

A TRANSCRIPT OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE HUBBARD COUNTY BOARD OF COMMISSIONERS HELD ON SEPTEMBER 19, 2017, AT 9:00 O'CLOCK A.M.

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

The Pledge of Allegiance was said by all.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the agenda was approved as modified.

Public Input: None provided.

On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, the following consent agenda items were approved, as modified:

- ◆ Approved the minutes of the September 5, 2017, Regular Meeting;
- ◆ Approved the minutes of the September 12, 2017, Work Session;
- ◆ Approved the bills & Auditor’s Warrants dated September 8, & September 15,2017;
- ◆ Adopted the following resolution authorizing payment of the Income Maintenance Agenda, Social Service Agenda and Welfare bills:

RESOLUTION NO. 09191701

BE IT RESOLVED, That the foregoing record is a true and accurate recording of the official actions and recommendations of the County Board of Commissioners and as such constitutes the official minutes thereof. Payment of assistance, relief and claims as indicated in these minutes is hereby ordered.

- ◆ Authorized the signature of request for disbursement #34 in the amount of \$248,665.63 for the HLC Construction Project;
- ◆ Adopted the following resolution:

RESOLUTION NO. 09191702

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
Women of the ELCA	\$200	Jail Ministry Bibles
David and Judity Bezenek	\$50	K-9 Donation

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

- ◆ Reviewed the General Revenue Cash Balance Report dated August, 2017.

Public Works: Land Commissioner, Mark Lohmeier presented the timber appraisals for review by the Board. Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the timber parcels to be included in the Timber Auction scheduled for October 9 at 9:00 a.m. were approved, as recommended by the Land Commissioner.

Mr. Lohmeier presented the following quotes for the **purchase of a tracked skid-loader and attachments (grapple bucket and grader) including trade-in of 2006 Bobcat T250** as indicated by the following quotes: Bobcat of Bemidji, Bemidji MN - \$65,877.77, Bobcat T650 less \$26,000 trade-in totaling \$39,877.77; Fargo Tractor, Fargo, ND - \$71,800, Kubota SVL75-2 less \$20,000 trade-in totaling \$51,800; Nortrax, Bemidji, MN - \$55,000, John Deere 323E (no attachments and no trade in value included). Discussion followed. On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the purchase in bold, by low underlined quote above was approved, as recommended by the Land Commissioner, with payment to be from tax forfeited monies.

Mr. Lohmeier presented the quotes for the **purchase of a 20' drop deck loader trailer**, as follows: Mills Detail and Trailer Sales, Park Rapids, MN - \$7,375, Felling FT-14 Drop Down [E] and Towmaster Trailers, Litchfield, MN - \$7,375.25, Towmaster T12D. Discussion followed. On motion of Mr. Stacey, seconded by Ms. Christenson and carried unanimously, the purchase in bold by underlined low quote above was approved, as recommended by the Land Commissioner, with payment to be from tax forfeited land monies.

The Board was reminded of the TFL sale scheduled for October 13, 2017 at 5:30 p.m.

On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, Commissioner Smith's attendance of the Recreational Plan Stakeholder/Development Committee meeting scheduled for September 21, 2017 was authorized.

Social Services: Social Services Director, Deb Vizecky introduced Transit Coordinator, Mike Juneau to the Board. Mr. Juneau began his duties with the County on August 21, 2017.

Ms. Vizecky provided the following reports for review by the Board: Open Workgroups; Children in Out of Home Placement; Hubbard County Child Support Unit; August 2017 Caseload Totals; and Intakes; questions regarding the reports were asked and answered with no action required.

On motion of Ms. Christenson, seconded by Mr. Johannsen and carried unanimously, the Hubbard County Burial Policy was approved, as recommended by the Social Services Director and reviewed as to form by the County Attorney's Office.

On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously the resignation of Transit Driver, Roger Hocking effective November 24, 2017 (date changed to 11/27/17) was accepted, with regrets; recognition of his service to the county was authorized; and the re-filling the position, as recommended by the Social Service and Human Resources Directors was approved including any resulting positions, if necessary.

Ms. Vizecky reported receiving notification that a two year extension from the Department of Human Services (DHS) permitting the continued CHS completion of Personal Care Assessment (PCA) services for an additional two years through October 31, 2019. No action required at this time.

