

OFFICIAL PROCEEDINGS
MARSHALL COUNTY BOARD OF COMMISSIONERS
Regular Board Meeting
December 1, 2015 - 9:00 A.M.
Marshall County Boardroom

The Pledge of Allegiance was given.

Commissioner Borowicz called the regular meeting to order at 9 a.m. with Commissioners Sharon Bring, Kenneth Borowicz, LeRoy Vonasek, Rolland Miller, Gary Kiesow, and Auditor-Treasurer Scott Peters present.

The Board approved the December 1, 2015 meeting agenda with additions. **M/S/C – Bring, Kiesow**

The minutes from the November 17, 2015 Regular Board Meeting were approved with corrections. **M/S/C – Bring, Vonasek**

RESOLUTION 12-01-01

BE IT RESOLVED, that after review of the following bills, authorization for payment of the same in the following total amounts, are hereby approved, with a detailed listing kept on file at the Auditor's office.

Auditor Warrants:

November 24, 2015	\$2,227,804.33
November 24, 2015	\$5,761.96
November 25, 2015	\$21,381.33

Commissioner Warrants
M/S/C – Miller, Vonasek

\$73,557.67

Environmental Services Administrator Josh Johnston addressed the Board to provide an end of the year general report and program updates. Overall, Mr. Johnston reported an increase in numbers of services utilized and positive outcomes with the services provided in all areas. He commended technician Scott Jorgenson for his efforts.

Public Health Director Gail Larson addressed the Board to provide a bimonthly update including the following:

1. New Administrator at Quin County Community Health Services – Jodi Flaagan
2. 2016 needs assessment for Quin begins in January.
3. Peer review completed for Maternal Infant Early Childhood Home Visiting Grant - Continuing with other program accreditation criteria.
4. Flu Update – Sporadic to date, there are 4 strains of flu that the shot guards against. It takes approximately 2 weeks for full immunity after shot is given.
5. The AMC Conference will host a Public Health Nuisance panel this year.
6. A Winter MN Responds Newsletter was shared with the Board.
7. The County Rankings Gaps report shows that Marshall County is on par or better with the State in poor physical health days, teen pregnancy, certain screening tests, air pollution, violent crime, injury deaths, and sever housing issues. Gaps identified included physical inactivity, access to exercise opportunities, fewer physicians and dentists, and alcohol-impaired driving deaths.

County Highway Engineer Lon Aune addressed the Board regarding for Highway and Ditch Authority Business.

RESOLUTION 12-01-02

WHEREAS, the Engineer in charge has filed his final certificate setting forth that the Contractor on SAP 045-599-143 has completed the contract in accordance with plans and specifications and the total cost of said job was \$176,700.75 and the balance due to the

Contractor is \$7,931.85.

NOW THEREFORE, BE IT RESOLVED that said certificate be and the same is hereby approved and the County Auditor is hereby authorized to issue a warrant on the Road & Bridge Fund in the amount of \$7,931.85 to Taggart Excavating.

M/S/C – Kiesow, Bring

RESOLUTION 12-01-03

WHEREAS, the Engineer in charge has filed his final certificate setting forth that the Contractor on SAP 045-599-146 has completed the contract in accordance with plans and specifications and the total cost of said job was \$93,978.39 and the balance due to the Contractor is \$4,698.92.

NOW THEREFORE, BE IT RESOLVED that said certificate be and the same is hereby approved and the County Auditor is hereby authorized to issue a warrant on the Road & Bridge Fund in the amount of \$4,698.92 to Olson Construction TRF, Inc.

M/S/C – Bring, Kiesow

RESOLUTION 12-01-04

WHEREAS, the Engineer in charge has filed his final certificate setting forth that the Contractor on SAP 045-598-015 has completed the contract in accordance with plans and specifications and the total cost of said job was \$113,721.52 and the balance due to the Contractor is \$5,686.08.

