

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON SEPTEMBER 5, 2017, AT 9:00 O'CLOCK A.M.

The meeting was called to order by Chairman, Vern Massie with Commissioners Massie, Christenson, Smith and Johannsen and Coordinator, Debbie Thompson present. Commissioner Stacey was absent and arrived at 9:04 a.m.

The Pledge of Allegiance was said by all.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried 4-0 with Commissioner Stacey absent, the agenda was approved as modified.

Public Input: Attorney, Zachary Johnson with Thomason, Swanson & Zahn expressed interest in providing information during the Public Works Agenda time.

Consent Agenda: On motion of Mr. Johannsen, seconded by Ms. Christenson and carried 4-0 with Commissioner Stacey absent, the following consent agenda items were approved, as modified:

- ◆ Approved the minutes of the August 15, 2017, Regular Meeting as modified;
- ◆ Approved the bills & Auditor’s Warrants dated August 18; August 25; & September 1, 2017;
- ◆ Approved the payment of the Social Service bills, as presented;
- ◆ Approved the payment to the Hubbard County Council on Aging for allocation in the amount of \$500 used for the Senior Day at the 2017 Shell Prairie Ag Association Fair;
- ◆ Reviewed the Departmental Overtime Report for August, 2017;
- ◆ Approved the transfer of Corrections Department, Probation Program Fee monies in the amount of \$6,000 to the Sheriff’s Office, Investigations account for in-kind services provided by the Sheriff’s Office including but not limited to use of satellite office locations to serve Corrections clientele;
- ◆ Reviewed the Highway Department Financial Statement, YTD July 31, 2017;
- ◆ Adopted the following resolution:

RESOLUTION NO. 09051701

WHEREAS, Minnesota Statutes §465.03 provides for acceptance of gifts by the County by resolution of the County Board adopted by a two-thirds majority of the Board and expressing the terms of the gift, and

WHEREAS, Hubbard County's Sheriff's Department has received gifts as follows:

Name	Amount	Donation
Shell Prairie Fair Association	\$1,000	STS Equipment Donation
Garfield Lake Ice Racers Club	\$2,000	K-9 Donation to be used for the next purchase of K-9
Hubbard 1 st Response Team	\$1,000	Sheriff’s Office donation to be used on improvements for the Incident Command Van

NOW, THEREFORE, BE IT RESOLVED, that the aforesaid gifts are hereby gratefully accepted.

- ◆ Approved a Fireworks Display Permit application of PC Pyrotechnics for an event to be held in Nevis, MN on September 29, 2017.

Public Works: Public Works Coordinator, David Olsonawski presented the following quotes received from Park Rapids vendors for **installation of a new power service connection to the Park Rapids Salt Dome:** Hansen's Electric Inc. - \$3,775; Lee Davis Electric, Inc. - \$4,200; and Hoffman Electric, Inc. - \$7,500. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried 4-0 with Commissioner Stacey absent, the project in bold by underlined low quote, above was approved, as recommended by the Public Works Coordinator, with payment to be from Road & Bridge monies.

Commissioner Stacey arrived at the meeting.

On motion of Mr. Massie, seconded by Mr. Smith and carried unanimously, the following resolution was adopted:

RESOLUTION NO. 09051702

WHEREAS, MS Ch. 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and;

WHEREAS, the political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, the Market Price is identified in State Statute as the "lowest price available in the area"; and

WHEREAS, Hubbard County has researched and identified the lowest viable Market Price available in the area; and

THEREFORE, Hubbard County declares the Market Price for all MSW generated in Hubbard County during CY 2018 to be \$35.89 per ton, based on the lowest price available in the area. Hubbard County's identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Gwinner Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

On motion of Mr. Johannsen, seconded by Ms. Christenson and carried unanimously, the Master Services Agreement Task Order with Terracon in the amount of \$13,000 was approved, as recommended by the Solid Waste Administrator.

