

GRAND FORKS COUNTY COMMISSION MEETING

December 6, 2011 – 4:00 P.M.

The Board met pursuant to adjournment with Commissioners Malm, Schmisek, Pic, Murphy and Knauf present. Commissioner Pic participated via telephone.

Chairman Malm called for nominations for Chairman of the Grand Forks County Commission Board for the ensuing year.

Moved by Murphy, seconded by Knauf, to nominate Commissioner Schmisek to serve as Chairman. Motion carried.

Chairman Malm asked for further nominations for Chairman of the Grand Forks County Commission Board. There were no other nominations.

Commissioner Schmisek was appointed to serve as Chairman of the Grand Forks County Commission from December 2011 to November 2012.

Former Chairman Malm called for nominations for Vice-Chairman of the Grand Forks County Commission Board for the ensuing year.

Moved by Knauf, seconded by Schmisek, to nominate Commissioner Pic to serve as Vice - Chairman. Motion carried.

Former Chairman Malm asked for further nominations for Vice-Chairman of the Grand Forks County Commission Board. There were no other nominations.

Commissioner Pic was appointed to serve as Vice-Chairman of the Grand Forks County Commission from December 2011 to November 2012.

Moved by Knauf, seconded by Malm, to approve the minutes of the November 15, 2011 meeting. Motion carried.

Moved by Murphy, seconded by Knauf, to approve the order of agenda, moving item number 12e, Grand Forks County Policy Manual, before item number 6. Motion carried.

Moved by Pic, seconded by Malm, to approve the consent agenda. Items in the consent agenda included: bills as submitted by the County Auditor, Check #157312-157564 in the amount of \$1,203,065.44; employee status changes for Frank Shaske, Ronald Gibbens, Christopher Smith, Christopher Hutton, John Grabanski, Erica Sims and Matthew D. Helm; and approval of County Deeds on parcel numbers 48-0001-00024-000, 51-0001-00028-000, 46-0001-00338-000, 44-1205-00148-000, 42-1605-00001-000, 42-1605-00002-000, 05-4601-00047-000, 05-4601-00048-000, 05-4601-00049-000, 05-4601-00050-000, 15-4001-00007-000, 14-3729-00402-000, 47-0001-00049-002, 27-4002-00038-000 and 27-4002-00037-000. Motion carried.

Chairman Schmisek recognized and thanked the Grand Forks County Policy Manual Review Committee members for their dedication in completing the proposed draft of the policy manual. The Committee members involved included: Lynn Johnson, Linda Hammen, Ed

Nierode, Bret Burkholder, Debbie Nelson, Peter Welte and Commissioner Knauf, with a special thank you to Lynn Johnson for all her work updating the manual, week after week, with all the proposed changes. Chairman Schmisek also wanted to thank Bridgie Hansen for her assistance with the safety and fitness portions of the manual.

The proposed manual will be sent to all employees, along with the current manual by Debbie Nelson. The proposed Grand Forks County Policy Manual will be on the December 20, 2011 Grand Forks County Commission agenda for discussion.

Sheriff Rost addressed the board.

Moved by Murphy, seconded by Knauf, to open the bids for the 2013 Ford Police Package, Interceptor Utility Vehicle and the 2013 Ford Police Package, Interceptor Sedan. Motion carried.

Bid received for the 2013 Ford Police Package, Interceptor Sedan:

Hatton Ford, Hatton, ND \$27,960.88

Moved by Malm, seconded by Pic, to accept the bid from Hatton Ford for the 2013 Ford Police Package, Interceptor Sedan for \$27,960.88 for the Grand Forks County Correctional Center. Motion carried.

No bids were received for the 2013 Ford Police Package, Interceptor Utility Vehicle.

Moved by Murphy, seconded by Knauf, to allow the Grand Forks County Sheriff's Department to hire a part-time, non-benefitted, support staff position, 19 hours or less per week, instead of the full-time support staff position that was approved September 6, 2011. Motion carried.

Bret Burkholder, Correction Center Administrator, addressed the board.

Mr. Burkholder will make a recommendation for the Correctional Center Food Service Contract at the December 20, 2011 Commission Meeting.

Moved by Knauf, seconded by Pic, to approve the Accurate Control, Inc. Maintenance and Service Agreement for the Correctional Center, at cost of \$78,449.18 for a three year contract. Motion carried.

Moved by Murphy, seconded by Knauf, to approve the Essential Learning Membership Agreement, with Mr. Burkholder's electronic signature. Motion carried.

Lynn Johnson, Social Services Business Manager, addressed the board.

Moved by Pic, seconded by Knauf, to approve out-of-state travel for a Social Worker to attend a Forensic Interview Training course in Huntsville, Alabama, February 6-10, 2012. The Children's Advocacy Center will pay the tuition, \$450 travel cost and the federal per diem rate for lodging. The per diem rate for meals and any additional travel costs would be paid for by the Social Services budget. Motion carried.

The Personnel Committee will schedule a meeting early next week to develop an interim plan for Social Services on how to proceed to until the Social Services Director position is filled. The consultant from Springsted will be asked to attend this meeting via telephone.

