



# Board Meeting

December 1, 2015

## Agenda

as of November 18, 2015, 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 NOVEMBER 17, 2015 REGULAR MEETING;
2. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED NOVEMBER 20, AND 27, 2015;
3. APPROVE THE SOCIAL SERVICES BILLS
4. REVIEW 2015 DEPARTMENTAL [OVERTIME REPORT, 10/31/15](#)
5. ADOPT **RESOLUTION No. 12011501** ACCEPTING THE FOLLOWING **LEC DONATIONS**: JAMES OSBORNE - \$200 STS FIREWOOD DONATION.
6. APPROVE THE FOLLOWING LICENSE APPLICATION: **3.2-TIMBERLANE LODGE & RESORT, CEDAR SHORES LODGE, THE BARN, HENRIETTA TWP, AND FIREFLY EVENT BARN LLC, NEVIS; ZHATEAU ZORBAS, LAKE EMMA TOWNSHIP – TOBACCO, SUNDAY AND ON-SALE LICENSES; BRAUHAUS, AKELEY – SUNDAY AND ON-SALE LICENSES; BECIDA BAR & GRILL, FERN TOWNSHIP – TOBACCO, SUNDAY, OFF-SALE, AND ON-SALE LICENSES; BEEHIVE OFF SALE LIQUORS, HELGA TOWNSHIP – OFF-SALE LICENSE; P&A ENTERPRISES INC./BACKWOODS BAR & GRILL – ROCKWOOD TOWNSHIP – SUNDAY, OFF-SALE AND ON-SALE LICENSES; AND SUMMERHILL FARM, ARAGO TOWNSHIP – 3.2, OFF-SALE, WINE LICENSES.**

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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

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### **SCHEDULED BUSINESS:**

9:05 Presentation of 2015 Employee Service Awards

9:30 Public Works

### **ACTION ITEMS:**

1. Land Survey Dept. 2015 [progress report](#) (Mike Branham or Ryan Miller).
2. Approve Final payment for S.P. 088-070-044, Ground in Wet Reflective Edge Striping to Traffic Marking Service, Inc. from Maple Lake, MN for the amount of \$32,234.55. This was a joint Federal HSIP project with Beltrami County.
3. Permission to prepare the documents for advertising and letting for S.P. 029-628-002, grading, aggregate base and bituminous on CSAH 28 between US 71 and TH 34.
4. Permission to prepare the documents for advertising and letting for C.P. 29-81-16, aggregate shoulders, P.M. bituminous overlay on CR 81 from 5 mile N. TH 34 to 1.3 miles N.
5. Permission to accept quotations for equipment rental, gasoline, diesel, culverts, aggregate & bituminous materials, pavement marking, ½ ton pickup, 1 ton truck and signs and posts for 2015.
6. Permission for the Public Works Coordinator, County Engineer to attend the NACE Conference in Washington State in April 2016 with the registration, lodging and parking to be paid by the county.
7. Permission to prepare the documents for advertising and letting for C.P. 29-109-16, aggregate shoulders, P.M. bituminous overlay on CR 109 from CSAH 6 to 0.8 mile east.
8. Permission to prepare the documents for advertising and letting for C.P. 29-111-16, reclaim, aggregate shoulders, P.M. bituminous overlay on CR 111 from TH 87 to 1.2 miles south.
9. Permission to prepare proposals and advertise liquid chloride, aggregate surfacing (southern part of county) contracts for 2016 when ready.
10. Solid Waste Discussions – 2016 Assessment, DAC Annual Adjustment, Tip Fee Schedule
11. Review and approve quote to conduct asbestos inspection on three (3) forfeited parcels.
12. Approve final payment for SP 088-070-044, Ground-In Wet-Reflective Edge Striping to Traffic Marking Service, Inc. from Maple Lake, MN for the amount of \$32,234.55.
13. Review and approve the FY2016 GIA Funding Application for the Martineau Off-Highway Motorcycle Trails and approve the supporting resolution.
14. Review and approve quotes for the purchase of a new snowmobile for the Trail Deputy

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15. Other

**INFORMATION ITEMS:**

1. Project updates
2. Other

10:00 Recess

10:15 Sheriff

**AGENDA:**

1. Resolution to accept the Camp Wilderness FEMA Grant Application
2. Additional Information

10:30 Land Records – Assessor

Old Business:

New Business:

- Request for Overtime for Data Entry & Coding.
- [Purchase of Media Storage](#) unit out of Recorder Compliance Fund - approved by Technology Committee on September 2, 2015.

Other:

10:45 Finance

11:00 Veteran Services

11:15 Community Health Services

11:45 Heritage Living Center – Building change order

11:50 Committee Reports

12:00 Coordinator

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**Old Business:**

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1. Organizational Chart, continued review
  2. Reminder – Managers Evaluations on 12/14 and 12/21 @ 9:30 a.m.
  3. Reminder – AMC Conference 12/7 & 12/8/15
  4. Shell Prairie Ag Association lease agreement.
  5. [2016 Committee Assignments](#)
  6. Work Session – 12/10/15
  7. Commissioner “Lunch Room” meeting – 12/16/15 @ 11:30 a.m. (Ed & Vern)
  8. Other

### **New Business:**

9. Approval for overtime as needed for completion of contract back pay calculations and additional payrolls.
  10. Approve the 2016 county board meeting schedule as follows: 01/05/16; 01/19/16; Thursday 12/08/16? (due to AMC schedule 12/05 & 12/06/15) and first and third Tuesday of each month thereafter beginning at 9:00 a.m.
  11. Establish the 2016 County Board Work Session schedule to be the second Tuesday of each month beginning at 9:00 a.m.
  12. Scheduled the 2016 Board of Appeal & Equalization meeting on 06/13/15 @ 1:00 p.m. and the 2016 Truth In Taxation meeting on 12/08/15 beginning at 6:05 p.m.
  13. 2016 County Board Chairman nomination.
  14. Adopt resolution setting 2016 committee per diems at \$30 per half day and \$60 full day with a meeting less than four hours duration, including travel time, be considered a half day.
  15. Adopt resolution setting 2016 PC/BOA per diems at \$150/lot viewal & \$150/meeting with additional PC/BOA Chairperson services fee of \$25/event for the completion of paperwork.
  16. Consider resolution setting the 2016 Commissioner per diems and salary.
  17. Approve 2016 wage adjustment effective 01/01/16.
  18. Approve the 2016 mileage rate to be established at the IRS rate.
  19. Approve the 2016 meal allowance be the same as 2015: \$7 breakfast; \$10 lunch; \$15 dinner.
  20. Authorize each commissioner to appoint a replacement commissioner receipt of the appropriate per diem, etc.
  21. Teamsters 320 – MOA approval
  22. other, as necessary
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### **ADJOURNMENT**

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

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