

BOARD SUMMARY
MAY 19, 2015

Page 1

1. Approved the agenda, as amended.

CONSENT AGENDA

2. Approved the Consent Agenda, as submitted to include the following:
 - Approved the minutes of the May 5, 2015, Regular Meeting;
 - Approved the minutes of the May 12, 2015, Work Session;
 - Approved the bills & Auditor's Warrants dated May 8, and May 15, 2015;
 - Reviewed the Cash Balance Report and Unallocated Departmental Monies Report – 806, dated 04/30/15;
 - Approved the following License Applications for 3.2 Beer Licenses: Fair Havens Golf Course, Straight River Township and Woodland Store, Lake George Township;
 - Adopted **Resolution No. 05191501** approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills, as presented;
 - Adopted **Resolution No. 05191502** accepting the following Sheriff's Office donations: Mantrap Valley Conservation Club - \$751.50, for STS Equipment

PUBLIC WORKS

3. Accepted the low bid of Aspen Construction, Hackensack, MN in the amount of \$254,527.05 for Project SP 029-599-012 – Farden Township box culvert and road project, as recommended by the Public Works Coordinator, to be paid from LRIP, Town Bridge, Special Town Bridge and local funds.
4. Approved the low quote of Wallwork Truck Center, Fargo, ND in the amount of \$46,965.00 (tax and license not included) for purchase of F-650 Sign Truck Chassis for Highway Department, as recommended by the Public Works Administrator, with payment to be from budgeted dollars, and authorized payment of tax and license when received by Auditor's warrant.
5. Adopted **Resolution No. 05191503** in support of the MN Deer Hunters Association, Habitat Project Proposal as amended.
6. Adopted **Resolution No. 05191504** expressing the County's intent to accept the land donation for development of a county park located on Garfield Lake provided additional approvals are realized to facilitate the re-route of the Hart Lake Township Road, as discussed.
7. Adopted **Resolution No. 05191505** in support of Forest Riders Snowmobile Club Grant application as recommended by the Land Commissioner.
8. Adopted **Resolution No. 05191506** in support of Itascatur Ski, Run & Bike Club Grant application for maintenance of the Soaring Eagles X-C Ski Trail, as recommended by the Land Commissioner.

SOCIAL SERVICES

9. Introduced Office Support Specialist, Karen Erickson to the Board. Ms. Erickson began her duties with the county on 04/27/15.
10. Reviewed the Social Services First Quarter Financial Reports dated 04/30/15.
11. Provided MNChoices Assessment update and authorized creation and filling of a Certified Assessor position, as recommended by the Social Services Director and staff.
12. Reported the following statistics: slight increase in cases, decrease in intakes, and a review of the last ten years of caseloads/worker.

SHERIFF

13. Approved Joint Powers Agreement with MN Department of Natural Resources and Hubbard County STS, as recommended by the Sheriff and authorized the signature of same.

BOARD SUMMARY
MAY 19, 2015

Page 2

14. Approved Joint Powers Agreement with MN Department of Corrections for work release services, as recommended by the Sheriff, and authorized signature of same.
15. Approved low quote of Bemidji Sports, Bemidji, MN in the amount of \$9,643 for purchase of 2016 Ski Doo 600 Renegade snowmobile representing government pricing, as recommended by the Sheriff, with payment to be from grant dollars and supplemented by DWI Forfeiture monies.

COMMITTEE REPORTS

16. A review of the recent PrimeWest meeting was provided.

COUNTY ATTORNEY

17. Approved the submission of a letter to the Association of MN Counties requesting their legal counsel prepare an Amicus Brief addressing the results of the MERC vs the Department of Revenue litigation, as presented by the County Attorney.

EXTENSION

18. Expressed support for the proposed SNAP – Ed position with the understanding that the Extension Committee will explore available office space for the position, as discussed.
19. Accepted the resignation of Office Assistant I, Tammy Yrjo, with regrets effective 05/29/15; authorized Chairman's signature of appreciation of service correspondence and award; and approved re-filling the position per proper procedure.

LAND RECORDS

20. Approved DNR Natural Heritage Information System data use agreement, as recommended by the Technology Committee, and authorized the Chairman and GIS Technician signature of same.

FINANCE

21. Approved the MN Department of Revenue agreement with Hubbard County regarding the implementation of the .5% sales tax and authorized signature of same by the Chairman and Auditor/Treasurer.
22. Provided an updated General Revenue Cash Balance Report.
23. Acknowledged all of the Finance Department personnel for their "job well done" exhibiting teamwork to complete the collection of the first half of real estate taxes and service rendered to the public.

COORDINATOR

24. Approved attendance of the 05/26/15 Managers Meeting by Commissioner Johannsen in addition to the Chairman and scheduled the following subjects for discussion: Logo utilization, security issues, budget preparations and educational opportunities.
25. Reminded the Board of the scheduled AMC District II meeting on 06/03/15 @ 8:00 a.m. at the Northern Town Hall in Beltrami County.
26. Provided the Technology Report as follows, for information only: purchase of Maintenance laptop - \$1,020 from Maintenance budget or MIS (063) to complete G & R Control activities; purchase of a server from the Recorder's Equipment Fund in an amount up to \$7,000; purchase of A/T laptop - \$1,060 from MIS (063) to provide workability on two floors and away from office; U & C purchase of NRM laptop to be paid from NRM monies; U & C purchase of Assessor laptop - \$1,060 from MIS (063) – representing replacement of 5 year old laptop.
27. In relation to the board action of 03/03/15 increasing the departmental spending authorization, the Board is requesting departments report purchases made between \$600 and \$1500, for informational purposes only.
28. Approved payment of Hubbard County Council on Aging allocation in the amount of \$500 to be used for the Sr. Day at the 2015 Shell Prairie Ag Association Fair.
29. Reminded the Board of the PrimeWest Open House & flag raising ceremony scheduled for Friday, 06/26/15 at 11:00

**BOARD SUMMARY
MAY 19, 2015**

Page 3

a.m. in Alexandria.

30. Referred discussion of the DISC educational opportunity to the Managers meeting scheduled on 05/26/15.
31. Approved payment of HLC Construction Payment No. 6 in the amount of \$383,045.25 and authorized the signature of the Request for Disbursement #6 by the Chairman and the Coordinator.
32. Authorized the signature of the Certificate of Substantial Completion for the Phase II Courthouse Project by the Chairman.

CLOSED SESSION

33. The meeting was closed pursuant to M.S. §13D.03 at 12:42 p.m. The meeting was re-opened at 12:55 p.m.
34. The meeting was closed pursuant to M.S. §13D.05, Subd. 3c at 1:49 p.m. The meeting was re-opened at 2:25 p.m.
35. There being no further business before the Board, the meeting was adjourned at 2:25 p.m.