



BOARD SUMMARY
DECEMBER 15, 2015

1. Approved the modified agenda, as presented.

CONSENT AGENDA

2. Approved the Consent Agenda, as submitted to include the following:
 - ◆ 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 **Resolution No. 12151501** approving the Social Services Income Maintenance Agenda; Social Services Agenda and the payment of the bills, as presented;
 - ◆ 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

3. Approved 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.
4. Tabled review of the 2016 Solid Waste Assessment discussions to 01/05/16 as requested by the Solid Waste Administrator.
5. Approved the addition of the following names to Cabin Lease #47: Susan Nelson, Jessica Nelson, Tonya Nelson and Jacob Nelson.
6. Approved the quote of Superior Forestry Service, Inc., Tilly, AR for hand planting approximately 355,000 tree seedlings in the spring of 2016 in the amount of \$55.60/1000 seedlings with an approximate contract value of \$19,738, as recommended by the Land Commissioner, to be paid from forest development monies.
7. Approved the quote of Future Forest, Inc., Askov, MN for 2016 site preparation of approximately 369.7 acres, including the following, as recommended by the Land Commissioner, to be paid from forest development monies: Trench - \$79; broadcast - \$55; Garlon XRT - \$109/gal; Vanquish - \$87/gal; Sufactant - \$30/gal (approximate contract value of \$78,485.80).
8. Approved the quote of Roberts Spraying, Battle Lake, MN for microsite herbicide application (plantation release) on 343 acres in the amount of \$82.50/acre and \$40/lb. Velpar with an approximate contract amount of \$33,817.50, as recommended by the Land Commissioner, to be paid from forest development monies.
9. Approved the low quote of PRT USA, Inc., Dryden ON for the 2017 Seedling Production of approximately 325,000 tree seedlings in the amount of \$53,460 (containerized seedlings), as recommended by the Land Commissioner, with payment to be from forest development monies.
10. Approved 14 parcel tracts to be included in the Timber Auction scheduled for 01/11/16, as recommended by the Land Commissioner.
11. Adopted **Resolution No. 12151502** approving the easement across tax forfeited land in Sections 22, 23, & 27 of Clover Township, as recommended by the Land Commissioner.
12. Approved the quote of Up North Power & Sports, LLC, Park Rapids, MN for the purchase of a 2016 Ski Doo



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Renegade Adrenaline 600 E-Tec snowmobile in the amount of \$9,643 less the trade in of the currently utilized machine with a value of \$2,000, as recommended by the Land Commissioner, with payment to be from forfeited sales monies.

13. Approved the removal of a County Prescriptive Easement across private land in Section 35, Lake Hattie Township, as recommended by the Land Commissioner, including review of proper legal procedure by the County Attorney.
14. Adopted **Resolution No. 12151503** approving the GIA application of Northwoods Trail Riders OHV Club for Schoolcraft OHV Trails, as recommended by the Land Commissioner.
15. Approved 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, as recommended by the Solid Waste Administrator, to be paid by auditor's warrant, from budgeted monies.

SHERIFF

16. No agenda items presented – inquiry was made regarding the budget and levy establishment that was acknowledged to be addressed during the Finance portion of the agenda.

SOCIAL SERVICES

17. A review of the 2015 Revenues and Expenditures was provided as of 11/30/15.
18. A review of the 2015 case management revenue vs 2014 revenue was provided reflecting a slight decrease.
19. Approved the following purchase of service (POS) contracts, as recommended by the Social Services Director, and authorized the Chairman signature of 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; d) Kinship – clarification of clerical correction provided; e) Transportation contract with Veteran Services; and f) Transportation contract with the City of Park Rapids.
20. Approved the Title IV-D agreement with Social Services, the County Attorney and the Sheriff's Office and authorized the Chair's signature of 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.
21. Adopted **Resolution No. 12151504** authorizing the Social Services Director access to the Minnesota Governmental Access (MGA) Program, as presented.
22. The following updates were provided: Licensing for November and December; Income Maintenance Case Loads; and cell phone utilization.
23. Reported the DHS approval of the 2016 – 2017 County & Tribal Plan (no action required).

FINANCE

24. Approved the Finance Department personnel utilization of overtime not to exceed 20 hours, as requested.
25. Approved the Settlement Agreement regarding the Donovan Dearstyn vs Hubbard County 2015 budget appeal, as presented.
26. Adopted **Resolutions No 12151505 - 12151512** the final certified 2016 net levy in the amount of \$13,400,000.
27. Adopted **Resolution No. 12151513 - 12151516** establishing the 2016 Revenues and Expenditures; the 2016 Extension and Sheriff's Budget and the Commissioner per diem effective 01/01/16, as discussed.



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28. Adopted **Resolution No. 12151517 – 12151519** establishing the 2016 County Attorney, Sheriff and Commissioner salaries

COORDINATOR

29. Referred further review of the County Organizational Chart to 2016.
30. Reminded the Board of the Department Manager Evaluations to be conducted on 12/21/15 @ 9:00 a.m.
31. Approved the 2016 Committee Assignments, as discussed
32. Reminded the Board of the Commissioner “Lunch Room” meeting scheduled for 12/16/15 @ 11:30 a.m. with Commissioners Smith and Massie attending.
33. Approved the appointment of the following positions pending completion of a satisfactory performance evaluations and authorized the signature of same by the Chair: Auditor/Treasurer; Coordinator; Environmental Services Officer; Recorder; and Solid Waste Administrator.
34. Authorized the Coordinator’s utilization of outside legal counsel in 2016, as necessary.
35. Approved payment of HLC Request for Disbursement #13 in the amount of \$605,859.76 and authorized signature of same by the Chairman and the Coordinator.
36. Approved the 2015 AIS Task Force Year End Report and the 2016 Plan and Guidelines as presented on 12/10/15.
37. Declined payment of 2016 membership to the Giziibii Resource Conservation & Development.
38. Approved 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, as recommended by the Technology Committee, with the funding source to be clarified by the committee.
39. There being no further business before the Board the meeting was recessed at 12:05 p.m. to be re-convened on 12/21/15 at 9:00 a.m.