

Board Meeting

December 16, 2014

Agenda

as of December 3, 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.

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 2, 2014](#) REGULAR MEETING;
 2. APPROVE MINUTES OF THE [DECEMBER 2, 2014](#) TRUTH IN TAXATION MEETING;
 3. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 12/05 & 12/12/14;
 4. REVIEW FINANCIAL REPORTS (HLC CONSTRUCTION FUND AND YTD REVENUES & EXPENDITURES) FOR NOVEMBER, 2014;
 5. APPROVE THE SOCIAL SERVICES BILLS – RESOLUTION 12161401;
 6. REVIEW OF THE [DEPARTMENTAL OVERTIME REPORT](#), NOVEMBER, 2014
 7. ADOPT RESOLUTION No. 12161402 ACCEPTING THE FOLLOWING LEC DONATIONS: ROGER JUST - \$87.50 FOR STS PROGRAM; SARAH SMITH - \$700 FOR K-9 VEST DONATION; DAVID & LEONA PILKEY - \$100 FOR K-9 VEST DONATION; LINDA NAPLIN - \$100 FOR K-9 VEST DONATION
 8. APPROVE THE [FOLLOWING LICENSE APPLICATIONS](#): ~~TOBACCO – ECIG CITY, AND DORSET GENERAL STORE/HENRIETTA TOWNSHIP; TOBACCO, SUNDAY AND ON SALE – VEW 8508 AKELEY; 3.2 – THE BARN, HENRIETTA TOWNSHIP AND DORSET GENERAL STORE, HENRIETTA~~
-

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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TOWNSHIP; AND WINE – DORSET GENERAL STORE, HENRIETTA TOWNSHIP.

SCHEDULED BUSINESS:

- 9:05 [2014 Employee Service](#) Award presentation
9:20 Closed session pursuant to M.S. §13D.05, Subd 3c
9:35 Public Works

ACTION ITEMS:

1. Review and [approve quotes](#) for Solid Waste recycling: Tires, Fluorescent Tubes, Scrap Metal, Used Oil, and Batteries
2. Discuss the 2014 solid waste issues:
 - Solid waste 2015 Assessment rate
 - DAC request for 2015 contract adjustment
3. [Review and approve timber appraisals](#) for January 5th Timber Auction.
4. Other

INFORMATION ITEMS:

1. Project updates: Nevis Shop Addition.
2. Other.

10:05 Social Services

1. Board approval of two year Purchase of Service agreements with the following:
 - Stellher Human Services, Inc. for the provision of Family Based Counseling Services and Home Based Mental Health Services
 - Nelson In-Home Services for the provision of Family Based Life Management Services
 - Kinship of Park Rapids for Mentoring Services

2. Personnel Matters

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3. County Impact regarding 5% COLA Increase for the Home and Community Based Services Worker
4. Computer access cost for Transit drivers at public works building
5. Old Business:
 - A. Case numbers and Intake Statistics
 - B. Child Protection Interview room quotes
 - C. MNCHOICES update

10:35 Recess

10:45 Sheriff

AGENDA

1. Discussion on new investigator position
2. Additional items

11:00 Veteran Services Office

1. [Transition of CVSO](#)
 - a. Request review of Assistant VSO by Classification Committee, pending Fox Lawson Recommendation
 - b. Request reduction in VSO status from FT to PT
 - c. Request approval of Phased Retirement Option – Secretary/Adm Asst.
2. other

11:30 County Attorney

1. Consideration of other than start wage for Assistant County Attorney
 2. Schedule Public Hearing [for proposed Liquor Licensing Ordinance 42](#)
-

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3. [2015 County Attorney Wage](#)

4. other

11:45 Maintenance

1. Approve [filling Custodian position](#)

2. Report registration of Facilities Maintenance Manager in [BSU Boiler Operator](#) training

3. other

12:00 [Land Records](#)

Old Business:

New Business:

- Administrative Assistant – starting step

Other:

- PC/BOA meeting dates

12:15 Committee Reports

12:30 HLC

1. HLC Bond Sale

2. other

1:00 Coordinator

Old Business:

1. Confirm [2015 Committee assignments](#)

2. Reminded Board of scheduled Department Manager Performance Evaluations on 12/22/14 beginning at 9:00 a.m.

3. Other

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New Business:

1. Technology Committee Recommendations: Approve purchase of six I7 CPU's for Co Attorney with payment from 2014 MIS budget (063) including repurpose of current machines elsewhere in the county.
2. Approve the 2015 final certified HRA levy.
3. Approve the final certified 2015 net levy.
4. Approve the 2015 Revenues and Expenditures.
5. Adopt Resolution setting the 2015 Commissioner per diems and salary.
6. Approve 2015 wage adjustment effective 01/01/15.
7. 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
8. Adopt a Resolution setting the 2015 County Attorney and County Sheriff wage effective 01/01/15, respectively.
9. Finance/Auditor/Treasurer Interview Committee recommendation
10. Authorize Coordinator utilization of outside legal counsel in 2015, as necessary
11. other, as necessary

1:45 Closed Session M.S. §13D.03

ADJOURNMENT

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

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