Coordinator: On motion of Mr. Johannsen, seconded by Mr. Smith and carried unanimously, the following summation was provided, as required by M.S. §13D.05, Subd 3, of the performance evaluations conducted with the Public Works Coordinator, David Olsonawski on September 5, 2017. The Board evaluated the PW Coordinator using the following ten criteria: Job Knowledge; Productivity; Quality; Initiative; Use of Time; Planning; Follow-up; Human Relations; Leadership and Contribution to Department Goals.

Public Works Coordinator, David Olsonawski: The Board completed a review of the priorities established in December, 2016 during the last review with the PWC. The effort exhibited of communication with both the Board and the public is recognized and appreciated. Your tenure with Hubbard County is witness to many improvements that the county has benefited from. The development of the long range plan for the county benefits both the Board and the public. The PWC's 2017 performance as evaluated by the Board of Commissioners is seen to be superior in job knowledge by 40% of the Board and all criteria by 20% of the Board. The Board felt his job productivity, quality, and planning to be highly satisfactory by 80% of the Board with use of time and contribution to department goals rated as highly satisfactory by 60% of the Board. The Board's evaluation of initiative, use of time, follow-up, human resources, and leadership varied between 20% to 60% of the Board as meeting expectations (representing an increase from last year in all with a slight decrease in initiative and human resources). Overall Performance Review: Achieves the requirements of the position.

On motion of Mr. Stacey, seconded by Ms. Christenseon and carried unanimously, the following summation was provided, as required by M.S. §13D.05, Subd 3, of the performance evaluations conducted with the Human Resources Director, Gina Teems on September 12, 2017. The Board evaluated the HR Director using the following ten criteria: Job Knowledge; Productivity; Quality; Initiative; Use of Time; Planning; Follow-up; Human Relations; Leadership and Contribution to Department Goals.

Human Resources Director, Gina Teems: The Board expressed their appreciation of the HR Director's attention to detail, her professional manner in dealing with staff and her ability to ask the appropriate questions regarding a topic at hand. It is acknowledged that Human Resources can be challenging and rewarding and recognized the benefit of the development of a separate department. It is expected that this benefit will continue to be recognized by the County as the department continues to develop in the future. The HR Director's probationary performance as evaluated by the Board of Commissioners is seen to

meet expectations in all criteria by 40% to 100% of the Board; be highly satisfactory by 20% of the Board in job knowledge, productivity, use of time, and planning; with 40% of the Board evaluating follow-up as highly satisfactory; and 60% of the Board evaluating her initiative as highly satisfactory. Overall Performance Review: Achieves the requirements of the position.

Coordinator, Debbie Thompson presented the recommendation of the Technology Committee that the County decline participation in the provision of the requested census data. The data does not exist in the format requested and the time required to formulate the data in the format requested by the census is seen to be prohibitive. Discussion followed. By consensus of the Board, further discussion regarding the census participation request was referred to later in the day during the Environmental Services portion of the agenda.

On motion of Ms. Christenson, seconded by Mr. Johannsen and carried unanimously, the Coordinator was authorized to notify Secure Benefits, Okoboji, IA of the County's discontinuation of their Cafeteria Plan administration services, effective January 1, 2018.

On motion of Ms. Christenson, seconded by Mr. Johannsen and carried unanimously, the change of short term disability (STD) voluntary benefit vendor to The Hartford was approved, as recommended by the Benefit Committee, effective January 1, 2018.

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

RESOLUTION NO. 09191703

***RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT
OFF-HIGHWAY VEHICLE SAFETY ENFORCEMENT GRANT***

WHEREAS, the Hubbard County Sheriff's Office has opportunity to apply for Off-Highway Vehicle Safety Enforcement Grant Funding for the years 2017 to 2019, and

WHEREAS, the Grant will provide funding for personnel expenses for persons who are actively engaged in off-highway vehicle safety duties, uniforms, fuel, lubricants, repairs, rental/lease costs, travel costs, training expenses and expendable supplies for snowmobile safety enforcement,

THEREFORE, BE IT RESOLVED, that the Hubbard County Sheriff's Office enter into a grant agreement with the Minnesota Department of Natural Resources, Enforcement Office for the project entitled OFF-HIGHWAY VEHICLE SAFETY ENFORCEMENT during the period from August 14, 2017 to June 30, 2019; and

DATED at Park Rapids, Minnesota this 14th day of August, 2017.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried 4 – 0 with Ms. Christenson abstaining, the Chairman's signature of Standard Form of Agreement between Owner and Architect in connection with the construction of the 15017 Boy Scout Camp Wilderness Safe Room was authorized, as presented by the Sheriff.

