



**BOARD SUMMARY  
DECEMBER 1, 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 November 17, 2015 Regular Meeting;
  - ◆ Approved the bills & Auditor's Warrants dated November 20, and 27, 2015;
  - ◆ Approved the Social Services bills;
  - ◆ Reviewed the 2015 Departmental Overtime Report, October 31, 2015;
  - ◆ Adopted **Resolution No. 12011501** accepting the following LEC donations: James Osborne - \$200 STS Firewood Donation;
  - ◆ Approved the following License Applications: **3.2**-Timberlane Lodge & Resort, Cedar Shores Lodge, The Barn, Henrietta Township, and Firefly Event Barn LLC, Nevis; and Summerhill Farm, Arago Township; **Tobacco** - Zhateau Zorbas, Lake Emma Township and Becida Bar & Grill, Fern Township; **Sunday, Off Sale Liquors and On-Sale licenses** - Becida Bar & Grill, Fern Township and Backwoods Bar & Grill – Rockwood Township; **Off Sale Liquor licenses** - Beehive Off Sale Liquors, Helga Township and Summerhill Farm, Arago Township; and **Wine license** - Summerhill Farm, Arago Township.

**PRESENTATION OF 2015 EMPLOYEE SERVICE AWARDS**

3. The following employees were recognized for a total of 245 years of combined service: 5 years – Mark E. Lohmeier; Sharon L. Blair; David J. Hoefs; Robert W. Kaumans; Gregory D. Remus; Kathleen A. Melvin; Renae M. Olson; Renee A. Weeks; William K. Devine; Judy Kay Johnson; Heidi B. Kruchowski; and Cheryl A. Genoch; 10 years – Julianne L. Stuemke; Jeffrey S. Stacey; Nancy L. Mitchell; Shane G. Plautz; Donald A. Rumpza; Jarod S. Andersen; Carice Golberg-Cummins; Heather M. Zacher; Alfred R. Opsal; and Eric J. Buitenwerf; 15 years – Curtis A. Hadrava; Roxann R. Yliniemi-Nelson; 25 years – Corwyn L. Aukes; 30 years – Sheila C. Rognstad.

**PUBLIC WORKS**

4. Survey Tech II, Ryan Miller provided the 2015 Land Survey Department annual report and outlined the 2016 departmental goals to include the completion of Farden and Helga Township survey needs. No action was required at this time.
5. Approved the final payment to Traffic Marking Service, Inc., Maple Lake, MN for ground in wet reflective edge striping in the amount of \$32,234.55. (This was a joint Federal HSIP project with Beltrami County.)
6. Approved the following: **1)** preparation of documents for advertising and letting of S.P. 029-628-002 – grading, aggregate base and bituminous on CSAH 28 between US 71 and TH 34; **2)** preparation of documents for advertising and letting of C.P 29-81-16 – aggregate shoulders, P.M. bituminous overlay on CR 81 from 5 miles north of TH 34 to 1.3 miles north; **3)** Authorized the Public Works Coordinator to accept quotations for equipment rental, gasoline, diesel, culverts, aggregate & bituminous materials, pavement marking, ½ ton pickup, 1 ton pickup, and signs and posts for 2016 for review by the Board; **4)** authorized the Public Works Coordinator attendance of the NACE Conference in Washington state in April 2016, with the registration, lodging and parking to be paid by the county; **5)** preparation of documents for advertising and letting of C.P. 29-109-16 – aggregate shoulders, P.M. bituminous overlay on CR 109 from CSAH 6 to 0.8 miles east; **6)** preparation of documents for advertising and letting of C.P. 29-111-16 – reclaim, aggregate shoulders, P.M. bituminous overlay on CR 111 from TH 87 to 1.2 miles south; **7)** preparation of proposals and advertise for liquid chloride, aggregate surfacing (southern part of county) contracts, for 2016 when ready.



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7. Approved the 2016 Tip Fee Schedule, as presented, including an increase in Non-assessed, Non-resident, out of county waste from \$40 to \$60 and addition of boat disposal category as follows: Hubbard County Contractors/Business - \$100 and Non-Assessed, Non-Resident out of county waste - \$200.
8. Tabled the 2016 Solid Waste Assessment until 12/15/15 pending receipt and review of commercial reports to be received later in the day.
9. Approved a 4% increase in the DAC purchase of service contract, pending satisfactory review of DAC recycling numbers by the Solid Waste Administrator, as discussed.
10. Approved low quote of Trio Environmental Consulting, Inc., West Fargo, ND for completion of asbestos inspection on three forfeited parcels in the amount of \$2,820, as recommended by the Land Commissioner.
11. Adopted **Resolution No. 11171502** approving the FY2016 GIA Funding Application for the Martineau Off-Highway Motorcycle Trails, as recommended by the Land Commissioner.
12. Tabled consideration of snowmobile purchase for Trail Deputy pending determination of use of current machine or if is to be used for a trade in, and at what value.
13. Discussed upcoming needs of the Transit Program and vehicle housing issues at the Public Works facility, with a meeting of the Public Works Coordinator, Commissioner Smith and the Transit Coordinator to be held for recommendation of the Board.

