

BOARD SUMMARY
DECEMBER 16, 2014

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1. Approved the agenda, as amended adding consideration for a Drug & Alcohol resolution to the Coordinator's Agenda.

CONSENT AGENDA

2. Approved the Consent Agenda to include the following:
 - Approved the minutes of the regular board meeting and the Truth In Taxation meetings held on 12/02/14, as submitted;
 - Approved the bills & Auditor's Warrants dated December 5, and December 12, 2014;
 - Reviewed the Financial Reports including the HLC Construction Fund and YTD Revenues and Expenditures dated November, 2014;
 - Adopted **Resolution No. 12161401** approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills, as presented.
 - Reviewed the 2014 Departmental Overtime Report dated November, 2014;
 - Adopted **Resolution No. 12161402** accepting the following LEC Donations as follows: Roger Just - \$87.50 for STS Program; Sarah Smith - \$700 for K-9 Vest Donation; David & Leona Pilkey - \$100 for K-9 Vest Donation; and Linda Naplin - \$100 for K-9 Vest Donation;
 - Approved the following license applications: **Tobacco** – ECig City and Dorset General Store/Henrietta Township; **Tobacco, Sunday and On Sale** – VFW 8508, Akeley; **3.2** – The Barn and Dorset General Store, Henrietta Township; and **Wine** – Dorset General Store, Henrietta Township.

2014 EMPLOYEE SERVICE AWARDS

3. The following employees were recognized for a total of 340 years of combined service: **5 years** – Benjamin H. Pickett; Kristin M. Johnson; Geraldine J. Swart; **10 years** – Toni J. Carlstrom; Michelle L. Harris; Linda S. Swanson; Tammie R. Roth; Colter S. Diekmann; Roger A. Just; **15 years** – Jennifer A. Keranen; Greogry L. Swanstrom; Daniel E. Yliniemi; Aaron I. Funk; **20 Years** – Allen R. Lysdahl; **25 Years** – Linda D. Bair; **30 Years** – Teresa C. Walsh; Henry J. Mack; Sherri L. Klasen **35 Years** – Mark W. Juberian and Jayne L. Mills.

CLOSED SESSION

4. At 9:14 a.m. the meeting was closed pursuant to M.S. §13D.05, Subd 3c regarding Parcel No. 13.07.02100. Those in attendance at the closed session included the following: Commissioners Grell, Dotta, Larson, Stacey, and Johannsen, Coordinator, Deb Thompson, Public Works Coordinator, David Olsonawski, Land Commissioner, Mark Lohmeier, County Attorney, Don Dearstyne. The meeting was re-opened at 9:32 a.m.

PUBLIC WORKS

5. Approved the following quotes for 2015 contracts, as recommended by the Solid Waste Officer: **Waste Oil & Filters** – Lube Tech, Litchfield, MN – pay us \$.75/gallon and no charge for oil filters; **Appliances, Scrap Metal, & Batteries** – Crow Wing Recycling, Brainerd, MN - \$150/ton – scrap metal, \$.15/battery pound; **Fluorescent Tubes** – T/C Lighting Sup & Rec, Inc., Bemidji, MN – \$.27/tube, less than 4'; \$.49/tube, over 4'; \$50/month trip charge & \$75/month labor (two hours or less; and **Tires** – Liberty Tire Recycling, Savage, MN - \$149/ton, two year contract.
6. Approved the 2015 Tipping Fee Schedule, as presented and the Solid Waste Assessment fees as follows per the recommendation of the Solid Waste Officer: Residential to remain the same as 2014 (\$148) with Commercial rates to be increased based on hauler report data over a

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three year period, as discussed.

7. Approved the 2015 DAC Recycling Purchase of Service Contract with no change from 2014, as recommended by the Solid Waste Officer.
8. Approved the parcels to be included on the timber sale scheduled for 01/05/15, as recommended by the Land Commissioner.

