

OFFICIAL PROCEEDINGS
MARSHALL COUNTY BOARD OF COMMISSIONERS
October 7, 2014 9:00 A.M.
Marshall County Boardroom

The Pledge of Allegiance was given.

Chairperson Vonasek called the meeting to order with Commissioners Sharon Bring, LeRoy Vonasek, Gary Kiesow, Ken Borowicz, and Auditor-Treasurer Scott Peters present.

MST Watershed Administrator Dan Omdahl addressed the Board during open forum indicating that the watershed would be interested in possibly sharing a grant writer position if the County was moving forward with this.

The Board approved the October 7, 2014 meeting agenda with additions and corrections. **M/S/C – Bring, Borowicz**

The minutes from the September 16, 2014 regular meeting were approved with corrections. **M/S/C – Kiesow, Bring**

RESOLUTION 10-07-01- Approval of Bills

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

September 19, 2014	\$122,609.49
September 26, 2014	\$11,221.91
Total	\$133,831.40

Commissioner Warrants \$684,036.69

M/S/C – Borowicz, Kiesow

The following Commissioner/Committee Reports were shared:

<u>Commissioner</u>	<u>Meeting/Report</u>
Borowicz	Community Justice Advisory Board
Kiesow	MCIT Risk Control Workshop, Joint Powers Natural Resource Board, NWRDC

Auditor Treasurer Peters presented the following in his report:

1. Election Update – Mail Ballots will be sent on Friday. Machines being tested.
2. MRCC Update
3. Policy Update
4. Benefit Plan Update
5. Assessment Information
6. 5-Year Financial Report
7. DNR Con Con Ditch Discussion
8. Award Nomination Consideration was approved. **M/S/C – Bring, Kiesow**
9. Ditch Report through September
10. MCIT Property Coverage Review Update
11. The Board authorized quotes to be accepted on the old Courthouse tower. **M/S/C – Kiesow, Bring**
12. Board of Health Update

Gail Larson, Public Health Director, addressed the Board to provide a bimonthly public Health Report. She was joined by Bemidji State University nursing student Sarah Rudnik. Ms. Larson reported on the following topics: Local Public Health Infrastructure, Implementation of SHIP, updates on flu shot clinics and how to prepare for any possible Ebola cases, disaster training, flu isolation and quarantine planning, and Head Start/Child Checkup information.

Jan Kaspari, Water Plan Coordinator addressed the Board to discuss the finalization of

the County Park Project, and a proposed Nature Area on the Tamarac River. BWSR has approved our Water Management Plan extension. Updates were given on Septic System Grant Projects and award status.

Highway Engineer Lon Aune addressed the Board on the following;

AMC update on our position for Waters of the US.

Land rental quotes – approved. **M/S/C – Borowicz, Bring**

Senator Dibble transportation meeting in Crookston is scheduled for tomorrow.

Project updates - CR 6, Farm Ave., CR 109 Bridge - all moving along nicely, some issues on CR 6 are being addressed.

RESOLUTION 10-07-02

WHEREAS, the Engineer in charge has filed his final certificate setting forth that the Contractor on Alvarado Shop has completed the contract in accordance with plans and specifications and the total cost of said job was \$177,522.48 and the balance due the Contractor is \$31,952.60.

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 \$31,952.60 to Ellerbusch Builders. **M/S/C – Bring, Borowicz**

The Board recessed the regular meeting and opened the Ditch Authority Meeting.

State Ditch 90 - request for land to be added to the system. Approval given to hold Public Hearing on November 18, 2014 at 11:30 am. **M/S/C – Borowicz, Kiesow**

County Ditch 22 – County Ditch 32 – process has started to have land added to systems.

The Board recessed the Ditch Authority Meeting and reopened the regular meeting.

Bids were opened for project SP45-607-CSAH7 as follows;

Davidson Construction	\$355,770.65
Spruce Valley Corp.	\$473,252.90
Thygeson Construction	\$361,093.12
Mark Sand & Gravel	\$321,205.60
MinnDak Asphalt	\$419,096.66

The Board recessed the regular meeting and reopened the Ditch Authority Meeting.

The Board approved to hold all Ditch Authority meetings as needed coinciding with Highway agenda items at regular scheduled County Board Meetings. **M/S/C – Kiesow, Vonasek**

The Board closed the Ditch Authority meeting and reopened the regular meeting.

Mr. Aune continued his report and provided grant application information for drainage ditch inventory and inspection with the SWCD for erosion control. Objectives for Out of State meetings were discussed.