Community Health Services (CHS): Community Health Director, Marlee Morrison provided a review of the following: FATHER Project grant funding; Evidence Based Family Home Visiting; information regarding a two day Traffic Safety training provided; and DHS approval of a two year waiver extension for PCA assessment services for the county until October 13, 2019.

Environmental Services: Discussion continued with Environmental Services Officer, Eric Buitenwerf; County Recorder, Nicole Lueth; Assessor, Ginger Woodrum; and GIS Technician, Kevin Trappe regarding the Census Registration Form requested and the format required for the requested data. By consensus of the Board, the consideration of requested census data was referred to a future meeting to allow further investigation of possible solutions to facilitate same, as discussed.

On motion of Mr. Stacey, seconded by Mr. Smith and carried unanimously, the MN Department of Natural Resources – Rare Features GIS Data License renewal was approved, as recommended by the Environmental Services Officer.

On motion of Ms. Christenson, seconded by Mr. Johannsen and carried unanimously, the resignation of Administrative Assistant, Veronica Andres effective November 1, 2017, was accepted with regrets; recognition of her service to the County was authorized and re-filling the position was approved, per proper procedure including any resulting positions, if necessary.

Assessor: On motion of Ms. Christenson, seconded by Mr. Johannsen and carried unanimously, the filling of a new Assistant County Assessor position was approved, as presented and recommended by the Assessor and Human Resources Director.

Finance: Auditor/Treasurer, Kay Rave presented a proposed Investment Policy – County Funds. Discussion followed. On motion of Ms. Christenson, seconded by Mr. Stacey and carried unanimously, the updated Investment Policy – County Funds was approved, as recommended by the Auditor/Treasurer pending satisfactory review by the County Attorney’s Office as to form.

On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the 2018 preliminary payable net levy in the amount of \$14,450,000 was approved.

On motion of Mr. Johannsen, seconded by Ms. Christenson and carried unanimously, the 2018 preliminary Housing & Redevelopment Authority (HRA) levy in the amount of \$230,000 was approved.

On motion of Ms. Christenson, seconded by Mr. Smith and carried unanimously, the 2018 preliminary departmental revenue and expenditure budgets were approved as follows **with the understanding they will be modified upon finalization of the levy:**

Fund	Revenues	Expenditures
General Revenue	14,897,087	14,875,036
Solid Waste	11,873,100	11,869,931

Fund	Revenues	Expenditures
Tax Forfeited Lands	7,050,960	8,534,984
Road & Bridge	4,316,112	4,364,231
Social Services	2,538,909	2,491,543
TOTAL 2018 COUNTY BUDGET	40,676,168	42,135,725

Committee Report: Information regarding the following meetings attended was shared: HOPE Committee; Branding Committee; Mental Health Committee; One Watershed, One Plan meeting; reported HLC weather related event; AMC Policy Conference; and completion of Commissioner ‘Go To’ meetings held were felt to be beneficial for all involved.

Closed Session: On motion of Mr. Johannsen, seconded by Mr. Stacey and carried unanimously, the meeting was closed at 11:32 a.m. pursuant to M.S. §13D.05, Subd 3 for a performance evaluation of Solid Waste Administrator, Jed Nordin. Commissioner Christenson left the closed session at 11:55 a.m. The meeting was re-opened at 12:02 p.m.

