

BOARD SUMMARY
JUNE 17, 2014

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1. Approved the agenda, as submitted.

CONSENT AGENDA

2. Approved the following Consent Agenda, as presented:
 - Approved minutes of the June 3, 2014 Regular Meeting;
 - Approved minutes of the June 10, 2014 Work Session;
 - Approved the bills & Auditor's Warrants dated June 6, & June 13, 2014;
 - Reviewed the Cash Balance and Designations Report effective May 31, 2014;
 - Approved the Social Services bills – **Resolution 06171401**;
 - Reviewed the May, 2014 Departmental Overtime Report;
 - Approved LG240B application to Conduct Excluded Bingo from Mantrap Valley Conservation Club, Clay Township on June 17, June 24, July 1 and July 8, 2014 – **Resolution 06171402**;
 - Reviewed Highway Department Financial Statement dated May 31, 2014

PUBLIC WORKS

3. Approved the Five Year CSAH & County Road Construction Program as to intent and accepted the CSAH 44 Petition to be included in the plan as financially possible.
4. Authorized the Public Works Coordinator to advertise for bids for construction of two additional garage stalls on the Nevis Shop, per prepared specifications, for review by the Board.
5. Adopted **Resolution 06171403** of support for CSAH 15 and CSAH 6 snowmobile route in Park Rapids as presented.
6. Approved DNR Cooperative Agreement - Lake LaSalle Public Water Access, pending satisfactory review by the County Attorney's Office.
7. Provided the following: project updates; reported the results of the Tax Forfeited Land Sale held on June 6, 2014, in the amount of \$72,700; the scheduled Timber Auction on July 7, 2014; and information regarding Solid Waste maintenance vs purchase of front load garbage truck and demo-compact for South Transfer Station.

SOCIAL SERVICES

8. Approved the following: Three Party agreement with Laporte Public Schools, Nelson In-Home Family Services and Hubbard County Social Services for Family Based Services Life Management Skills Services, as recommended by the Social Services Director, pending completion of proper paperwork and satisfactory review by the County Attorney and authorized the signature of same by the Chair.
9. Approved the Crisis Fund Policy revisions, as recommended by the Social Services Director.
10. Provided the following: information regarding Human Services Performance Management Measures; a CD Pilot Update; increases in the May Caseload/Intake statistics and a MNChoices update.

SHERIFF

11. Approved the purchase of two Tasers w/equipment by state contract from Uniforms Unlimited, Minneapolis, MN in the amount of \$1,957.11, as recommended by the Sheriff, with payment to be from DWI Forfeiture monies.
12. Authorized review of the Assistant Jail Administrator job description, per Section 6 of the Personnel Policy.
13. Authorized the submission of the Department of Justice Grant application, as recommended by the Sheriff for 75% of an investigator position for three years.
14. Discussion was held regarding the proposed DOC Inmate Housing contract. The Sheriff was requested to investigate the timing of commitment requirement for further review later in the day.
15. Approved the Joint Powers Agreement with DOC for prisoner work release, as recommended by the Sheriff.

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LAND RECORDS

16. Authorized submission of DOR PRISM grant application in the amount of \$2,500, as recommended by the Co Land Department Managers.
17. Authorized review of Deputy Assessor/Environmental Tech job description, per Section 6 of the Personnel Policy.
18. Authorized submission of SSTS Low-income Fix-up Grant application in the amount of \$25,000, as recommended by the Co Land Department Managers.

FINANCE

19. Adopted **Resolution 06171404** establishing the County Absentee Ballot Board, Mail Ballot Board and UOCAVA Absentee Balot Board, as recommended by the Chief Deputy Auditor.
20. Scheduled and appointed the following Commissioners to serve respectively: the Primary Election Canvassing Board on August 14, 2014 @ 2:00 p.m. - Commissioner Stacey and Dotta and the General Election Canvassing Board on November 7, 2014 @ 2:00 p.m. – Commissioner Dotta and Larson.
21. Approved the 2015 Budget Guidelines and Schedule, as discussed.

COMMITTEE REPORTS

22. A report was provided regarding the Extension Committee with no action taken at this time.

COORDINATOR

23. Adopted **Resolution No. 06171405** in support of establishing the Hubbard County AIS Task Force as the responsible county organization to develop the “Use of Proceeds” Plan for State AIS Funds, as presented.

COMMITTEE REPORTS

24. Authorized the Board Chairperson to express the Board’s opposition to the Waters of the U.S. Plan on the AMC website, as discussed.
25. Reports were provided regarding the following meetings attended by the Board: PrimeWest meetings; Region II AMC meeting; TZD meeting and HIP meeting.
26. Authorized the commissioner’s attendance of Sr Day at the Shell Prairie Fair on July 17, 2014, as respective schedules permit.

