

GRAND FORKS COUNTY COMMISSION MEETING  
September 15, 2015 – 4:00 P.M.

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

Moved by Malm, seconded by Engen, to approve the minutes of the September 1, 2015 meeting. Motion carried unanimously.

Moved by Malm, seconded by Falck, to approve the order of the agenda adding Bret Burkholder, Correctional Center Administrator after item #7 and Nick West, County Engineer after item #8. Motion carried unanimously.

Moved by Falck, seconded by Engen, to approve the consent agenda. Items in the consent agenda included: bills as submitted by the County Auditor, Check #10492-10498 and Check #10500-10682 in the amount of \$1,153,210.13 and purchasing card transactions in the amount of \$22,090.02; employee status changes for Richard Guzman, Shari Fiedler, Amy Matchett Smith and Casandra Stanley; and bond for check reissue. Motion carried unanimously.

Tom Ford, EUL/BRIC Coordinator, addressed the board.

Moved by Engen, seconded by Malm, to approve the Chair's signature on a \$500,000 Grand Forks Air Force Base Retention Grant, effective July 1, 2015 to June 30, 2017. Motion carried unanimously.

Merylee Castellanos, Court Administrator, addressed the board.

Moved by Falck, seconded by Malm, to amend the 2016 District Court furniture and equipment line item by \$5,000. They will not be spending that amount from their 2015 budget and would like to carry that amount to next year. Motion carried unanimously.

Moved by Falck, seconded by Engen, to allow Courthouse parking lot space #10 to be rented on a temporary basis to a Courthouse employee. The space will be reserved for the Judicial Referee if that position is filled in the future. Motion carried unanimously.

Michele Thiel, Human Resource Director, addressed the board.

Moved by Falck, seconded by Engen, to approve the clarifications to Policy 103-01, see attached. Motion carried unanimously.

Bret Burkholder, Correctional Center Administrator, requested that employees who were promoted in 2014 into a supervisory position receive a step increase for 2015.

Ms. Thiel said the majority of the Payroll Committee members were not in agreement with the request by Mr. Burkholder.

The Commission took no action on the request.

Moved by Malm, seconded by Engen, to approve the Chair's signature on the agreement for the detention of prisoners between Mountrail County and Grand Forks County. Motion carried unanimously.

Lane Magnuson, County Planner, addressed the board.

Moved by Malm, seconded by Falck, to approve a Special Use Permit for Todd and Marsha Van Laere to allow a second dwelling on a parcel during construction of a new home in the NW ¼ of section 4 of Lind Township, with the following condition: the existing home shall be demolished or removed from the property within 60 days after the issuance of the certificate of occupancy for the new house. Motion carried unanimously.

Nick West, County Engineer, gave an update from the Highway Department.

Debbie Nelson, Finance and Tax Director, presented the 2016 Budget.

No one appeared to comment on the 2016 Budget.

Moved by Malm, seconded by Falck, to approve the 2016 Final Budget of \$57,123,443, with a net levy of \$28,570,579. Motion carried unanimously. A copy of the final budget is on file in the County Finance and Tax Office. The 2016 budget includes a 2.7% COLA on January 1, 2016 for all employees and elected officials, also, a step increase for all eligible employees that were hired in 2014 or before on their seniority date. The Sheriff will receive an additional 3% increase, which is equivalent to a step that other employees will be receiving.

Ms. Nelson presented the August 2015 financial report.

Moved by Malm, seconded by Engen, to amend two line items in the BRIC/EUL Department, the BRIC State Budget to \$281,000 and the EUL-2013 Session Funds to \$2,200,000. Motion carried unanimously.

David Jones, States Attorney, addressed the board.

Moved by Malm, seconded by Falck, to approve the employee status change for Kyle Markwardt. Motion carried unanimously.

Chair Knauf will purchase a door prize for the North Dakota Association of Counties Convention, not to exceed \$100.

Michele Thiel, Human Resource Director, gave an update on the Emergency Manager interview.

Moved by Malm, seconded by Falck, to appoint Commissioner Knauf as the North Dakota State Fair Delegate. Motion carried unanimously.

Moved by Malm, seconded by Engen, to approve the change order of a \$7,831 deduct, reducing the ICS, Inc. contract to \$290,934 on the Grand Forks County Exterior Stair Renovation. Motion carried unanimously.

Moved by Falck, seconded by Engen, to adjourn. Motion carried unanimously. The meeting adjourned at 6:10pm.

The Board reconvened pursuant to adjournment with Commissioners Knauf, Malm, Engen and Falck present. Commissioner Pic was absent.

Moved by Malm, seconded by Engen, to approve the Chair's signature on the Service Agreements with CVIC, Lutheran Social Services, Circle of Friends Humane Society, Summer Performing Arts, Red River Child Advocacy Center and Greater Grand Forks Community Service and Restitution Program. Motion carried unanimously.

Moved by Falck, seconded by Engen, to adjourn. Motion carried unanimously. The meeting adjourned at 6:13pm. The next meeting will be held on October 6, 2015 at 4:00pm.

---

Diane Knauf, Chair  
Grand Forks County Commission

---

Debbie Nelson, County Auditor