Coordinator: On motion of Mr. Johannsen, seconded by Mr. Smith and carried 4 – 0 with Commissioner Christenson absent, the following resolution was adopted:

RESOLUTION NO. 09191704

WHEREAS, it is the policy of Hubbard County to offer the benefit of health insurance coverage to all benefit eligible employees through its Cafeteria Plan, and

WHEREAS, for the purposes of the following administration, a full time benefit eligible Hubbard County employee is defined as working forty (40) hours per week on an annual basis, and

WHEREAS, the ‘**core county benefit**’ is defined as the single coverage with the lowest premium offered on the County Cafeteria Plan, and

WHEREAS, the contribution provided a benefit eligible employee exceeds the amount of the premium for some plans resulting in benefit dollars available for purchase of voluntary benefits and/or the payment of ‘**cash back**’ after taxes, and

WHEREAS, the premiums available to a benefit eligible employee includes ‘**plan dollars funded by the insurance pool**’ to pay designated first dollar claims by deposit in a H.S.A. or VEBA, and

WHEREAS, a benefit eligible employee may have health insurance coverage provided to them as a benefit of a family member under an alternate group insurance plan, and therefore have no need of the county provided insurance coverage, the county has developed an ‘**employee waive option**’, and

WHEREAS, for the purpose of this resolution a **family unit** shall be defined as two employees of Hubbard County married to each other, with or without dependents,

THEREFORE, BE IT RESOLVED, that the above named employee providing proof of alternate group health insurance coverage for all dependents claimed on the employee's tax forms, may participate in the **'employee waive option'** offered by the county waiving insurance coverage, and

BE IT FURTHER RESOLVED, that said employees waiving this benefit shall receive an amount to be used toward the Cafeteria Plan voluntary benefits and/or **'cash back'** equal to the highest **'cash back'** amount available to a participating employee, after payment of a premium, and

BE IT FURTHER RESOLVED, that employees participating in the **'employee waive option'** shall be required to deposit an amount equal to the premium **'plan dollars funded by the insurance pool'** available to all county employees into a VEBA, and

BE IT FURTHER RESOLVED, that effective January 1, 2018, the Hubbard County Cafeteria Plan will be administered as follows:

1. A **family unit** now and in the future will be required to participate in the Cafeteria Plan with a minimum **'core county benefit'**.
2. A **family unit** representing employees that are **not both benefit eligible** shall receive, as their cafeteria contribution, the established amount based on the benefit tier selected by the benefit eligible employee (example: single, single plus children, or family).
3. A **family unit** representing employees that are **both benefit eligible** shall receive, as their cafeteria contribution, one of the following options: the most senior employee shall receive a single or a single + children contribution with the spouse having the same alternate benefit choice. (Example employee 1 receives a single contribution and single coverage, employee 2 receives a single contribution or a single + children contribution and the respective coverage or vice versa.)
4. A **family unit** representing employees that are **both benefit eligible** with or without dependents may at their choice elect an alternate coverage as follows: the most senior employee may receive a family contribution and elect family coverage including coverage for themselves, their spouse and children, if necessary. The less senior spouse will waive their independent single county contribution and the single coverage and participate in the **'employee waive option'**. Under no circumstances will the county contribution to a family unit plus the single **'cash back'** amount plus the premium **'plan dollars funded by the insurance pool'** exceed the total of the county single contribution plus the single + children contribution or two single contributions as provided in items #1 and #3 above.
5. Under no circumstances will a family unit be allowed to divide dependents and receive two single + children contributions or two family contributions.

6. It is understood that per the health insurance policy provided by PreferredOne an employee can be covered as an employee or a dependent but not both so that no employee may be double covered by the county plan.

BE IT FURTHER RESOLVED, that the participation in the ‘**employee waive option**’ will be reviewed annually, upon completion of each enrollment period. Evaluation by the Benefit Committee will be completed if the number of participating employees exceeds 15% of the total employee group enrollment for recommendation to the Board regarding continuation. It is understood that the ‘**employee waive option**’ can be eliminated at the County’s discretion.

On motion of Mr. Smith, seconded by Mr. Johannsen and carried 4 – 0 with Commissioner Christenson absent, the 2018 payment administration of ‘plan dollars funded by the insurance pool’ (Half of \$1350/\$2700 of respective benefits will be deposited on first payroll in January, an additional one twelfth of the benefit will be divided and paid in each of the two payrolls in January, with the remaining five-twelfths of the benefit to be divided equally by each of the two pay periods in February through June, 2018) and clarification of 2019 monthly contribution basis (‘plan dollars funded by the insurance pool’ of the respective benefits will be deposited equally, January through December on 24 of the 26 pay periods) was approved, as recommended by the Benefit Committee.

Ms. Thompson presented the recommendation of the Technology Committee to plan for a data back-up upgrade in the 2018 budget for the Board’s review.