NOW THEREFORE, BE IT RESOLVED that said certificate be and the same is hereby approved and the County Auditor is hereby authorized to issue a warrant on the Road & Bridge Fund in the amount of \$5,686.08 to Olson Construction TRF, Inc.

M/S/C – Miller, Vonasek

Mr. Aune indicated that summer projects are all completed with the exception of some ditch maintenance on County Road 6. Mr. Aune indicated that he has concerns with how to meet coverage needs with existing staff and discussed options to provide necessary coverage. The Board reviewed a proposed County Drain Tiling Policy.

Veteran Service Officers Brett Brandon and Wayne Kilen addressed the Board to provide a program update. There have been some increased challenges with medical and record processes, causing an increased workload. The Disabled Veteran Goose Hunt went fantastic this year with 25 people participating. Mr. Kilen thanked all for helping in any way with this event. The annual Veteran Benefits Fair will be held again this year, most likely in early February at the Legion in Middle River. The Veterans Services Trailer was used quite extensively this year and will be utilized this weekend in Crookston. Mr. Kilen and Mr. Brandon expressed their appreciation for a positive working relationship with the Board.

Sheriff Jason Boman and Jail Administrator Jim Duckstad addressed the Board to provide a Year End report. Mr. Boman was pleased how well his department met all the challenges throughout the year and thanked all Sheriff's Office Employees for their work and dedication. The office is looking at how to best handle drug issues in the County. The Drug Task Force has been utilized extensively this past year. The number of persons going to prison this past year is up, with 13 being sentenced this past year. Mr. Boman commended County Attorney Aandal for his knowledgeable and professional service he provides for the County and the Sheriff's Office. Limited Mental Health facility issues are a concern for the future. DWI arrests are also on the increase. Record Management systems are being reviewed. The new 800 radio system is moving along nicely. E-charging and E-ticketing is being utilized in the County. Some updates will need to be completed in the jail kitchen and showers to meet State Department of Correction inspection criteria.

Grant Writer Bill Craig addressed the Board to provide updates on grants received and grants still in progress for the County and Watershed. A grant for courthouse roofing from the State Minnesota Historical has been approved. Grants pending include; bike trail grant, panic button and camera grant for the courthouse, AED grant for county highway shops and the Marshall County Historical Society, Sheriff Office Squad Car Equipment grant, and a County Fair Grandstand replacement grant. Mr. Craig has been filling in for County Agent needs as well.

Auditor-Treasurer Scott Peters presented the following in his report:

1. Ditch Report through November-consider year end borrowing
2. Set County Board Salary and Per Diems for 2016
3. TNT Discussion
4. Appointment consideration to Marshall Polk Rural Water. The Board appointed Lawrence Labine to a three year term on this Board. **M/S/C – Vonasek, Miller**
5. Annual Review of Out-of-State Policy. No changes were made to the policy.
6. 2016 Budget Review
7. Public Health Property Update
8. Tax Settlement Report
9. Forfeited Tax Property Update
10. Policy Revision Consideration
11. Extension/Nutrition Program Update, Discussion, future Consideration. The Board reviewed letters of support and budget for the program.

RESOLUTION 12-01-05

BE T RESOLVED, the Marshall County Board of Commissioners have hereby set the salary for Commissioners for 2016 to be \$23,389.00 and per diems at \$60.00 per meeting. **M/S/C – Kiesow, Bring**

RESOLUTION 12-01-06

BE IT RESOLVED, That the Marshal County Board of Commissioners have adopted the following Out-of-State Travel Plan:

- A. Out-of State travel is appropriate when traveling for County related business.
- B. Expense limits will be the same as in-state travel expenses.
- C. Procedure for approved travel is to request Board authorization.

