

*updated*  
**ACTION ITEMS**  
**February 28, 2017**

**Consent Agenda:**

1. Approve the Board of Commissioners' meeting minutes from February 14, 2017.
2. Approve batch 1 claims in the amount of \$37,273.04.
3. Approve batch 2 claims in the amount of \$18,366.28.
4. Approve Health and Human Services claim payments in the following amounts:
  - a. Region III Adult Mental Health Initiative payments \$ 19,452.66
  - b. Administrative payments \$ 11,936.21
  - c. Special payments \$ 9,071.42
5. Approve payment of \$6,012.35 to Dave & Linda Bergum for the homeowner portion of FEMA Fire Resistant Roofing Grant 2 installation, pending reimbursement to Lake County from FEMA Hazard Mitigation Grant Program DR-4113.09. (Correspondence 1, Emergency Management)
6. Approve the reimbursement to qualified homeowners of their portion of Federal Emergency Management Agency (FEMA) Fire Resistant Roofing Grant installations (70% up to \$7,500), pending reimbursement to Lake County from FEMA Hazard Mitigation Grant Programs DR-4131.13. (Correspondence 2, Emergency Management)
7. Approve payment of \$7,500.00 to Duane Bieber for the homeowner portion of FEMA Fire Resistant Roofing Grant 3 installation, pending reimbursement to Lake County from FEMA Hazard Mitigation Grant Program DR-4131.13. (Correspondence 3, Emergency Management)
8. Approve the State of Minnesota Joint Powers Agreement (SWIFT Contract #120829) Resolution between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and Lake County Health and Human Services. (Correspondence 4, Health and Human Services Department)
9. Approve the Sheriff's Office request to authorize purchase from Ranger Chevrolet (state contract dealer) for three (3) 2017 Chevrolet Tahoe patrol vehicles at the State Bid rate of \$35,879.99, and to make payment upon delivery for the total amount not to exceed \$107,637.27. (Correspondence 6, Sheriff's Office)
10. Approve the renewal of Consumption and Display Permit for Wildhurst Lodge & Campground, Finland, Minnesota, and National Forest Lodge, Isabella, MN subject to payment of county license fee, for period April 1, 2017 through March 31, 2018. (Correspondence 7, Auditors Office)
11. Approve the renewal of all current license holders of On-Sale, Off-Sale and On- and Off-Sale 3.2 Percent Malt Liquor Licenses for the time period of July 1, 2017 to June 30, 2018 subject to the approval of the County Attorney and County Sheriff, the filing the proper application papers and payment of applicable license fees. (Correspondence 8, Auditors Office)
12. Approve the renewal of all current cigarette license holders for the time period of July 1, 2017 to June 30, 2018 subject to filing the proper application papers and payment of applicable license fees. (Correspondence 8, Auditors Office)

13. Authorize Auditor's office to work with Consolidated Telecommunications Company (CTC) for Lake Connections (Fund 51) accounts payable. (Correspondence 9, Auditor's Office)
14. Authorize Auditor's office to provide Consolidated Telecommunications Company (CTC) with routing number information for Lake Connections, Lake Bank checking account. (Correspondence 9, Auditor's Office)
15. Authorize Consolidated Telecommunications Company (CTC) to issue checks, on behalf of Lake County, directly to vendors for Lake Connections (Fund 51) expenses from the county-owned eLations financial software package. This does not include payments to Consolidated Telecommunications Company (CTC). These payment requests must be run through the standard Lake County Accounts payable process (approved by the County Administrator and paid directly by the Lake County Auditor's office). (Correspondence 9, Auditor's Office)
16. Authorize Lake Connections claims being paid by Consolidated Telecommunications Company (CTC) to be accessed, audited and approved electronically by County Auditor's office, through the eLations software program, prior to checks being issued. (Correspondence 9, Auditor's Office)
17. Authorize CTC to produce checks which will be forwarded to the Lake County Auditor's office for manual signature by the Auditor/Treasurer. (Correspondence 'New 9', Auditor's Office)
18. Authorize County Auditor's office to update the Lake County Accounting and Policy Procedures Manual to include the accounts payable process for Lake Connections being administered by Consolidated Telecommunications Company (CTC) and using the county-owned eLations Financial software. (Correspondence 9, Auditor's Office)
19. Approve payment of \$6,244.00 to I+G Group, Inc. for work done on EAW for Prospectors Trail. Payment will be reimbursed by Prospectors Trail Alliance. (Correspondence 10, Forestry Department)
20. Approve the appraisal of lands to be exchanged between Lake County and the Gilbertsons as follows:
  - Gilbertson Parcel (That part of the NWSW in Section 4, lying south and west of the Air Base Road, Township 57 N, Range 7 W): \$25,000
  - Lake County Parcel (The West 400' of the SWNE, Section 4, Township 57, Range 7 W): \$22,450 (Correspondence 12, Forestry Department)
21. Approve the appraisal of lands to be exchanged between Lake County and the Brandenburgs as follows:
  - Brandenburg's Parcel (SESW Section 14, Township 63N, Range 11W): \$64,000
  - Lake County Parcel (NWSE Section 32, Township 64N, Range 9W): \$46,000 (Correspondence 13, Forestry Department)
22. Approve the appraisal of lands to be exchanged between Lake County and the Robinsons as follows:
  - Robinsons' Parcels (N ½ of SW ¼, Section 29, Township 64N, Range 11W): \$64,000
  - Lake County Parcel (W ½ of NE ¼ Section 32, Township 64N, Range 9W): \$86,600 (Correspondence 14, Forestry Department)
23. Approve additional payment to Northland Consulting Engineers, LLP in the amount of \$3,620.00 for professional engineering services for the reconstruction of CSAHs 32 & 33 for a contract total of \$64,846.00. (Correspondence 15, Highway Department)

