



## BOARD SUMMARY SEPTEMBER 19, 2017

1. Approved the agenda, as modified.

### CONSENT AGENDA

2. Approved the Consent Agenda, as submitted to include the following:
  - ◆ 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 09/08/17 & 09/15/17;
  - ◆ Adopted **Resolution No. 09191701** approving Social Service Income Maintenance Agenda, Social Services Agenda and the payment of bills, as presented;
  - ◆ Authorized the signature of request for disbursement #34 in the amount of \$248,665.63 for HLC Construction Project;
  - ◆ Adopted **Resolution No. 09191702** accepting the following donations for the Sheriff's Office: Women of the ELCA - \$200 for Jail Ministry Bibles donation; and David and Judity Bezenek - \$50 for K-9 Donation;
  - ◆ Reviewed the General Revenue Cash Balance Report dated August, 2017.

### PUBLIC WORKS

3. Approved timber parcels to be included in the Timber Auction scheduled for October 9 at 9:00 a.m., as recommended by the Land Commissioner.
4. Approved low quote of Bobcat of Bemidji, Bemidji, MN meeting specifications for purchase of a Bobcat T650 tracked skid-loader with attachments (grapple bucket and grader) in the amount of \$65,877.77 less trade in of 2006 T250 skid loader in the amount of \$26,000 for a total of \$39,877.77, as recommended by the Land Commissioner with payment to be from Tax Forfeited monies.
5. Approved low quote of Mills Detail and Trailer Sales, Park Rapids, MN for a 20' drop deck loader trailer in the amount of \$7,375 (Felling FT-14 Drop Deck (E)), as recommended by the Land Commissioner, with payment to be from Tax Forfeited monies.
6. Reminded the Board of the TFL sale on Friday, 10/13/17 at 5:30 p.m.
7. Approved Commissioner Smith's attendance of County Recreation Stakeholder meeting on 09/21/17, as discussed.

### SOCIAL SERVICES

8. Introduced Transit Coordinator, Mike Juneau to the Board. Mr. Juneau began his duties with the County on 08/21/17.
9. 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.
10. Approved Hubbard County Burial Policy, as recommended by the Social Services Director and reviewed as to form by the County Attorney's Office.
11. Accepted the resignation of Transit Driver, Roger Hocking effective 11/24/17 (date changed to 11/27/17), with regrets; authorized recognition of service to the county; and approved re-filling the position, as recommended by the Social Service and Human Resources Directors and any resulting positions, if necessary.
12. Reported receipt of two year extension from DHS permitting CHS completion of Personal Care Assessment (PCA) services through 10/31/19.

### COORDINATOR

13. Approved summation of evaluation completed with Public Works Coordinator, David Olsonawski on 09/05/17, as required by statute.
14. Approved summation of evaluation completed with Human Resources Director, Gina Teems on 09/12/17, as required by statute.
15. Referred discussion regarding Census provision of information requested to be re-addressed during the Environmental Services portion of the agenda.
16. Authorized Coordinator notification of Secure Benefits, Okoboji, IA of discontinuation of Cafeteria Plan administration services effective 01/01/18.
17. Approved change of short term disability (STD) voluntary benefit vendor to The Hartford (1<sup>st</sup> day accident/8<sup>th</sup> day illness



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coverage), as recommended by the Benefit Committee, effective 01/01/18.

### SHERIFF

18. Adopted **Resolution No. 09191703** accepting 2017 to 2019 (two year) Off Highway Enforcement Grant in the amount of \$16,056, as recommended by the Sheriff.
19. Authorized Chairman's signature of #15017 agreement in connection with construction of Boy Scout Camp Wilderness Safe Room, as presented by the Sheriff.

### COMMUNITY HEALTH SERVICES (CHS)

20. Review of the following was provided: 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 10/31/19.

### ENVIRONMENTAL SERVICES

21. Referred consideration of requested census information to a future meeting to allow investigation of possible solutions to facilitate same, as discussed.
22. Approved MN Department of Natural Resources – Rare Features GIS Data License renewal, as recommended by the ESO.
23. Accepted resignation of Administrative Assistant, Veronica Andress effective 11/01/17, with regrets; approved recognition of service to the County and authorized re-filling the position, per proper procedure and any resulting positions, if necessary.

### ASSESSOR

24. Approved filling new Assistant County Assessor position, as presented and recommended by the Assessor and Human Resources Director.

### FINANCE

25. Approved updated Investment Policy – County Funds, as recommended by the Auditor/Treasurer pending satisfactory review by the County Attorney's Office as to form.
26. Approved the preliminary Payable 2018 net levy in the amount of \$14,450,000 and the 2018 preliminary HRA levy in the amount of \$230,000.
27. Approved the 2018 preliminary departmental revenue and expenditure budgets, as set by the Board with the understanding that when the final levy and departmental budgets are established adjustments will be necessary due to the levy being inadequate to fund the requested expenditures.

### COMMITTEE REPORTS

28. Information was provided regarding the following meetings attended: 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

29. 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. The meeting was re-opened at 12:02 p.m.

### COORDINATOR

30. Adopted **Resolution No. 09191704** regarding employee benefits (continuation of coverage waiver with proof of alternate group coverage and administration of benefit provided to employees married to each other) effective 01/01/18, as recommended by the Benefit Committee.
31. Approved 2018 payment administration of 'plan dollars funded by the insurance pool' (Half of \$1350/\$2700 of respective benefit 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



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dollars funded by the insurance pool' of the respective benefits will be deposited equally, January through December on 24 of the 26 pay periods), as recommended by the Benefit Committee.

32. Presented recommendation of the Technology Committee to plan for a data back-up upgrade in the 2018 budget.
33. Scheduled the following for the 10/10/17 Work Session Agenda: 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 01/01/18.
34. Approved MAHUBE-OTWA – Emergency Solutions grant and authorized Coordinator signature of same.
35. Scheduled the annual 2017 performance evaluation of Veteran Services Officer on 10/03/17, and the Assessor on 10/17/17.
36. Reported a change in the schedule of Resiliency II Training from 10/24 to 11/16/17, as requested by Sand Creek. (Originally approved by the Board on 07/05/17)
37. Scheduled Commissioner Massie and Johannsen to attend the Manager's Meeting on 09/26/17.
38. There being no further business before the board, the meeting was adjourned at 12:37 p.m.