

**COUNTY BOARD OF COMMISSIONERS**  
**APRIL 7, 2015**

The Richland County Board of Commissioners met on April 7, 2015 at the Richland County Courthouse with Commissioners Sid Berg, Tim Campbell, Rollie Ehlert, and Dan Thompson. Nathan Berseth joined the meeting in progress. Others in attendance were Administration Personnel Bailey and DeVal; States Attorney McBeth; and a Daily News Reporter. Visitor DeWayne Hoefts attended a portion of the meeting.

A motion was made by Thompson to approve the minutes of meetings March 3 and March 17; motion seconded by Ehlert. Vote was unanimous.

Chairman Berg announced an amendment to the Agenda - The Highway Department will report at 8 am and the other scheduled appointments will follow after that.

**HIGHWAY DEPARTMENT**

Highway Personnel in attendance were Lowell Bladow, Ron Hohenstern and Damon DeVillers of Interstate Engineering.

State Funding - SB2103 - At the March 17 Commission meeting the Board approved bidding three projects - dependent on available funding.

- CH #1 from CH#15 to CH#16 (5 miles)
- CH #3 from Mantador to SH#13 (6.5 miles)
- CH #21E and 21N SH#11 to SH#11 (3.5 miles)

The 21N and 21E portion does not qualify as being a connecting corridor and Surge Funding cannot be used. Federal funds could be used and it could be put on the July NDDOT bidding, but we would have to borrow ahead 3 years in order to fund.

DeVillers asked the Board if they would like to continue and fund locally, or pull the project - bids are scheduled to be opened at the May 5 Meeting. If Federal Funds are used, it should be bid by the State in July on the ND DOT bidding.

Commissioner Berseth entered the meeting.

A motion was made by Thompson to remove CH#21N and 21E from the bidding; motion seconded by Campbell. Vote was unanimous.

Alternates were discussed for the bidding of the above projects. Alternates will include -

- adding recycle asphalt pavement
- signage replacement
- seal coat

CH# 17 Reclamation 3.5 miles - Project is estimated to cost \$50,000 - \$100,000 so two quotes are required. The following quotes were received:

- |                                     |           |
|-------------------------------------|-----------|
| - Bowes Construction, Brookings, SD | \$57,500  |
| - Industrial Builders, Fargo ND     | \$125,160 |

A motion was made by Campbell to proceed with the CH#17 project using Bowes Construction; motion seconded by Ehlert. Voting NO was Thompson, the remainder voted Yes and the motion carried.

CH#22 Railroad Crossing - The concrete crossing was ordered for CP main line and will be replaced on April 21. The cost for the crossing is \$10,348. We will need to patch the road to the new concrete and tracks and are responsible for the signing.

Advertise Motor Grader For Sale - Bladow requested authorization to advertise the 2009 Cat 140M For Sale in the Green Sheet along with the V-plow and wing.

A motion was made by Campbell to authorize the Highway Department to advertise the 2009 Cat Motor Grader For Sale; motion seconded by Thompson. Vote was unanimous.

Bladow reported it will also be announced at the Township Officers Meeting. Bids will be opened at the May 5<sup>th</sup> Commission Meeting.

Wahpeton Shop Building - Bladow reported he and several others spoke with Prime Concrete about a potential building.

- The Prime Concrete Building was built in 2013 and they are asking \$750,000
- Two acres of land with access easement to the building
- 81' x 222' x 16' post framed steel building with four 26 x 14 overhead doors
- two LP hanging heaters
- they will install water tubing in floor for heat
- they will install 6" concrete floor with floor drain
- insulation is R-29 in the walls and R-50 in the ceiling

The County would have to install:

- septic tank
- boilers and manifold for floor heat
- partition walls as needed

It was the consensus of the Board that this option may be worth exploring further.

### **EMERGENCY MANAGEMENT REPORT**

SkyWarn Training - A class was held April 6 at the Colfax High School. Another class is scheduled for April 21 at 6:30 PM in the Law Enforcement Center. Wilkin County is also offering the training.

FEMA Projects - Projects are still in the works for Moran, Elma, Homestead, Liberty Grove and Duerr Townships.

Grass Fires - There have been grass fires in Walcott, Hankinson and Fairmount. There have been no major fires so we have not put on a Burn Ban.

There was recently a farmstead fire - they lost a barn and there was damage to two other garages but the house was saved.

Richland/Wilkin County First Responders Quarterly Breakfast - Scheduled for Tuesday, April 28 at 7:30 AM at NDSCS; presentation by Richland County Dive/Rescue Team.

2015 EMPG Grant for ND Dept of Emergency Services - The Emergency Managers Performance Grant is due April 8th.

#### Upcoming Meetings:

- April 14 SEND Emergency Managers Meeting, Valley City
- April 15 American Red Cross Meeting, Fargo

### **ASSESSOR'S OFFICE - ABATEMENT APPLICATION**

Mavis Magoon - Pt of SE 1/4 26-132-49 Mooreton Twsp - Applicant requesting a reduction in taxes as 7.10 acres are not farmable due to salt and acid.