Solid Waste Administrator, Jed Nordin provided the quote received for **installation of a North Transfer Station monitoring well** from Northern Technologies, Inc., Inver Grove Heights, MN in the amount of \$10,605. Discussion followed. On motion of Mr. Massie, seconded by Mr. Johannsen and carried unanimously, the project in bold by underlined quote, above were approved, as recommended by the Solid Waste Administrator, with payment to be from Solid Waste monies.

On motion of Mr. Johannsen, seconded by Mr. Massie and carried unanimously, the payment of a 50% match for Halverson Beach funding assistance to the City of Nevis toward the purchase of

replacement playground equipment in the amount of \$28,400 was approved, as recommended by the Parks & Recreation Board, with payment from Recreation monies.

On motion of Ms. Christenson, seconded by Mr. Smith and carried unanimously, the Tax Forfeited Land Sales Policy was approved, as presented and recommended by the Land Commissioner, Auditor/Treasurer & Assessor.

On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, the following resolution was adopted:

RESOLUTION NO. 09051703

WHEREAS, the following list of lands forfeited to the State of Minnesota for non-payment of taxes, is hereby approved for sale by the Hubbard County Board of Commissioners, and;

WHEREAS, Minnesota Statutes 282.01 to 282.12 provide for the classification and sale of lands forfeited to the State for delinquent taxes, and;

WHEREAS, such classification has been made by the County Board and the classification and sale has been approved by the Town Board of the Town or the City Council of the City in which they lie, and;

WHEREAS, the County Board has made appraisal of such lands as provided by law and a list of such lands has been filed with the County Auditor for the purpose of offering such lands for sale at not less than their appraised value, and;

WHEREAS, the County Board is, by law, designated with authority to provide for the sale of such lands on terms, and;

WHEREAS, the County Board has considered the advisability of selling on terms and has considered the accessibility of such lands, their proximity to existing improvements, and the effects of their sale and occupancy on the public burden.

NOW, THEREFORE, BE IT RESOLVED: That the terms of sale of said parcels of land are hereby fixed as follows:

On all parcels of land, sold for \$1,000.00 or less, the purchase price shall be paid in cash at the time of the purchase. On all sales for an amount in excess of \$1,000.00, one-third of the purchase price, but not less than \$1,000.00 shall be paid in cash at the time of the purchase. The balance of the purchase price shall be payable in two equal annual installments. The deferred payments shall bear interest at 10% per annum and both principal and interest shall be payable annually on or before December 1st of the year(s) following sale. On all parcels of land sold on terms, on which buildings are standing, the buildings shall be insured by the purchaser for the protection of the seller and a Certificate of Insurance shall be provided to the seller within thirty (30) days. On all parcels of land upon which there is standing timber or timber products, the timber shall be sold for cash.

BE IT FURTHER RESOLVED; that all parcels of the said land shall be offered for sale subject to existing roads, easements, leases, if any, and subject to mineral rights as provided by law. All lands are sold "as is". There is no warranty of clear title and no abstract of title will be furnished. The state deed, given after full payment is received, is a quit claim deed. There is no guarantee of access, suitability, habitability, freedom from liens, or freedom from defects in title. The buyer is

responsible for determining whether these lands comply with the provisions of any applicable ordinances, and if a well and sewage disposal system is located on the property there is no guarantee that they meet the requirements of applicable ordinances. The buyer is also responsible for the proper removal and disposal of any garbage or demolition debris on the property purchased, and;

BE IT FURTHER RESOLVED; that any lands herein offered for sale that do not adjoin or are not located on a suitable legally established and maintained public highway or road, the township wherein said lands may be located, or any other municipality, shall not for a period of five years be obligated to the establishment, construction, or additional maintenance of any public roads or the expenditure of any public funds for the benefit of the owner or occupant of any lands purchased, by reason of the ownership or occupancy of any of this land; provided further that nothing herein shall be construed to create any obligation directly or indirectly on the part of any municipality of the expenditure of any money for the benefit of said parcels after the expiration of said five year period, and;

