

GRAND FORKS COUNTY COMMISSION MEETING

July 7, 2015 – 4:00 P.M.

The Board met pursuant to adjournment with Commissioners Knauf, Malm, Engen, Pic and Falck present.

Moved by Malm, seconded by Pic, to approve the minutes of the June 16, 2015 meeting. Motion carried unanimously.

Moved by Falck, seconded by Malm, to approve the order of the agenda, adding Tom Swoyer, Grand Sky Development Company, when he arrives. Motion carried unanimously.

Moved by Pic, seconded by Engen, to approve the consent agenda. Items in the consent agenda included: bills as submitted by the County Auditor, Check #9365-9603 in the amount of \$971,938.61; employee status changes for Kenneth Custodio, Shane B. Johnson, Kathy Berdal, Tricia Berg, Beth A. Seeba, Patrick Rosinski, Mary Ferestad and Anna Marie Enstrom; overtime; Social Services out-of-state travel; and Larimore Good Samaritan Society game of chance permit. Motion carried unanimously.

Vicky Hendrickson, Payroll and HR Assistant, reminded the Commission of the method that was used to increase salaries last year. There was a 2.3% COLA for all employees on January 1, 2015. Employees with a position date of 2013 or earlier, received one step on their anniversary date. If the employee had not completed two full years in their position they would stay on step one. Employees with more than two full years but less than four years should be at a minimum of a step two on the salary grid. Employees that have completed more than four years should be at a minimum of step three on the salary grid. There were employees that received more than one step on their anniversary.

Ms. Hendrickson said the Gallagher Benefit Services salary survey did not include the increases employees will receive in 2015. After the salaries were adjusted on the survey, the number of employees affected was drastically reduced. It shows that we are making progress in dealing with compression.

Nick West, County Engineer, asked if it had ever been discussed to allow Department Managers to decide which individuals in their department would get steps. He would like to see everyone get a step on some kind of a schedule.

Bret Burkholder, Correctional Center Administrator, said that is more of an open range salary structure to grant steps within each department.

It was decided the Payroll Committee, that was established last year, was asked to meet to develop additional salary plans to be considered for next year's budget and to draft possible policies relating to movement within the salary grid. The Payroll Committee members from last year included Vicky Hendrickson, Lynn Johnson, Michelle Olson, Sue MacMillan and Bret Burkholder. Commissioner Engen will also be on the committee, as well as, the new Human Resource Director. The Payroll Committee will present their ideas to the Administrative Services Committee before they present them to the full board.

Tom Swoyer, Grand Sky Development Company (GSDC), addressed the board regarding the recommended contractor for a project at Grand Sky, in accordance with the letter agreement dated January 28, 2015 between GSDC and Grand Forks County.

Moved by Malm, seconded by Engen, to approve the recommended contractor, ICON HD for the Security Fencing and Gates project at Grand Sky. Chair Knauf recused herself from the vote. Motion carried with Malm, Engen, Pic and Falck voting aye.

Allen Madson, Highway Department, address the board.

Gwen Nihart, County Recorder's Office, said the reason the grievances were filed should be considered before the motion is voted on by the Commission.

Moved by Malm, seconded by Falck, to deny the twenty-four grievances received from the following twelve individuals, Ellison Dahl, Kyle Deziel, Thomas G. Durkin, Randy Flaten, Ryan D. Hanson, Robert Hatt, Marvin M. Jensen, Gary Johnson, Daryl Lund, Allen P. Madson, Steve Rakoczy and Lee Stadstad, from the Grand Forks County Highway Department. Motion carried unanimously.

Bret Burkholder, Correctional Center Administrator, informed the board a three week GFSO Correctional Officer Basic Training course has been approved and will be conducted at the Grand Forks County. All Correctional Officers are required to take this training within the first year of employment. This course was only offered in Bismarck two or three times a year. The GFSO Correctional Officer Basic Training course was developed to save time and money, not having to send the Officers to Bismarck.

Moved by Malm, seconded by Pic, to allow the Correctional Center to purchase the minimum number of Glock handguns needed for use by the Transport Correctional Officers, not to exceed \$12,000. Motion carried unanimously.

Moved by Pic, seconded by Falck, to allow Mr. Burkholder to attend the Turnkey Corrections User Conference in River Falls, Wisconsin, July 22 – 24, 2015. Motion carried unanimously.

The bill received from Kutak Rock will be reviewed by David Jones along with Tom Ford, before it is paid. Kutak Rock will be contacted to split the bill, if necessary, between Grand Forks County and Grand Sky Development Company.

The EUL/BRIC Coordinator position will be discussed at an Administrative Services Committee Meeting at 2:30pm and at the Grand Forks County Commission Meeting at 4:00pm on July 21, 2015.

Earl Haugen, GF/EGF Metropolitan Planning Organization, will be asked to attend the July 21, 2015 County Commission Meeting to discuss the proposed changes to Highway 2.

Commission Malm will contact ICON Architectural Group regarding the Space Utilization Study.

Moved by Pic, seconded by Falck, to approve the Lease Amendment, #940-03560 J, extending the lease in the County Office Building occupied by the Northeast Human Service Center for the period of July 1, 2015 through June 30, 2017. Motion carried unanimously.

Moved by Falck, seconded by Pic, to approve the Lease Amendment, #940-09915, for 658 square feet of storage space utilized by the Northeast Human Service Center within the Grand Forks County Office Building for the period of July 1, 2015 through June 30, 2017. Motion carried unanimously.

Moved by Malm, seconded by Engen, to adjourn. Motion carried unanimously. The meeting adjourned at 5:46pm. The next meeting will be held on July 21, 2015 at 4:00pm.

Diane Knauf, Chair
Grand Forks County Commission

Debbie Nelson, County Auditor