

**RICHLAND COUNTY BOARD OF COMMISSIONERS
SEPTEMBER 4, 2013**

The Richland County Board of Commissioners met on September 4, 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; a Daily News Reporter; and visitor Bill Berlin from Fairmount City Council.

MISC/CORRESPONDENCE

A motion was made by Miller to approve the Minutes of Meetings August 5, August 19, and the Budget Meetings August 7 and August 14; motion seconded by Campbell. Voting NO was Heitkamp, the remainder voted Yes and the motion carried.

Heitkamp said he was asked to clarify the Centennial Committee report given at the July 15 Commission Meeting by Berg - there is some confusion as to whether the communities were going to be asked for money or given money.

EMERGENCY MANAGEMENT REPORT

House Fire in Wahpeton - There was a house fire in Wahpeton on August 24. The couple did not have renters insurance but did receive assistance from the American Red Cross and the Salvation Army.

Law Enforcement Grant - The grant will concentrate on physical protective measures for law enforcement centers and courthouses, terrorism prevention planning, training and exercises. There is a \$25,000 limit and a 25% cost share if they are going to purchase equipment. If they do planning, training, or exercises there is no cost share. The application deadline is September 30. Lambrecht has given the information to Police Chief Thorsteinson, Sheriff Leshovsky and John Anderson.

ND Forest Service Grant - Grant opportunity for up to \$20,000 worth of equipment with a 50% match. Information has been sent to Richland County Fire Departments.

ND Emergency Management Training Conference - Lambrecht will be in Bismarck for a training conference September 9-12.

TREASURERS REPORT

A motion was made by Campbell to approve the Treasurer's Report as presented; motion seconded by Berg. Vote was unanimous.

Hage reported there are 142 parcels in danger of foreclosure. The Board will receive the packets of properties to place values on, at the next meeting.

JILL BREUER - DVR VIDEO RECORDER REPLACEMENT

Breuer reported the DVR Video Recorder in the Courthouse is no longer working. It was purchased in 2005 with grant funds.

Breuer has received quotes from MinKota for a 4 TB DVR @ \$2,880 and a 6 TB DVR @ \$3,250. Breuer reported the 6 TB is larger than we need and recommended the 4 TB.

Berg commented for the small cost difference, it may be worth it to purchase the 6 TB and possibly switch it out with another DVR from the LEC.

Discussion was held on whose budget the costs for the DVR would come from - Buildings & Grounds, Law Enforcement, or Communications.

Following discussion a motion was made by Heitkamp to go with Breuer's recommendation to purchase the 4 TB DVR Recorder from MinKota, using the Communications Budget; motion seconded by Miller. Voting NO were Campbell and Berg. The remainder voted Yes and the motion carried.

MISC/CORRESPONDENCE continued

A letter was received from William Berlin of Fairmount expressing an interest in being appointed to a vacancy on the Richland County Job Development Board. A motion was made by Miller to appoint Berlin to fill the unexpired term on the Job Development Board (cities under 500); motion seconded by Berg. Vote was unanimous.

A motion was made by Campbell to approve a Temporary Special Event Liquor Permit for Michael Vogeler, Buzz's Garage for September 14-15; motion seconded by Heitkamp. Vote was unanimous.

HIGHWAY DEPARTMENT

Highway Personnel in attendance were Tim Schulte and Lowell Bladow.

HB1358 Meeting - A meeting is scheduled for September 11 to select projects for the HB1358 special funding. This meeting will be held at the Cass County Highway Department in West Fargo.

Equipment Operator Positions - Last week Richard Ista, one of our Equipment Operators from the Colfax shop announced his retirement effective October 15. He has been with the County for 38 years. We have been running an advertisement for an Equipment Operator position and would like to fill Ista's position from the same candidate pool. Schulte requested authorization to fill the two vacant equipment operator positions. A motion was made by Miller to fill the two vacant positions; motion seconded by Campbell. Bailey said a motion was not necessary, being a position is not being added. The motion and second were withdrawn.

2014-2105 County Federal Aid Program - We received the 2014-2015 program sheet from the NDDOT. The only Federal Aid project we have scheduled for the next two years would be the bridge replacement on the Wild Rice River. The estimated Federal Aid allotment for 2014 is \$338,645. Even with this allotment we will be carrying a negative balance into 2015. With only receiving \$338,000 per year, we realistically will not have another Federal Aid road project until 2017 or later.

Axle Weight Restriction Guide - We have put together a pamphlet to help truckers further understand the axle requirements on our roadways. The pamphlets will be distributed to elevators, Minn-Dak, and the Sheriff Department.

Certificate of Survey for the Galchutt Lot - Schulte has the Certificate of survey for the Galchutt lots along with the legal description for each parcel. We will begin running the ads with bids being opened at the October 1st Board Meeting.

Other Department Matters -

- A letter of resignation was received from Schulte, effective December 31, 2013.

- Bailey asked for an effective date for the motion passed at the August 19 meeting (allowing certain positions capped at step 9 to increase to a step 12). Bailey recommended an effective date of January 1, 2014. A motion was made by Berg to set an effective date of January 1, 2014 for the positions authorized to increase up to a Step 12; motion seconded by Miller. Vote was unanimous.

- Heitkamp asked if the County would need to hire another Engineer to fill Schulte's position, or could we hire a Public Works Position because many of the County projects go to a hired engineer. Discussion followed:

Campbell recommended hiring an Engineer and commented that Schulte currently handles smaller projects and that it would cost the County more money if we didn't hire an Engineer.