24. Approve additional payment to American Engineering Testing, Inc. in the amount of \$170.00 for SP 038-618-023 engineering testing services for a contract total of \$5,992.00. (Correspondence 15, Highway Department)
25. Authorize and approve Stanley Road Bridge geotechnical engineering services in the amount of \$5,255.00 payable to American Engineering Testing, Inc. (Correspondence 15, Highway Department)
26. Approve payment to Pomp's Tire Service, Inc. in the amount of \$2,555.23 for tires and repair services. (Correspondence 15, Highway Department)
27. Approve payment to PetroChoice in the amount of \$2,506.07 for Finland Shop fluids. (Correspondence 15, Highway Department)
28. Authorize Highway Department shoring installation and removal by Home Menders Inc. (HMI), total not to exceed \$13,055.00. Authorize payment to Home Menders Inc. (HMI) in the amount of \$8,700.00 for Invoice 669 for installation. Payment for HMI Invoice for removal not to exceed \$4,355.00. (Correspondence 15, Highway Department)
29. Authorize Highway Engineer to sign Agreement with Widseth Smith Nolting & Assoc., Inc. in an amount up to \$40,534.00 for professional construction engineering and testing services for SP 038-591-002. (Correspondence 15, Highway Department)
30. Approve year end transfer of funds from Solid Waste to Road & Bridge in the amount of \$28,679.65 for 2016 interdepartment services. (Correspondence 15, Highway Department)
31. Authorize Lake Connections to submit an equipment purchase order to Calix for equipment on Quote Reference 573373A-1, and authorize payment to Calix in the amount of \$47,695.00. (Lake Connections action item)
32. Approve and authorize the County Board Chair to sign the Purchase of Service Agreement with Gina Heinzen for Supervised Visitation services for the period of February 28, 2017 through December 31, 2017, in an amount not to exceed \$8,000.00. (Correspondence 16, Health and Human Services)
33. Approve payment of \$7,500.00 to John Swenson for the homeowner portion of FEMA Fire Resistant Roofing Grant 3 installation, pending reimbursement to Lake County from FEMA Hazard Mitigation Grant Program DR-4131.13. (Correspondence 19, Emergency Management)
34. Authorize Forestry Department to begin working four 10-hour shifts per week, beginning Monday, March 6, 2017, and ending Friday, November 3, 2017. (Correspondence 20, Forestry Department)
35. Authorize payment to Electroforge Custom Welding & Marine Fabrication for a center console hardtop, radar mount, wire down tubes, light mounts and powder coat for the patrol boat in the amount of \$6,000.00. This will be paid out of the boat and water funds. (Correspondence 27, Sheriff's Office)
36. Authorize payment in the amount of \$13,187.91 to Lake Communications, Inc. for transition expenses for voice services (Invoice 133),

## **Resolution Items:**

1. Approve road name \_\_\_\_\_ for a road near 447 Highway 61. It is currently a driveway that services several parcels and needs a road name for 911 purposes. Proposed names are either **Big Blaze Crossing** or **Big Blaze Corner**. (Correspondence 5 from the Sheriff's Office)
2. Approve the change in employment status of Neva Widner, Planning & Zoning Technician, due to completion of probation effective February 28, 2017. (Correspondence 17, Human Resources)
3. Approve the probationary appointment of Samantha Norman to Social Worker at the 2016 probationary rate of \$22.07 per hour effective March 2, 2017. (Correspondence 17, Human Resources)
4. Approve the trial appointment of Nathan VanSanten, Financial Worker, to Accounting Technician, at the 2016 base rate of \$20.77 per hour effective March 13, 2017. (Correspondence 'New 17', Human Resources)
5. Approve the recruitment for one full-time Financial Worker. (Correspondence 'New 17', Human Resources)
6. Approve the Maintenance Department request to fill two 67-day temporary Grounds Maintenance worker positions at \$10.00 per hour. (Correspondence 'New 17', Human Resources)
7. Approve changing the Land Use Specialist job description to Environmental Services Specialist without comparable worth review. (Correspondence 17A, Human Resources)
8. Approve the recruitment for one full-time Environmental Services Specialist. (Correspondence 'New 17', Human Resources)
9. Approve the appointment of Bob Sanders as an alternate to the Board of Adjustment for a three-year term ending December 31, 2019. (Correspondence 22, Environmental Services Department)
10. Appoint Ron Brodigan from Alternate to a regular member the Board of Adjustment for the remainder of the term ending December 31, 2018. (Correspondence 22, Environmental Services Department)