The County Board will vote on any changes and review the policy on an annual basis. The policy will always be available to the public. **M/S/C – Bring, Kiesow**

RESOLUTION 12-01-07

BE IT RESOLVED that Marshall County will change the Marshall County Policy to read that the County paid contribution to the deferred compensation program to be in amount matching the employee's contribution on a dollar for dollar basis not to exceed fifteen dollars (\$15) per pay period per employee effective January 1, 2016. **M/S/C – Bring, Kiesow**

Technology Department Employee Liz Dustin met with the Board to discuss options on County Board iPads and programs for the same for paperless Board meetings. The Board authorized Ms. Dustin to purchase 6 iPads and covers to be used by the Board and Auditor-Treasurer Peters. **M/S/C – Bring, Borowicz**

SWCD Employees Dan Thorstad and Darren Carlson met with the Board to provide an update regarding the new buffer law requirements. They are still waiting for the maps that identify systems that will be required to have buffers. Bill Craig and Lon Aune were also present for this discussion. The SWCD Side Water Inlet Program in the Thief River Watershed area and utilization of disaster program funds were also reviewed.

Safety Officer Rodger Haugtvedt provided the Board with an end of year update with the County Safety Program on activities, training, and projects completed.

The following Commissioner/Committee Reports were shared:

<u>Commissioner</u>	<u>Meeting/Report</u>
Bring	MnDOT Bike Trail meeting
Kiesow	Joint Powers of the Red Basin
Miller	Employee Benefits, Law Library Meeting
Vonasek	MNUSA Snowmobile Trail meeting

The meeting was adjourned at 2:10 pm by Chairman Borowicz. **M/S/C** -

CHAIRPERSON,
MARSHALL COUNTY BOARD OF COMMISSIONERS

ATTEST: _____
MARSHALL COUNTY AUDITOR-TREASURER

OFFICIAL PROCEEDINGS
MARSHALL COUNTY BOARD OF COMMISSIONERS
Truth in Taxation Meeting
December 1, 2015 6:00 P.M.
Marshall County Boardroom

Commissioner Borowicz called the meeting to order with Commissioners Sharon Bring, Gary Kiesow, Rolland Miller, Ken Borowicz, LeRoy Vonasek, Auditor-Treasurer Scott Peters, County Assessor Russ Steer, Assessor Appraiser Alison Wall, and County Engineer Lon Aune present.

No one from the public was present for the meeting.

Auditor/Treasurer Peters explained the budget and levy process and provided various documents for review. A challenge for the county includes continued loss of County Program Aid. The goal is to keep levy increases at small increments, deficit budget to bring down reserves and/or until CPA changes. There is state wide legislation introduced to increase aid to counties. Another concern for our County will be the outcome of the current Enbridge lawsuit against the Department of Revenue on their valuation and the potential liability on counties.

Mr. Steer provided input on future land values, indicating that valley agricultural land will see a reduction in 2017.

The Board will accept any public comments concerning budget and levy through the Auditor's office and will consider a final levy and budget for 2016 at the next County Board meeting on 12/15/15.

The Board adjourned at 6:30 p.m. by Chairman Borowicz.

CHAIRPERSON,
MARSHALL COUNTY BOARD OF COMMISSIONERS

ATTEST: _____
MARSHALL COUNTY AUDITOR-TREASURER

OFFICIAL PROCEEDINGS
MARSHALL COUNTY BOARD OF COMMISSIONERS
December 15, 2015 9:00 A.M.
Marshall County Boardroom

The Pledge of Allegiance was given.

Chairperson Borowicz called the meeting to order with the following present:
Commissioners Sharon Bring, Ken Borowicz, Gary Kiesow, LeRoy Vonasek, Rolland Miller,
Auditor-Treasurer Scott Peters and recording secretary Domita Mack.

The December 15, 2015 meeting agenda was approved with additions. **M/S/C – Vonasek, Kiesow**

Environmental Services Administrator Josh Johnston met with the Board during open forum to discuss information regarding the approval of the SCORE grant.

The Board approved the December 1, 2015 meeting minutes and the December 1, 2015 Truth in Taxation Meeting minutes with corrections. **M/S/C – Bring, Miller**

RESOLUTION 12-15-01

BE IT RESOLVED, that after review of the following bills, authorization for payment of the same in the following total amounts, are hereby approved, with a detailed listing kept on file at the Auditor’s office.