Fossum reported the Township denied the application due to the modifiers the property is receiving. A motion was made by Thompson to deny the Application; motion seconded by Campbell. Vote was unanimous.

**JILL BREUER - QUOTES FOR RECORDER**

Breuer reported that various vendors presented Richland/Stutsman/Barnes with quotes for a Recorder. After reviewing each of the quotes, it was determined that the best fit for Richland/Stutsman/Barnes is Higher Ground (Minn-Kota/Jamestown Communications).

Their quote to each agency is:

- Richland County \$24,931 + \$3625 = \$28,556
- Stutsman County \$35,581 + \$3625 = \$39,206
- Barnes County \$25,214 + \$3625 = \$28,839

Richland County's quote is lower as we are a current customer and it is called a chassis upgrade. The \$3625 will also be added as we are going to upgrade right away to a larger memory server for text to 9-1-1 storage.

Breuer reported that Richland County budgeted \$34,000 this year for a new Recorder.

A motion was made by Campbell to approve an expenditure of \$28,556 for a new Recorder; motion seconded by Ehlert. Vote was unanimous.

**SHERIFF LESHOVSKY - GARBAGE IN COUNTY DITCHES**

Chairman Berg announced that he invited Sheriff Leshovsky to the meeting to discuss trash being dumped in County ditches and also the changes to the City of Wahpeton compost site.

Sheriff Leshovsky reported that appliances, furniture, auto parts, bags of garbage, etc. get dumped in the ditches. Typically the landowner or residents in the area get stuck with taking care of it. Garbage with associated names is investigated and criminal charges have been filed in some cases.

Leshovsky shared concerns that his office will be taking more reports of bagged leaves or grass clippings dumped in ditches or fields because of the changes to the City of Wahpeton compost site.

Leshovsky has spoken with State's Attorney McBeth about an Ordinance with a stiff fine attached to deter this type of activity - McBeth reported there is already a State Statue on it.

Ehlert asked if anyone knew what it cost the City of Breckenridge for their recycling center. He also suggested PSA's.

## **TREASURER'S REPORT**

Bailey distributed the Treasurer's Report for March 2015. A motion was made by Berseth to approve the Report as presented; motion seconded by Campbell. Vote was unanimous.

## **COMMITTEE REPORTS**

- A) Social Service - They met last week, Campbell shared with the Social Service Board what the Commission discussed at their March 3 meeting regarding the request for an increase in per diem.
- B) Buildings & Grounds Committee - \$12,463 is the estimate received for work to the Clerk of Court area - this would include cutting through a vault wall. John Anderson and the Portfolio Commissioners have come up with an alternate plan that would tie into the current system with cameras/monitor in the Clerks Office, Judges Chambers and the Court Library for an estimated cost of \$9630 without cutting through a vault wall. This alternate plan will fall under the Security Grant. Bailey will discuss the change to plans with Judge Cruff and the adjustments will be made to the Grant Application.
- C) Public Health - They recently hired a Nurse and a Tobacco Coordinator and are fully staffed. The next Health Board meeting is scheduled for April 8.
- D) Job Development Board - They met on March 18 and approved several loans. The next meeting is scheduled for March 17<sup>th</sup> in Colfax.
- E) Weed Board - A meeting was held last week. Steve Ginsbach will take care of half of the County and the other half will be done commercially.
- F) Soils Committee - No Report.
- G) Park Board - No Report.
- H) Administration - Bailey was contacted by the City of Wahpeton regarding joint projects and financial expectations.

There are some bills at the legislature regarding Social Services adoption and food stamp programs - the state may take over the programs and they would expect us to lower our mills for those expenses.

A Department Head meeting was held last week.

**MECHELLE OLSEN - SICK LEAVE POLICY REVISION**

Olsen distributed a proposed revision to the current Sick Leave Policy that would enhance the current Policy. (Copy attached).

The change would not affect Social Services because they are under the State System.

Under FMLA - employees can use sick leave if the requirements are met.

Following discussion a motion was made by Ehlert to approve the Revision to the Sick Leave Policy as presented; motion seconded by Berseth. Vote was unanimous.

**MISC/CORRESPONDENCE**

- Correspondence from State's Attorney McBeth to Deere Credit Inc.  
re- Lease/Purchase Agreement

A motion was made by Thompson to approve the payment of bills; motion seconded by Ehlert. Vote was unanimous.

Berseth reported that assessment letters were received by some landowners from the Cass County Joint Water Resource District; it was explained to Berseth that it is for Votes and not Assessments. Berseth has suggested that an Attorney from Rinke Noonan should review or clarify so that if voted on, it doesn't turn into an assessment in the future.

