



# MORRISON COUNTY BOARD OF COMMISSIONERS OFFICIAL MINUTES

November 19, 2013

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The meeting was held in the County Board Room, Government Center, Little Falls MN, and was called to order at 9:00 a.m. by Chairman Johnson.

**Members present:** Commissioners Randy Winscher, Duane Johnson, Don Meyer, Kevin Maurer and Jeff Jelinski.

**Staff present:** Deb Gruber, Brian Middendorf, Michel Wetzal, Russ Nygren, Glenn Erickson, Eileen Holtberg, Denise Austin, Tom Daniels, Beth Hamlin, and Nicole Nordlund

**Others present:** Jennie Zeitler, Ron Nypan, Jerry Chandler.

## APPROVAL OF COUNTY BOARD MINUTES

A motion was made by Commissioner Maurer, seconded by Commissioner Jelinski and carried unanimously to approve the Morrison County Board of Commissioner Minutes for November 5, 2013.

## AGENDA CHANGES

A motion was made by Commissioner Winscher, seconded by Commissioner Meyer and carried unanimously to adopt the agenda as presented.

## SHERIFF'S REPORT

Michel Wetzal, Sheriff, presented the Monthly Report for October, 2013 and also discussed the mass communication system that has been installed by Ever Bridge. This will allow the Sheriff's Office to notify residents within a specific region of bad weather, missing children and the like. Those with landlines are already register on the system but are asking residents to register their cell phones on the County's Website.

## FISH TRAP LAKE IMPROVEMENT DISTRICT

Ron Nypan presented the District Budget for the three year period beginning January 1, 2012 and ending December 31, 2014. A motion was made by Commissioner Winscher, seconded by Commissioner Meyer to approve the 2014 District Budget for the Fish trap Lake Improvement District at \$25,322, \$40 per parcel. The motion carried on a roll call vote with all Commissioners voting "aye".

## EXTENSIONS REPORT

Denise Austin, Community Nutrition Educator, presented the Monthly Report for October, 2013.

## ASSESSORS REPORT

A motion was made by Commissioner Meyer, seconded by Commissioner Maurer to approve the Property Record Information System of Minnesota (PRISM) grant application. Glen Erickson, Assessor, explained that the Department of Revenue, Property Tax Department abatement forms are going from hard copies to becoming computerized annual readouts and grant funds will be used in defraying the costs that counties will encounter from vendors who will be writing the software forms for abatements.

## AUDITOR'S REPORT

A motion was made by Commissioner Meyer, seconded by Commissioner Winscher and carried unanimously to approve the Agreement between the County and the Eastern Morrison County 4-Wheeler Club.

A motion was made by Commissioner Jelinski, seconded by Commissioner Maurer to approve the Resolution to sponsor the Eastern Morrison County 4-Wheeler Club for State fiscal year 2014.



# MORRISON COUNTY BOARD OF COMMISSIONERS OFFICIAL MINUTES

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A motion was made by Commissioner Jelinski, seconded by Commissioner Winscher to approve the ratings for the Auditor/Treasurer's Office as recommended by Public Employment HR Consulting as attached to these minutes.

A motion was made by Commissioner Maurer, seconded by Commissioner Meyer to approve the Morrison County Investment Policy as discussed at the Planning Session.

Russ Nygren, Auditor/Treasurer reviewed the October 31, 2013 Cash Report Year End.

### COUNTY BOARD WARRANTS

A motion was made by Commissioner Meyer and seconded by Commissioner Maurer to approve the following Resolution:  
WHEREAS, the Morrison County Board of Commissioners have reviewed the list of County Board Warrants;  
NOW THEREFORE, BE IT RESOLVED, that the list of County Board Warrants on file in the Auditor/Treasurer's Office for November 19, 2013 be approved for payment:

|                     |               |
|---------------------|---------------|
| REVENUE             | \$ 93,632.73  |
| PUBLIC WORKS        | \$ 115,930.06 |
| SOCIAL SERVICE      | \$ 158,401.63 |
| SOLID WASTE         | \$ 109,208.53 |
| PARKS FUND          | \$ 53.73      |
| BUILDING FUND       | \$ 13,539.06  |
| LOCAL COLLABORATIVE | \$ 16,726.28  |
| TOTAL               | \$ 507,492.02 |
| Meals               | \$ 155.52     |
| Credit card         | \$ 8,152.23   |

Motion carried on a roll call vote with all Commissioners voting "aye".

