

# Board Meeting

December 2, 2014

## Agenda

as of November 19, 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 NOVEMBER 13, 2014 WORK SESSION;
2. APPROVE MINUTES OF THE [NOVEMBER 18, 2014 REGULAR MEETING](#);
3. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 11/21/14 & 11/26/14;
4. APPROVE THE FOLLOWING [LICENSE APPLICATIONS](#): **TOBACCO** – DORSET CORNER LIQUORS, BECIDA BAR & GRILL, ITASCA JUNCTION AND EMMAVILLE STORE; **3.2** – HILLTOP INN, HUBBARD TOWNSHIP AND EMMAVILLE STORE, CLAY TOWNSHIP; **SUNDAY LIQUOR** – BECIDA BAR & GRILL, FERN TOWNSHIP, BACKWOODS BAR & GRILL, ROCKWOOD TOWNSHIP AND FAMILY INN, ARAGO TOWNSHIP; **OFF SALE LIQUOR** – DORSET CORNER LIQUORS, HENRIETTA TOWNSHIP, BECIDA BAR & GRILL, FERN TOWNSHIP AND BACKWOODS BAR & GRILL, ROCKWOOD TOWNSHIP; **WINE** – HILLTOP INN, HUBBARD TOWNSHIP AND EMMAVILLE STORE, CLAY TOWNSHIP; AND **ON SALE LIQUOR** – BECIDA BAR & GRILL, FERN TOWNSHIP, BACKWOODS BAR & GRILL, ROCKWOOD TOWNSHIP AND FAMILY INN, ARAGO TOWNSHIP;
5. APPROVE THE SOCIAL SERVICES BILLS;

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### **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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6. ADOPT **RESOLUTION 12021401** APPROVING LG230 APPLICATION TO CONDUCT OFF-SITE GAMBLING OF AMERICAN LEGION POST 212 FOR FISHING DERBY ON FISH HOOK LAKE ON 02/07/15 APPROVE FINAL PAYMENT FOR SAP 029-618-015, RECLAM & BITUMINOUS OVERLAY TO TRI-CITY PAVING, FROM LITTLE FALLS, MN FOR THE AMOUNT OF \$87,179.37 PENDING FINAL PAPER WORK.
7. APPROVE FINAL PAYMENT FOR SAP 029-600-011, HAAKON DRIVE IN ARAGO TWP. GRADE, BASE & BITUMINOUS TO TRI-CITY PAVING FROM LITTLE FALLS, MN FOR THE AMOUNT OF \$8,012.21.
8. PERMISSION TO PREPARE THE DOCUMENTS FOR ADVERTISING AND LETTING FOR S.A.P. 029-609-020, RECLAM AND BITUMINOUS OVERLAY ON CSAH 9 BETWEEN CSAH 45 AND CASS COUNTY LINE.
9. PERMISSION TO PREPARE THE DOCUMENTS FOR ADVERTISING AND LETTING FOR C.P. 29-101-04 AGGREGATE SHOULDERS, P.M. BITUMINOUS OVERLAY ON CR 101 FROM CSAH 9 TO US 2.
10. PERMISSION TO ACCEPT QUOTATIONS FOR EQUIPMENT RENTAL, GASOLINE, DIESEL, CULVERTS, AGGREGATE & BITUMINOUS MATERIALS, PAVEMENT MARKING, 1/2 TON PICKUP, CRACK SEAL RUBBER TAR KETTLE AND SIGNS AND POSTS FOR 2015.
11. PERMISSION FOR THE PUBLIC WORKS COORDINATOR, COUNTY ENGINEER TO ATTEND THE NACE/APWA JOINT CONFERENCE IN FLORIDA IN APRIL 2015 WITH THE REGISTRATION, LODGING AND PARKING TO BE PAID BY THE COUNTY.
12. PERMISSION TO PREPARE THE DOCUMENTS FOR ADVERTISING AND LETTING FOR C.P. 29-98-15, AGGREGATE SHOULDERS, P.M. BITUMINOUS OVERLAY ON CR 98 FROM CSAH 9 TO CSAH 35.
13. PERMISSION TO PREPARE THE DOCUMENTS FOR ADVERTISING AND LETTING FOR C.P. 29-100-15, AGGREGATE SHOULDERS, P.M. BITUMINOUS OVERLAY ON CR 100 FROM CSAH 16 TO 0.5 MILES NORTH.
14. PERMISSION TO PREPARE PROPOSALS AND ADVERTISE LIQUID CHLORIDE, AGGREGATE SURFACING (NORTHERN PART OF COUNTY) CONTRACTS, A SIGN TRUCK, AND TANDEM SNOW PLOW TRUCK FOR 2015 WHEN READY.
15. ADOPT **RESOLUTION 12021402** ACCEPTING THE FOLLOWING LEC DONATIONS: ROCKWOOD TOWNSHIP - \$1,000, STS EQUIPMENT FUND; AKELEY REGIONAL COMMUNITY CENTER (ARCC) - \$300, STS PROGRAM; AND HUBBARD COUNTY DEVELOPMENTAL ACHIEVEMENT CENTER - \$2,000, STS PROGRAM.