SOCIAL SERVICES

9. Approved Purchase of Service (POS) Contracts with the following, as recommended by the Social Services Director: two **Stellher Human Services, Inc.** contracts for 1) family based counseling services and 2) home based mental health services; **Nelson In-Home Services** for the provision of family based life management services; and **Kinship of Park Rapids** for Mentoring Services.
10. Reported the following changes in personnel: regular employee leave filled by Intern, Shaun Dean; refilling Child Protection Social Worker position by Beth Grinde; the re-filling of an Eligibility Worker position by Jessica Cross; resulting in the vacancy of an Office Support Specialist position to be filled.
11. Information was provided regarding legislation adopted requiring a 5% COLA for the Home & Community Based Services Worker and the resulting impact. No action required.
12. Approved installation of internet cable in the Public Works building to provide access for the Transit Drivers, as recommended by the Technology Committee, in an amount not to exceed \$800, with payment to be from the Transit Program.
13. Hubbard County was acknowledged as the second in the state for obtaining Transit Program Funding and accepted additional Transit Program funding in the amount of \$46,000 which will be used to extend the Heartland Bus hours of service and access area including additional personnel, as presented.
14. Approved purchase of thirteen PC's including 50% reimbursement to be paid from remaining EDMS monies and Data Processing monies, if necessary.
15. Reported a slight increase in both case numbers and intakes with no action required.
16. Approved the purchase of Child Protection Interview Room equipment and labor, not to exceed \$7500, upon satisfactory review of the quotes received by the Social Services Director, Contracted IT personnel, and the County Attorney with payment to be from CAPC grant monies and social service budgeted dollars including a report to the Board upon completion.
17. A brief MNChoices status update was provided with no action required.

VETERAN SERVICES OFFICE

18. Referred consideration of the Assistant Veteran Services Officer job description to the Classification Committee for review and recommendation to the Board on 01/06/15.

COUNTY ATTORNEY

19. Approved Step 2, Grade 47 wage for Assistant County Attorney applicant, as recommended by the County Attorney.
20. Scheduled a public hearing for 01/20/15 at 11:15 a.m. for consideration of rescission of Ordinance 9 – Wine Licensing, Ordinance 16 – Keg Beer Ordinance, and Ordinance 24 –

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Sunday Liquor Ordinance and the proposed Ordinance No. 42 Relating to Licensing and Regulating the Sale of Alcoholic Beverages, Intoxicating Liquor, Malt Liquor, 3.2 Percent Malt Liquor, and Wine in the Unorganized Areas of Hubbard County, MN.

MAINTENANCE

21. Approved the filling of two Custodian positions at Grade 12, per proper procedure, as recommended by the Facilities Maintenance Manager.
22. Authorized the Facilities Maintenance Manger completion of Boiler License Training with payment to be from departmental budgeted monies.

COMMITTEE REPORTS

23. Information shared regarding AMC attendance with no action required.

LAND RECORDS

24. Authorized Step 3, Grade 28 wage for Land Records – ESO, Administrative Assistant applicant based on prior departmental work experience, as recommended by the ESO.
25. Re-affirmed the Park Rapids City Counsel use of the County Board Room on the 2nd and 4th Tuesday of each month with the understanding that if there is a conflict with the PC/BOA meeting on the 4th Tuesday of the month the City will provide an alternate location.

COMMITTEE REPORTS

26. The following committee reports were provided with no action required: PrimeWest and AIS discussions held at AMC.

COORDINATOR

27. Approved the 2015 Committee Report, as reviewed.

HERITAGE LIVING CENTER (HLC)

28. Adopted **Resolution No. 12161403** authorizing execution and delivery of documents in connection with a financing transaction undertaken pursuant to Section 45D of the Internal Revenue Code and authorizing the ratifying other actions.
29. Appointed the Coordinator to the QALICB as required for the HLC Construction project and authorized the Coordinator and Chair's signature of paperwork, as required.

COORDINATOR

30. Reminded the Board of the scheduled 2014 Department Manager evaluations on 12/22/14 beginning at 9:00 a.m. and provided the schedule.
31. Approved purchase of six County Attorney I-7 CPU's with payment to be from MIS Data Processing (063) budgeted dollars, as recommended by the Technology Committee.
32. Adopted **Resolution No. 12161404** establishing the 2015 final HRA levy in the amount of \$230,000 including the designation of \$60,000 to the Hubbard County Regional Economic Development Commission (HCREDC).
33. Approved the one year appointments, pending completion of satisfactory performance evaluations of the following and authorized the signature of the Oaths by the Chair: Coordinator; ESO; Recorder; and Solid Waste Officer.

