

RICHLAND COUNTY BOARD OF COMMISSIONERS
AUGUST 19, 2013

The Richland County Board of Commissioners met on August 19, 2013 at the Richland County Courthouse with Commissioners Sid Berg, Tim Campbell, Jason Heitkamp, Perry Miller and Dan Thompson. Also present were Administration Personnel Bailey and DeVal; State's Attorney McBeth; and a Daily News Reporter.

EMERGENCY MANAGEMENT REPORT

Barney Tower & Hankinson Tower Update - Received FEMA final approval; have ordered the towers and started Soil Sampling.

2013-2015 Three-Year Training and Exercise Plan - Lambrecht requested approval of the three-year Exercise Plan as part of the Emergency Management Performance Grant. A motion was made by Campbell to approve the Three-Year Training & Exercise Plan; motion seconded by Berg. Vote was unanimous.

Grant for Towers - Lambrecht asked for clarification on whether or not tower equipment would be located in the Barney Shop. Thompson clarified it would not, it will be in a stand alone unit with electric heat. Lambrecht will discuss further with Jill Breuer to be sure this does not affect the grant.

MISC/CORRESPONDENCE

A motion was made by Miller to approve the Sale of County Property in Wahpeton to the City of Wahpeton; motion seconded by Campbell. Vote was unanimous. (610 - 8th St N)

JAIL - DEPARTMENT REPORT

Todd Christie distributed a report detailing the daily average population and intake for the Jail. The report showed an average population of 14 inmates. Christie reported the following:

- The number of inmates has decreased because Wilkin and Traverse Counties have built new jails and there is a new Judge in Wahpeton; however the US Marshall Service has been using our facility the past several months on a regular basis and we have a Contract with Burleigh County now so there may be a slight increase.
- They currently have ten staff, with two staff on duty 24 hours per day. Training is on-going for staff members.
- Section 6 Door Project is in the works
- In the future Christie would like to update the Processing Area with a Computer System and rather than have painted floors in the jail area he would like the paint stripped and a clear coat on the concrete.
- Currently when someone is being released from Jail, Dispatch is called to run a check for warrants; the FBI is now requiring a full background check and Dispatch has asked that the Jail have a separate computer in the jail for that, rather than calling Dispatch.

HIGHWAY DEPARTMENT

Highway Personnel in attendance were Tim Schulte, Lowell Bladow and guests Jim Hill from RDO Equipment and Mariah Skroch who is helping out in the Highway Office.

Construction Update - Not much activity is going on. Mark Sand & Gravel will not begin the CR 16 project until October 15th.

John Deere Excavator - Last week we discussed the option of purchasing our excavator next year or entering a new lease. The deal that RDO Equipment has provided would put us in a new machine, with full warranty and the payments are \$5,000 less than what we are currently paying. Payments would

start in 2014 and we would receive the new excavator yet this fall. Requesting authorization to enter into a new lease agreement with RDO for this excavator. A motion was made by Campbell to authorize the Highway Department to enter into a lease agreement with RDO Equipment for a new excavator; motion seconded by Heitkamp. Vote was unanimous.

Request to Advertise for Equipment Operator Position - At a previous Board meeting, it was reported that our Sign Foreman was retiring in October. We believe we will be able to fill this position internally and we are requesting authorization to advertise for an equipment operator. The Board had no objections to advertising for an equipment operator position.

Adopt-a-Highway Program - A letter was received from the Wahpeton High School Council requesting to be involved with the Adopt-a-Highway Program with Richland County. In the past, these requests have gone through the County Board allowing us to purchase the signs identifying the group cleaning the ditches. Requesting authorization to purchase the appropriate signs. A motion was made by Heitkamp to approve the request; motion seconded by Berg. Vote was unanimous.

Assistant Engineer Position - The County Pay Plan Consultant has recommended this position be Classified at a Grade 21. Schulte requested the position be placed at a Step 9 to keep reasonably close to market and also that the position be allowed to move to a Step 12.