Schulte commented that he does the work for micro surfacing, overlays and chips seals that are submitted to the state for bid, he can sign on those projects however the structures are hired out because they involve a lot of field work and preliminary work and we don't have the staff for those type of projects.

Thompson asked how the position would be advertised - should we advertise, and have someone work with Schulte for a month?

Schulte suggested advertising through Minnesota organizations, the Association of Counties web site, Job Service, the Fargo Forum, the League of Cities and the National Association of County Engineers.

The Board agreed to get the process started by having Schulte work with Human Resources to draft the advertisement, and post with the NDACo and NACo.

Campbell suggested setting the Salary before the position is advertised. The position is currently at a Grade 31. Lengthy discussion followed on the pay range. It was the consensus of the Board to get the advertisement put together and to run the Salary Range through Bailey and Chairman Thompson and to get the process going.

MISC/CORRESPONDENCE continued

ND Annual Conferences - Are scheduled for October 6- 8 in Bismarck. Those planning to attendance are Bailey, Campbell, Thompson and Heitkamp.

A motion was made by Berg to approve a Liquor and Beer License Application for the Dakota Magic Golf Course; motion seconded by Heitkamp. Vote was unanimous.

Bailey distributed a Spread Sheet showing the expenditures and receipts for the Richland-Wilkin Joint Powers Authority. Bailey reminded Miller he needs to know if the Dues and Membership Fee's can be used for expenditures. Miller reported another Fundraiser is scheduled for September 22 at 5 PM in Christine.

COMMITTEE REPORTS

- A) Social Service - They have purchased a new vehicle, a Dodge Caravan.
- B) Buildings & Grounds Committee - Finishing up carpeting in the Sheriff Hallway.
- C) Public Health Report - No Report.
- D) Job Development Board - No Report.
- E) Weed Board - No Report.
- F) Soils Committee - Over 200 people attended the Saline and Soil Day held on September 22 at the Bagg Farm.
- G) Park Board - A meeting is scheduled for tonight at 5:30.

MISC/CORRESPONDENCE continued

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

Thompson reported he received phone calls regarding the letter Heitkamp sent to the Water Board requesting financial information.

Heitkamp replied, they did not come before the Commission to present their budget so he sent them a letter requesting information that he would have asked them about when they presented their budget.

Thompson replied that we have to trust that they are doing a good job.

Campbell commented that the Water Board members were upset by the letter.

Miller commented that this is micro-managing and Heitkamp should have addressed the Water Board face to face rather than sending a letter.

Berg also had concerns about the letter that was sent and commented they do what they can with the funds they have to maintain a decent drainage system.

Heitkamp replied that he felt that all the questions he asked were good questions. The elected State's Attorney comes before the Commission to present his Budget as does the elected Sheriff, so he felt he did nothing wrong in asking questions regarding the Water Board.

UPCOMING MEETINGS

September

- 4 Park Board Meeting 5:30 PM
- 16 Commission Meeting

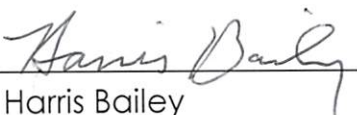
October

- 1 Commission Meeting
- 3 5-County Meeting
- 6-8 NDACo Annual Conferences
- 14 Commission Meeting

Being there was no further business, the meeting adjourned at 10:00A.M.

Reports Filed: Tax & Property Revenue Voucher for July 1-31, 2013; and Sheriff Department Revenue & Expenses and Civil Balance Sheet for July 2013.

ATTEST:


Harris Bailey
Auditor/Administrator


Dan Thompson
CHAIRPERSON
Board of Richland County Commissioners

The following claims were approved for August, 2013

PAYROLL (inclusive)

General	186,830.12
County Highway	90,396.37
Social Services	78,070.54
911 Communications	39,700.17
County Agent	4,120.35
Veterans Service	3,891.34
Weed Officer	3,876.80
Public Health Fund	66,657.99
SEMCA	<u>7,721.44</u>
PAYROLL TOTAL	481,265.12

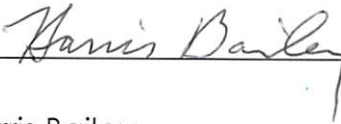
EXPENSES: ** Refer to
resolution records

County General	131,105.55
County Highway	124,779.57
Bridge Rep Fund	262.58
Social Service	58,984.28
911 Communications	18,414.38
911 Wireless	2,672.62
Water Rescue	9,467.51
County Agent	2,245.63
Veterans Service	4,317.81
Weed Control Levy	34,655.66
Public Health	32,609.17
State Medical Levy	114.01
3 Rivers Crisis	1,302.60
FEMA	10,577.89
Garrison Div	1,743.20
Domestic Violence	315.00
Twsp Share Gas & Oil	63,753.84
State Aid Distribution	46,759.12
Sobriety Test Fund	1,306.00
Jail Concession	915.03
County Park	9,013.22
SEMCA	2,049.12
JDA	191.77
Sr Citizens Fund	1,661.91
Historical Society	408.66
Soil Conservation	722.19
Water Mngt Levy	5,887.23
Joint Water Resource	1,585.65
EXPENSE TOTAL	567,821.20

TOTAL PAYROLL &
EXPENSES

1,049,086.32

ATTEST:



Harris Bailey
Auditor/Administrator



CHAIRPERSON

Dan Thompson
Board of Richland County
Commissioners