



Board Meeting

January 5, 2016

Agenda

as of December 16, 2015, subject to change.

The Mission of the Hubbard County Commissioners is as follows:

Carry out the lawful responsibilities delegated by the state legislature; protect county assets and provide high quality, cost effective, public services in a friendly and respectful manner through innovation, leadership and cooperation.

PLEDGE OF ALLEGIANCE

The Board of Commissioners is provided background information for agenda items in advance by county staff, committees and boards. Many decisions regarding agenda items are based upon this information, as well as: County policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question on an agenda item, please ask to be recognized by the Chairperson during the meeting – state your name and your interest in the agenda item for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance by contacting the County Coordinator. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.

9:00 Call to Order by the Coordinator

- ◆ *ELECTION OF CHAIRPERSON/VICE CHAIRMAN*
- ◆ *AGENDA APPROVAL*
- ◆ *PUBLIC INPUT*

Anyone wishing to address the Board on issues not found on today's agenda may do so at this time. Speakers are asked to approach the microphone. Individual comments are limited to 3-4 minutes. Total allotted time for this forum is 10 minutes.

9:05 *CONSENT AGENDA:*

Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board, staff or public. If an item is removed, it will be discussed immediately following the approval of the remaining Consent Agenda items.

1. *APPROVE MINUTES OF THE DECEMBER 10, 2015, WORK SESSION;*
2. *APPROVE MINUTES OF THE DECEMBER 15, 2015 REGULAR MEETING;*
3. *ADOPT THE MODIFIED ROBERTS RULES OF ORDER;*
4. *APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 12/18, 12/24 & 12/31/15;*
5. *APPROVE THE FOLLOWING [LICENSE APPLICATIONS](#): TOBACCO – NICK'S SERVICE, PARK RAPIDS; DORSET GENERAL STORE, HENRIETTA TOWNSHIP, AND EMMAVILLE INN, INC., CLAY TOWNSHIP 3.2 BEER; & WINE LICENSE APPLICATION – DORSET GENERAL STORE, HENRIETTA TOWNSHIP AND EMMAVILLE INN, INC., CLAY TOWNSHIP; SUNDAY; & ON-SALE – DORSET HOLDING INC./DORSET CAFÉ – HENRIETTA TOWNSHIP;*

Commissioners:

*District 1 – Vern Massie
District 2 – Matt Dotta
District 3 – Ed Smith
District 4 – Dan Stacey*
District 5 – Cal Johannsen*

** Chairman*

*** Vice Chairman*

Closed meetings are held when necessary pursuant to M.S. §13D.03 (union strategy); M.S. §13D.05, Subd. 3 (employee evaluation); M.S. §13D.05, Subd. 3b (pending litigation); M.S. §13D.05, Subd. 3c (negotiate purchase or sale of real property); and/or M.S. §13D.05, Subd 3d (to receive security briefings & reports) M.S. §13D.05, Subd 2b (consider allegations/charges against an employee) with the specific purpose to be stated at time of meeting.



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6. APPROVE THE FOLLOWING WASTE HAULING RENEWAL LICENSES: NORTHERN PINES SANITATION, PARK RAPIDS, MN; AMERICAN DISPOSAL, INC. – DEER RIVER, MN; AND TOM'S SANITATION, TOM HALLET – LAPORTE, MN;
7. APPROVE THE FOLLOWING JUNKYARD/SCRAP DEALER LICENSE RENEWALS: CARS NORTH, JUSTIN JONES – BEMIDJI, MN; DICK'S AUTO WRECKING, LLC – PARK RAPIDS, MN; R&D AUTO RECYCLING, RON PRITCHETT – PARK RAPIDS, MN; PICKETT'S SALVAGE, VICTOR PICKETT – PARK RAPIDS, MN; DOUG MILLER – BEMIDJI, MN; SCOTT NELSON – PARK RAPIDS, MN; ARTHUR BRISSETT/BRIAN BRISSET – PARK RAPIDS, MN;
8. ADOPTED **RESOLUTION No. 01051601** ACCEPTING THE FOLLOWING LEC DONATIONS: JAMES OSBORNE - \$430 STS FIREWOOD DONATION;
9. APPROVE THE SOCIAL SERVICES BILLS.

SCHEDULED BUSINESS:

- 9:10 Bid Opening – Legal Newspaper – Adoption of **Resolution No. 01051601**
- 9:20 Social Services
- Introduction of SS Supervisor I, Deb Vizecky
 - Approval for posting of Case Aide position
 - Other as necessary
- 9:35 Public Works

ACTION ITEMS:

1. Approve [Easement for Great River Energy](#) along and within our Right of Way of CSAH 4 and CSAH 18 intersection for the amount of \$5,000.
2. Review and approve [quotes for Fluorescent Tube](#) recycling.
3. Review and approve [quotes for Scrap Metal](#) recycling.
4. Review and approve [Joint Powers Agreement](#) with Polk County for CAP Grant expansion project.
5. Review and approve [easement](#) and supporting **Resolution No. 01051602** for Ben Brunsvold (Section 28, 143-35).

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6. Review and approve quote for Trailer House removal on tax-forfeited land.
7. Review and approve quote for [Mechanical Site Preparation](#) on 25 acres of recently harvested jack pine.
8. Review and approve funding support for resurfacing tennis courts in Park Rapids.
9. Review and set Gravel Royalty for tax forfeited lands
10. Other

INFORMATION ITEMS:

1. Project updates: none at this time.
2. An update on the 3 homes we have had an Asbestos survey completed on.
3. Other.

10:05 Sheriff

1. **Resolution No. 01051603** to accept Page 124 (attached) of the Hubbard County Hazard Mitigation Plan to allow Camp Wilderness to continue with the grant process. The complete Hubbard County Hazard Mitigation Plan will be renewed in the calendar year of 2016.
2. Approval of Purchase of Service Agreement with the Hubbard County Sheriff's Office and the Lakes Area Dive Team in the amount of \$5,000.
3. Approval of Purchase of Service Agreement with the Hubbard County Sheriff's Office and the Hubbard County Sheriff's Posse in the amount of \$318.
4. Additional Information

10:20 Recess

10:35 County Attorney

10:50 [Land Records](#)

Old Business:

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New Business:

- 2016 legal counsel retainer
- SSTS Ordinance violation – file to send to County Attorney
- [Reorganization](#) of shared Assessing and ESO position

Other:

11:05 Finance

- Approve payment of 2016 AMC Dues
- Approve the Terms of Engagement of Hoffman, Philipp & Knutson for 2015 Audit

11:15 Committee Reports

11:30 Coordinator

Old Business:

1. Organizational Chart consideration
2. [Shell Prairie Ag](#) Association lease agreement, pending completion of review
3. Commissioner “Lunch Room” meeting – 12/16/15 Report (Ed & Vern)
4. Other

New Business:

5. 01/12/16 Board Work Session Subject – Request by Northwest Service Coop to provide presentation
6. Summation of department manager’s evaluations conducted on 12/14/15 and 12/21/15, as required by M.S. §13D.05, Subd 3 (a).
7. Manager Meeting – 01/26/16 – Subjects for discussion
8. Reminder regarding CBAE training available online until 02/01/16
9. Re-affirm the [Sheriff’s Office compliment](#)
10. Approve deputy wages for Emergency Management Officer
11. other, as necessary

ADJOURNMENT

Hubbard County Webpage: www.co.hubbard.mn.us

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