A motion was made by Commissioner Meyer and seconded by Commissioner Maurer to approve the Commissioners Expense Reports. The motion carried on a roll call vote with all Commissioners voting "aye".

### PUBLIC WORKS REPORT

Tom Daniels, Public Works, requested a meeting for the Public Works Planning Session, to be scheduled for December 16, 2013 at 8:30 a.m. at the Public Works Building.

### ADMINISTRATOR'S REPORT

A motion was made by Commissioner Meyer, seconded by Commissioner Jelinski to approve the Morrison County Public Defender System Child in Need of Protection or Services Cases with Scott A. Wonderlich for the term of 1/1/14 to 12/31/15. The motion carried on a roll call vote with all Commissioners voting "aye".

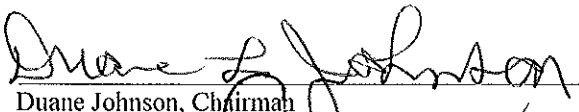
A motion was made by Commissioner Jelinski, seconded by Commissioner Winscher to approve the 2014 County Board schedule as attached to these minutes.

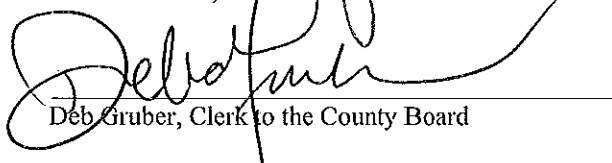
### COUNTY BOARD REPORTS AND SCHEDULE

Members of the County Board reported on various meetings they have attended and on their upcoming schedule of meetings with various organizations.

### ADJOURNMENT

A motion was made by Commissioner Maurer, seconded by Commissioner Winscher and carried unanimously to adjourn the meeting at 9:44 a.m.

  
Duane Johnson, Chairman

  
Deb Gruber, Clerk to the County Board

## COUNTY/CLUB TRAIL AGREEMENT

The Agreement is made the 19 day of November, 2013, between Morrison County, hereinafter referred to as the County, and the Eastern Morrison County 4 Wheeler Club, hereinafter referred to as the Club.

Whereas, the County desires to establish recreational trails for the enjoyment of the public, and,

Whereas, the Club is a registered, nonprofit corporation, willing and able to help the County acquire, construct, and maintain such trails, and

Whereas, the State of Minnesota offers financial and technical assistance to the County for the construction of approved trails,

**NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:**

1. The County shall apply to the State of Minnesota, Department of Natural Resources for financial and technical assistance in accordance with the laws, rules, and regulations governing such assistance.
2. The Club shall acquire the necessary interests in land, construct trails, provide adequate trail maintenance, keep the trails safe for public use, and provide trail modifications as may be required by the State of Minnesota. The Club is solely responsible for the aforementioned obligations, and the parties agree that the County shall have no responsibility, duty or liability for those obligations. Any "work" in connection with the trails shall be in accordance with the terms and conditions of the Agreement between the State of Minnesota and the County, and the terms and conditions of that Agreement are incorporated by reference into this County/Club Trail Agreement and any subsequent contracts between the County and the Club, or between the parties hereto and others.
3. The Club shall defend, indemnify, and hold the County harmless from any and all claims brought by anyone arising out of the subject trails, including, but not limited to, claims arising out of the creation, construction, operation, maintenance, supervision, inspection, or use of the trails.
4. The Club shall purchase and maintain liability insurance naming the county as an insured, or additional named insured, in an amount at least equal to the maximum liability limits set forth in Minn. Stat. 466.04, Subd.1, currently \$300,000 per person and \$1,000,000 per occurrence, and shall provide to the county on an annual basis, a Certificate of Insurance or other document demonstrating that such insurance is in effect.

