



# Board Meeting

December 15, 2015

## Agenda

as of December 2, 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 DECEMBER 1, 2015 REGULAR MEETING;
2. APPROVE THE MINUTES OF THE DECEMBER 1, 2015, TRUTH IN TAXATION MEETING;
3. APPROVE THE MINUTES OF THE DECEMBER 10, 2015 WORK SESSION;
4. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED DECEMBER 4, & 11, 2015;
5. REVIEW OF GENERAL REVENUE CASH BALANCE REPORT – 11/30/15;
6. ADOPT **RESOLUTION NO. 12151501** APPROVING THE SOCIAL SERVICES INCOME MAINTENANCE AGENDA; SOCIAL SERVICES AGENDA AND THE PAYMENT OF THE BILLS, AS PRESENTED;
7. REVIEW OF HIGHWAY DEPARTMENT YTD FINANCIAL STATEMENT – 11/30/15;
8. APPROVE THE FOLLOWING LICENSE APPLICATIONS – **TOBACCO** – GRACE LAKE BAR & GRILL, AND COWBOYS GENERAL STORE; **3.2 BEER** – WOODLAND, LAKE GEORGE TOWNSHIP; HILLTOP INN, HUBBARD TOWNSHIP; **SUNDAY LIQUOR** – HEADWATERS COUNTRY CLUB, TODD TOWNSHIP; GRACE LAKE BAR & GRILL, FARDEN TOWNSHIP; **OFF SALE LIQUOR** – WOODLAND, LAKE GEORGE TOWNSHIP; 71 BOTTLES OF BEER & LIQUOR, TODD TOWNSHIP;

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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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*GRACE LAKE BAR & GRILL, FARDEN TOWNSHIP; WINE – HILLTOP INN, HUBBARD TOWNSHIP;  
ON SALE LIQUOR – HEADWATERS COUNTRY CLUB, TODD TOWNSHIP AND GRACE LAKE BAR &  
GRILL, FARDEN TOWNSHIP*

### **SCHEDULED BUSINESS:**

9:05 Public Works

1. Approve Final payment for SAP 029-599-012, Farden Twp 279<sup>th</sup> ave improvement and box culvert replacement for the amount of \$13,116.55 to Aspen Construction from Hackensack, MN.
2. Solid Waste Discussions – 2016 Assessment
3. Review and approve changes to Lease #47 Terry Nelson.
4. Review and approve quotes for [hand planting labor](#) for 2016 spring tree planting.
5. Review and approve quotes for 2016 [Site Preparation](#).
6. Review and approve quotes for 2016 [Plantation Microsite](#) Release with Herbicide.
7. Review and approve quotes for 2017 [Seedling Production](#).
8. Review and approve timber appraisals for January 11<sup>th</sup> Timber Auction.
9. Review and approve **Resolution No. 12151502** and easement documents across tax forfeited land in sections 22, 23, & 27 of Clover Township
10. Review and approve quotes for the purchase of a 2016 snowmobile for the Trail Deputy
11. Discuss the possible removal of a county Prescriptive Easement across private land in Section 35 in Lake Hattie Township
12. Other

### **INFORMATION ITEMS:**

1. Project updates
2. Other

9:30 Sheriff

10:00 Recess

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### 10:15 Social Services

1. November 30, 2015 Budget Update
2. Case Management Revenue Report
3. Contracts
  - a. Lutheran Social Services – Guardian and Conservator services
  - b. Carol Nelson – Money Management, Guardian and Conservator services
  - c. Mental Health Services of Bemidji
  - d. Family Connections
  - e. Kinship
4. Child support
  - a. 2016 Cooperative Agreement between the Hubbard County and the State
  - b. Title IV-D Agreement with Social Services, the County Attorney and Sheriff's Office
5. Minnesota Governmental Access (MGA) needs Resolution
6. Licensing Update
7. Income Maintenance case loads
8. A Better Connection Rule 31 inquiry
9. Cell Phone Update

### 10:45 Land Records

### 11:00 Finance

- Request for up to 20 hours overtime for A/T personnel.
- Adopt **Resolutions** establishing the Final Levies – Social Services, Road & Bridge, General Revenue, HRA, Regional Economic Development Commission
- Adopt **Resolutions** establishing the final budgets

### 11:30 Committee Reports

### 11:45 Coordinator

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### Old Business:

1. Organizational Chart, continued review
2. Reminder – Managers Evaluations on 12/21 @ 9:30 a.m.
3. Shell Prairie Ag Association lease agreement.
4. Confirm the 2016 Committee Assignments
5. Commissioner “Lunch Room” meeting – 12/16/15 @ 11:30 a.m. (Ed & Vern)
6. Other

### New Business:

7. Adopt **Resolution No. 12151500 and Resolution 12151500** setting the 2016 Commissioner per diems and salary.
8. Adopt **Resolution No. 12151500 and Resolution 12151500** setting the 2016 salary for the County Attorney and the Sheriff effective 01/01/16.
9. Approve one year appointments of the following, pending completion of satisfactory performance evaluation, and authorize the signature of the respective Oaths by the Chair: Coordinator; ESO; Recorder; & Solid Waste Administrator.
10. Authorize Coordinator utilization of outside legal counsel in 2016, as necessary.
11. other, as necessary

### *ADJOURNMENT*

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

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