Bailey voiced concerns about one position having separate rules from the pay plan and how that would affect internal equity. Currently our pay plan only utilizes Step 1 through Step 9, except for Upper Management positions. When others have changed Grades, the increase was minimal however there are steps built in the Pay Plan for growth; this proposal would be three steps beyond other comparable positions. The Board would need to change our current policy for internal equity.

The Board discussed the position of second-in-line for the various Departments.

McBeth reported he was not allowed to hire his Assistant at a Step 9.

Schulte asked if the Position could be a Grade 24, Step 6.

Bailey replied then we are not following our Pay Plan or the recommendation of our Consultant; and Grade 24 is what some of our Department Heads are at.

Thompson asked if there were other local consultants that could be used.

Schulte replied the Association of Counties has a company they use.

Berg asked about having a meeting with the Department Heads.

Heitkamp commented he had no problem with Schulte's recommendation of a Grade 21, Step 9; however the Board needed to look further at expanding the Steps for the second in line positions.

Campbell commented by not allowing the position to move to a Step 12 there would be no future, and suggested the Board make a decision today.

Bailey stated the Board would also need to look at the Health Department, Social Service Department, Sheriff Department and the State's Attorney and not just the Highway Department. Bailey said it would not affect those Departments that he supervises because there is no second in command positions and it would not apply to the Emergency Manager or Veteran's Service who are one person offices.

Thompson recommended approving a Grade 21 Step 9 and allowing the Assistant Engineer position to go to 12 steps; and also allow the Health, Social Service, Sheriff and State's Attorney offices to have the second in command person go to 12 steps.

Following lengthy discussion, a motion was made by Heitkamp to approve a Grade 21, Step 9 for the Assistant County Engineer Position; motion seconded by Campbell. Voting NO was Berg, the remainder voted Yes and the motion carried.

Miller commented on the Step issue and suggested either forming a committee or passing a motion today.

Following further discussion a motion was made by Miller to allow an increase in Steps to 12 for the second in command for the Highway Department, Sheriff Department, State's Attorney, Social Services and Health Departments; motion seconded by Berg. Vote was unanimous.

Other Department Matters -

- FEMA finished up last week
- The trailer house in Fairmount was removed and the lot cleaned up

Upcoming Meetings -

- 8/29 NDACo Meeting, Bismarck
- 9/4 County Board Meeting
- 9/11 HB1358 Regional Meeting

MISC/CORRESPONDENCE continued

Carla Broadland, Wahpeton City Assessor stopped by the meeting. She was informed of the action taken earlier in the meeting approving the Sale of County Property to the City of Wahpeton. Broadland reported the City has contacted Comstock's for a bid for tearing down the property.

FINAL PUBLIC HEARING - GIANT SNACKS

Tracey Anderson was in attendance and reported on the Community Development Block Grant for Giant Snacks. The Public Hearing was opened for Comment. No one from the public was in attendance and no written comments have been received. The Public Hearing was closed.

COUNTY AGENT BUDGET INFORMATION

Jason Goltz and Colleen Svingen were in attendance to go through the proposed budget for 2014. Goltz explained the budget is basically the same next year with the exception of wages.

The Revenue for the County Agent Special Fund comes from Pesticide Training fees. 2014 is projected to be a big year for training.

For Capitol Outlay they have added a desk with a computer station from the initial projections.

MISC/CORRESPONDENCE continued

Bailey distributed the Budget for the Water Resource Board for review.

Campbell reported he will be meeting with Wahpeton and NDSCS representatives to work on Contracts for Communications.

UPCOMING MEETINGS

August

21 JDA Meeting

September

4 Commission Meeting

16 Commission Meeting

October

1 Commission Meeting

14 Commission Meeting

Being there was no further business, the meeting adjourned at 10:35 A.M.

ATTEST: Harris Bailey
Harris Bailey
Auditor/Administrator

Dan Thompson CHAIRPERSON
Dan Thompson
Board of Richland County Commissioners