



BOARD SUMMARY  
NOVEMBER 3, 2015

1. Approved the modified agenda, as presented.

CONSENT AGENDA

2. Approved the Consent Agenda, as submitted to include the following:
  - ◆ Approved the minutes of the October 20, 2015 Regular Meeting;
  - ◆ Approved the bills & Auditor's Warrants dated October 23 & October 30, 2015;
  - ◆ Approved the Social Services bills;
  - ◆ Referred the review of a Shoreland Management Ordinance violation to the County Attorney for litigation, if necessary;
  - ◆ Approved the following license applications: Tobacco-City of Akeley; PR Tobacco Superstore; Hugo's; Lakes Area Coop, Park Rapids Cenex Store; Lakes Area Coop, Akeley Cenex; Orton's East; Orton's West; Itasca Junction Inc.; Rapids Spirits; and Walmart;
  - ◆ Reviewed the Departmental Overtime Report, October, 2015;
  - ◆ Adopted **Resolution No. 11031501** accepting the following LEC donations: Dale Fischer - \$420 STS Firewood Donation.

PUBLIC WORKS

3. Adopted the following departmental clothing policies, as recommended by the respective department managers: Highway, Solid Waste and Land Department.
4. Adopted the **Resolution No. 11031502** approving the easement for ingress and egress across unsold tax forfeited land in the SW ¼ of the SW ¼, Section 12, White Oak Township, as recommended by the Land Commissioner.
5. Approved the Solid Waste Agreement with Polk County, as presented and recommended by the Solid Waste Administrator, pending addition of numbers to the exhibits and the satisfactory review by the County Attorney. The signature of same by the Chairman and Coordinator was authorized.
6. Approved notification of Waste Management that solid waste agreement will not be renewed effective 07/01/16 and authorized the Solid Waste Administrator to seek trucking quotes.

SHERIFF

7. Adopted **Resolution No. 11031503** accepting the 2015 Federal Boating Safety Supplemental Equipment Grant in the amount of \$12,340, as recommended by the Sheriff.
8. Accepted the government pricing provided by Rolyan Buoys, Cedarburg, WI for purchase of twenty (20) buoys and necessary chains, anchors, ropes and clamps in the amount of \$7,506, with payment to be from 2015 Federal Boating Safety Supplemental Equipment Grant dollars, as recommended by the Sheriff.
9. Accepted the government pricing provided by Water Rescue Innovations, Superior, WI for purchase of four (4) water rescue devices, in the amount of \$2,756, with payment to be from 2015 Federal Boating Safety Supplemental Equipment Grant, as recommended by the Sheriff.
10. Approved the quote of Bobcat of Bemidji, Bemidji, MN in the amount of \$5,360 for the purchase of one (1) Erskine 61" snow blower including delivery to Park Rapids, with payment to be from STS Equipment Donations, as recommended by the Sheriff.

MAINTENANCE

11. Reviewed and approved the disposal of unused county equipment for sale by silent auction upon advertisement



BOARD SUMMARY  
NOVEMBER 3, 2015

Page 2

to be conducted on the county website, as recommended by the Facilities Maintenance Manager.

12. Approved the quote of Hataaja Contracting, Menahga, MN in the amount of \$4,000 for construction of a social service office for the newly hired Social Services Supervisor I, based on the inclusive details of the quote and the completion of electrical work by Davis Electric, Park Rapids, MN in an amount not to exceed \$3,500 (relocation of electrical/fire alarm), as recommended by the Facilities Maintenance Manager, with payment to be from the building fund monies.
13. Approved the low quote of Carr's Tree Service, Ottertail, MN in the amount of \$1,175 for completion of tree services in front of the museum including trimming of several trees and removal of one, as recommended by the Facilities Maintenance Manager, with payment to be from building budgeted monies.
14. Approved low quote of Ackerman Plumbing & Heating, Park Rapids, MN in the amount of \$1,710 for replacement of mop sink in the courthouse basement, as recommended by the Facilities Maintenance Manager.

FINANCE

15. Approved the three year, Cost Allocation Plan as provided by Government Management Group in the amount of \$3,675 annually, as recommended by the Auditor/Treasurer, with payment to be from budgeted monies.
16. Adopted **Resolution No. 11031504** for repurchase of tax forfeited property of Michael O. Frey located in Lakeport Township, Parcel #19.09.01700, as recommended by the Auditor/Treasurer, to return the property to the tax rolls.
17. Adopted **Resolution No. 11031505** in support of a change in the Minnesota County Program Aid (CPA) formula as recommended by the Association of Minnesota County work group and presented by the Auditor/Treasurer.

COORDINATOR

18. Tabled consideration of Public Utilities resolution pending further contact with AMC.
19. Determined the AMC Silent Auction contribution to be made by Hubbard County to be a basket of local county products including wine; honey; wild rice; and maple syrup to name a few.
20. Determined the attendance of the AMC Conference to be held in December to include the following in addition to the Commissioners: Public Works Coordinator; Solid Waste Administrator; Auditor/Treasurer; Community Services Director and Coordinator
21. Re-affirmed the agenda for the Board Work Session scheduled for 11/10/15, beginning at 9:00 a.m. as follows: Nemeth Art Center representative; Review of the County Attorney and Land Record Department 2016 proposed departmental budgets; review of the Local Water Plan; and review of Shell Prairie Ag Association rental agreement.
22. Reminded the Board of the MHB Annual Meeting to be held on 11/20/15, 10:45 – 3:00 p.m. at the Chase on the Lake in Walker, MN and authorized the attendance of the meeting by Commissioners Johannsen, Smith and Stacey.
23. Reviewed the National Association of Counties (NACO) services provided to the county through its membership of the association.
24. Accepted the following resignations, with regrets and authorized the completion of a service award for the respective employees: Information System Specialist Sr., Pete Skadberg, effective 11/03/15 and Bailiff, Allen Bruns effective 10/30/15.



