

BOARD SUMMARY
MAY 6, 2014

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1. Approved the agenda, as submitted.

PUBLIC INPUT

2. The Board received public input regarding the language proposed by the Planning Commission for Amendment #16, Shoreland Ordinance #17.

CONSENT AGENDA

3. Approved the Consent Agenda, as submitted to include the following:
 - Approved the minutes of the April 15, 2014 Regular Meeting.
 - Approve the bills & Auditor's Warrants dated April 18, April 25, and May 2, 2014.
 - Approved the Social Services bills.
 - Approved the license application for Off Sale Liquor of Park Rapids Wrestling Club (Rodeo) Henrietta Township.
 - Reviewed the OT Report for April, 2014.
 - Reviewed the Highway Department's 2013 Annual Report.
 - Accepted the LEC Donations as follows: Mantrap Valley Conservation Club - \$459 for STS Equipment Donation – **Resolution No. 05061401**

PUBLIC WORKS

4. Approved low quote of Tri-City Paving, Inc., Little Falls, MN in the amount of \$159,046.47 for Project SAP 29-600-011, Grading and Bituminous Paving on Haakon Drive in Arago Township, as recommended by the Public Works Coordinator, to be paid from State Park Road funds.
5. Approved low quote of Traffic Marking Service, Maple Lake, MN in the amount of \$20,800 for Project CP 29-01-14 Thermoplastic Crosswalk Markings, as recommended by the Public Works Coordinator, with payment to be from budgeted monies.
6. Accepted the resignation of Assistant Shop Foreman/Maintenance II, Ricky Semmler Jr., with regrets effective 05/09/14; a letter of appreciation for his service to the county was approved; and the re-filling of the vacant position was authorized, as recommended by the Public Works Coordinator.
7. Authorized the Interim Solid Waste Administrator to work with the STS Crewleader regarding the exchange of an unused Solid Waste 1991 742B Bobcat and trailer for STS labor provided, as presented.
8. Adopted **Resolution No. 05061402** approving the 2014 land sale parcels and terms of the sale scheduled for 06/06/14 at 10:00 a.m. in the LEC meeting room, per the recommendation of the Land Commissioner.
9. Approved the transfer of a Recreational Cabin Lease #12 from Karen Manners to Brent Manners, as recommended by the Land Commissioner.
10. Approved the low local quote of Gary's Trailer Sales, Park Rapids, MN in the amount of \$1,900 for an ATV Trailer plus title and license, as recommended by the Land Commissioner, with payment to be from Tax Forfeited Sales monies.
11. Approved the quote of Trio Environmental Consulting, Inc., West Fargo, ND in the amount of \$1,472.75 for asbestos inspection of property located at 285 Pleasant Avenue, Akeley, MN and demolition of same by low quote of Area Excavating, Akeley, MN in the amount of \$8,975 (Hubbard NRM to pay tipping fees, if applicable) with payment of both to be from PILT monies.
12. Approved the Cooperative Agreement with the MN DNR to install monitoring wells, as recommended by the Land Commissioner and authorized signature of same by the Chair and Land Commissioner.
13. Reported the completion of the spring tree planting consisting of 254,000 trees.
14. Referred consideration of County Car Pool vehicle purchase to a later date, as discussed.
15. Reported the exchange of 2008 NRM Chevrolet pickup with 97,000 miles with Land Survey 2005 Chevrolet pickup with

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113,000 miles, as recommended by the Public Works Coordinator and Land Commissioner, and sale of the 2005.

16. Reminded the Board of the 5 Year Construction Program meeting scheduled for 06/09/14 at Hart Lake Township Hall and 06/16/14 in the LEC ITV Room with both beginning at 7:00 p.m.

SHERIFF

17. Approved Joint Powers Agreement with MN Department of Natural Resources and Hubbard County STS, as recommended by the Sheriff.
18. Approved the Boat & Water purchase of NRM ATV 2010 pickup in the amount of \$10,115, as recommended by the Sheriff, with payment to be from B & W monies.
19. Reported the annual DOC jail inspection and periodic staffing assessment is scheduled for 05/20 & 05/21/14.
20. Referred consideration of the Becker County and Cass County jail contracts to a later date to permit review of the PFM Jail analysis and completion of the DOC inspection and staffing assessment, as discussed.
21. Approved the purchase of two tasers with cameras and holsters in the amount of \$2,657.20, by state contract, from Uniforms Unlimited, Minneapolis, MN with payment to be from B & W monies.
22. Reported need for Tach 10 software update and ongoing review of software vendors available. No action required, information only.

