



# Board Meeting

April 5, 2016

## Agenda

as of March 16, 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.*

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### ***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 15, 2016 REGULAR MEETING;
2. APPROVE MINUTES OF THE MARCH 24, 2016 SPECIAL MEETING;
3. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 03/18; 03/24 AND 04/1/16;
4. APPROVE THE SOCIAL SERVICES BILLS ;
5. REVIEW DEPARTMENTAL [OVERTIME REPORT](#) – MARCH 2016;
6. ADOPT [RESOLUTION NO. 04051601](#) ACCEPTING DONATION TO THE VETERAN SERVICES OFFICE AS FOLLOWS: NEAL TODD AMERICAN LEGION POST #363 - \$2,000 FOR PURCHASE OF OFFICE EQUIPMENT AND VETERAN OUTREACH EFFORTS AND ACCEPTING DONATIONS TO THE ENVIRONMENTAL SERVICES DEPARTMENT AS FOLLOWS FOR AIS PROGRAM – PARTNERING FUNDS: HELGA TOWNSHIP - \$1,500; ROCKWOOD TOWNSHIP - \$1,500; AND CLAY TOWNSHIP - \$1,800;
7. APPROVE THE FOLLOWING [LICENSE APPLICATION](#): Y-STEAK HOUSE (SEASONAL), TODD TOWNSHIP – SUNDAY LIQUOR AND ON-SALE LIQUOR.

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#### **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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### **SCHEDULED BUSINESS:**

9:05 [Public Works](#)

#### **ACTION ITEMS:**

1. Review and approve **Resolution No. 04051602** Apportionment of Forfeited Lands Fund – Recreation.
2. Review and approve CP 29-16-01 Pavement Marking quote received on April 4, 2016.
3. Review and approve quotes for 4' X 32' Boat Dock.
4. Request from Boy Scout Troop 58 to vend in Heartland Park on July 4<sup>th</sup>.
5. Other

#### **INFORMATION ITEMS:**

1. Project updates: none at this time.
2. Review results of the Timber Auction held April 4<sup>th</sup>.
3. Set dates for Proposed 5-Year Construction Program our last meeting was June 9 & 16, 2014 held in Hart Lake Twp and Park Rapids.
4. Submittal of the 2015 Annual Report for Road and Bridge.
5. The County Engineer, Public Works Coordinator will be out of the office April 11 to April 29.
6. Other

9:30 Sheriff

#### **AGENDA:**

1. **Resolution No. [04051603](#)** to accept 2016 Boat & Water Safety Grant in the amount of \$25,961
  2. **Resolution No. [04051604](#)** to recognize National Telecommunicator's Week April 10 – 16, 2016
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### 3. Additional Information

#### 9:45 [Environmental Services](#)

Old Business:

New Business:

- Always There Staffing agreement amendment

#### Other:

10:15 Recess

10:30 Headwaters Regional Development Commission (HRDC) – Ryan Zemek, PACE

- Joint Powers Agreement – [Port Authority of the City of St. Paul](#) – Property Assessed Clean Energy Program (PACE of MN)

10:45 Extension

- Resignation of Office Assistant I, Mishai Lee effective 05/06/16 and request to re-fill the position.
- Request for Summer Intern application
- other

11:00 Bemidji Area Program for Recovery & GroupWorks

- Collaborative initiative for community services

11:15 Committee Reports

11:30 Coordinator

#### Old Business:

1. Board Work Session – 04/12/16
    - Quote policy/procedure to be followed
  2. Other
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### **New Business:**

3. Manager Meeting – 04/26/16 – topics for discussion & attendance
4. Benefit Committee recommendation
5. [Recognition of National Crime Victims' Rights Week](#) April 10 – 16, 2016
6. Classification Committee Recommendation – Family Based Service Provider position
7. [National County Government Month](#) – April 2016 “Safe and Secure Counties”
8. Approval of DOC lease for Probation office space.
9. STS Services
10. Approval of Agreement – Sheriff's Office
11. Signage update
12. Other

### **ADJOURNMENT**

Hubbard County Webpage: [www.co.hubbard.mn.us](http://www.co.hubbard.mn.us)

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