Auditor Warrants:

December 7, 2015	\$195,038.43
December 9, 2015	\$1,682.25
December 9, 2015	\$34,258.43
December 15, 2015	\$187,239.67

Commissioner Warrants **\$327,119.11**

M/S/C – Vonasek, Kiesow

RESOLUTION 12-15-02

	PER DIEMS
Kenneth Borowicz	\$60.00
Sharon Bring	\$180.00
Gary Kiesow	\$180.00
Rolland Miller	\$240.00
LeRoy Vonasek	\$240.00
Darlene Bates	\$60.00
Total	\$960.00

M/S/C – Kiesow, Bring

The following Commissioner/Committee reports were shared:

<u>Commissioner</u>	<u>Meeting/Report</u>
Borowicz	AMC Conference
Miller	Markit, AMC Conference, Border Township Associative Group Committee, MnDOT Meeting
Vonasek	Markit, Northwest Mental Health, MST Watershed, Tri Valley
Kiesow	AMC Conference, Extension Committee, NWRDC Annual Meeting, MRCC
Bring	AMC Conference, Extension Committee, Markit, Transportation Advisory Committee, MRCC

Social Services Director Chris Kujava addressed the Board.

General Business

Director Kujava provided updates on the Minnesota Association of County Social Services (MACSSA) and the Local Advisory Council for Mental Health Annual Report.

Personnel

Merit System Wage Scales were reviewed with the Board.

Licensing and Contracts

The Board approved and reviewed the following contracts and agreements;

1. The Medica Contract Addendum was reviewed.
2. Health Partners Contract was approved. **M/S/C – Bring, Vonasek**
3. TriMin Systems, Inc. Contract received approval. **M/S/C – Kiesow, Bring**

Director's Administrative Report

The Board and Director Kujava reviewed the Foster Care Policy.

Authorizations

Case Activity, Bills, and Director Actions received Board approval. **M/S/C – Kiesow, Vonasek**

RESOLUTION 12-15-03

Chris Kujava, Director, Marshall County Social Services, is granted authority to enter into an agreement with the Minnesota Judicial Branch for the express purpose of Master Subscriber Agreement for the Minnesota Government Access Program. **M/S/C – Bring, Miller**

The Board met with Oslo area Border Township Associative Group (BTAG) Representatives John Nelson, Cary Osowski, Craig Jones, and Tim Solem. County Highway Engineer Lon Aune was also present during this discussion. A powerpoint presentation was provided to review information concerning proposed Red River bridge replacements, impacts with constricted water flow, and suggestions for positive solutions to address these concerns by having bridge structures that are more open and allow for the increased water flow that is currently being held back by the bridge structures. The group will be bringing a formal resolution for the County to consider supporting the efforts of this organization. The Board approved to support BTAG's efforts to aid in lessening flooding in the Oslo area. **M/S/C – Miller, Bring**

Highway Engineer Lon Aune addressed the Board.

The Board reviewed information from the Transportation Advisory Committee.

The following resolutions received Board approval.

RESOLUTION 12-15-04

WHEREAS, the Engineer in charge has filed his final certificate setting forth that the Contractor on SAP 045-613-004 has completed the contract in accordance with plans and specifications and the total cost of said job was \$490,809.45 and the balance due to the Contractor is \$24,540.47.

NOW THEREFORE, BE IT RESOLVED that said certificate be and the same is hereby approved and the County Auditor is hereby authorized to issue a warrant on the Road & Bridge Fund in the amount of \$24,540.47 to Knife River Materials. **M/S/C – Vonasek, Bring**

RESOLUTION 12-15-05

WHEREAS, the Engineer in charge has filed his final certificate setting forth that the Contractor on CP JD08-15 has completed the contract in accordance with plans and specifications and the total cost of said job was \$110,063.90 and the balance due to the Contractor is \$5,503.20.

