

GRAND FORKS COUNTY COMMISSION MEETING

February 21, 2012 – 4:00 P.M.

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

Moved by Malm, seconded by Pic, to approve the minutes of the February 7, 2012 meeting. Motion carried.

Moved by Pic, seconded by Malm, to approve the order of the agenda. Motion carried.

Moved by Murphy, seconded by Malm, to approve the consent agenda. Items in the consent agenda included: bills as submitted by the County Auditor, Check #158582-158909 in the amount of \$1,031,471.25; employee status changes for Janet R. Devlin and Matthew D. Helm; overtime; game of chance permits for the Grand Forks Gun Club, Red River Archers and Forks Area Youth Baseball League; out-of-state travel for Social Services; and January financial report. Motion carried.

Klaus Thiessen, EDC President & CEO, gave an update on the Grand Forks Region Economic Development Corporation.

Jerry Pribula, Pribula Engineering, addressed the board regarding the Thompson City paving project. He asked if the Thompson City paving project bonds could be added to a future bonding project of Grand Forks County. Grand Forks County does not have any future bonding plans at this time. Mr. Pribula also said Thompson City was wondering if Grand Forks County would make Pacific Avenue part of the State Aid roads. Chairman Schmisek said they should submit a written request.

Lane Magnuson, County Planner, addressed the board.

Moved by Pic, seconded by Murphy, to approve the Special Use Permit, Rezoning, and Plat requests of Tyson Bohlman with the following conditions for the Special Use Permit: 1) The material stockpiles shall be kept in accordance with the site plan, (Exhibit "A"). 2) Material stockpiles shall be screened from County Road 5, and be no higher than the display bins. Approval is contingent upon approval of the Grand Forks Regional Airport Authority. Motion carried.

Bret Burkholder, Correctional Center Administrator, addressed the board.

Moved by Murphy, seconded by Malm, to approve out-of-state travel for Mr. Burkholder to attend the American Jail Association Conference in Reno, Nevada from April 22-26, 2012 and the Federal Bureau of Prisons Conference in St. Louis, Missouri from August 28-31, 2012. Motion carried.

Moved by Pic, seconded by Murphy, to allow Mr. Burkholder to attend the ND Correctional Center Administrators Convention in Bismarck at rate greater than the State rate, \$94.00 per night, because there were no rooms available at the State rate. Motion carried.

Mr. Burkholder reported that in December 2010 the NE Human Services Contract was cancelled and replaced with a Memorandum of Understanding for emergency services, as needed.

Moved by Malm, seconded by Pic, to approve the Grand Forks County Policy Manual. Motion carried.

Ed Nierode, Director of Administration, addressed the board regarding the Veterans Service Officer applications received. The closing date to receive applications is March 2, 2012.

Peter Welte, State Attorney, said pursuant to direction received at the last meeting, he met with Richard Onstad and Gerald Sieg, Grand Forks County Highway Department, regarding receiving quotes or bids on three pickup trucks, a Woods Mower and used Lowboy Tractor approved at the last meeting. They will be going through the bidding process and Mr. Welte has approved of the process.

Mr. Welte said the Emerado Farmers Elevator has bins located on property owned by Grand Forks County. The bins have been there for 30 to 40 years, on a piece of land that is a small fraction of an acre. The Emerado Farmers Elevator will be contacted immediately to sign a Hold Harmless Agreement and will be asked to pay the cost to have the property platted. The property would then be deeded to the Emerado Farmers Elevator for a nominal amount. Mr. Welte will report back on the results at the next Commission Meeting.

Moved by Malm, seconded by Pic, to approve changing the parking signage south of the County Office Building, on the south side of Bruce Avenue, from 2 hour parking to 15 minute parking. And contact the City about a sign informing individuals of the availability of parking in the County Parking Ramp. Motion carried.

The Parking Ramp Maintenance Agreement will be referred back to the Building Committee.

Moved by Pic, seconded by Murphy, to amend the budget for the Sheriff's Department building rental line item, 1000.4211.0000.0333.0000, by \$7,000, the amount that has been received in the Drug Task Force fund. Motion carried.

The Chair made the following 2012 Commission Portfolio Assignments:

Administrative Services/Human Resources	Commissioner Schmisek
Building Maintenance	Commissioner Malm
Correctional Center	Commissioner Murphy
County Highway	Commissioner Murphy
Emergency Management	Commissioner Knauf
Finance and Tax	Commissioner Schmisek
Information Systems	Commissioner Pic
Juvenile Detention	Commissioner Knauf
Planning and Zoning	Commissioner Malm
Sheriff	Commissioner Murphy
Social Services	Commissioner Pic
States Attorney	Commissioner Schmisek
Veteran Service Office	Commissioner Knauf

Moved by Malm, seconded by Pic, to approve the following Standby Committees. Motion carried.

STANDBY COMMITTEES

To help with the efficient operation of the Grand Forks County Commission, the following standby committees are created with the departments indicated assigned to them:

Administrative Services (Commission Chair and Vice-Chair);
(Commission Vice-Chair will be chairperson of this committee)

Finance and Tax (Includes Budget)
Administrative Services/Human Resources
Information Systems

Social Services
States Attorney
Veteran Service Office

Public Safety and Infrastructure (Other three commissioners);
(Committee chairperson to be elected at first meeting of this committee, annually.)

Building Maintenance
Correctional Center
County Highway
Emergency Management
Juvenile Detention
Planning and Zoning
Sheriff

Committees will meet when items for discussion are referred to them from the commission, or when called by the chair of the committee for items needing discussion before going on to the commission. Committees may make recommendations for action to the commission on items they review. Committees may act on an item when designated to by a vote of the commission. Committees have no direct authority over a department manager, as department managers report directly to the commission as a whole.

Moved by Pic, seconded by Malm, to approve the following Assignment of Commission Portfolios process. Motion carried.

ASSIGNMENT OF COMMISSION PORTFOLIOS

At the second commission meeting of the year, the chairperson elected at the first meeting of the year shall assign the portfolio of each department to a commissioner. The assigned commissioner is to serve as an advisor and liaison to the commission for the assigned department's manager. An individual commissioner has no direct authority over a department manager, as each department manager reports to the commission as a whole.

General policies, as adopted by the commission, are the guidance provided to department managers for the operation of his/her department. Department managers may adopt operational policies for his/her department, as long as they conform to the general policies adopted by the commission.

The following departments will have a commissioner assigned to them:

Administrative Services/Human Resources	Juvenile Detention
Building Maintenance	Planning and Zoning
Correctional Center	Sheriff
County Highway	Social Services
Emergency Management	States Attorney
Finance and Tax	Veteran Service Office
Information Systems	

As needed, commissioners may be given additional assignments, i.e. election official.

Moved by Pic, seconded by Murphy, to appoint Commissioner Malm to the GF/EGF MPO Executive Policy Board for a two year term, effective April 1, 2012. Motion carried.

Moved by Malm, seconded by Pic, to adjourn. Motion carried. The meeting adjourned at 4:57pm. The next meeting will be held on March 6, 2012.

John Schmisek, Chairman
Grand Forks County Commission

Debbie Nelson, County Auditor