5. The Club shall submit properly completed and executed certification forms to the County on a timely basis. The certifications must be accompanied by a signed affidavit and sufficiently detailed records to verify that the Club has met the significant benchmarks of "work" on the trails as set by the State. If the County is satisfied that the significant benchmarks of work have been met, it will submit a Request for Reimbursement to the Minnesota Department of Natural Resources. Money received from the State as the result of these requests for reimbursement will be disbursed to the Club.

6. The Club shall maintain books, records, documents, and other evidence relevant to this grant and in such detail that will accurately reflect the benchmarks that have been reached in this program and that have received payment. The Club shall use generally accepted accounting principles and these records shall be retained for six years after this grant terminates. The State, the County its representative, or the legislative auditor shall have the right to examine this evidence and the Club shall make them available at all reasonable times during the retention period. Records shall be sufficient, as defined in the Manual to reflect significant costs incurred and volunteer donation of time, equipment, and/or materials in performance of this grant

7. The County shall not be liable for such costs incurred by the Club because State funds are depleted, reduced, or in any way modified. Costs incurred by the Club, which are not reimbursed by the State, shall be absorbed by the Club. In the event that a performance penalty is assessed against the County, by the State, such penalty will be passed through to the Club and shall be the Club's obligation until satisfied.

8. The Club will operate as an independent contractor, and neither the County nor the State of Minnesota shall have any responsibility or liability for worker's compensation, other employee benefits, or claims of negligence or other wrongdoing on the part of the Club brought by employees or third parties.

9. All trails built and/or maintained by the Eastern Morrison County 4 Wheeler Club and its member organizations shall be the subject of this Agreement and shall hereinafter be called the Morrison County Recreational Trails.

10. This agreement shall continue for an indefinite period of time and until terminated by either party upon 30 days written notice.

|                          |                        |      |                   |
|--------------------------|------------------------|------|-------------------|
| County Board Chairperson | <u>Duane L Johnson</u> | Date | <u>11-19-13</u>   |
| County Board Clerk       | <u>Debra Fun</u>       | Date | <u>11/19/2013</u> |
| Club President           | <u>Don Sehn</u>        | Date | <u>11-7-13</u>    |
| Club Secretary           | <u>Wanda Glennen</u>   | Date | <u>11-7-13</u>    |

RESOLUTION APPROVING COUNTY SPONSORSHIP  
OF THE EASTERN MORRISON COUNTY 4 WHEELER CLUB

2014

WHEREAS, the Eastern Morrison County 4 Wheeler Club provides trails to meet Morrison County's recreation needs;

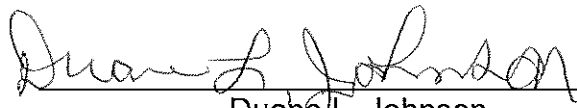
WHEREAS, the State of Minnesota offers funding of such trails through its GRANT-IN-AID TRAIL ASSISTANCE PROGRAM;

WHEREAS, the Morrison County Board of Commissioners acknowledges the sponsorship of this program as only a facilitator in providing state funds to local recreational trail associations;

WHEREAS, the Morrison County Auditor recommends approval of continued county sponsorship of the grant-in-aid trails;

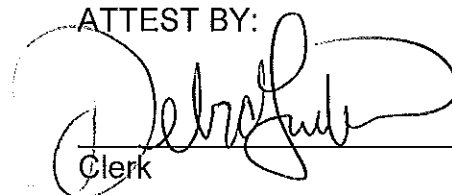
BE IT THEREFORE RESOLVED THAT, the Morrison County Board of Commissioners approves the application and proposals of the Eastern Morrison County 4 Wheeler Club and authorizes the County Auditor to act as fiscal agent and to sign all necessary forms and agreements to participate in the program for State Fiscal Year 2013.

PASSED by majority vote of the Morrison County Board of Commissioners on this 19 day of November, 2013.

