

# Board Meeting

October 7, 2014

## Agenda

as of September 17, 2014, 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 SEPTEMBER 11, 2014 [WORK SESSION](#);
2. APPROVE MINUTES OF THE [SEPTEMBER 16, 2014 REGULAR MEETING](#)
3. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 09/19/1, 09/26/14 & 10/03/14
4. APPROVE THE SOCIAL SERVICES BILLS
5. REVIEW OF DEPARTMENTAL [OVERTIME REPORT](#) – AUGUST, 2014
6. REVIEW OF THE HIGHWAY DEPARTMENT. FINANCIAL STATEMENT FOR [YTD 8/31/14](#)
7. ADOPT [RESOLUTION No. 10071401](#) ACCEPTING LEC DONATIONS AS FOLLOWS: JUANITA DISNEY, \$40 FOR THE K-9 PROGRAM.
8. APPROVE LICENSE APPLICATIONS AS FOLLOWS: TOBACCO – HOLIDAY STATION, PARK RAPIDS, PR TOBACCO SUPERSTORE, PARK RAPIDS, T&M EXPRESS (NEVIS, AKELEY, AND PARK RAPIDS), AND NORTHERN CONVENIENCE, PARK RAPIDS.

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### **SCHEDULED BUSINESS:**

#### **Commissioners:**

District 1 – Kathy Grell\*  
District 2 – Matt Dotta  
District 3 – Gregory Larson\*\*  
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

### ACTION ITEMS:

1. Approve Final Payment for CP 29-14-03 for Chloride Application to Envirotech from Greeley, Colorado for the amount of \$14,082.96.
2. Approve Final Payment for SP 29-596-002, Park Rapids Main Ave Project, to R.L. Larson Excavating, Inc. from St. Cloud, MN for the amount of \$67,458.93 pending clearance from Mn/DOT DBE Office.
3. Approve Final Payment for SAP 29-613-011, CSAH 13 Bituminous Overlay and Aggregate Shouldering, to Tri-City Paving, Inc. from Little Falls, MN for the amount of \$60,010.23 pending submittal of proper paperwork.
4. Approve Final Payment for SAP 29-671-004, CSAH 71 Laporte Reconstruct, to Gladen Construction Co. from Laporte, MN for the amount of \$48,157.79 pending submittal of proper paperwork.
5. Approve project SP 29-070-003, HSIP project w/District 2 Counties for Chevron placement on various roadways let on December 31, 2013 and approved by the Pennington County Board on January 7, 2014 to A & H Contracting, LLC from Ironton, MN, for the total amount of \$130,742.12 of which is split Federal \$117,667.91 and State Aid \$13,074.21.
6. Review and approve [Resolution and Easement](#) for NE<sup>1</sup>/<sub>4</sub> of the NE<sup>1</sup>/<sub>4</sub>, Section 10, Lake Alice Twp.
7. Review and approve [Resolution and Easement](#) for E<sup>1</sup>/<sub>2</sub> of the NE<sup>1</sup>/<sub>4</sub>, Section 7, Lake George Twp.
8. Review and approve [Resolution and Easement](#) for S<sup>1</sup>/<sub>2</sub> of the NE<sup>1</sup>/<sub>4</sub>, Section 26, Nevis Twp.
9. Review and approve [quote for pre-demolition](#) Asbestos Inspection in the City of Park Rapids
10. Other

### INFORMATION ITEMS:

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1. Project updates: Nevis Shop Addition.

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2. Final timber auction of the year will be held October 13<sup>th</sup>.
3. Other.

9:40 Sheriff

1. [Resolution](#) to accept the 2014 Federal Boating Safety Supplemental Equipment Grant in the amount of \$19,654.00
2. Additional information

9:55 Closed Session pursuant to §13D.05, Subd. 3b

10:15 Recess

10:30 Land Records

Old Business:

New Business:

- [Peddlers Ordinance](#)
- Great River Energy GIS [data share agreement](#)

Other:

10:45 Committee Reports

11:00 Coordinator

**Old Business:**

1. Establishment of October “Lunch Room” meeting date and which Commissioners to attend.
  2. Board of Appeal & Equalization [course schedule](#) provided for information only.
  3. Determination of Board Work session 10/14/14 @ 9:00 a.m.
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4. Re-establish the November & December Work Session dates. (11/11/14 is a holiday and 12/09/14 is during the AMC Conference)
5. Report on outside recruitment firm services.
6. Review of Resolution No 08051402.
7. Other

### New Business:

1. Announcement of the Truth & Taxation meeting date as established on December 3, 2013, to be held on December 2, 2014, at 6:05 p.m. at the County Board Room 324, Hubbard County Courthouse.
  2. Technology Committee Recommendations:
    - Purchase of ITV equipment in the amount of \$6,485 with payment from building fund/contingency dollars. Additional consideration for portable storage unit to allow utilization in multiple locations.
  3. Approve the provision of benefits to employees exceeding an average of thirty hours per week as required by ACA effective 01/01/15 using a [look back measurement period](#). The Measurement Period will be for twelve months beginning the twenty-third (23) pay period to the end of the 22<sup>nd</sup> pay period of the following year. The first Look-Back Measuring Period shall begin on October 20, 2013, and end on October 19, 2014.
  4. AMC Winter Conference registration (12/07 – 12/09/14)
  5. Development of [Conference Room Policy](#)
  6. City of Park Rapids interest in utilization of the Board room.
  7. Todd Township interest in continued use of county space.
  8. Authorize SelectAccount Option to offer individual H.S.A. administration effective 01/01/15.
  9. Approve 2015 National Association of Counties ([NACO](#)) Membership - \$450
  10. 2015 Benefit determination.
  11. Provision of [County Attorney data](#).
  12. Repeal of Personnel Policy [Section 15](#) Leaves of Absence With and/or Without Pay – Paid Time Off (PTO) Donation Program (sick leave available through vacation donation, union personnel only) as it does not qualify as a bona fide catastrophic leave policy per I.R.S. regulations.
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13. other, as necessary

11:15 Closed Session pursuant to M.S. §13D.03

**ADJOURNMENT**

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

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