



Board Meeting

March 15, 2016

Agenda

as of March 2, 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 MARCH 1, 2016 REGULAR MEETING;
2. APPROVE MINUTES OF THE MARCH 8, 2016 BOARD WORK SESSION;
3. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 03/18; 03/24 AND 04/1/16;
4. ADOPT [RESOLUTION 03151601](#) APPROVING THE INCOME MAINTENANCE, SOCIAL SERVICE AGENDA AND THE WELFARE BILLS;
5. ADOPT [RESOLUTION 03151602](#) APPROVING THE MN LAWFUL GAMBLING APPLICATION TO CONDUCT BINGO – LAKE GEORGE AREA SENIORS – 06/24; 07/08; 07/30; AND 08/12/16
6. [APPROVE THE FOLLOWING LICENSES: SUNDAY & ON-SALE LICENSES – ZORBAZ 2 A.M. – LAKE EMMA TOWNSHIP; SET UP LICENSES – HILLTOP INN – HUBBARD TOWNSHIP AND THE BARN – HENRIETTA TOWNSHIP](#)
7. ADOPT [RESOLUTION 03151603](#) ACCEPTING THE FOLLOWING DONATION: TRUDY LAABS - \$50.00 FOR STS EQUIPMENT DONATION (WREATH MACHINE);

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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8. RENEWAL OF WASTE HAULER'S LICENSES: CITY SANITARY SERVICE, LLC – NICK DAVIS - PARK RAPIDS, MN AND CITY SANITARY & ROLL-OFF – DALE ANDERSON – PARK RAPIDS, MN
9. [APPROVE FINANCIAL STATEMENT](#) FOR THE HIGHWAY DEPT. FOR THE YTD 2/29/16.
10. REVIEW GENERAL REVENUE [CASH BALANCE REPORT](#) DATED FEBRUARY 2016.

SCHEDULED BUSINESS:

9:05 Public Works

ACTION ITEMS:

1. Review and approve bid for CP 29-16-02 Aggregate Surfacing letting let for March 14, 2016 at 11:00 a.m.
2. Review and approve quote for Traffic Control Devices received on March 8, 2016, recommend low quote to Newman Signs from Jamestown, ND for the amount of \$20,577.96 of which \$2,805.12 is Henrietta Township's share.
3. Review and [approve Timber Appraisals](#) for April 4th Timber Auction.
4. Review and [approve quote](#) for one (1) Trimble Yuma 2 GPS/Tablet.
5. Review and approve Resolution No. 031516XX Apportionment of Forfeited Lands Fund – [Forest Development](#).
6. Review and approve Resolution No. 031516XX Apportionment of Forfeited Lands Fund – [Recreation](#).
7. Review and approve quote for one (1) [Trail Deputy ATV](#).
8. Review and approve FY16 GIA ATV/OHM [Grant Agreement](#) for Round River, Schoolcraft and Martineau Trails
9. Discussion on additional paving projects for 2016.
10. Review and approve Addendum #2 to the Solid Waste Agreement with Polk County.
11. Review and approve Resolution in support of application to host an AmeriCorps member for Solid Waste Department.
12. Review and approve quote for lighting replacement in Recycling Center.
13. Other

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INFORMATION ITEMS:

1. Project updates: none at this time.
2. 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.
3. Discussion on Easement request in section 34, Lake George Township.
4. Other

9:40 [Social Services](#)

1. Income Maintenance Case Load Report
2. Child Protection Allocation
3. Family Based Services
4. Parent Support Outreach Program
5. Department Credit Card
6. Foster Care Policy
7. Parental Fee Policy

10:10 Recess

10:20 Sheriff

1. Review and approve quote for [booking room remodel project](#) (Quotes attached)
2. Personnel Matter
3. Additional Information

10:30 Community Health Services

11:00 Headwaters Regional Development Commission (HRCDC) – Ryan Zemek, PACE

11:15 [Environmental Services](#)

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Old Business:

New Business:

- Staffing request
- 2016 SSTS contracted inspector agreement
- AIS SWCD contracted services agreement
- AIS contracted seasonal staffing services agreement

Other:

- AIS Updates

11:30 Committee Reports

11:45 Coordinator

Old Business:

1. Manager Meeting – 03/29/16 – topics for discussion (Commissioner Dotta & Johannsen attending)
2. Board Work Session – 04/12/16
3. Prime Health Informational Meeting follow-up
4. Other

New Business:

5. Approve payment of Disbursement #16 for HLC Construction - \$533,824.80
 6. Establishment of Courthouse Security Committee
 7. Quote policy/procedure to be followed.
 8. Technology Committee:
 - Recommend addition of Assessor field cards to the website (example provided)
-

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- Recommend purchase of App Extender Server with purchase not to exceed \$6,500 to be paid from Compliance Fund monies
- Recommend installation of fiber to Extension building to be completed by Paul Bunyan costs include approximately \$12,367.10 (final number to be available for meeting) Project to be paid from Extension budgeted monies, VSO reallocation of Transportation Fund, and Extension designated dollars with ongoing savings to be recouped in slightly more than 2 years.

9. Other

12:00 HLC Tour of Phase I Facility

ADJOURNMENT

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

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