  
\_\_\_\_\_  
Duane L. Johnson  
Chair

Morrison County Board of Commissioners

ATTEST BY:

  
\_\_\_\_\_  
Clerk

# PUBLIC EMPLOYMENT HR CONSULTING



October 15, 2013

Ms. Deb Gruber, County Administrator  
Morrison County  
Little Falls, MN.

Dear Ms. Gruber:

Morrison County requested review of the following positions. PEHRC has reviewed the information submitted. The following reflects our recommendations for grade placement:

Account Specialist/Elections Administrator. This position is responsible to maintain accounts payable and receivable, and dissemination of financial information, generate reports, review bills for accuracy and coding. Primary responsibility for voter registration and election, forfeited land and liquor licenses, ensure accurate voter registration, ballot preparation, supervision of election judges and workers. This reflects an increase in initiative and education/experience required to perform the duties. It is recommended that this position be placed at grade 21, 925 points.

Deputy Auditor/Treasurer. This position is responsible to act as backup to the Chief Auditor/Treasurer in his absence. This position is responsible to ensure collection of property taxes, primary responsibility to ensure funds are available in correct accounts to cover expenditures, manages all bank accounts and collateral. This reflects an increase in initiative and education/experience required to perform the duties. It is recommended that this position be placed at grade 21, 920 points.

Records Specialist. This position is responsible to coordinate property tax parcels, certify delinquent taxes on deeds, begin delinquent tax process, notify and maintain bankruptcy information, GIS mapping responsibilities. It is recommended that this position be placed at grade 21, 895 points.

Account Specialist. This position is responsible or assisting with elections, has forfeiture responsibilities, ensures that accounts payable are paid timely, provides assistance to the public, collects, posts and abates property taxes. It is recommended that this position be placed at grade 19, 820 points.

Account Specialist (vacant, <sup>19</sup>no current rating) This position is responsible for reviewing accounts payable invoices, posting and compiling property tax settlements,, posting daily receipts, disbursements of collections to entities, provide backup to payroll, assist public, verify legal documents, calculate taxes, and other relate duties. It is recommended that this position be placed at grade 19, 820 points.

Detail is attached. If there are any questions, please feel free to contact me.

Sincerely,

Dorothy A. Person, President\Consultant



# MORRISON COUNTY

*Morrison County will provide cost effective, high quality services to county residents in a friendly and respectful manner.*

## Administration

Deb ext. 293 John ext. 298 Beth ext. 292  
Barb ext. 299 Nicole ext. 295

TO: ALL DEPARTMENTS  
FROM: Beth Hamlin, Administration  
DATE: October 21, 2013  
SUBJECT: COUNTY BOARD MEETING DATES

Below is the County Board schedule for 2014. If your meeting date needs to be changed please contact me at ext. 292.

### 1<sup>ST</sup> MEETING

Social Service Report  
Public Health Report  
Assessor's Report  
Community Development  
Public Works Report  
Planning & Zoning Report  
Auditor/Treasurer's Report  
Administrator's Report  
County Board Warrants

### 2<sup>ND</sup> MEETING

Sheriff's Report  
Social Service Report  
Public Health Report  
Extension Report  
Public Works Report  
Auditor/Treasurer's Report  
Administrator's Report  
County Board Warrants

January 7  
February 4  
March 4  
April 8  
May 6  
June 3  
July 8  
August 5  
September 9  
October 7  
November 4  
December 2

January 21  
February 18  
March 18  
April 22  
May 20  
June 17  
July 22  
August 19  
September 23  
October 21  
November 18  
December 16  
December 31

### PLANNING MEETINGS

January 14 & 28  
February 11 & 25  
March 11 & 25  
April 15 & 29  
May 13 & 27  
June 10 & 24  
July 15 & 29  
August 12 & 26  
September 16 & 30  
October 14 & 28  
November 10\*\* & 25  
December 9 & 23

***\*\*Due to the Veteran's Day Holiday this meeting will be held on Monday.***