**COORDINATOR**

14. Referred further review of the County Organizational Chart to the Board's Work Session to be held on 12/10/15.
15. Reminded the Board of the Department Manager Evaluations on 12/14 and 12/21 @ 9:30 a.m. Approved distribution of revised Peer Evaluation Surveys, as discussed.
16. Reminded the Board of the upcoming 2015 AMC Conference to be held on 12/7 and 12/8 in St. Cloud, MN
17. Continued Review of 2016 Committee List for further review on 12/15/15.

**SHERIFF**

18. Tabled consideration of Camp Wilderness FEMA Grant application resolution to later in the day.

**LAND RECORDS - ASSESSOR**

19. Authorized overtime for Assessor personnel up to 100 hours for completion of data entry and coding relative to the assessment period.
20. Approved the low quote of Leeseberg Cabinets, Park Rapids for construction of a storage cabinet in the amount of \$775, as recommended by the Technology Committee, to be paid from the Compliance Fund.

**COORDINATOR**

21. Reminded the Board of the Commissioner "Lunch Room" meeting scheduled for 12/16/15 @ 11:30 a.m. with Commissioners Smith and Massie attending.
22. Approved Coordinator Office personnel utilization of overtime, not to exceed 100 hours for completion of contract back pay calculations; additional payroll completion; benefit renewals; W-2 preparation and ACA reporting requirements.
23. Approved the 2016 county board meeting schedule to be as follows: 01/05/16; 01/19/16 and the first and third Tuesday of each month thereafter beginning at 9:00 a.m. except the December meeting was scheduled to be held on Thursday, 12/08/16 due to the 2016 AMC Conference.



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24. Established the 2016 county board work session schedule to be on the second Tuesday of each month beginning at 9:00 a.m.
25. Scheduled the 2016 Board of Appeal and Equalization meeting on 06/13/16 beginning at 1:00 p.m. and the 2016 Truth in Taxation meeting on 12/08/16 beginning at 6:05 p.m.
26. Nominated District 1 Commissioner, Matt Dotta for 2016 Board Chairman.
27. Adopted a **Resolution No. 12011504** setting the 2016 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.
28. Adopted **Resolution No. 12011505** setting the 2016 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.
29. Approved a 3% wage adjustment to the county compensation grid effective 01/01/16 for non-union employees including department managers, excluding elected officials and approved appropriate employee step increases upon completion of a satisfactory performance evaluation.
30. Approved the 2016 mileage rate be established at the IRS rate; the 2016 meal allowance be the same as 2015: \$7, breakfast; \$10, lunch; \$15 dinner; and authorized each commissioner to appoint a replacement commissioner to attend a 2016 committee meetings in the event they are unable to attend and approved the replacement commissioner receipt of the appropriate per diem, etc.
31. Approved the Teamsters 320 – Social Services MOA, as recommended by the negotiation team.
32. Reminded the Board of the Department Manager Meeting scheduled for 12/29/15 @ 9:00 a.m. and appointed Commissioners Stacey and Massie to attend.

**VETERAN SERVICES**

33. Reported the donation of sixteen TV's to the HLC new construction from various military representatives.
34. Approved **Resolution No. 12011506** approving the grant contract to conduct the County Veterans Service Office Enhancement Grant Program, as presented.

**HERITAGE LIVING CENTER (HLC)**

35. Approved a change order to the HLC construction project to add card readers for added security in the amount of \$15,850 to be paid from project contingency dollars.

**FINANCE**

36. Authorized the Board's signature of the 2014 county financial report.
37. Authorized A/T to issue a duplicate warrant for lost checks, at the auditor's discretion.

**COMMUNITY HEALTH SERVICES (CHS)**

38. Approved 2016 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.
39. CHS Director, RaeAnn Mayer provided information regarding the following: there is potential for the withdrawal of Beltrami County from the North Country Board joint powers and she provided the options available to the county if this occurs and she reported a quiet flu season year with fewer immunizations provided thus far.

**SHELL PRAIRIE AG ASSOCIATION (SPAA)**

40. Approved a counter offer to the SPAA for lease arrangement (Extension, VSO, & STS) to be reviewed by the



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organization, as discussed.

41. The meeting was recessed at 12:30 p.m. to be reconvened after the TNT meeting that will begin at 6:05 p.m. on 12/01/15. The meeting was reconvened at 6:33 p.m.

**COORDINATOR**

42. Adopted a **Resolution No. 12011507** authorizing the county to act as the fiscal agent for the federal Camp Wilderness grant.
43. Review of the 2016 Committee List was completed for finalization on 12/15/15.
44. Reported the “Sealed Bid Auction” conducted for unused county equipment resulted in \$645.62 in revenue.
45. There being no further business before the Board the meeting was adjourned at 6:55 p.m.