NOW THEREFORE, BE IT RESOLVED that said certificate be and the same is hereby approved and the County Auditor is hereby authorized to issue a warrant on the Road & Bridge Fund in the amount of \$5,503.20 to Gladden Construction. **M/S/C – Miller, Kiesow**

RESOLUTION 12-15-06

WHEREAS, the following quote was received for the purchase of one (1) 2010 HTC 2000 Shouldering Machine:

Knife River Materials \$25,000.00

AND WHEREAS, the quote of Knife River Materials for \$25,000.00 has been determined to be the best quote.

NOW THEREFORE, be it resolved that the quote of Knife River Materials be accepted for furnishing one (1) 2010 HTC 2000 Shouldering Machine, and the County Highway Engineer be authorized to enter into a corresponding contract. **M/S/C – Kiesow, Miller**

Mr. Aune reviewed staffing concerns and needs with the Board. The Board authorized advertising for a highway maintenance position. **M/S/C – Bring, Vonasek**

The Board approved to amend an agreement with MnDOT regarding the township road that enters Markit Grain by Argyle. Commissioner Miller abstained from this vote. **M/S/C – Bring, Kiesow**

The Board approved the Highway Department Drain Tile Policy to be on file at the Highway Department. **M/S/C – Kiesow, Miller**

Mr. Aune shared a letter from the DNR requesting County input regarding Ditch Buffer Mapping requirements.

The Board approved the final levy and Budget for 2016 as follows;

RESOLUTION 12-15-07

WHEREAS, Department Administrators within the County Government of Marshall County have presented proposed budgets to the County Board for 2016, and

WHEREAS, said proposed budgets have been reviewed by the County Board and amended to a final budget amount for the following funds:

Revenue	\$6,403,418
Road & Bridge	\$10,089,297
<u>Social Services</u>	<u>\$3,838,770</u>
TOTAL	\$20,331,485

This provides for a Tax Levy for taxes to be collected in 2016 in the amount of \$6,023,633.

NOW THEREFORE BE IT RESOLVED, that the budget for 2016 is hereby approved for the tax levy amounts as follows:

Revenue Fund	\$4,187,805
Road & Bridge Fund	\$975,000
Social Services Fund	<u>\$1,000,000</u>
TOTAL	\$6,162,805
Less State Paid Aids	<u>\$139,172</u>
NET LEVY	\$6,023,633

M/S/C – Bring, Miller

Auditor - Treasurer Peters covered the following items in his report:

1. End of Year Ditch Report
2. 5-year Financial Report
3. Extension Consideration. The Board agreed to move forward with Pennington County with replacement of the County Ag Extension Educator/Agent position at

80% County time and 20% with the University of Minnesota if possible and to pursue an arrangement to keep our current 4H position in place for 2016. **M/S/C – Borowicz, Vonasek** The Board approved to continue with the County Nutrition Program through the end of April at 15 hours per week. **M/S/C – Bring, Kiesow**

4. Position Review

5. The Board approved an amendment to the County Hybrid Health Care Plan and Summary Description. **M/S/C – Miller, Vonasek**

County Attorney Don Aandal visited with the Board to discuss general County Attorney yearly activity.

The Board appointed Debra Benson to act as County Park Administrative Assistant as needed at a rate of \$18/hour not to exceed \$3600 per year. **M/S/C – Vonasek/Bring**

The Board considered year end request for funds and approved the following disbursements:

City of Oslo	\$2400
Gatzke Senior Citizens	\$1000
Grygla Senior Citizens	\$1000
Marshall County Posse	\$2400
Spruce Valley Community Center	\$1000
Stephen Fire	\$1000
Stephen Ambulance	\$1000
City of Strandquist	\$400
Viking Fire	\$600
Newfolden Fire	\$600
Middle River Fire	\$600

M/S/C – Miller, Bring

The meeting was adjourned at 3:40 p.m. by Chairperson Borowicz.

CHAIRPERSON,
MARSHALL COUNTY BOARD OF COMMISSIONERS

ATTEST: _____
MARSHALL COUNTY AUDITOR-TREASURER