

**BOARD SUMMARY
DECEMBER 2, 2014**

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1. Approved the agenda, as submitted.

PUBLIC INPUT

2. Introduced Facilities Maintenance Manager, Bobby Wilkins to the Board. Mr. Wilkins began his county duties 12/01/14.

CONSENT AGENDA

3. Approved the Consent Agenda, as amended to include the following:
 - Approved minutes of the November 13, 2014, work session;
 - Approved minutes of the November 18, 2014, Regular Meeting;
 - Approve the bills & Auditor's Warrants dated November 21, and November 26, 2014;
 - 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;
 - Approved the Social Services bills;
 - Adopt **Resolution 12021401** approving LG230 Application to Conduct Off-site Gambling of American Legion Post 212 for Fishing Derby on Fish Hook Lake on February 7, 2015;
 - Approve final payment for SAP 029-618-015, reclaim & bituminous overlay to Tri-City Paving, Little Falls, MN in the amount of \$87,179.37 pending completion of final paper work;
 - Approved final payment for SAP 029-600-011, Haakon Drive in Arago Twp. grade, base & bituminous to Tri-City Paving, Little Falls, MN in the amount of \$8,012.21;
 - 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.

PUBLIC WORKS

3. Introduced contracted Surveyor, George E. R. Coulombe to the Board.
4. Survey Tech II, Ryan Miller and Deputy Surveyor, Mike Branham provided the 2014 Land Survey Department annual report with no action required at this time.
5. Approved the preparation of documents for advertising and letting for S.A.P. 029-609-020, reclaim and bituminous overlay on CSAH 9 between CSAH 45 and Cass County line.
6. Approved the preparation of 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.
7. Authorized the Public Works Coordinator to accept quotations for equipment rental, gasoline, diesel, culverts, aggregate & bituminous materials, pavement marking, ½ ton pickup, crack seal rubber tar kettle and signs and posts for 2015 for review by the Board.
8. Authorized the attendance of the NACE/APWA Joint Conference in Florida by the Public Works Coordinator/County Engineer in April 2015, with the registration, lodging and parking to be paid by the county.
9. Approved the preparation of 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.
10. Approved the preparation of 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.
11. Approved the preparation of proposals and advertise liquid chloride, aggregate surfacing (northern part of county) contracts, a sign truck, and tandem snow plow truck for 2015 when ready.

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12. Provided information regarding the following with no action required at this time: Nevis Shop construction project status; League of MN Cities position regarding forfeiture of city parcels; and update on necessary SW garbage truck repairs.

SHERIFF

13. Reported the LEC lease of new copier/fax/scanner by low quote of Liberty Business Systems, Fergus Falls, MN in the amount of \$207.07/month for 63 months.
14. Approved purchase of LEC deputy squad room, overhead cabinets, by low quote, from Northern Business Products, St. Cloud, MN in the amount of \$5,187.76 (including delivery and installation), as recommended by the Sheriff, with payment to be divided equally between Boat & Water restricted monies and Gun Permit monies.
15. Information was provided regarding a possible funding source for the additional Investigator position requested by the Sheriff in the 2015 proposed departmental budget subsequent to discussion with Social Services Director. The Board took the information under advisement for review prior to final budget approval on 12/16/14.

FINANCE

16. Approved the 2013 Financial Statement, as recommended by the Interim Auditor, authorized the Board's signature, and publication of same.

COMMUNITY HEALTH SERVICES (CHS)

17. Approved 2015 POS Agreement with St. Joseph's Hospital for Public Health Services including Addendum A, as presented and reviewed by the County Attorney, and authorized the Chair to sign same.
18. CHS Director, RaeAnn Mayer provided information regarding the following: St. Joseph participation in emergency drill completed on 10/30/14; Influenza status and Toward Zero Death program, with no action required at this time.

COMMITTEE REPORTS

19. Information was shared regarding the following committees and/or meetings attended by Commissioners: Kitchigami Regional Library Board; MAHUBE-OTWA; HIP; Heartland Trail Extension meeting; PrimeWest; Township Officers Meeting; NW Regional Radio Board; Mississippi Headwaters Board; Parks & Recreation Board; Heritage Campus; Logo design development meeting and Northwest Juvenile Center meeting. No action was taken.

LAND RECORDS

20. Approved the extension of an invitation to the City of Park Rapids to utilize the County Board Room for the Council meetings and directed the ESO to work out an alternate location, if needed, by the PC/BOA on the 4th Tuesday of any given month.
21. Update provided regarding the Xerox Tax/CAMA program development and explained delayed target date of 2018 that will be experienced, with no cost to the county.

