



BOARD SUMMARY
AUGUST 4, 2015

1. Approved the agenda, as amended.

CONSENT AGENDA

2. Approved the Consent Agenda, as submitted to include the following:
 - ◆ Approved the minutes of the July 21, 2015 Regular Meeting;
 - ◆ Approved the bills & Auditor's Warrants dated July 24, and July 31, 2015;
 - ◆ Reviewed the Departmental Overtime Report effective July, 2015;
 - ◆ Approved the Social Services bills;
 - ◆ Adopted **Resolution No. 08041501** accepting the following LEC donations to be used for the Night to Unite: Itasca Mantrap, \$100; Citizens National Bank, \$50; Northwoods Bank, \$50; and TruStar Federal Credit Union, \$50.

PUBLIC WORKS

3. Approved the quote for sign truck body equipment and crane from Bert's Truck Equipment, Moorhead, MN in the amount of \$65,471.00 (state contract pricing), as recommended by the Public Works Coordinator, with payment to be from budgeted monies.
4. Approved the quote of Top Priority Insulation & Contracting, LLC, Cass Lake, MN for construction of a 22' x 18' cement block restroom and storage facility at Farris Park in the amount of \$40,849, as recommended by the Land Commissioner, to be paid from recreation monies.
5. Approved the low quote of Playgrounds, Etc., LLC, Redwood Falls, MN for purchase of two (2) eight-foot metal picnic tables, including shipping costs in the amount of \$1,624.60, as recommended by the Land Commissioner, with payment to be from recreation monies.
6. Adopted **Resolution No. 08041502** setting minimum values and terms for a tax forfeited land sale to be held on September, 11, 2015, as recommended by the Land Commissioner.
7. Adopted **Resolution No. 08041503** approving an easement for James & Theresa Wynne located in Section 17 of Schoolcraft Township, as recommended by the Land Commissioner.
8. Reported the Maint II/Signman II position has been filled by Jeromy Meier who began his duties with the county on 08/03/15.

SHERIFF

9. Approved purchase of three replacement security cameras for the Law Enforcement Center (LEC) from Reliance Telephone Inc., Grand Forks, ND in the amount of \$2,936, as recommended by the Sheriff, with payment to be from the LEC Building budgeted monies.
10. Approved quote of K-9 Storm, Inc., Winnepeg, Canada in the amount of \$2,700 for a K-9 Storm patrol SWAT vest for Oakley, as recommended by the Sheriff, with payment to be from donated dollars.

LAND RECORDS

11. Reported the following: notification that Hubbard County has been named an official passport agent location, explained the equipment necessary for operation has been ordered, personnel training is near completion, and the expectation is that the county will be taking passport applications by 08/31/15 with a fully trained staff.
12. Reported that the Environmental Specialist position has been filled by Jeffrey Kelly who is scheduled to begin work on 08/10/15.

FINANCE

13. Distributed the 2016 proposed departmental budgets to the Board for review.



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MAINTENANCE

14. Approved an increase in wage range for the Custodian position from grade 12 to grade 15 effective 08/09/15, representing a market adjustment, based on the recently experienced difficulty filling the vacant position and a resulting review of the surrounding area wage comparison completed.
15. Approved a step 2 wage for Custodian, Paul Reichling, effective 08/09/15, based on satisfactory completion of his six month probationary evaluation and proven prior work experience relative to the position, as recommended by the Facilities Maintenance Manager.

COORDINATOR

16. Reminded the Board of the scheduled work session on 08/11/15 at 9:00 a.m. and the following scheduled agenda items: review of ideas for a proposed dog ordinance; Transit Storage Issues (tour of the garage area west of the courthouse to be completed); and 2016 budget review. A review of the condition of the LEC booking room was added to the agenda.
17. The Board was reminded of the AMC Fall Policy Meetings to be held on 09/17 – 09/18/15 at Breezy Point Resort, Pequot Lakes, MN.
18. The Board was reminded of the next scheduled “Commissioner Lunch Room” meeting on 09/08/15 beginning at 11:30 a.m. to 12:30 p.m. The location will be in the Courthouse Lunch Room located on the lower level of the courthouse. Reminder for employees, all are invited to attend during their respective lunch breaks and as outlined previously, any time spent in excess of the hour listed will be with prior authorization of their manager and use of accrued time.
19. Referred consideration of information received regarding the update of the Probation area to the 08/18/15 meeting due to no time to review prior to the meeting.
20. A review of the County’s Organizational Chart compiled from information provided by individual departments was presented. Discussion of the chart was added to the next Managers Meeting scheduled for 08/25/15 to permit review for accuracy. Determined Commissioner Massie will attend the meeting with Commissioner Stacey.
21. Approved the summation of Auditor/Treasurer, Kay Rave’s probationary evaluation that was conducted on 07/21/15, as required by M.S. §13D.05, Subd 3 (a), as presented.
22. The Chair and Vice Chairman were authorized to work with the Coordinator to develop a Social Services Director posting and advertisement plan and implementation of same upon completion was approved.
23. Reported the submission of the grant application for the repair and update of the “Old Courthouse” had been completed.
24. Directed the Coordinator to invite the Shell Prairie Ag Association to attend the Board Work Session scheduled for 09/08/15.
25. Reminded the Board of the upcoming Township Association Meeting on 09/21/15 in Badoura Township.
26. Adopted **Resolution No. 08041504** authorizing transportation services, as recommended by the Social Services Director.
27. Ratified the MN Teamsters Public & Law Enforcement Employee’s Union Local No. 320 labor agreement representing the Sheriff’s Department Licensed Essential Employees for a two year period effective 01/01/15 – 12/31/16.

CLOSED SESSION

28. The meeting was closed pursuant to M.S. §13D.05, Subd 3b at 11:33 a.m. and re-opened at 12:31 p.m.
29. The meeting was closed pursuant to M.S. §13D.03 at 12:31 p.m. and re-opened at 12:51 p.m.
30. There being no further business before the Board, the meeting was adjourned at 12:51 p.m.