BE IT FURTHER RESOLVED; that the right is reserved in the interest of the public to withdraw from sale any parcel at any time prior to its sale, and;

BE IT FURTHER RESOLVED; that a notice of sale of such lands be given publication in the official newspaper of the County as provided by law and that the County Auditor of Hubbard County offer such parcels of land for sale in the order in which they appear in the said notice of sale and that such sales be to the highest bidder, but not less than the appraised value, and that such sale commence at 5:30 P.M. on the day of October 13, 2017 and continue until such parcels are sold or withdrawn from sale, and;

BE IT FURTHER RESOLVED; that each bidder on any parcel of land shall make a down payment in cash, money order, or certified check to the County Treasurer for one-third of the purchase price at the time of the sale. If such bidder shall fail to make such payment to the County Treasurer, such parcel shall immediately be re-submitted for sale.

PLEASE TAKE NOTICE

That pursuant to Minnesota Statutes 284.28, Subd. 8, a tax of three percent (3%) of the sale price shall be collected at the time of the sale, to be credited to the Tax Forfeited Land Assurance Fund, and pursuant to Minnesota Statutes 284.014, a fee of twenty-five dollars (\$25) shall be collected for instrument of conveyance upon full payment. Laws of Minnesota 1987, Chapter 268, Art. 14, Sec. 16 repealed the exemption from State Deed Tax on state deeds. Purchasers are now required to prepay the deed tax at the rate of \$.0033 for the net consideration, minimum \$1.65 and the deed recording fee of forty-six dollars (\$46).The deeds for these parcels will contain a restrictive covenant which will prohibit enrollment of the land in a state funded program providing compensation for conservation of marginal lands or wetlands. Parcels which had special assessments on them at the time of forfeiture may be reassessed by the Township or City. You must check with the Township or City in which the parcel is located to see if those assessments will be reassessed.

PID	Legal Desc.	Lot	Block	Plat	Sect.	Twp	Rng	Acres	Land & Building Value	Tmbr Value	Apprais ed Value	Special Assessment
02.06.00920	S 264' of Lot 6	6			6	141	35	5.04	\$ 55,000	\$500	\$22,500	\$0.00
02.06.04041	Lot 7 Ex. S. 1056'	7			6	141	35	4.72	\$19,385	\$915	\$9,015	\$0.00
07.08.01030	Pt of the SE¼ of the NE¼				8	145	32	35.85	\$100,400	\$500	\$50,700	\$0.00
07.09.02042	Pt of the SW¼ of the NW¼				9	145	32	23.59	\$73,400	\$	\$36,700	\$0.00
07.46.60500		5	1	Far Midge Lake Estate 3rd Add.				0.68	\$ 4,400	\$	\$1,300	\$0.00
07.46.60600		6	1	Far Midge Lake Estate 3rd Add.				0.68	\$11,400	\$	\$3,400	\$0.00