COORDINATOR

22. Reminded the Board of the AMC Conference to be held 12/8 and 12/9/14.
23. Appointed Solid Waste Officer, Jed Nordin and Environmental Services Officer, Eric Buitenwerf to serve as AMC voting delegates as replacements for District 3 Commissioner and Coordinator who will be unable to attend the AMC Conference.
24. Reported the Employee Wellness Fair that was held on 10/29/14 was attended by sixty-five (65) employees.

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25. Scheduled the presentation of 2014 Employee Service Awards on 12/16/14 at 9:00 a.m.
26. Cancelled the Board Work Session scheduled on 12/11/14.
27. Approved the 2015 county board meeting schedule to be as follows: 01/06/15; 01/20/15 and the first and third Tuesday of each month thereafter beginning at 9:00 a.m.
28. 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 to be held on 12/10/15 due to 2015 AMC Conference conflict (12/07 & 12/08/15).
29. Scheduled the 2015 Board of Appeal and Equalization meeting on 06/15/15 beginning at 1:00 p.m. and the 2015 Truth in Taxation meeting on 12/01/15 beginning at 6:05 p.m.
30. Approved the 2015 mileage rate be established at the IRS rate; the 2015 meal allowance be the same as 2014: \$7, breakfast; \$10, lunch; \$15 dinner; and authorized each commissioner to appoint a replacement commissioner to attend a 2015 committee meetings in the event they are unable to attend and approved the replacement commissioner receipt of the appropriate per diem, etc.

HERITAGE LIVING CENTER (HLC)

31. Waived the SW tipping fee for HLC demolition waste in connection with the construction project, as discussed facilitating a deduction from the Gordon Construction of Mahnomen, Inc., Mahnomen, MN bid in the amount of \$43,200.
32. Approved HLC construction project, Alternate #2 Service Elevator bid of ThyssenKrupp Elevator, Fargo, ND in the amount of \$82,000 together with quote of Davis Electric, Park Rapids, MN in the amount of \$2,950 for electrical services, as recommended by Contegrity Group.
33. Referred further consideration of HLC construction project, Alternate #1 Chapel Lighting to a later date and reported the deletion of the dehumidifier from the project was not recommended by the engineers.
34. Adopted **Resolution No. 12021403** authorizing the issuance of HLC Taxable General Obligation bond in the amount of \$10,240,000, as recommended by the Nursing Home Administrator, and authorized the Coordinator signature on required paperwork.

PUBLIC HEARING

35. A public hearing was called to order at 12:08 p.m. regarding the proposed Amendment No. 17 of Shoreland Ordinance No. 17. The reading of the public notice was waived.
36. Information regarding the proposed amendment was provided by Environmental Services Officer, Eric Buitenwerf. Discussion followed.
37. The public hearing was concluded at 12:51 p.m.

COORDINATOR

38. Adopted a **Resolution No. 12021404** setting the 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.
39. Adopted **Resolution No. 12021405** setting the 2015 Planning Commission/Board of Adjustment per diem as follows: \$150/lot viewal and \$150/meeting with an additional \$25/event adjustment for the Chairperson for paperwork completion services, plus mileage.
40. Approved the following POS agreements for the period of 01/01/15 to 12/31/15, for IT services (same rate as 2014) as reviewed by the County Attorney: TH Consulting and Northwoods Computer Services.

CLOSED SESSION

41. The meeting was closed at 1:10 p.m. pursuant to MN Statute §13D.03. The meeting was re-opened at 2:19 p.m.

42. The meeting was recessed at 2:19 p.m. until after the TNT Meeting later in the day. The meeting was reconvened at 6:42 p.m.
43. Scheduled the completion of the Department Manager performance evaluations on 12/17/14 beginning at 9:00 a.m. (The date was changed to 12/22/14 later in the day due to a commissioner schedule conflict.)
44. Nominated District 4 Commissioner, Dan Stacey for 2015 Board Chairman.
45. Referred consideration of the 2015 Commissioner per diems and salary to the 12/16/14 regular board meeting.
46. Referred consideration of the 2015 wage adjustment to the 12/16/14 regular board meeting pending the finalization of the 2015 levy.
47. Appointed Ted VanKempen to the Planning Commission/Board of Adjustment to complete term of District 5 representative, through 12/31/15.
48. Completed preliminary reviewed of 2015 Committee List assignments with assistance of Commissioners Elect, Massie and Smith.
49. Adopted **Resolution No. 12021406** approving the administration of elected post benefits as permitted by MN Statute §471.61.
50. There being no further business before the Board, the meeting was adjourned at 7:41 p.m.