Ed Nierode, Director of Administration, addressed the board.

Moved by Malm, seconded by Murphy, to approve out-of-state travel for Ed Nierode and Chairman Schmisek to attend the Association of Defense Communities Conference in Miami, Florida, February 27-29, 2012. Motion carried.

Debbie Nelson, Finance and Tax Director, informed the board about the legislative redistricting changes for Grand Forks County and she will be bringing the 2012 precincts and polling places to the board for approval at the next meeting. She also requested that the Chair attend a Grand Forks City meeting with her tomorrow, regarding the precincts and polling sites within the City of Grand Forks.

Moved by Malm, seconded by Murphy, to recommend the City of Grand Forks use four polling sites for the 2012 election. Motion carried.

Moved by Malm, seconded by Pic, to purchase 60 ePollbooks at cost of \$166,800 using the five year payment plan with the State of North Dakota. The annual cost is \$33,360 and the first two years will be paid from the 2011 election budget. Motion carried.

Moved by Pic, seconded by Knauf, to authorize Public Financial Management to proceed with scheduling a competitive sale of refunding the Lease Revenue Bonds, Series 2003 at the January 17, 2012 meeting. Motion carried.

Commissioner Malm requested that the Chair send a letter to the townships within the two mile extraterritorial limits of Grand Forks City notifying them of the vacancy on the City Planning Commission.

Moved by Malm, seconded by Murphy, to set the date and time of the 2012 County Board of Equalization for June 5, 2012 at 4:30pm. Motion carried.

Moved by Malm, seconded by Pic, to approve the following budget amendments for funds that had unanticipated expenses that were not budgeted for and had offsetting non-budgeted revenues. Motion carried.

Fund	Budget	Projected Expenses	Over Budget	Amendment
2140 County Road & Bridge	\$ 51,800	\$ 52,407	\$ (607)	\$ 700
2150 Highway Tax Dist	\$ 3,311,497	\$ 3,713,259	\$(401,762)	\$ 405,000
2161 FEMA 2009	\$ -	\$ 78,707	\$ (78,707)	\$ 80,000
2162 FEMA 2010	\$ -	\$ 80,806	\$ (80,806)	\$ 82,000
2163 FEMA 2011	\$ -	\$ 266,618	\$(266,618)	\$ 270,000
2170 Ref Improv Bnds/95	\$ -	\$ 693	\$ (693)	\$ 700
2310 Historical Society	\$ 49,250	\$ 50,177	\$ (927)	\$ 1,000
2350 Senior Citizens	\$ 329,199	\$ 333,114	\$ (3,915)	\$ 4,000

2410	County Fair	\$ 85,527	\$ 87,788	\$ (2,261)	\$ 2,300
2505	Crime Prevention	\$ -	\$ 1,448	\$ (1,448)	\$ 1,500
2520	GF Narcotics Task Force	\$ -	\$ 8,261	\$ (8,261)	\$ 8,500
2542	KEYS Grant	\$ -	\$ 1,618	\$ (1,618)	\$ 1,700
2550	Victim's Reparation Prgm	\$ 500	\$ 576	\$ (76)	\$ 200
2572	Court Improve Grant Fire	\$ -	\$ 3,683	\$ (3,683)	\$ 3,700
2950	Economic Development	\$ 229,235	\$ 236,666	\$ (7,431)	\$ 7,500
2965	City/County Health District	\$ 441,625	\$ 442,285	\$ (660)	\$ 660
2989	Parking Ramp Maintenance	\$ 50,500	\$ 93,209	\$ (42,709)	\$ 43,000
2991	Adult Drug Court	\$ -	\$ 176	\$ (176)	\$ 200
7001	County Recorder Tech	\$ -	\$ 29,809	\$ (29,809)	\$ 35,000
8001	State Tax	\$ 188,824	\$ 194,976	\$ (6,152)	\$ 6,200
8005	Garrison Diversion	\$ 197,924	\$ 209,252	\$ (11,328)	\$ 11,500
8006	Water Resource Board	\$ 665,012	\$ 687,586	\$ (22,574)	\$ 22,600
8007	County Library Service	\$ 440,326	\$ 467,713	\$ (27,387)	\$ 27,500
8008	RR Joint Management	\$ 373,428	\$ 402,704	\$ (29,276)	\$ 29,500
8010	Ambulance	\$1,204,692	\$1,247,798	\$ (43,106)	\$ 43,200
8013	Western Soil	\$ -	\$ 2	\$ (2)	\$ 2
8019	Regional Airport Authority	\$ 156,094	\$ 163,404	\$ (7,310)	\$ 7,500
8033	Eastern Soil	\$ -	\$ 25	\$ (25)	\$ 25
8063	GFC Soil Conservation Dist.	\$ 292,550	\$ 304,411	\$ (11,861)	\$ 12,000

Moved by Malm, seconded by Murphy, to adjourn. Motion carried. The meeting adjourned at 5:55pm. The next meeting will be held on December 20, 2011.

John Schmisek, Chairman
Grand Forks County Commission

Debbie Nelson, County Auditor