### **SCHEDULED BUSINESS:**

9:05 Public Works

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#### **Commissioners:**

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District 2 – Matt Dotta

District 3 – Gregory Larson\*\*

District 4 – Dan Stacey

District 5 – Cal Johannsen

\* Chairman

\*\* Vice Chairman

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### **ACTION ITEMS:**

1. Land Survey Dept. 2014 progress report (Mike Branham or Ryan Miller).
2. Other

### **INFORMATION ITEMS:**

1. Project updates: Nevis Shop Addition.
2. League of MN Cities position on forfeiture of city parcels with special assessments.
3. SW update on garbage truck repairs.
4. Other.

9:30 Sheriff

### **AGENDA**

1. Authorization to [lease/purchase](#) new copier/fax/scanner for law enforcement administration area (quotes attached)
2. Authorization to purchase [overhead cabinets](#) for deputy squad room (quotes attached)
3. Discussion on new investigator position
4. Additional items

10:00 Recess

10:15 Finance Department

- Approval of Summary Financial Statement dated 12/31/13 and authorization for Board signature.
- Other as necessary

10:30 Community Health Services

11:00 Land Records – ESO

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### **Old Business:**

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### **New Business:**

### **Other:**

- PC/BOA meeting dates

Land Records - Assessor

### **Information:**

- Xerox Tax/CAMA software development update

11:30 Heritage Living Center

- Bond Sale
- Elevator quotes & Tipping fee discussion
- Other as needed

11:45 Committee Reports

12:00 Public Hearing – Shoreland Ordinance No 17, proposed Amendment #17

12:45 Coordinator

### **Old Business:**

1. Reminder: AMC Conference 12/7, 12/8 & 12/09/14
2. Appointment of AMC voting delegate – replacement for District 3 & Coordinator
3. Other

### **New Business:**

1. Introduce Facilities Maintenance Manager, Bobby Wilkins – began duties 12/01/14
  2. Report attendance of 65 employees of the Wellness Fair held on 10/29/14
  3. Schedule the presentation of employee service awards
  4. ~~Schedule Department Manager Performance Evaluations~~
  5. Work Session scheduled 12/11/14 @ 9:00 a.m. – subject?
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6. Approve the 2015 county board meeting schedule as follows: 01/06/15; 01/20/15; and the first and third Tuesday of each month thereafter beginning at 9:00 a.m.
  7. Established the 2015 county board work session schedule to be on the second Tuesday of each month beginning at 9:00 a.m. except the December meeting which will be held on 12/10/15 due to the 2015 AMC Conference (12/7 & 12/8/15)
  8. Scheduled the 2015 Board of Appeal & Equalization meeting on 06/15/15 @ 1:00 p.m. and the 2015 Truth In Taxation meeting on 12/01/15 beginning at 6:05 p.m.
  9. 2015 County Board Chairman nomination.
  10. Adopt resolution setting 2015 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.
  11. Adopt resolution setting 2015 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.
  12. Consider resolution setting the 2015 Commissioner per diems and salary.
  13. Approve 2015 wage adjustment effective 01/01/15.
  14. Approve the following POS agreements for the period of 01/01/15 to 12/31/15, for IT services: TH Consulting (same rate as 2014 - \$50/hour) and Northwoods Computer Services (same rate as 2014 - \$45/hour).
  15. Approve the 2015 mileage rate to be established at the IRS rate.
  16. Approve the 2015 meal allowance be the same as 2014: \$7 breakfast; \$10 lunch; \$15 dinner.
  17. Authorize each commissioner to appoint a replacement commissioner receipt of the appropriate per diem, etc.
  18. Review 2015 Committee assignments.
  19. Review of past Board action relative to Resolution No. 12210502
  20. other, as necessary
- 1:15 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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