RESOLUTION 10-07-03

Resolution Establishing the Marshall County Absentee/Mail Ballot Board

WHEREAS, Minnesota Statute Section 203B.121 requires the governing body of each county with responsibility to accept and reject absentee/mail ballots to establish a ballot board; and

WHEREAS, The ballot board must consist of a sufficient number of election judges and staff

members trained in the handling of absentee/mail ballots; and

WHEREAS, the duties of the ballot board are as specified in Minnesota Statutes Chapter 203B;

NOW THEREFORE BE IT RESOLVED, that there is hereby established an Absentee/Mail Ballot Board pursuant to Minnesota Statutes Section 203B.13, Subd. 1 for the purpose of processing absentee/mail ballots cast by Marshall County citizens, and that this ballot board shall be reconvened and members appointed for each election held in the County of Marshall until adoption of a subsequent resolution by a future action of the Marshall County Board of Commissioners.

BE IT ALSO RESOLVED, that membership of and appointment to the Marshall County Absentee/Mail Ballot Board shall be based upon requirements contained in Minnesota Statutes Chapter 203B and that a sufficient number of qualified individuals shall be appointed to serve as absentee/mail ballot board members for each election held in Marshall County.

BE IT FURTHER RESOLVED, that staff and election judges named as Deputy County Auditors for the purpose of issuing absentee ballots to in-person voters pursuant to MN Statute Section 203B.081 are hereby appointed to the Marshall County Absentee/Mail Ballot Board. **M/S/C - Bring, Borowicz**

Discussion concerning a possible land trade in Como Township was discussed.

The meeting was adjourned at 12:05 p.m. by Vice Chairperson Borowicz.

CHAIRPERSON,
MARSHALL COUNTY BOARD OF COMMISSIONERS

ATTEST: _____
MARSHALL COUNTY AUDITOR-TREASURER

OFFICIAL PROCEEDINGS
MARSHALL COUNTY BOARD OF COMMISSIONERS
October 21, 2014 9:00 A.M.
Marshall County Boardroom

The Pledge of Allegiance was given.

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

The October 21, 2014 meeting agenda was approved with additions. **M/S/C – Kiesow, Bring**

The Board approved the October 7, 2014 meeting minutes with corrections. **M/S/C – Borowicz, Mille**

RESOLUTION 10-21-01

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

October 10, 2014 \$14,414.33

Commissioner Warrants \$901,579.58

M/S/C – Miller, Borowicz

RESOLUTION 10-21-02

	PER DIEMS
Kenneth Borowicz	\$300.00
Gary Kiesow	\$180.00
LeRoy Vonasek	\$60.00
Darlene Bates	\$60.00
Domita Mack	\$60.00
Totals	\$660.00

M/S/C – Kiesow, Bring

The following Commissioner/Committee Reports were shared:

<u>Commissioner</u>	<u>Meeting/Report</u>
Borowicz	Markit, Quin
Miller	MST Watershed
Kiesow	Northwest Community Action
Vonasek	Tri Valley, NW Mental Health, Land of the Dancing Sky
Bring	Markit

Howard Person, Bill Craig, Regional Extension Educator Nathan Johnson, and Pennington County Commissioner Oliver Swanson addressed the Board to discuss the future of the shared County Agent Position that Marshall and Pennington currently are in. Mr. Person will be retiring in about 1 year and this relationship has gone extremely well with the County Agent and 4H Coordinator. Both Counties would like to continue with this arrangement in the future if it can be worked out.

Social Service Chris Kujava addressed the Board. Items discussed included the following:

General Business

Updates were provided on the Electronic Document Management system Implementation Project. We are in file prep process now prior to the December 2 starting date.

Mr. Kujava indicated that the garage is near completion, looks very nice and should be

close to budget for final numbers.

Personnel

The Board conducted the annual performance review with Mr. Kujava.

Licensing and Contracts

Approval was given to the EDMS Contract with Clay County. **M/S/C – Bring, Kiesow**

The Medica MSHO Case Management contract was approved. **M/S/C – Borowicz, Bring**

Director’s Administrative Report

The Quarterly Budget and Out Of Home Placement Reports were shared. Both reports showed positive numbers, 70% of expenditures out of 75% of the year for the overall budget, and 37% of total yearly expenditures for Out Of Home Placements.

Authorizations

The Board approved Case Activity, Bills, and Director Actions. **M/S/C – Borowicz, Miller**

County Engineer Lon Aune addressed the Board.