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34. Authorized the Finance/Auditor/Treasurer Hiring Committee to work with HR, as discussed, with a report to the Board on 12/22/14.
35. Authorized the Coordinator's use of outside legal counsel in 2015 for labor/employment issues, as necessary.
36. Adopted **Resolution No. 12161405** approving the update of the Drug & Alcohol Policy as recommended by the Office of Transit.
37. The following actions were approved based on the board approved Compensation Philosophy adopted on 06/17/14: Adopted **Resolution No. 12161406** establishing the County Attorney 2015 wage of \$103,900; **Resolution No. 12161407** establishing the County Sheriff 2015 wage of \$88,600; and **Resolution No. 12161408** establishing the County Commissioner 2015 wage of \$20,900.
38. Adopted **Resolution No. 12161409** establishing the 2015 Commissioner per diem to remain the same as 2014.
39. Approved completion of DOC Jail Inspection of old jail facility, not to exceed \$2,500, to be paid from Corrections budgeted dollars.

CLOSED SESSION

40. At 3:04 p.m. the meeting was closed pursuant to M.S. §13D.03 (union strategy). The meeting was re-opened at 3:43 p.m.
41. Recessed the meeting at 3:43 p.m. to be re-convened on 12/22/14 at 9:00 a.m. for completion of the 2014 Departmental Manager evaluations and other matters.
42. The meeting was re-convened at 9:00 a.m. on 12/22/14 and the following Department Manager evaluations were completed: Land Commissioner, Mark Lohmeier; Assessor, Ginger Woodrum; Social Services Director, Daryl Bessler; Solid Waste Administrator, Jed Nordin; Recorder, Nicole Lueth; Public Works Coordinator, David Olsonawski; Environmental Services Officer, Eric Buitenwerf; Veteran Services Officer, Greg Remus; and Coordinator, Debbie Thompson.
43. Approved the comments of Assessor, Ginger Woodrum to AMC regarding "This Old Shop" proposed legislation, as reported.
44. Adopted **Resolutions No 12161410 - 12161415** the final certified 2015 net levy in the amount of \$12,800,000.
45. Adopted **Resolution No. 12161416** establishing the 2015 Revenues and Expenditures, as discussed.
46. Approved 3% cost of living increase effective 01/01/15 for all non-union employees including department managers, excluding elected officials and approved appropriate employee step increases upon completion of a satisfactory performance evaluation.
47. Approved Finance/Auditor/Treasurer offer of employment as recommended by the Hiring Committee.
48. Adopted **Resolution No. 12161517** approving the extension of the interim Auditor and Treasurer duties through 01/11/15; approved a transition period for transfer of information to the Finance/Auditor/Treasurer position through 03/31/15; and approved an additional 10% compensation for each, per Personnel Policy, Section 3, II, D for that period.

49. Cancelled the Department Managers meeting scheduled for 12/30/14 due to scheduling conflicts of several involved.
50. Reported results of review of Social Services Audio/Video equipment for the Child Protection Interview Room purchase as follows: Tyco Simplex Grinnell, Fargo, ND in the amount of \$6,941 plus up to \$500 for labor to be completed by Davis Electric, Park Rapids, MN (including the exchange of conference screens) based on the following after review by the SS Director, IT Representative and the County Attorney: most current technology; advantage of IP based devices; and relocation ability without dedicated wiring.
51. Commissioners Grell and Dotta provided a Construction Committee update to the Board. Deleted the previously authorized installation of County Attorney first floor location office closet doors, as discussed.
52. Accepted the PrimeWest Grant proceeds on the behalf of the Social Services Department, as presented.
53. Authorized the Coordinator to sign on necessary CNB deposit accounts relative to the HLC Construction project, as required.
54. The meeting was adjourned at 5:25 p.m.