



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

# Board Meeting

September 19, 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

*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 SEPTEMBER 5, 2017, REGULAR MEETING;
2. APPROVE MINUTES OF THE SEPTEMBER 12, 2017, WORK SESSION;
3. APPROVE THE BILLS & AUDITOR'S WARRANTS DATED 09/08/17 & 09/15/17;
4. ADOPT **RESOLUTION No. 09191701** APPROVING SOCIAL SERVICE INCOME MAINTENANCE AGENDA, SOCIAL SERVICES AGENDA AND THE PAYMENT OF BILLS, AS PRESENTED;
5. AUTHORIZE SIGNATURE OF REQUEST FOR DISBURSEMENT #34 IN THE AMOUNT OF \$248,665.63 FOR HLC CONSTRUCTION;

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

#### **Commissioners:**

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

\* Chairman

\*\* Vice Chairman

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

*If you require an accommodation to participate in this event, please contact the Coordinator's Office at (218)732-2362 as soon as possible so necessary arrangements may be made.*

*Portions of this meeting may be closed to the public. **Closed meetings** are held when necessary pursuant to M.S. §13D.03 (union strategy); M. S. §13D.05, Subd. 3 (employee evaluation); M.S. §13D.05, Subd. 3b (pending litigation); M.S. §13D.05, Subd. 3c (negotiate purchase or sale of real property); and/or M.S. §13D.05, Subd 3d (to receive security briefings & reports) M.S. §13D.05, Subd 2b (consider allegations/charges against an employee) with the specific purpose to be stated at time of meeting.*



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6. ADOPT **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 JUDITH BEZENEK - \$50 FOR K-9 DONATION;
7. REVIEW GENERAL REVENUE [CASH BALANCE REPORT – AUGUST, 2017](#).

### **SCHEDULED BUSINESS:**

9:05 Public Works

#### ACTION ITEMS:

1. Review and approve [Timber Appraisals](#) for October 9 Timber Auction
2. Review and approve [Quotes for Tracked Skid-Loader and Attachments](#)
3. Review and approve [Quotes for 20' Drop Deck Trailer](#)
4. Other

#### INFORMATION ITEMS:

1. Project updates: CSAH 28, CSAH 18
2. Reminder of Timber Auction on Monday, October 9 @ 9:00 AM
3. Reminder of Tax Forfeited Land Sale on Friday, October 13 @ 5:30 PM
4. Other

9:30 [Social Services](#)

1. Introduce Mike Juneau; Transportation Coordinator
2. Statistics
3. Approval of the Hubbard County Burial Policy—reviewed and approved by the Hubbard County Attorney's Office
4. Other

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9:45 Sheriff

1. Adopt **RESOLUTION NO 09191703** accepting 2017 to 2019 Off Highway Enforcement Grant in the amount of \$16,056 (two year contract – total for each year will be \$8,028)
2. Additional Information

10:00 [Community Health Services](#) (CHS)

10:15 Recess

10:30 [Environmental Services Office](#)

New Business:

- Minnesota Department of Natural Resources – Rare Features GIS Data License Renewal
- FT Administrative Assistant – accept resignation, seek permission to refill position

Other:

10:40 [Assessor](#)

- Approval to fill assistant county assessor position

10:45 Finance

- Approve updated [Investment Policy](#) – County Funds.
- Approve the Hubbard County 2018 preliminary payable net levy
- Approve the 2018 preliminary HRA levy

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- Approve the 2018 preliminary departmental revenue and expense budgets

- Other as needed

11:00 Committee Reports

11:15 Coordinator

### **Old Business:**

1. Summation of performance evaluation for Public Works Coordinator, David Olsonawski as required by M.S. §13D.05, Subd 13
2. Summation of performance evaluation for Human Resources Director, Gina Teems as required by M.S. §13D.05, Subd 13

### **New Business:**

3. Authorize Chair signature of Census form, as recommended by the Technology Committee
4. Approve notification of Secure Benefits, Okoboji, IA of discontinuation of Cafeteria Plan administration services effective 01/01/18.
5. Benefit Committee Recommendations:
  - Approve change in STD voluntary benefit vendor to The Hartford (1<sup>st</sup> day accident/8<sup>th</sup> day illness) coverage;
  - Adopt **Resolution No. 09191700** re: benefits;
6. Technology Committee Recommendation: Upgrade for data backup – 2018 budget
7. Addition of Employment Search Companies discussion to 10/10/17 work session
8. Approve accepting MAHUBE-OTWA – Emergency Solutions Grant and authorize Coordinator signature.
9. other, as necessary

11:30 Closed Session pursuant to M.S. §13D.05, subd 3

### **ADJOURNMENT**

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