By consensus of the Board, the following Work Session Agenda for the October 10, 2017 meeting was approved: Buffer Ordinance discussion; further review of employment search companies, Review of legislation regarding lot splits; 2018 departmental budget review, and review of 2017 Committee List for revisions effective January 1, 2018.

On motion of Mr. Stacey, seconded by Mr. Johannsen and carried 4 – 0 with Commissioner Christenson absent, the MAHUBE-OTWA – Emergency Solutions grant was approved and the Coordinator was authorized to sign same.

By consensus of the Board, the annual 2017 performance evaluation of Veteran Services Officer, Jerry Bjerke was scheduled for October 3, 2017, and the 2017 performance evaluation of Assessor, Ginger Woodrum was scheduled for October 17, 2017.

A change in the schedule of Resiliency II Training from October 24, to November 16, 2017, as requested by Sand Creek was reported by Ms. Thompson. (Training was originally approved to be held on 10/24/17 by the Board on 07/05/17.)

By consensus of the Board, Commissioner Massie and Commissioner Johannsen’s attendance of the Manager’s Meeting on September 26, 2017, was authorized.

There being no further business before the Board, the Chairman adjourned the meeting at 12:37 p.m.

GENERAL REVENUE:

Bad Axe Lake Association	3,250.00
Beltrami County Treasurer	10,350.00
Citizens National Bank – Visa	3,786.17
Breezy Point Resort	181.46
MN Government Fin	60.00
USPS	7.80
USPS	4.58
Amazon Mktplace	27.57
Amazon.com	141.43
WM Supercenter	21.33
MN Assoc of Assess	445.00
MN Assoc of Assess	425.00
Credit Voucher	-20.00
Amazon Mktplace	258.56
Staples Direct	34.82
Staples Direct	208.48
Tracfone	163.75
Tracfone	163.75
Department of Labor	100.00
Sheraton	612.40
Amazon Mktplace	445.00
BP Simonson Park Rapids	11.50
Hi Express Roseville	142.06
Fraboni Distrib	85.94
WM Supercenter	8.90
WM Supercenter	20.98
Haas Printing	13.06
Palmetto State Armory	208.49
Hugos Park Rapids	14.31
Hubbard County Highway Dept	9,090.74
MEND Correctional Care PLLC	7358.33
Peterson Sheet Metal, Inc.	2,610.71
Public Financial Mgmt, Inc.	2,500.00
Ratwik, Roszak & Maloney PA	4,166.00
SimplexGrinnell	4,180.07
Stein's Inc.	3,351.00
Turnkey Corrections	3,430.98
55 Payments Less Than \$2,000	23,813.61

ROAD & BRIDGE:

Commissioner of Transportation	6,543.02
Cumber Construction, Inc.	3,793.75
Park Rapids Auto Parts, Inc.	2,465.40
Widseth Smith Nolting Asso Inc.	14,612.25
19 Payments Less Than \$2,000	5,888.32

SOLID WASTE:

Fargo Freightliner	2,627.27
Hubbard County Highway Dept	2,695.96
Universal Recycling Technologies	3,818.70
Ziegler Inc.	2,805.54
13 Payments Less Than \$2,000	8,814.68

FORFEITED LAND:

5 Payments Less Than \$2,000	1,965.63
------------------------------	----------

SOCIAL SERVICES

Goochey, Genevieve	2,916.73
Greeno, Heidi	4,464.62
Johnson, Annette	2,195.42
Laquier, Jaelyn	2,847.24
Neises-Gunkel, Maralee	5,770.96
North Homes, Inc.	2,632.05
Northwestern MN Juvenile Center	2,277.00
Pedersen, Janelle	2,382.97
Rural Minnesota CEP	8,870.60
The Hills Youth & Family Services	8,389.53
Tovar, Lisa	3,063.73
23 Payment Less Than \$2,000	14,135.48
DHS – SWIFT	24,797.36
Hubbard County Auditor – Treasurer	12,959.43
Purchase Power	3,041.98
56 Payments Less Than \$2,000	22,611.10

/s/Vern Massie

Vern Massie, Chairman

Hubbard County Board of Commissioners

ATTEST: /s/Debbie Thompson

Debbie Thompson

Hubbard County Coordinator