FINANCE

23. Authorized Chief Deputy Auditor to work with Maintenance to arrange storage of election equipment in the staff lunch room and notify staff of the temporary unavailability of the room.
24. Authorized the Finance Department work with the Coordinator to fill the requested temporary election personnel needs, as recommended by the Chief Deputy and Auditor/Treasurer, and personnel overtime was authorized, as needed during the election process.
25. Approved Finance Department personnel use of Overtime, as needed to accomplish the real estate tax collection.

LAND RECORDS

26. Approved the draft amendment #16, Shoreland Ordinance #17 amended language, removing sections I & J, as discussed for public hearing.
27. Scheduled a public hearing on 06/03/14 at 11:30 a.m. for consideration of the proposed Amendment #16, of Shoreland Ordinance #17.
28. Approved quote of CES Imaging for Land Records Department Multi-Function printer in the amount of \$5,739, as recommended by the Land Record Managers with payment to be from Recorders Equipment monies.
29. Reported the county is now e-Recording Deeds as well as any other e-documents.

SOCIAL SERVICES

30. Approved the expansion of the Heartland Bus route and necessary staffing increases, as recommended by the Social Services Director.

COMMITTEE REPORTS

31. Information was shared regarding various committee meetings attended including the following with no action necessary at this time: PrimeWest, Construction Committee; and HLC Campus Board.

COORDINATOR

32. Established the following topics for the 05/13/14 Board Work session and requested the Coordinator invite the Sheriff and Jail Administrator to attend also: Review of the PFM Jail Analysis, Becker and Cass County jail agreements.

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33. Approved low quote of Davis Contracting, Inc., Hibbing, MN for **Caulk - Option 2 for courthouse construction and existing windows including operable windows** in the amount of \$6,760.
34. Approved the following Phase II Construction project quotes as presented: **Package 1 - Systems Furniture**, Systems Furniture Inc., White Bear Lake, MN in the amount of \$39,972; **Package 2 – Allsteel Task Seating and Package 4, Tables& Lateral Files/Storage Cabinets**, Cooper’s Office Supply, Inc., Fergus Falls, MN in the amount of \$8,743.45 and \$15,882.37 respectively; **Package 3 – Steelcase Task Seating**, Hannaher’s & Gaffaney’s, Fargo, ND in the amount of \$12,207.78; and **Package 5, Non-Task Seating**, Brown & Saenger, Fargo, ND in the amount of \$47,292.87 totaling \$124,098.47.
35. Approved payment of 2014 Senior Council on Aging allocation in the amount of \$500 for the Senior Day at the fair, by auditor’s warrant.
36. Expressed no interest in proposed donation of land and directed the Coordinator to provide an answer to the requesting party.

CLOSED SESSION

37. The meeting was closed pursuant to M.S. §13D.05, Subd 3b at 12:00 p.m. The meeting was re-opened at 12:37 p.m.

COORDINATOR

38. Accepted the following resignations, with regrets and a letter of appreciation for each was approved: Custodian, Charles “Chuck” Peabody effective 07/11/14 (in excess of 26 years of service) and Maintenance Technician, Bernard “Bernie” Zwirtz effective 06/05/14 (more than 7 years of service).
39. Accepted the retirement of Assessor, Bob Hansen effective 06/30/14, with regrets; authorized correspondence expressing the County’s appreciation for years of service; and authorized the Chairman and the Coordinator to sign the agreements, as presented.
40. Approved the attendance of the Lake Country Scenic Byway invitation by those Commissioners whose schedule will permit.
41. Adopted **Resolution No. 05061403** approving the following: appointment of Chief Deputy Auditor, Sandy Rittgers and Chief Deputy Treasurer/Payroll Coordinator, Lorretta Mattson to perform the Auditor and Treasurer duties on an interim basis, effective 07/01/14; supported the transfer of the Drivers License Agent status to Ms. Mattson; and approved a temporary 10% increase in wage for each, per the Personnel Policy Section 3, II, D.
42. Approved the attendance of Background Investigations for Public Sector Employers (16 hour training) by Coordinator Office personnel, as presented with payment to be from budgeted monies.
43. There being no further business before the Board, the meeting was adjourned at 1:41 p.m.