



Meeting to be held in the Board Room #324  
Hubbard County Government Center  
301 Court Avenue, Park Rapids, MN 56470

# Board Meeting

September 5, 2017

## Regular Meeting Agenda

*Agenda scheduled times are approximate.*

*Times allotted to each subject will vary and  
may be changed at the discretion of the Board.*

*Please contact Coordinator's Office to confirm schedule (218) 732-2362.*

### ***The Mission of the Hubbard County Commissioners is as follows:***

*Carry out the lawful responsibilities delegated by the state legislature; protect county assets and provide high quality, cost effective, public services in a friendly and respectful manner through innovation, leadership and cooperation.*

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### ***PLEDGE OF ALLEGIANCE***

*The Board of Commissioners is provided background information for agenda items in advance by county staff, committees and boards. Many decisions regarding agenda items are based upon this information, as well as: County policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question on an agenda item, please ask to be recognized by the Chairperson during the meeting – state your name and your interest in the agenda item for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance by contacting the County Coordinator. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.*

9:00 Call to Order by the Chair

◆ **AGENDA APPROVAL**

◆ **PUBLIC INPUT – THOMASON, SWANSON & ZAHN REPRESENTATIVE TO SPEAK DURING PUBLIC WORKS**

*Anyone wishing to address the Board on issues not found on today's agenda may do so at this time. Speakers are asked to approach the microphone. Individual comments are limited to 3-4 minutes. Total allotted time for this forum is 10 minutes.*

9:05 **CONSENT AGENDA:**

*Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board, staff or public. If an item is removed, it will be discussed immediately following the approval of the remaining Consent Agenda items.*

1. **APPROVE MINUTES OF THE AUGUST 15, 2017, REGULAR MEETING;**
2. **APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 08/18; 08/25; & 09/01/17;**
3. **APPROVE 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;**
4. **REVIEW DEPARTMENTAL OVERTIME REPORT, [AUGUST – 2017](#);**
5. **APPROVE 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;**

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Hubbard County website: [www.co.hubbard.mn.us](http://www.co.hubbard.mn.us)

***Individuals scheduled on the agenda should arrive thirty (30) minutes prior to the agenda time.***

**Commissioners:**

District 1 – Vern Massie\*  
District 2 – Charlene Christenson  
District 3 – Ed Smith  
District 4 – Dan Stacey  
District 5 – Cal Johannsen\*\*

\* Chairman

\*\* Vice Chairman

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6. REVIEW OF THE HIGHWAY DEPARTMENTAL FINANCIAL STATEMENT – YTD 07/31/17;
7. ADOPT **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 1<sup>ST</sup> RESPONSE TEAM - \$1,000 – SHERIFF'S OFFICE DONATION TO BE USED ON IMPROVEMENTS FOR THE INCIDENT COMMAND VAN

### **SCHEDULED BUSINESS:**

9:05 Public Works

### **ACTION ITEMS:**

1. Review and approve [quotes](#) for rewiring the power service connection to the Salt Dome site.
2. Adopt **Resolution No. 09051702** approving Market Price for Solid Waste
3. Approve Master Services Agreement Task Order with Terracon
4. Approve quote for monitoring well installation at North Transfer Station
5. Review and approve Park Board recommendation for Parks Assistance Funding to the City of Nevis
6. Review and adopt **Resolution 09051703** Setting Date, Time, Terms, and Appraised Prices for Tax Forfeited Land Sale
7. Review Appraised Price for Lots 1-9, Block 44, Townsite of Akeley
8. Other

### **INFORMATION ITEMS:**

1. Project updates: CSAH 28, CSAH 18
2. Other

9:45 [Environmental Services Office](#)

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- Bad Axe Lake – AIS Rapid Response Request
- Buffer Law Ordinance

Other:

10:00 Sheriff

1. Adopt **Resolution No. 09051704** to support the hazard mitigation planning effort and adopt the Hubbard County All-Hazard Mitigation Plan
2. Adopt **Resolution No. 09051705** to enter into grant agreement with Minnesota Department of Public Safety for traffic safety enforcement projects
3. Emergency Management Update
4. Additional items

10:15 Social Services

- Personnel matter
- Other, as necessary

10:30 Recess

10:45 Committee Reports

11:00 Human Resources

- Refilling PW Coordinator position

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- Local 49 MOA
- Other as necessary

11:15 Veteran Services Office

- 2018 Preliminary Department budget discussion
- Other as necessary

11:30 Coordinator

### **Old Business:**

1. Summation of performance evaluation for Environmental Services Officer, Eric Buitenwerf as required by M.S. §13D.05, Subd 13;
2. Reminder AMC Fall Policy Conference 09/14 – 09/15/17
3. Work Session – 09/12/17 – Prep for AMC Fall Policy Conference; SWCD; and 2018 Budget Review.
4. Reminder Twp Assn meeting 09/18/17, Badoura Twp
5. Reminder evaluations as follows: Human Resources Director 09/12/17 and Solid Waste Administrator 09/19/17.

### **New Business:**

6. Ratification of LELS Non-Licensed CBA
  7. Ratification of Local 49 – Highway & Land Survey CBA
  8. Ratification of Local 49 – Solid Waste CBA
  9. Employment Search Companies discussion for addition to 09/12/17 work session
  10. Personnel Policy updates: Section 5; Section 12; Section 13; Addendum V; and Addendum VIII
  11. OSA correspondence regarding 2015 & 2016 FY audit
  12. other, as necessary
- 

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11:45 Closed Session pursuant to M.S. §13D.05, subd 3

### ***ADJOURNMENT***

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