RESOLUTION 10-21-03

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the Marshall County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Chairman and the Auditor are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 07026, a copy of which said agreement was before the County Board and which is made a part hereof by reference. **M/S/C – Kiesow, Bring**

RESOLUTION 10-21-04

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the Marshall County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Chairman and the Auditor are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 06444, a copy of which said agreement was before the County Board and which is made a part hereof by reference. **M/S/C – Kiesow, Bring**

RESOLUTION 10-21-05

BE IT RESOLVED, that pursuant to advertisement for bids for SP 045-607-010, Minn. Project No. PLHD 4514(252), Subgrade Preparation and Aggregate Surfacing, the following bids were received:

Mark Sand & Gravel Co.....	\$321,205.60
Davidson Construction, Inc.....	\$355,770.65
Thygeson Construction, Inc.....	\$361,093.12
Minn-Dak Asphalt, Inc.....	\$419,096.66
The Spruce Valley Corp.....	\$473,252.90

NOW THEREFORE BE IT RESOLVED that the bid of Mark Sand & Gravel Co in the amount of \$321,205.60 be accepted, contingent upon DBE approval from the State of Minnesota Department of Transportation EEO Office. **M/S/C – Bring, Borowicz**

Projects Updates were given on County Road 6, Bridge on CR 109, Valley Township

Bridge, Farm Avenue and County Road 7. Most projects are getting close to complete, some are and the CR 7 project will begin next week.

The Board conducted the annual performance review with Mr. Aune.

The Board held a phone meeting with Darcy Hitesman regarding 2015 benefits, flex and health plans. Persons attending included Mary Larson, Darlene Bates, Don Aandal, Tammy Johnson, and Dave Clark. Ms. Hitesman will complete the final plan documents this week.

The Board conducted the annual performance review with Emergency Manager/Solid Waste Coordinator Josh Johnston.

The Board recessed for lunch from 12:00 to 1:00 pm.

The Board conducted the annual performance review with Waterplan Coordinator Jan Kaspari. The board approved to allow Juliana Kuznia to receive the full 2014 annual CRP payment for CRP land in the County Park. She has relinquished her agreement as operator of the contract to the County as of September 2014. The contract expires in 2018.

M/S/C – Bring, Borowicz

Auditor-Treasurer Scott Peters provided the following items for his report:

1. 2015 Proposed Levy Survey
2. Assessor Appraiser Adjustment Consideration – The Board approved to adjust newly certified Assessor Appraiser Alison Wahl’s Salary to Band C - 42, Step 2. **M/S/C – Borowicz, Miller**
3. Parking Lot update
4. Election Update
5. The Government Management Group Contract to prepare the annual Cost Allocation Report for 2014, 2015, and 2016 received Board approval. **M/S/C – Bring, Borowicz**
6. AMC District Meeting Information – October 30 – Newfolden Community Center
7. The Flex Limited Scope Election for 2015 was approved for \$2500 per employee with no maximum for individual premium reimbursement. **M/S/C – Kiesow, Bring**
8. Policy Book Update - set policy committee meeting for 10/28/14 at 9 am
9. Health/Flex Plan Phone Meeting Recap
10. Public Health Update
11. Quarterly Budget Report through September

The Board approved to allow Darcy Hitesman of Hitesman Law to complete the 2015 County Hybrid Health Care Plan and Flex Plan Documents for the County. **M/S/C – Borowicz, Miller**

Lee Meier, Multi County Housing Director, John Wynne, Wynne Consulting, and Bremer Bank Employee Darby Boe met with the Board to review the Rural Business Enterprise Grant (RBEG) Grant Application process. Things to consider included; interest rate charges, loan amounts, criteria, and deadlines for applying. Applicant review will occur December 2, 2014 at 10:00 am at the Board room.

The Board set the loan interest rates at 2% for RBEG loans. **M/S/C – Borowicz, Kiesow**

The Board reviewed information regarding the 2012 fire in New Solum Township and damages to County property. A list will be obtained to assess the damages to the County.

The Board asked Auditor/Treasurer Peters to look into options that the County can move forward with regarding grant writing and Extension program options.

The meeting was adjourned at 2:50 pm by Chairperson Vonasek.

CHAIRPERSON,
MARSHALL COUNTY BOARD OF COMMISSIONERS

ATTEST: _____
MARSHALL COUNTY AUDITOR-TREASURER