



Board Meeting

May 17, 2016

Agenda

as of May 4, 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 MAY 3, 2016 REGULAR MEETING;**
2. **APPROVE MINUTES OF THE MAY 10, 2016 BOARD WORK SESSION;**
3. **APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 05/06 AND 05/13/16;**
4. **ADOPT RESOLUTION 05171601 APPROVING THE SOCIAL SERVICE INCOME MAINTENANCE AGENDA, SOCIAL SERVICES AGENDA AND THE PAYMENT OF THE BILLS, AS PRESENTED ;**
5. **ADOPT RESOLUTION 05171602 APPROVING LG220 APPLICATIONS FOR EXEMPT PERMIT OF LAPORTE BENEDICT LIONS, TO CONDUCT BINGO AND RAFFLE AT THE LAKEPORT TOWNSHIP HALL, CITY OF LAPORTE ON 06/25/16; 07/02/16; 07/16/16; 08/13/16; AND 09/03/16**
6. **REVIEW THE GENERAL REVENUE CASH BALANCE REPORT DATED 04/30/16 AND THE 2016 DESIGNATED MONIES (806) REPORT;**
7. **APPROVE MANTRAP TWP AIS ADDITIONAL AGREEMENT FOR 2016 AIS WATERCRAFT INSPECTION HOURS;**
8. **REVIEW ROAD & BRIDGE FINANCIAL STATEMENT DATED 04/30/16;**

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. **ADOPT RESOLUTION No. 05171603** ACCEPTING DONATION TO THE ENVIRONMENTAL SERVICES DEPARTMENT AS FOLLOWS FOR AIS PROGRAM – PARTNERING FUNDS: LAKE EMMA TOWNSHIP - \$9,700.00; AND MANTRAP TOWNSHIP - \$6,982.50; AND PALMER LAKE ASSOCIATION - \$980.00; HUBBARD COUNTY HISTORICAL SOCIETY AND THE NEMETH ART CENTER DONATION FROM ITASCAUR FOR A BIKE RACK & INSTALLATION CONCRETE PADS; AND SHERIFF'S OFFICE DONATIONS: LARRY & JUDY BATTEY - \$25 FOR K-9 PROGRAM; EIGHTH CONGRESSIONAL DISTRICT REPUBLICAN PARTY OF MN - \$100.00 FOR SHERIFF'S OFFICE; HUBBARD COUNTY ATTORNEY'S OFFICE - \$1,000 FOR STS DONATION; AND CITY OF LAPORTE - \$1,700 FOR STS EQUIPMENT DONATION

SCHEDULED BUSINESS:

9:05 Public Works

ACTION ITEMS:

1. Review and approve bids for SAP 029-604-014 & SAP 029-625-004 bituminous mill and overlay along with some Township work, let on May 10, 2016 at 11:00 a.m. Recommend low bid from Central Specialties, Inc. from Alexandria, MN for the amount of 1,143,697.10 County, 234,974.11 Township total is \$1,378,671.21.
2. Approve amended right of way map for SP 029-628-002.
3. Discussion on the County Car pool and Transit garage.
4. Review and approve easement request and **Resolution 05171604** for Joseph Scharber, Sleeping Fawn Resort – Section 2, T141N-R34W.
5. Review and approve GIA Application and **Resolution of Support 05171605** for Itascatur Outdoor Activity Club – Soaring Eagles X-Country Ski Trails.
6. Review and approve GIA Application and **Resolution of Support 05171606** for Forest Riders Snowmobile Club – Two Inlets Snowmobile Trails.
7. Review and approve quote for Juno 5B Enhanced GPS and Terrasync Software from Frontier Precision.
8. Other

INFORMATION ITEMS:

1. Project updates: Cal. Chloride started, update on water tower, etc.
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2. Dates for the Proposed 5-Year Construction Program meeting will be June 13, 2016 at 7:30 p.m. in the Board room at Park Rapids and held at Helga Twp on June 20, 2016 at 7:00 p.m.
3. Other

9:30 Social Services

1. Cubicles—Installation Costs
2. County Cars
3. Request for **Resolution No. 05171607** for Interim Director for MGA Program
4. Statistics from each program area
5. Thank you to the Commissioners for attending the Appreciation Dinner

9:45 Recess

10:00 Sheriff

1. **Resolution No. 05171608** accepting 2016 Federal Boating Enforcement Supplemental Grant for additional patrol hours in the amount of \$6,375
2. Discussion and approval to pay outstanding balance on NowMicro invoice
3. Review and approve reclassification of Office Administrator/Accountant position
4. Review and approve developed job descriptions for Administrative Assistant, Jail Sergeant, and Communications Supervisor positions
5. Additional Information

10:30 Veteran Services Officer

1. Quarterly Report – 1st Qtr, 2016
2. Personnel Issues
3. Other

10:45 Environmental Services

Old Business:

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- Sign Ordinance

New Business:

Other:

11:00 Finance

1. Review 2017 Budget preparation timelines
2. Consideration of election equipment purchase/lease
3. other

11:15 Committee Reports

11:30 Coordinator

Old Business:

1. Manager Meeting – 05/31/16 (Commissioner Dotta & Stacey) Board Topics for discussion
2. Benefit Committee Recommendation
3. Reminder: AMC Region II meeting, 06/08/16 @ 8:00 a.m. Northern Township Hall
4. Correction of 03/15/16 board action: purchase of App Extender server in the amount of \$4,949.00 approved for payment from MIS monies by the board should have been Compliance monies per technology recommendation.
5. Other

New Business:

6. Board Work Session – 06/14/16 - Subject/Need
 7. Technology Committee Recommendation: Approve sale of 2011 aerials to Beltrami Electric Cooperative, Inc. for \$500; Approve purchase of JSCAPE software purchase for County Attorney Office to facilitate electronic transmittal of data – from JSCAPE LLC - \$8,499 to be paid from reallocation of Co Atty departmental budget; Approve purchase of Apex software for Assessor Office from Apex in connection with MCCC - \$8385 plus maintenance and license fees with payment to be from Compliance monies.
 8. Approve update of Section 3, Personnel Policy to reflect minimum wage effective 08/01/15 & 08/01/16
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9. Update of Data Practices Policy for Members of the Public and the Subject per MN Statute §13.03, subdivision 2(b).
10. Approve payment of HLC Disbursement #18 - \$130,809.77
11. Approve grant application for the “old courthouse museum” floor refinishing including a 10% match in the amount not to exceed \$1000 if grant obtained.
12. Re-affirm the quote of Jeff Green for re-finishing of the floor pending grant approval per board action of 11/17/15
13. POS Agreement with Michael J. Burns Architect for Historical Museum project oversight services
14. Other

ADJOURNMENT

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

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