

**BOARD SUMMARY  
JANUARY 20, 2015**

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1. Approved the agenda, as amended to include a closed session at the end of the meeting and an HLC project update under the Coordinator's agenda.

**FINANCE DEPARTMENT**

2. Introduced Auditor/Treasurer, Kay Rave to the Board. Ms. Rave began her duties effective 01/12/15.

**COUNTY ATTORNEY**

3. Introduced Assistant County Attorney, Michael Ryan to the Board. Mr. Ryan began his duties effective 01/20/15.

**CONSENT AGENDA**

4. Approved the Consent Agenda, as submitted to include the following:
  - Approved the minutes of the January 6, 2015, Annual Meeting;
  - Approved the bills & Auditor's Warrants dated January 9, and January 16, 2015;
  - Reviewed General Revenue Financial Reports, December 2014;
  - Reviewed Departmental Overtime Report, December – 2014;
  - Adopted **Resolution No. 01201501** approving the Social Service Income Maintenance Agenda, Social Services Agenda and the payment of the bills, as presented.

**PUBLIC WORKS**

5. Approved Natural Resource Management (NRM) four acre pasture lease application of Jim Rech, as recommended by the Land Commissioner.
6. Reported R & B project letting date scheduled for 02/23/15 for CP 29-15-02 aggregate surfacing and CP 29-15-03; change in SW used oil contract; and distribution of informational SW assessment correspondence.

**COORDINATOR**

7. Reminded Commissioners Stacey and Massie of the Department Manager meeting scheduled on 01/27/15 beginning at 9:00 a.m. in the Social Services Conference Room. A review of some of the suggested topics for discussion was completed including some bill submission procedural changes and a review of the Departmental Handbook.
8. Consideration of the 02/10/15 Board Work Session topic was completed with no action taken at this time.
9. Appointed Matt Dotta to the Housing & Redevelopment Authority (HRA) as a non-voting liaison per Resolution No. 01061504.
10. Historic information was provided regarding the Phase I and Phase II county construction projects, with no action taken at this time.
11. Approved the replacement of up to four LEC laptops, as needed, on an annual rotation basis, as recommended by the Technology Committee, at an estimated expense of \$2,100 each, with payment to be from Data Processing (063).
12. Approved the submission of the 2014 Pay Equity Report, as recommended by the Coordinator and authorized signature of same.
13. Approved the payment of the following 2015 allocations, as budgeted upon request, by auditor's warrant: Historical Society - \$10,000; SWCD - \$22,000; and Local Water Plan - \$8,566.
14. Approved the MAHUBE-OTWA At Large representative nomination of Matt Dotta for consideration by the MHHUBE-OTWA Board of Directors.

**SOCIAL SERVICES**

15. Introduced Social Worker, Beth Grande to the Board. Ms. Grande began her duties with the County on 12/22/14.
16. Approved Purchase of Service Agreements, as follows and recommended by the Social Services Director: Pine Manor Inc. for detoxification services; Upper Mississippi Mental Health Center for outpatient mental health services; and retroactive correction of contract ceiling with Family Connections for completion of Relative Search/Parent Support Outreach Program (PSOP) services previously approved in the amount of \$20,000 on 11/04/14 to \$22,000.
17. Approved the County Burial Policy reflecting an increase of \$50 to the professional services portion, totaling \$1,500, as recommended by the Social Services Director.
18. Information provided regarding the audit completed of the Transit Program recently, including the need to address the proper storage of the buses with the Board requesting the following work together to make a recommendation to the board regarding the storage issue: Commissioner Smith; Public Works Coordinator; Social Services Director; and the Sheriff.
19. A proposed Social Services Fee Schedule was provided to the Board for review with no action taken at this time.
20. Reported an increase in Income Maintenance Caseload and intakes for December, 2014.
21. Re-affirmed the Social Service Director's authorization to maintain the Social Service Department staffing at the current levels, as needed.

**SHERIFF**

22. Approved Sheriff's Office installation of LETG public safety software system, as recommended by the Technology Committee.
23. Re-affirmed the Sheriff's authorization to maintain the department staffing at the current levels, as needed.

**LAND RECORDS**

24. Approved the ProWest agreement for conversion of GIS data to parcel fabric mapping in the amount of \$18,120 including training, per the recommendation of the GIS Tech and the Technology Committee, with payment to be from compliance monies.
25. Provided a GIS Public Land Survey Viewer demonstration of technology developed by the GIS Technician and planned for release to the public soon.
26. A review of M.S. §273.065 outlining the process for approving local assessment district extensions was completed. The Assessor was encouraged to contact the townships and provide information regarding the timelines and guidelines as information for the future.

**COORDINATOR**

27. Reviewed 2014 Mississippi Headwaters Board (MHB) Report with no action required.
28. Approved the 2015 Memorandum of Agreement with Erika Randall in the amount of \$125/month for completion of Law Library Services representing the same terms as 2014.
29. Approved the appointment of Auditor/Treasurer, Kay Rave and authorized the Chairman's signature of Oath.
30. Reminded the Board of the scheduled 2015 Joint Legislative Conference 03/04 & 03/05/15. The Coordinator was requested to make reservations pending final decision of attendance.

31. Reminded Commissioners Dotta, Stacey and Johannsen of the scheduled dates for negotiations as follows with both events to be held in the South Conference Room, Third Floor of the Courthouse: 01/26/15 with the Local 49; and 01/29/15 with the Teamsters.

**PUBLIC HEARING**

32. At 11:15 a.m. a public hearing regarding the proposed Ordinance 42 to replace Ordinance 9, 16 & 24 was called to order. The reading of the notice of the public hearing was waived. The public hearing was concluded at 11:31.
33. Adopted Ordinance 42 and rescinded Ordinance 9, 16, & 24 effective 04/01/15 and requested the Sheriff and County Attorney provide recommendations for the Administrative Hearing Authority as outlined in Ordinance 42 at the 02/03/15 board meeting.

**SOIL & WATER CONSERVATION DISTRICT (SWCD)**

34. Approved the Joint Powers Agreement with SWCD for completion of 2015 Wetland Conservation Act duties, as presented and authorized signature of same.

**HERITAGE LIVING CENTER**

35. Approved Heritage Construction Project payment of Exhibit B Disbursement #2 in the amount of \$239,927.04 and authorized the Chair and Coordinator to sign same.

**EXTENSION OFFICE**

36. Approved the filling of the Office Assistant I position, for up to a 50% part time, per proper procedure, as discussed.

**COMMITTEE REPORTS**

37. Reported attendance of the following and provided information with no action necessary: HIP meeting, upcoming AMC new commissioner training; Heartland Trail Committee; MAHUBE-OTWA; SWCD, Regional Radio Board, and Kitchigami Regional Library Board meetings.

**COORDINATOR**

38. Approved Phase II Courthouse Construction PR #28 in the amount of \$15,909 representing changes to the 1<sup>st</sup> floor work area and amendment of PR #26 to include additional \$2,658 representing required wiring corrections in Court Administration.

**CLOSED SESSION**

39. The meeting was closed pursuant to M.S. §13D.03 at 1:10 p.m. The meeting was re-opened at 1:53 p.m.
40. There being no further business before the Board, the meeting was adjourned at 1:53 p.m.