PID	Legal Desc.	Lot	Block	Plat	Sect.	Twp	Rng	Acres	Land & Building Value	Tmbr Value	Apprais ed Value	Special Assessment
07.46.60700		7	1	Far Midge Lake Estate 3rd Add.				0.68	\$11,400	\$	\$3,400	\$0.00
07.50.01400		12	2	Far Highland View				1.30	\$18,900	\$	\$5,700	\$0.00
07.53.00700		7	1	Midge Lake View				2.06	\$17,600	\$	\$5,300	\$0.00
08.23.00200	N. pt of SE¼ of the SE¼				23	145	35	16.39	\$29,400	\$	\$12,000	\$0.00
11.23.03011	Pt of the NE¼ of the SE¼				23	145	33	2.00	\$17,500	\$	\$3,000	\$0.00
17.16.01900	S264' of the N396' of W330' of NE¼ of the NE¼				16	143	34	2.00	\$18,600	\$	\$6,000	\$0.00
17.19.00100	S½ of the W800' of the S½ of the NW¼ of the NE¼				19	143	34	6.06	\$24,400	\$	\$7,300	\$0.00
22.30.04021	Pt of Lot 4	4			30	145	34	2.34	\$76,100	\$	\$55,000	\$0.00
29.37.10091	E½ of Lots 9 & 10	9 & 10	10	Townsite of Akeley				0.26	\$8,700	\$	\$3,000	\$800.00
29.37.12800		5	12	Townsite of Akeley				0.25	\$13,900	\$	\$4,200	\$0.00
29.37.23000		9 & 10	30	Townsite of Akeley				0.50	\$23,300	\$	\$7,000	\$280.00
29.37.31000		7-12	40	Townsite of Akeley				1.40	\$15,200	\$	\$4,600	\$0.00
29.37.31100		1-6	41	Townsite of Akeley				1.35	\$13,000	\$	\$4,000	\$0.00
30.37.42800		10	3	LPC 1st Add to Laporte Village				0.16	\$3,500	\$	\$1,200	\$0.00
32.19.04400	P/O SE¼ of SE¼ Fr SE Cor N 33', W 115', N 228.12', N 18.26', W 118', N 200', E 26.78' to POB, Th E 206.22' to E Sec. Ln, N 330.67', SW241.79', S 204.99 to POB				19	140	35	1.27	\$24,900	\$	\$8,000	\$360.00
32.19.04500	SE¼ of the SE¼ Fr SE Cor W726.6' to POB, W104.39', N424', E to W ln of E389' S to pt 296.6' N of S Sec Ln, W 338.68', W296.6' to POB				19	140	35	1.93	\$23,400	\$	\$7,000	\$0.00
32.25.03041	SW¼ of SE¼ ex. N 227' of W 190' & ex. W 479' of N 1000' & ex. S 500' of W 479'				25	140	35	26.29	\$90,200	\$	\$20,000	\$56,597.50
32.25.03042	W. 479' of SW¼ of SE¼ ex. N. 1000'				25	140	35	3.52	\$28,700	\$	\$100	\$34,421.86
32.26.00126	Pt of SW¼ of NW¼, Fr NW Cor of Sect., S1871.91, E33 to POB, S500, E560, N487.77, W559.87 to POB				26	140	35	6.34	\$36,200	\$	\$100	\$35,791.86
32.26.00130	Pt of SW¼ of NW¼, Fr NW Cor of Sect., S1498.29 to POB, S373.62, E592.95, N373.62, W592.95 to POB (Tract C)				26	140	35	5.09	\$31,600	\$	\$1,000	\$20,957.63
32.38.91050		5	1	Hocking's Acres				0.76	\$20,000	\$	\$100	\$21,982.96
32.38.91070		7	1	Hocking's Acres				0.34	\$14,200	\$	\$500	\$11,863.61
32.38.91080		8	1	Hocking's Acres				0.34	\$14,300	\$	\$500	\$11,916.96
32.38.91101		10	1	Hocking's Acres				0.46	\$15,700	\$	\$100	\$17,929.47