**UPCOMING MEETINGS**

April

- 15 JDA Meeting
- 16 Township Officers Meeting 7:00 PM
- 21 Commission Meeting
- 28 First Responders Quarterly Meeting 7:30 AM
- 30 5-County Meeting in Ellendale

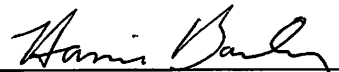
May

- 5 Commission Meeting
- 19 Commission Meeting

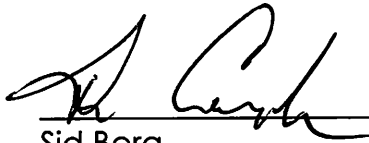
Being there was no further business, the meeting adjourned at 10:15 A.M.

Reports Filed: Tax & Property Department - Revenue Voucher for February and March, 2015. Sheriff Department - Revenue & Expenses and Civil Balance Sheet for February and March, 2015.

ATTEST:



Harris Bailey  
Auditor/Administrator



Sid Berg  
Board of Richland County Commissioners

CHAIRPERSON

The following claims were approved for March, 2015.

PAYROLL (inclusive)	
General	225,481.64
County Highway	60,637.40
Social Services	84,194.51
911 Communications	46,067.90
Drug Court	1,434.58
County Agent	4,345.18
Veterans Service	2,503.68
Weed Officer	525.00
Public Health Fund	60,663.62
County Park	160.00
SEMCA	8,974.08
JDA	<u>315.00</u>


**PAYROLL TOTAL 495,302.59**

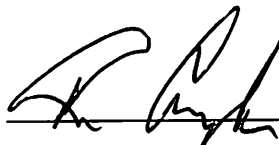
EXPENSES: \*\* Refer to resolution records

County General	230,902.26
County Highway	325,444.19
Bridge Repl Fund	39,895.71
Road & Bridge Fund	67,303.95
15 Mill Road Levy	10,097.50
Social Service	30,032.03
911 Communications	16,748.09
911 Wireless	2,431.16
Drug Court Fund	292.86
Water Rescue	622.58
County Agent	29,611.71
Veterans Service	4,168.50
Weed Control Levy	328.83
Public Health	41,652.43
State Medical Levy	28,368.19
Garrison Div	28,368.19
Domestic Violence	140.00
Twsp Share Gas & Oil	450,000.00
Jail Concession	1,752.46
Sobriety Test Fund	2,385.00
County Park	195.09
SEMCA	1,900.47
JDA	561.82
Sr Citizens Fund	88,033.45
Historical Society	7,092.00
County Agent Special	2,727.95
Soil Conservation	28,368.19
Water Mngt Levy	113,472.71
Joint Water Resource	56,736.46

**EXPENSE TOTAL 1,609,633.78**

**TOTAL PAYROLL & EXPENSES 2,104,936.37**

ATTEST: 



CHAIRPERSON



Harris Bailey  
Auditor/Administrator

Sid Berg  
Board of Richland County, Commissioners

## RICHLAND COUNTY NON-SOCIAL SERVICE EMPLOYEES

### 307 BENEFITS SICK LEAVE

Richland County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular full-time employees  
Regular part-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day per month, a day to be defined as an 8-hour day). Sick leave benefits may not be taken before they are accrued and may be taken in increments of not less than one hour.

An eligible employee may use sick leave benefits for an absence due to illness or injury sustained by either that employee or an immediate family member who resides in the employee's household or someone who is legally or financially dependent on the employee.

Employees who are unable to report to work due to an illness or injury should notify their supervisor before the scheduled start of their shift if possible. The supervisor should also be contacted each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be requested verifying the nature of the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be the basis for payment authorization of sick leave benefits. Before returning to work from a sick leave absence of five calendar days or more, an employee may be requested to provide a physician's verification that he or she may safely return to work.

#### FAMILY SICK LEAVE

Sick leave may be used by an employee to tend to the needs of certain family members who are ill or to assist them in obtaining medical services, or other services related to their health or well-being. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and stepparent), and child (natural, adoptive, foster and stepchild), eligible members also include any other family member who is financially or legally dependent upon the employee or who resides with the employee providing care to the family members. Sick leave shall not exceed eighty (80) hours per calendar year for this purpose.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee must apply for any other available compensation and benefits, such as state disability insurance.

Revised 4/7/2015

## RICHLAND COUNTY NON-SOCIAL SERVICE EMPLOYEES

Sick leave benefits will be used to supplement any state disability insurance or workers' compensation benefits that an employee is eligible to receive. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal earnings.

Unused sick leave benefits will be allowed to accumulate to a limit of 100 days. When that limit is reached, employees may trade additional earned sick leave for vacation days at a rate of 6 days sick leave for 1 day of vacation. Because sick leave benefits are intended to provide income protection in the event of an actual illness or injury, unused sick leave benefits cannot be used for any other paid or unpaid absence and will not be paid off at the time of termination of employment. (Any employee hired prior to October 1, 1988 and has twenty or more consecutive years of employment or has reached the age of 65 prior to their terminate will be eligible to receive payment for unused sick leave at a rate of 50% of the unused to a limit of 50 days.)

**Remember, sick leave is a benefit provided to you. Abuse of sick leave privileges may be grounds for disciplinary action.**