



BOARD SUMMARY SEPTEMBER 5, 2017

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1. Approved the agenda, as modified.

PUBLIC INPUT

2. Attorney with Thomason, Swanson & Zahn expressed interest in providing information during the Public Works Agenda time.

CONSENT AGENDA

3. Approved the Consent Agenda, as submitted to include the following:
 - ◆ Approved minutes of the August 15, 2017, Regular Meeting as modified;
 - ◆ Approved the bills & Auditor's Warrants dated 08/18; 08/25; & 09/01/17;
 - ◆ Approved payment of Social Service bills, as presented;
 - ◆ Approved 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 Departmental Overtime Report, August – 2017;
 - ◆ Approved 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 07/31/17;
 - ◆ Adopted **Resolution No. 09051701** accepting the following donations for the Sheriff's Office: Shell Prairie Fair Association - \$1,000 for STS Equipment Donation; Garfield Lake Ice Racers Club - \$2,000 K-9 Donation to be used for the next purchase of K-9; and Hubbard 1st Response Team - \$1,000 – Sheriff's Office donation to be used on improvements for the Incident Command Van;
 - ◆ Approved a Fireworks Display Permit – PC Pyrotechnics – Nevis, MN for an event to be held on 09/29/17.

PUBLIC WORKS

4. Approved the low quote of Hansen's Electric Inc., Park Rapids, MN in the amount of \$3,775 for new power service connection to the Salt Dome in Park Rapids, as recommended by the Public Works Coordinator, with payment to be from Road & Bridge monies.
5. Adopted **Resolution No. 09051702** approving the Market Price for Solid Waste, as recommended by the Solid Waste Administrator.
6. Approved the Master Services Agreement Task Order with Terracon in the amount of \$13,000, as recommended by the Solid Waste Administrator.
7. Approved the quote of Northern Technologies, Inc., Inver Grove Heights, MN in the amount of \$10,605 for installation of North Transfer Station monitoring well, as recommended by the Solid Waste Administrator, with payment to be from Solid Waste monies.
8. Approved 50% matching Halverson Beach funding assistance for City of Nevis playground equipment replacement in the amount of \$28,400, as recommended by the Parks & Recreation Board, with payment from Recreation monies.
9. Approved the Tax Forfeited Land Sales Policy, as recommended by the Land Commissioner, Auditor/Treasurer & Assessor.
10. Adopted **Resolution No. 09051703** setting the date, time terms and appraised prices for Tax Forfeited Land Sale on 10/13/17, as recommended by the Land Commissioner.
11. Approved the sale of Lots 1 – 9, Block 44, Townsite of Akeley to the City of Akeley for future utility access, 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

12. Approved payment of \$3,250 to the Bad Axe Lake Association representing 50% of the total Eurasian watermilfoil eradication treatment of Bad Axe Lake, as recommended by the ESO, with payment to be from budgeted treatment funding.
13. Added discussion regarding the development of Buffer Enforcement Ordinance to the 10/10/17 Work Session.



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SHERIFF

14. Adopted **Resolution No. 09051704** supporting the hazard mitigation planning effort and adopting the Hubbard County All-Hazard Mitigation Plan, as recommended by the Sheriff and Emergency Management Officer.
15. Adopted **Resolution No. 09051705** approving the grant agreement with the Minnesota Department of Public Safety for traffic safety enforcement projects, as recommended by the Sheriff.
16. Emergency Management update provided by Emergency Management Officer. No action required.

SOCIAL SERVICES

17. Accepted the resignation of Social Services Supervisor I, Michelle Fischer effective 09/08/17, with regrets; authorized recognition of 10 years of service to the county; approved refilling of the position, per proper procedures and any resulting vacancies, if necessary.
18. Approved re-filling of vacant Eligibility Worker position, per proper procedure, as recommended by the Social Services and Human Resources Directors, and any resulting vacancies, if necessary.

COMMITTEE REPORTS

19. Information was provided regarding the following meetings attended: Succession Planning meeting; ACTION meeting; MAHUBE-OTWA; Managers Meeting; HCREDC; and HIP meeting.
20. Authorized Commissioner's attendance of One Plan, One Watershed meeting on 09/15/17 in Walker, MN as respective schedules permit.

HUMAN RESOURCES

21. Approved re-filling the Public Works Coordinator position, as presented including a Grade 50 wage range, as recommended by the HR Director and Coordinator.
22. Established the Public Works Coordinator interview team as follows: Commissioners Smith and Johannsen, Coordinator and HR Director.
23. Approved Memorandum of Agreement with the Local 49 regarding wage paid pending completion of required training, as presented by the HR Director.

VETERAN SERVICES

24. Reviewed 2018 preliminary departmental budget request for addition of a FT Assistant Veteran Services Officer position. No action taken at this time.
25. 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 recognized volunteer work efforts at the memorial.

COORDINATOR

26. Approved summation of evaluation completed with Environmental Services Officer, Eric Buitenwerf on 08/15/17, as required by statute.
27. Reminded the Board of the AMC Fall Policy Conference to be held on 09/14 and 09/15/17.
28. Scheduled the following for the Board Work Session to be held on 09/12/17: 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.
29. Reminded the Board of the Township Association meeting on 09/18/17 at Badoura Township.
30. Scheduled the probationary performance evaluation of Human Resources Director, on 09/12/17 at 11:00 a.m. and the Solid Waste Administrator on 09/19/17.
31. Approved the ratification of the following Collective Bargaining Agreements: LELS Non-Licensed unit; Local 49 Highway and Land Survey unit; and the Local 49 – Solid Waste Certified Attendants for period of 01/01/17 – 12/31/19.
32. Approved the following updates to the Personnel Policy, as reviewed by the Managers, 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.



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33. Authorized Chairman's signature of correspondence to the Office of the State Auditor (OSA) regarding the 2015FY and 2016 FY audits, as recommended by the Auditor/Treasurer and the County Attorney.

CLOSED SESSION

34. The meeting was closed at 11:58 a.m. pursuant to M.S. §13D.05, Subd 3 for a performance evaluation of Public Works Coordinator, David Olsonawski. The meeting was re-opened at 12:26 p.m.
35. The meeting was recessed at 12:28 p.m. until 09/12/17 at 11:00 a.m. for performance evaluation of Human Resource Director, Gina Teems.