PID	Legal Desc.	Lot	Block	Plat	Sect.	Twp	Rng	Acres	Land & Building Value	Tmbr Value	Apprais ed Value	Special Assessment
32.38.92010		1	2	Hocking's Acres				0.40	\$15,000	\$	\$100	\$17,664.86
32.38.92020		2	2	Hocking's Acres				0.32	\$13,900	\$	\$500	\$11,916.96
32.38.92030		3	2	Hocking's Acres				0.32	\$13,900	\$	\$500	\$11,916.96
32.38.92040		4	2	Hocking's Acres				0.31	\$13,800	\$	\$500	\$11,969.30
32.38.92050		5	2	Hocking's Acres				0.31	\$13,800	\$	\$500	\$11,863.61
32.38.92060		6	2	Hocking's Acres				0.32	\$13,900	\$	\$500	\$11,916.96
32.38.93010		1	3	Hocking's Acres				0.51	\$16,500	\$	\$500	\$20,108.13
32.45.43700	E 60'	15	2	Cutler's Subd.				0.36	\$31,000	\$	\$8,000	\$0.00
32.50.01210		10	2	Steinmetz & Nary's Add.				0.95	\$18,800	\$	\$500	\$16,109.11
32.50.01610		2	3	Steinmetz & Nary's Add.				0.94	\$16,700	\$	\$5,000	\$0.00
32.50.01800		4	3	Steinmetz & Nary's Add.				0.76	\$22,200	\$	\$1,000	\$15,303.65
32.50.01810		5	3	Steinmetz & Nary's Add.				0.76	\$16,600	\$	\$5,000	\$0.00
32.52.42911	N69' of E44'	7	5	Auditor's Plat #2				0.07	\$101,500	\$	\$30,200	\$1,742.81
32.62.40110	N 10'	1	1	Eastwood 1st Add				0.05	\$5,100	\$	\$100	\$0.00
32.93.00400		4	1	Timbers				0.32	\$5,800	\$	\$100	\$13,538.51

Attorney Johnson representing former property owners Jerry and Sherri Tatro, provided information for the consideration of the Board regarding the proposed purchase of tax forfeited land by the City of Akeley. Attorney, Steve Bolton representing the City of Akeley spoke to the issue on behalf of the City. Property owner, Kris Rech also spoke to the issue. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the sale of Lots 1 – 9, Block 44, Townsite of Akeley to the City of Akeley was approved for future utility access for the City of Akeley, a government entity, in the amount of \$5500 per the TFL Sales Policy appraised land values, as recommended by the Assessor and supported by the County Attorney.

Environmental Services: Environmental Services Officer, Eric Buitenwerf together with AIS Program Coordinator, Bill DonCarlos presented the request of the Bad Axe Lake Association for AIS Rapid Response funding. Discussion followed. On motion of Mr. Massie, seconded by Ms. Christenson and carried unanimously, the payment of \$3,250 to the Bad Axe Lake Association was approved representing 50% of the total Eurasian watermilfoil eradication treatment of Bad Axe Lake, as recommended by the Environmental Services Office, with payment to be from budgeted treatment funding.

Development of a Buffer Law Ordinance will be necessary based on legislative requirements and action of the Board to assume the enforcement of the Buffer Law. Discussion continued regarding the interests of the Board. By consensus of the Board, the subject was added to the October 10, 2017, Work Session for further discussion.

Sheriff: On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, the following resolution was adopted:

RESOLUTION NO. 09051704

WHEREAS, Hubbard County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Hubbard County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Hubbard County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Hubbard County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Hubbard County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Hubbard County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that Hubbard County supports the hazard mitigation planning effort and wishes to adopt the Hubbard County All-Hazard Mitigation Plan.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the following resolution was adopted:

RESOLUTION NO. 09051705

BE IT RESOLVED, that the Hubbard County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2017, through September 30, 2018.

BE IT FURTHER RESOLVED, that the Hubbard County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Hubbard County Sheriff's Office and to be the fiscal agent and administer the grant.

Emergency Management Officer, Brian Halbasch provided an Emergency Management update. No action was required.

Social Services: On motion of Ms. Christenson, seconded by Mr. Johannsen and carried unanimously, the resignation of Social Services Supervisor I, Michelle Fischer effective September 8, 2017, was accepted with regrets;

recognition of her ten years of service to the county was authorized; and the refilling of the position was approved, per proper procedures and any resulting vacancies, if necessary.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the re-filling of a vacant Eligibility Worker position was approved, per proper procedure and recommended by the Social Services and Human Resources Directors including any resulting vacancies, if necessary.