**BOARD SUMMARY  
NOVEMBER 3, 2015**

**PUBLIC HEARING/LOCAL WATER PLAN (LWP)**

25. The public hearing to receive comments regarding the proposed Local Water Plan was called to order at 11:00 a.m. and the reading of the public notice was waived.
26. A review of the process and the procedures followed to develop the proposed LWP was provided by SWCD District Manager, Julie Kingsley.
27. Public comment was received both from those in attendance (Dan Kittleson and Sharon Natzel) and those submitting comments prior to the meeting were read into the record as follows: Maurice Spangler; Hubbard County Coalition of Lakes (COLA); the Long Lake Area Association; and Friends of the Headwaters.
28. The public hearing was concluded at 11:27 a.m.
29. Information as to the procedures to be followed was explained by Board of Water and Soil Conservationist, Chad Severts and additional comments were heard from Charles Andress.
30. Further review of the comments received and the proposed Local Water Plan was scheduled at the Board Work Session on 11/10/15.

**COUNTY ATTORNEY**

31. Information was provided regarding an interest for ongoing courthouse security funding. The County Attorney was requested to draft correspondence to AMC for signature by the Board Chairman, as discussed.
32. Accepted the Victim Services Grant agreement and authorized signature of same by the Board Chair.

**EXTENSION**

33. Approved the low quote of Minncor, St. Paul in the amount of \$1,695.54 including shipping fees, for the purchase of a desk, as recommended by the 4-H Coordinator, with payment to be from budgeted monies.

**PUBLIC INPUT**

34. Information was shared regarding request for easement over TFL with the matter referred to the Land Commissioner.

**COORDINATOR**

35. Reported the findings of the Fox Lawson Compensation Market Study as follows: overall the county's salary structure is highly competitive, paying 6.2% above the market at the minimum salary range; 1% above the market at the midpoint salary range and 2.4% below the market at the maximum salary range, based on the twenty-five benchmark position descriptions used. The guidelines for determining the competitive nature of current compensation were presented.
36. Accepted the recommendation of the Management Team regarding the Fox Lawson Compensation and Classification Study and authorized the Coordinator to explore availability of outside sources to complete review of job descriptions in place of the Classification Committee in the future.
37. Directed the re-filling of all social service positions from this date forward be addressed with the Board prior to beginning the re-hiring efforts.
38. Reviewed the Mississippi Headwaters Board's successful effort in receipt of a \$49,000 grant from the Initiative Foundation for the distribution of infomercials in major cities across MN.
39. Provided information from AMC regarding a Community Meeting regarding Truth In Taxation (TNT) in Bemidji City Hall, on November 5, 2015 from 4 – 6 p.m.



**BOARD SUMMARY  
NOVEMBER 3, 2015**

Page 4

40. Reviewed the Committee Assignments in preparation for approval of 2016 assignments. Approved the AMC Voting Delegates as follows and directed the Coordinator to inform AMC: Commissioners; PW Coordinator; Community Services Director; and Coordinator.
41. Scheduled the presentation of the 2015 Employee Service Awards to be held on December 15, at 9:05 a.m.
42. Scheduled the completion of the 2015 Department Manager evaluations on December 14 and December 21, 2015, beginning at 9:30 a.m.
43. Scheduled the next Commissioner “lunch room” meetings to be held on December 16, from 11:30 a.m. to 12:30 p.m. in the lunch room on the lower level of the courthouse, with Commissioner Massie and Smith attending.
44. Authorized the closure of the courthouse and highway department to the public at noon on 12/24/15 and the transfer station at 1:00 p.m., with employees leaving required to utilize accrued leave (PTO, vacation or compensatory) to remain in pay status with those choosing to remain at work able to do so with no loss of time or extra compensation.
45. Discussed the DOC lease renewal due on 04/16/16 for budget considerations.
46. Authorized the Community Services Director attendance of the “New Director’s School” provided by the MN Association of County Social Service Administrators (MACSSA) beginning 11/18 – 11/20/15.
47. Approved offer of employment to Socials Services Supervisor I applicant, Debra Vizecky at a start step with increase to Step 2 upon satisfactory completion of six month probationary period, based on prior experience in the position with an expected start date of 11/19/15.
48. Approved the revisions to Section 16 – Cafeteria Plan and Addendum VII – Cafeteria Contribution of the Personnel Policy, as presented.
49. Supported a Courthouse Open House to be held after the first of the year in 2016.

**CLOSED SESSION PURSUANT TO §M.S. 13D.03**

50. The meeting was closed at 1:52 p.m. pursuant to §M. S. 13D.03 and re-opened at 2:02 p.m.

**COORDINATOR**

51. Reviewed the County Organizational Chart, as presented with no action taken at this time.
52. There being no further business before the Board the meeting was adjourned at 2:18 p.m.