COORDINATOR

27. Cancelled the July 8, 2014, Board Work Session.
28. Approved the following Committee appointments: Audit Planning Committee; Safety Committee; Land Classification Committee; and Wayside Rest Committee – Interim Auditor; continuation of service on the Benefits Committee and Personnel Policy Committee – Interim Treasurer; Commissioner Dotta will serve as the MCIT Voting Delegate; and the Assessor’s replacement will serve on the following committees - Minnesota Counties Computer Coop (MCCC); Technology Committee; and serve as the MCCC/Xerox LRMS 10X Committee Representative.
29. Approved the re-filling of the Facilities Maintenance Manager position by Bobby Joe Wilkins at a Step 1 wage, effective December 1, 2014, to permit completion of military service.
30. Authorized the Coordinator to obtain quotes for local cleaning service options available; review legal issues with the County Attorney and liability issues with MCIT, for review by the Board.
31. Approved the following and the Chairperson was authorized to sign the Oath & Acceptance; 1) appointment of CAMA Coordinator/Chief Deputy Assessor, Ginger Woodrum as the Hubbard County Assessor to fill the remainder of the current Assessor appointment effective July 1, 2014, through December 31, 2016, pending satisfactory review of the Commissioner of Revenue; and 2) an annual wage of \$68,000 based on a market review, to be administered per the Compensation Transfer Review Policy upon completion of the Fox Lawson Classification and Compensation

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Study.

32. Approved the following purchases, as recommended by the Technology Committee: a virtual host server to run HCFS in an approximate amount of \$5000 to be paid from the Data Processing/(MIS Budget) and two PC's to run G & R Controls and Secure Card System for Courthouse doors (i5's with Win 7 & 8 GB RAM) in the amount of \$749 each to be paid from construction contingency funds.
33. Approved the completion of the Oath & Acceptance for the Interim Auditor and Treasurer and authorized the Chairperson to sign same.
34. Approve payment to G & R Controls for removal and replacement of CO sensors in the LEC Sally Ports #1 & #2 in the amount of \$3,250, as recommended, with payment to be from LEC Building Maintenance.

SHERIFF

35. Consideration of DOC inmate contracts was referred to 07/01/14, based on the Sheriff's confirmation that the July date was acceptable by DOC.

COORDINATOR

36. Authorized an additional 10% wage for Maintenance Technician II, Roger Geimer and Maintenance Technician II, Steve Guethling for the period of August 10, 2014, through December 1, 2014, per Section 3 of the Personnel Policy.
37. The Board expressed their appreciation for the services rendered by Maintenance personnel and commended their response to "step up to the challenge" during this vacancy period.
38. Adopted **Resolution No. 06171406** appointing Interim Treasurer, Lorretta Mattson as the Hubbard County Driver Licensing Agent including vital statistics (marriage licenses, notary public commissions & liquor licenses) effective July 1, 2014 through December 31, 2014.
39. Reviewed the Letter of Governance from Hoffman, Dale & Swenson, PLLC with no action necessary.
40. Adopted **Resolution No. 06171407** establishing a Hubbard County Compensation Philosophy.
41. Established the following Compensation (benefits and wages) Transition Plan for implementation of the Fox Lawson Classification and Compensation Study upon completion: 1) employee's current wage found to be under established wage range for their classification, the wage will be brought to the minimum; 2) employee's current wage is found to be within the established wage range for their classification, the wage will be placed within the established range for their classification without a loss in wage; 3) employees current wage found to be above established wage range for their classification, no loss in wage will be realized however wage will remain the same until such time as the range's maximum exceeds current wage.
42. Approved payment to PFM in the amount of \$17,500 for jail analysis, to be paid from committed departmental designated monies.
43. Approved the following effective July 1, 2014: removed the title of Co Land Record Director from the County Recorder and Environmental Services Officer and associated stipend; directed the Assessor, County Recorder, and Environmental Services Officer work as a team to continue to support the vision of the County Board to provide a "One Stop Shop" for the citizens of Hubbard County in the most financially fiscal method; and the creation of a consolidated 2015 budget.
44. The Board expressed their appreciation for the services rendered by the County Recorder and Environmental Services Officer navigating this time of transition and the progress made toward consolidation of services including the following: process land transfers, perform related maintenance on the County's property tax system/AS 400 (including updating of taxpayer names, addresses, parcel information and maintaining related documentation), collect Certificates of Real Estate Value on behalf of the Minnesota Department of Revenue, certify current and delinquent property taxes, and collect deed tax and mortgage registration tax required for the document recording process.
45. Extended an invitation to county personnel to attend a "lunch room" meeting to be held by Commissioners Stacey and Larson, to communicate with employees, on July 2, 2014, from 11:30 a.m. to 12:30 p.m. in the courthouse lunch room. Employees are encouraged to stop by as they will be answering questions, providing clarification and listening to

comments and/or suggestions.

46. Approved Fireworks Display application of PC Pyrotechnics LLC, Rockford, MN, pending completion of proper paperwork and satisfactory review by the Sheriff.
47. Authorized the Chair to complete any paperwork necessary for the transition of the Assessor position.
48. There being no further business before the Board, the meeting was adjourned at 2:27 p.m.