Committee Reports: Information was provided regarding the following meetings attended by Commissioners: Succession Planning meeting; ACTION meeting; MAHUBE-OTWA; Managers Meeting; HCREDC; HIP meeting; and information regarding upcoming One Plan, One Watershed meeting scheduled for September 15, 2017. Discussion followed. On motion of Ms. Christenson, seconded by Mr. Johannsen and carried unanimously, the Commissioner's attendance of the One Plan, One Watershed meeting on September 15, 2017, in Walker, MN was approved, as respective schedules permit.

Human Resources: On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the re-filling of the Public Works Coordinator position was approved, as presented including a Grade 50 wage range, as recommended by the HR Director and the Coordinator.

On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, the Public Works Coordinator interview team was established as follows: Commissioners Smith and Johannsen, the Coordinator and the Human Resources Director, for recommendation to the Board.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the Memorandum of Agreement with the Local 49 was approved upon signature by the Union representatives, regarding wages paid pending completion of required training, as presented by the HR Director.

Veteran Services: Veteran Services Officer, Jerry Bjerke reviewed his 2018 preliminary departmental budget request including the addition of a FT Assistant Veteran Services Officer position. Discussion followed with the Board taking the information under advisement. No action was taken at this time.

Mr. Bjerke provided information regarding the Post 911 Veteran Event scheduled for later in the day (09/05/17) at the American Legion; Open House planned for 09/11/17 at the Veterans Memorial; and he recognized volunteer work efforts at the memorial.

Coordinator: On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, the following summation was provided, as required by M.S. §13D.05, Subd 13, of the performance evaluation conducted with the Environmental Services Officer on August 15, 2017. The Board evaluated the ESO using the following ten criteria: Job Knowledge; Productivity; Quality; Initiative; Use of Time; Planning; Follow-up; Human Relations; Leadership and Contribution to Department Goals.

Environmental Services Officer, Eric Buitenwerf: The Board completed a review of the priorities established in December, 2017 during the last review with the ESO. The ISTS licensure has been successfully completed, congratulations! Your correct and efficient replies to public inquiries are noted and appreciated citing the appropriate ordinance as to the reason. The ESO's 2017 performance as evaluated by the Board of Commissioners is seen to meet expectations in all criteria and be superior by 20% of the Board in quality and initiative and 60% of the Board in job knowledge (representing an increase from last year); 80% of the Board is highly satisfied with your performance in productivity, planning, follow-up, leadership and contribution to department goals while 60% of the Board is highly satisfied with your quality (no change from last year), initiative, and use of time(no change from last year). Overall Performance Review: Achieves the requirements of the position.

Coordinator, Debbie Thompson reminded the Board of the AMC Fall Policy Conference to be held on September 14 and 15, 2017, and the Township Association meeting to be held on September 8, 2017, at Badoura Township.

By consensus of the Board, the following items were scheduled for the Board Work Session to be held on September 12, 2017: 1) Preparations for the AMC Fall Policy Conference; 2) SWCD; 3) 2018 Departmental Budget review including interest in departmental ‘team building’ opportunities as discussed at the Manager’s Meeting 4) employment search company discussion; and 5) HCREDC presentation.

By consensus of the Board, the probationary performance evaluation of Human Resources Director, Gina Teems was scheduled for September 12, 2017, at 11:00 a.m. and the Solid Waste Administrator’s annual evaluation was scheduled for September 19, 2017.

On motion of Mr. Johannes, seconded by Ms. Christenson and carried unanimously, the ratification of the following Collective Bargaining Agreements were approved, as presented for the period of 01/01/17 – 12/31/19: LELS Non-Licensed unit; Local 49 Highway and Land Survey unit; and the Local 49 – Solid Waste Certified Attendants.

Ms. Thompson presented proposed updates to the Personnel Policy and explained the review of same had been completed by managers and discussed at the last manager’s meeting. Discussion followed regarding the updates provided. On motion of Ms. Christenson, seconded by Mr. Johannsen and carried unanimously, the following updates to the Personnel Policy were approved, as presented, to be effective this date: Section 5 Salary Administration for Step Increases, Longevity and Shift Differential; Section 12 Paid Time Off; Section 13 Holidays; Addendum V Exempt Status and Addendum VIII Severance Reserve.

