



**BOARD SUMMARY  
NOVEMBER 1, 2016**

1. Approved the agenda reflecting revisions to the consent agenda and additions to the Public Works agenda.

**PUBLIC INPUT**

2. Public comment was received regarding the declassification of Pokety Creek as a trout stream, with Commissioners Johannsen and Stacey offering to provide the DNR decision on the matter to the parties in attendance.

**CONSENT AGENDA**

3. Approved the Consent Agenda, as follows:
  - ◆ Approved the minutes of the October 18, 2016 Regular Meeting;
  - ◆ Approve the bills & Auditor's Warrants dated October 21 & October 28, 2016;
  - ◆ Approved the Social Service bills;
  - ◆ Approved applications for the following licenses: Tobacco – Northwind; Family Dollar; Grace Lake Bar & Grill, Farden Township; Casey's General Store; and Emmaville Inn, Clay Township; 3.2 Liquor: Timberlane Lodge Resort, Henrietta Township; Emmaville Inn; Clay Township; Sunday, Off Sale and On Sale; Grace Lake Bar & Grill, Farden Township and Wine, Emmaville Inn, Clay Township;
  - ◆ Reviewed the Road & Bridge Financial Statement dated September 30, 2016

**PUBLIC WORKS**

4. The bids for the Solid Waste Hauling contract were presented with the matter tabled to the November 15 regular board meeting for further review.
5. Approved the closing of the South Transfer Station at 1:00 p.m. on December 24, 2016.
6. Tabled consideration of the Public Works Coordinator attendance of the National Association of County Engineers (NACE) Conference in Cincinnati, OH 04/07 to 04/14/17 to the November 15 regular board meeting.
7. Adopted **Resolution No. 11011601** approving easement for Donna Rees Cooke in Section 32, Lake Hattie Township, as recommended by the Land Commissioner.
8. Approved low quote of Precision Aviation, Walker, MN for purchase of storm damage aerial photography of approximately 38 square miles within Hubbard County in the amount of \$2,850, as recommended by the Land Commissioner, with payment to be Forest Development monies.
9. Authorized the Chairman and the Land Commissioner's signature of the FY2017 Grant Agreement for the Two Inlet Snowmobile Trail System – Forest Riders in the amount of \$109,776.80, as recommended by the Land Commissioner.
10. Approved the quote of Park Rapids Ford, Park Rapids, MN for purchase of 2017 Fusion for the County Car Pool in the amount of \$17,905 based on the vehicle being in stock and available with payment of sales tax and license fees approved, by Auditor's Warrant.
11. Approved the Stipulation of Settlement relating to Parcel 26 between Hubbard County and Mitchell Maves, as recommended by the Assistant County Engineer, and authorized the Chairman to sign same.

**SHERIFF**

12. Removed the Sheriff from the agenda at the request of the Sheriff.

**ENVIRONMENTAL SERVICES**

13. Referred SSTS Ordinance violation to the County Attorney's Office, as recommended by the ESO, for



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litigation if necessary.

14. Referred further review of the proposed Subdivision Ordinance proposed Amendment #4 to the November 8, Board Work Session.
15. Reported ESO attendance of training the week of 11/14/16.

### FINANCE

16. Provided Election updated reporting ballots received exceeding the number received in the 2011 election and extended hours offered to the public to facilitate voting.
17. Approved additional Finance Department use of overtime through 11/15/16, as needed.
18. Approved POS Agreement with Hildi, Inc. Actuaries and Consultants for two year period (01/01/17 – 12/31/18) addressing GASB 45 (OPEBs) and the transition process from GASB statements 43 & 45 to the new pension and OPEB disclosure requirements under GASB Statements 74 & 75 in an amount not to exceed \$5000.
19. The Board expressed their hope that member/s of the Extension Committee would provide meeting recording duties on behalf of the Auditor/Treasurer, given the rescheduling of the meeting and the conflict with required election duties preventing attendance by the A/T.
20. Provided 2017 levy update reflecting a decrease in the preliminary levy (\$14,100,000) approved with a 5.2% increase to \$13,950,000 lowering the increase over the 2016 levy to 4.1%.
21. Scheduled a Board Work session on 11/29/16 beginning at 10:30 a.m. in the Government Center Board Room #324 for continued review of the 2017 proposed departmental budgets.

