



BOARD SUMMARY JUNE 16, 2015

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1. Approved the agenda, as amended.

CONSENT AGENDA

2. Approved the Consent Agenda, as submitted to include the following:
 - ◆ Approved the minutes of the June 2, 2015 Regular Meeting;
 - ◆ Approved the minutes of the June 9, 2015 Work Session;
 - ◆ Approved the bills & Auditor's Warrants dated May 22, & May 29, 2015;
 - ◆ Reviewed the General Revenue Cash Balance Report dated May 31, 2015 and 2015 Designated Monies (806) Report;
 - ◆ Adopted **Resolution No. 06161501** approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills, as presented;
 - ◆ Adopted **Resolution No. 06161502** accepting the following LEC donations: Akeley Regional Community Center (ARCC) - \$100 for STS Program;
 - ◆ Reviewed the Departmental Overtime Report – May, 2015
 - ◆ Reviewed the Highway Department Financial Statement for YTD, May 31, 2015

PUBLIC WORKS

3. Approved the following payments to Vercon, Inc., Menahga, MN for the Nevis Shop construction project: payment #6 - \$380 and final payment – \$3,930.26.
4. Reviewed and approved the timber parcels to be included on the Timber Auction scheduled for July 13, 2015, as recommended by the Land Commissioner and presented by the Natural Resource Manager.
5. Approved the re-filling of the vacant Maintenance II/Signman II position, per proper procedure, as recommended by the Public Works Coordinator.

COORDINATOR

6. Reminded the Board of the PrimeWest Open House and flag raising ceremony scheduled for Friday, 06/26/15 at 11:00 a.m. including Commissioner Johannsen's scheduled attendance.
7. Approved the Meeting Room Policy, as discussed.

SOCIAL SERVICES

8. Provided the following updates and/or information: Child Protection County Staffing/Services Allocation Formula recommended for Hubbard County; potential proposals that will be made regarding a Regional Coordination Council for Transit Programing; ongoing Mental Health Assessment Survey; and Program Audit results.
9. Reported a decrease in case numbers and intake statistics.
10. Reported an increase in average caseloads handled by workers over the last ten years.
11. Reported the sale of the unused transit bus in the amount of \$2,599.
12. Approved the purchase of five matching cubicles, including set-up, from Alternative Business Furniture, Inc., Eden Prairie, MN (same vendor used to purchase original furniture) in the amount of \$11,563.03, with payment to be from budgeted monies.
13. Reported the receipt of the following additional funds: Parent Support Outreach Program (PSOP) - \$3,060 and Alternative Care (AC) Program targeted funding - \$2,000.

COORDINATOR

14. Approved the 2015 Board of Appeal & Equalization minutes for the meeting held on June 15, 2015.



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SHERIFF

15. Approved the Joint Powers Agreement between the State of MN and Sentence to Serve (STS) for the contract period of 07/01/15 – 06/30/17, as recommended by the Sheriff.
16. Approved the Joint Powers Agreement between the Commissioner of Corrections, Facility Services Division and Hubbard County for secure offender housing for the contract period of 07/01/15 – 06/30/16, as recommended by the Sheriff.

LAND RECORDS

17. Reported purchase of a SAN storage solution for the Recorder's records from ByteSpeed, Moorhead, MN in the amount of \$33,302, to be paid from the Recorder's Equipment monies.
18. Appointed the Assessor to serve as the "point person" with regard to the application to provide passport services to the public. Clarification was made regarding provision of the service on a daily basis, from 8:30 a.m. to 4:00 p.m. with passport administration training to be provided to Assessor, ESO and GIS staff, as discussed.

MAINTENANCE

19. Reported the successful completion of the Facilities Maintenance Manager training to obtain his "boiler operator" certification.
20. Amended the County Credit Card Policy to reflect the manager approved purchase limit of \$1,500.
21. Authorized the Maintenance Department to obtain a departmental credit card, as requested by the Facilities Maintenance Manager.

FINANCE

22. Approved PC Pyrotechnics application for Outdoor Public Fireworks Display, to be held at 24395 200th Street, Nevis, MN on 07/04/15, as presented by the Auditor/Treasurer.
23. Approved U of M Extension, three year Memoranda of Agreement for 4-H Program Coordinator services, as recommended by the Extension Committee.

VETERAN SERVICES

24. Provided the following reports: Quarterly Veteran Statistics and Veteran Administration Geographical Expenditures.
25. Adopted **Resolution No. 06161503** accepting \$10 VSO donations from the American Legion Auxiliary, Otto Hendrickson Post 212, for distribution to veterans in need, as presented.
26. Invited the Board to attend meeting to be held at the American Legion at 8:00 a.m. on 06/18/15 with Senator Amy Klobuchar and/or staff regarding veteran service issues.
27. Authorized VSO application to State of Minnesota to become an OJT approved agency to facilitate OJT applications for veteran employment.
28. Reported Veteran Service Officer elected as MN State Commander for the Disabled American Veterans (DAV).
Congratulations Greg!

COMMITTEE REPORTS

29. The Board was invited to attend the "Senior Day" at the Hubbard County Fair on 07/17/15 from 11:30 a.m. to 1:30 p.m.
30. Information was shared regarding recently attended meetings, as followed, with no action required: Land of the Dancing Sky, Kitchigami Regional Library, Straight River Ground Water Management meeting and Toward Zero Death (TZD) meeting.



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COORDINATOR

31. Reported a "Dedication" plaque will be provided by VJA and Contegry for installation in the remodeled courthouse and directed the Coordinator to provide the requested information.
32. Approved the HLC Construction Project Disbursement #7 in the amount of \$262,025.32, and authorized signature of same by the Chairman and the Coordinator.
33. The Board was informed of the AMC Fall Policy Meetings to be held on 09/17 – 09/18/15 at Breezy Point Resort, Pequot Lakes, MN.
34. Accepted the resignation of Road Deputy, Greg Swanstrom, effective 06/26/15, with regrets and authorized acknowledgement of service to the county in excess of fifteen years, as presented.
35. Scheduled the probationary performance evaluation for Auditor/Treasurer on 07/21/15 and directed the Coordinator to obtain information, as discussed.
36. Approved the low quote of GSI, Mfg, Minneapolis, MN - \$16,618 for purchase and installation of courthouse signs, with payment to be from construction monies.
37. Reported the availability of the Fox Lawson Study and directed the Coordinator arrange the preliminary presentation to the Management Team.
38. The agenda for the Board Work Session scheduled for 07/14/15 was established with the following discussion items: Transit System; Budget; Probation construction project (if information is available) and review of County Organizational Chart.
39. There being no further business before the Board, the meeting was adjourned at 12:18 p.m.