



Board Meeting

March 1, 2016

Agenda

as of February 17, 2016, 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 Chair

- ◆ 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 FEBRUARY 16, 2016, REGULAR MEETING;
2. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 02/19 & 02/26/16;
3. REVIEW OF THE DEPARTMENTAL [OVERTIME REPORT](#) – FEBRUARY, 2016;
4. APPROVE THE SOCIAL SERVICES BILLS;
5. APPROVE THE FOLLOWING [LICENSE APPLICATIONS](#): [TOBACCO](#) – E-CIG CITY, CITY OF PARK RAPIDS; [SUNDAY AND ON-SALE](#) – CLANCY'S ON ISLAND LAKE, ARAGO TOWNSHIP AND COMPANEROS/DORSET HOUSE, HENRIETTA TOWNSHIP;
6. APPROVE RESOLUTION [No. 03011601](#) ACCEPTING THE FOLLOWING DONATION AND AUTHORIZING THE CHAIRMAN TO SIGN THE REQUIRED APPLICATION: AMERICAN LEGION POST 212 - \$400.00, SHERIFF'S OFFICE.

SCHEDULED BUSINESS:

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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9:05 [Public Works](#)

1. Review and approve bids for CP 029-081-016, CP 029-109-016, & CR 029-111-016 Bituminous Preservation let on February 23, 2016 at 1:00 p.m. Recommend low bid of Tri-City Paving, Inc. from Little Falls, MN for the amount of \$438,494.43.
2. Review and approve quote for a County Car sedan. Recommend low quote from Park Rapids Ford for the amount of \$17,652 for a 2016 Ford Fusion.
3. Review and approve quote for a culverts, aprons & end sections. Recommend low quote from W.W. Thompson, Bemidji, MN for the amount of \$13,420.00.
4. Adopt **Resolution No. 02171602** approving [2016 Spring Road Restrictions](#).
5. Permission to advertise and hire two (2) seasonal Parks Maintenance Workers and one (1) seasonal Land Survey Tech.
6. Review and [approve quotes](#) for the construction of a picnic shelter at Farris Park.
7. Review and [approve quotes](#) for the construction of a cement block storage and restroom facility at Farris Park.
8. Discussion on personnel matters for SW.
9. Other

INFORMATION ITEMS:

1. Project updates: none at this time.
2. CP 29-16-02 Aggregate Surfacing letting set for March 14, 2016 at 11:00 a.m.
3. Highway Dept donated our soils lab trailer (FEMA trailer from 1997) to Lake of the Woods as per request from Emergency Management.
4. The City of Park Rapids is looking for plans for the old water tower after the search we will have an asbestos survey done before I send our bid proposals.
5. The Land Commissioner will be out of the office March 9-10 at a MACLC meeting in St. Paul.
6. The County Engineer, Public Works Coordinator will be out of the office Feb. 29 to March 3.
7. Other

9:35 Sheriff

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9:50 Finance

- Approve MN Counties Computer Coop and Trimin Systems, Inc. three (3) year Agreement (01/01/16 – 12/31/18) for professional services including maintenance and support of IFS (accounting software).
- Approve up to 20 hours of overtime for completion of Fixed Assets under \$5,000 maintenance in the IFS Accounting System.
- Other

10:00 Recess

10:15 Rural [MN CEP Presentation](#) – Caroline Rogers, Team Leader

- Meeting Room request – CEP utilization on every Tuesday & Thursday

10:25 Environmental Services

- AIS Program Role Clarification

11:00 Committee Reports

- AMC Broadband Committee information

11:15 Coordinator

Old Business:

1. Finalization of 2016 Legislative Conference attendance – 03/10 & 03/11/16
2. Other

New Business:

3. Approve Northwest MN Foundation (\$20,000) and Blandin Foundation (\$5000) grant application for work force development plan.
4. Board Work Session subject – 03/08/16
5. Managers Meeting – 03/29/16 – Tom Sandberg Hosting – SSCR (Attendance and subject)
6. Prime Health Informational Meetings – March 9 & 10, 2016
7. other, as necessary

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ADJOURNMENT

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

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