### COMMITTEE REPORTS

22. Information and/or reports regarding the following meetings attended were provided by commissioners with no action required: a) EMS Workshop conducted for identification of procedures relative to a pipeline explosion; b) AIS; c) HLC Construction meeting; d) HRA; e.) MAHUBE-OTWA Executive Director, Leah Pigatti retirement on 11/18/16 and appointment of Liz Kuoppala as her replacement; f.) Region II AMC meeting; and g.) Department Managers meeting.

### HOFFMAN, PHILIPP & KNUTSON, INC. – 2015 AUDIT EXIT REPORT

23. Contracted Auditor, Colleen Hoffman provided the 2015 Audit Review, shared information contained in the audit and reported GASB requirements that will be followed in the future audit.

### COORDINATOR

24. Provided information regarding the Health/Wellness Fair scheduled for 11/02/16.
25. Reminded the Board of the following upcoming events: Canvass Board on 11/15/16 and Township Association Meeting to be held in White Oak Township on 11/21/16.
26. Discussion was held regarding the HR Director position description and Commissioners Christenson and Smith were requested to update the Coordinator job description for presentation at the November 8 Board Work session for review and discussion by the Board.
27. Reminded the Labor Negotiation Board appointees of the following negotiation dates scheduled: 11/01/16 Hwy at 5:15 p.m.; 11/01/16 SW at 6:45 p.m.; 11/28/16 SS at 5:15 p.m.; and Land Dept, 11/29/16 Land Department, ESO & Parks and Recreation at 5:15 p.m.



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28. Approved the payment of 2017 National Association of Counties (NACo) Membership dues in the amount of \$450.
29. Scheduled the following for review at the November 8 Board Work Session: SWCD to provide information regarding One Watershed, One Plan; Review of proposed Amendment #4 of the Subdivision Ordinance; and review of a proposed Coordinator job description.
30. Determined Commissioners Massie and Christenson will attend the 11/29/16 Manager's Meeting to be held at Public Works with the Land Commissioner hosting.
31. Scheduled the presentation of 2016 Annual Service Awards to employees on 12/20/16 at 9:05 a.m.
32. Scheduled the 2016 Department Manager performance evaluations to be conducted on 12/13 and 12/14/16.
33. Ratified the AFSCME Collective Bargaining Agreement (CBA) and two Memorandums of Agreement for two year period of 01/01/15 to 12/31/16, as presented and authorized the signature by the Chairman and Coordinator.

**CLOSED SESSION**

34. The meeting was closed pursuant to M.S. §13D.03 at 12:25 a.m. The meeting was re-opened at 1:07 p.m.

**COORDINATOR**

35. Provision of correspondence to AFSCME membership was approved regarding the CBA ratification and the Chairman was authorized to sign same.
36. Authorized Commissioner Massie and Johannsen to meet with Court personnel regarding additional hearing equipment needs/options on 11/02/16 at 11:00 a.m. pending final arrangement with the Court.
37. Approved attendance of meeting with Senator Amy Klobuchar to be held at the Park Rapids Armory on 11/02/16 at 10:00 a.m. by Commissioners whose respective schedules will permit.
38. Reported Mississippi Headwaters Watershed & Protection Strategy (WRAPS) informational meeting to be held in January 2017 and suggested Commissioners Johannsen and Smith attend as representatives of Mississippi Headwaters Board and SWCD, respectively.
39. Requested the Coordinator to obtain information regarding the Hubbard County Multi-Hazard Mitigation Plan Meeting scheduled for 11/30/16 at the LEC beginning 10:00 a.m. and report to the Board at the work session scheduled for November 8.
40. Requested SW Administrator to consider U. S. Communities informational meeting on 11/10/16 beginning at 10:00 a.m. in St Cloud, MN at the Country Inn & Suites for value of attendance.
41. Declined increasing the maximum flex spending account contribution amount and approved maintaining the current \$2500 maximum.
42. Reviewed the following: Enbridge acknowledgement correspondence; Walter H. Kuckles correspondence regarding the Board's consideration to implement a part time attorney attendance of the Law Library to assist the public noting Mr. Kuckles interest and discussed attention to this issue by the Law Library Board; correspondence of Steven Werner relative to Park Rapids Enterprise letter to the editor; and MCIT – 2016 Annual Meeting Announcement and Notice of Board Election acknowledgement.
43. There being no further business before the Board, the meeting was adjourned at 2:25 p.m.