISSIPPI HEADWATERS

18. MHB, Executive Director, Tim Terrill provided information regarding the purpose and activities of the MHB.

COMMITTEE REPORTS

19. Information was shared regarding the following meetings attended with no action required at this time: transit program storage requirements; PrimeWest; MHB; PR Library meeting; and Fair Board meeting.

COORDINATOR

20. Appointed Commissioners Massie and Smith together with Land Records – ESO, the Sheriff and Coordinator to serve on the AFSME negotiating team.
21. Declined participation in the following: Giziibii Resource Conservation & Development Association and the Minnesota Heartland Tourism Association.

LAND RECORDS

22. Approved the utilization of GIS mapping disclaimer, as recommended by the GIS Technician and the Technology Committee.

COORDINATOR

23. Acknowledged a topic of the 02/24/15 Departmental Managers meeting to be a presentation of security, swipe door access and lighting information by Davis Electric representative and approved the attendance of the meeting by Commissioner Smith.

AREA AGENCY ON AGING (LAND OF THE DANCING SKY)

24. AAA Director, Darla Waldner and Program Developer/Grants Manager, Judi Fry provided information regarding the changes in funding sources realized by the AAA Land of the Dancing Sky and the services provided to the community with no action taken at this time.

COUNTY ATTORNEY

25. Accepted the resignation of Assistant County Attorney, Michael Ryan effective 02/08/15.
26. Approved re-filling of the Assistant County Attorney position and authorized a step 2 wage based on previous experience, as recommended by the County Attorney.
27. Approved Purchase of Service (POS) agreement with Attorney, Jonathan Frieden for special prosecutor services for a period through 03/31/15, if needed, as recommended by the County Attorney.
28. Referred the consideration of the Administrative Authority appointment relative to Ordinance 42 to the March

3, 2015, board meeting.

FINANCE

29. Approved transfer of AIS funding to the SWCD in the amount of \$112,160, by auditor's warrant, as recommended by the Auditor/Treasurer.
30. Approved purchase of License Bureau replacement printer/scanner from Information Systems Corporation, Fargo, ND, in the amount of \$3,543, upgraded to permit scanning of the existing/future marriage licenses and commissioner minute books to provide historical preservation, as recommended by the Auditor/Treasurer and the Technology Committee.

HERITAGE LIVING CENTER

31. Approved HLC Construction Project, Draw #3 in the amount of \$487,020.72, as recommended by the Nursing Home Administrator.

CLOSED SESSION

32. The meeting was closed pursuant to M.S. §13D.03 at 1:13 p.m. The meeting was re-opened at 1:46 p.m.
33. There being no further business before the Board, the meeting was adjourned at 1:46 p.m.