Ms. Thompson and County Attorney, Jonathan Frieden provided information regarding State Auditor, Rebecca Otto’s notification that Hubbard County’s FY 2015 audit has been deemed substandard by her office and her resolve that her office will re-audit the county. The County has also been notified that the State Auditor’s Office will be completing the FY 2016 audit as well. The delay in completing the FY 2016 audit would result in non-compliance of federal completion requirements, thereby effecting social services federal funding available. Discussion followed regarding the efforts of the eight counties receiving similar notifications; their efforts toward finding a mutually agreeable solution to the matter and their interest in preventing additional expense to the citizens of the county. On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the Chairman’s signature of correspondence to the Office of the State Auditor (OSA) was approved regarding the FY2015 and FY2016 audits, as recommended by the Auditor/Treasurer and the County Attorney.

Closed Session: On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, the meeting was closed at 11:58 a.m. pursuant to M.S. §13D.05, Subd 3 for the annual performance evaluation of Public Works Coordinator, David Olsonawski. The meeting was re-opened at 12:26 p.m.

On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, the meeting was recessed at 12:28 p.m. until September 12, 2017, at 11:00 a.m. for completion of the performance evaluation of Human Resource Director, Gina Teems.

THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS WAS RE-CONVENED ON SEPTEMBER 12, 2017, AT 11:00 O’CLOCK A.M.

The meeting was called to order by Chairman, Vern Massie with all the Commissioners and County Coordinator, Debbie Thompson present.

On motion of Mr. Massie, seconded by Mr. Smith and carried unanimously, the meeting was closed pursuant

to MN §13D.05, Subd 3 at 11:00 a.m. for completion of the probationary performance evaluation of Human Resources Director, Gina Teems.. The meeting was re-opened at 11:31 a.m.

There being no further business before the Board, the meeting was adjourned at 11:31a.m.

GENERAL REVENUE:

Hubbard County Highway Dept	7,965.63
MCIT	2,409.60
Park Rapids Chamber of Commerce	6,529.06
Ratwik, Roszak & Maloney PA	9,079.33
Summit Food Service, LLC	14,226.26
Turnkey Corrections	6,076.16
61 Payments Less Than \$2,000	26,217.03

ROAD & BRIDGE:

Long Construction Inc.	2,529.00
Scouton Sewer & Excavating, Inc.	2,250.00
17 Payments Less Than \$2,000	8,767.77

SOLID WASTE:

Central States Wire Products, Inc.	2,200.00
DMH Companies	63,033.55
Hubbard County Highway Dept	2,225.58
7 Payments Less Than \$2,000	2,493.72

FORFEITED LAND:

Area Excavating	36,000.00
5 Payments Less Than \$2,000	2,124.44

SOCIAL SERVICES

Heartland Homes SILS	4,751.89
Hubbard County DAC	18,855.92
Hubbard County Social Services	22,877.00
Lake Country Associates, Inc.	16,600.00
MSOP – MN Sex Offender Program	6,342.60
North Homes Inc.	12,708.14
Pathfinder Children’s Treatment C	5,168.00
Pine Manors	5,200.00
24 Payments Less Than \$2,000	11,349.59
1 Payment Less Than \$2,000	35.00
Clarín, Cassie	2,285.80
49 Payments Less Than \$2,000	10,141.16
DHS – SWIFT	12,513.30
Land of the Dancing Sky	4,410.00
Paul Bunyan Transit	3,230.13
56 Payments Less Than \$2,000	15,143.62

/s/Vern Massie

Vern Massie, Chairman
Hubbard County Board of Commissioners

ATTEST: /s/Debbie Thompson
Debbie Thompson
Hubbard County Coordinator

