

**RICHLAND COUNTY BOARD OF COMMISSIONERS
JANUARY 8, 2019**

The Richland County Board of Commissioners met on January 8, 2019 at the Richland County Courthouse with Commissioners Sid Berg, Tim Campbell, Rollie Ehlert and Dan Thompson. Commissioner Nathan Berseth was absent. Others in attendance were Administration Personnel Hage and DeVal; State's Attorney Kummer and a Daily News Reporter.

A motion was made by Berg to approve the minutes of meetings December 11 and the Special Meeting December 20, 2018; motion seconded by Campbell. Vote was unanimous.

BRETT LAMBRECHT - FEMA MAPPING UPDATE

Lambrecht presented a Supplemental Agreement with Interstate Engineering for Engineering Services for modifications to the Corp of Engineers Submittal for Wahpeton/Breckenridge Flood Risk Management Projects, FEMA Letter of Map Revision.

A motion was made by Berg to approve an expenditure of \$45,000 and a supplemental agreement to the Engineering Services Agreement with Interstate Engineering ; motion seconded by Ehlert. Vote was unanimous.

TREASURER'S REPORT

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

The City of Lidgerwood has offered to purchase the following tax foreclosure properties for \$1 each so the City can clean up the properties to improve the appearance of the community.

Parcel 47-0001-02660.000	Parcel 47-0001-03237.000
Parcel 47-0001-02861.000	Parcel 47-1305-03356.000
Parcel 47-0001-02968.000	Parcel 47-1310-03509.000

A motion was made by Ehlert to approve the sale of the foreclosed properties for \$1 each; motion seconded by Campbell. Vote was unanimous.

DOT CONFERENCE CALL - LOAD INCREASE PROPOSAL

Others in attendance were Richland County Highway Personnel Jesse Sedler and Ron Hohenstern.

Brad Darr, NDDOT State Maintenance Engineer joined the meeting by Conference Call to discuss the States Limited 129,000 lb large truck network of roadways. A bill was passed during the 2017 legislative session requiring the NDDOT to permit up to 129,000 lbs on a specific network of roadways and establish a process to add segments to the system. The areas are decided by route requests from the private sector to help decrease the number of loads on the roadways.

The requested highways in Richland County are: ND46 from RP.113.768 to 120.318 (border line between Richland and Cass County). There are no locations on County roads that the trucks currently travel that would be impacted with this request.

The Board had no objections or concerns. Darr will keep the County up to date.

KRISTEN HASBARGEN - TEMPORARY HIRE

Hasbargen requested authorization to hire a Temporary full-time Social Worker for 6 months to assist with the child welfare workload.

Hasbargen reported she has a full-time Social worker that has requested FMLA for twelve weeks. There will be no benefits because this is a temporary position and Traill County will cover a portion of the salary; travel and mileage should not be an additional expense. The estimated cost is \$14,542.99 for six months.

A motion was made by Campbell to approve the request for a Temporary full-time Social Worker for six months; motion seconded by Ehlert. Vote was unanimous.

HIGHWAY DEPARTMENT

Highway Personnel in attendance were Jesse Sedler, Ron Hohenstern, and Lowell Bladow; Moriah Herding and Troy Dickerman were present for a portion of the bid openings.

Gravel Crushing Bids - The following bids were received for crushing 125,000 tons of gravel.

Central Specialties	\$1.79/ton
Krause Brothers	\$1.218/ton
Fisher Sand & Gravel	\$3.68/ton
James Valley Sand & Gravel	\$1.80/ton
Mark Sand & Gravel	\$1.64/ton

A motion was made by Campbell to accept all bids received for tabulation; motion seconded by Ehlert. Vote was unanimous.

LP Bids - Received only one bid for LP from Farmers Union Oil of the Southern Valley for \$1.199 per gallon. A motion was made by Campbell to award the bid for LP to Farmers Union Oil of the Southern Valley; motion seconded by Ehlert. Vote was unanimous.

Co Rd 4 Overlay Project SC-3912(056) - A motion was made by Campbell to authorize the required signatures on the Federal Aid Contract with Knife River Materials for the Co Rd 4 Overlay project; motion seconded by Ehlert. Vote was unanimous.

2019 Federal Aid Program - 2019 allotment is \$351,098; with funds going to Co Rd 4 we will have a negative balance of \$573,587. Sedler requested the Chairman sign the 2019 Federal Aid Program Sheet.

The Board moved on to Misc Correspondence until the 9:00 AM Bid Opening for a Motor Grader.

MISC/CORRESPONDENCE

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

A motion was made by Ehlert to approve year end transfers as presented; motion seconded by Campbell. Vote was unanimous. (Copy attached).

A motion was made by Ehlert to approve year end contingency adjustments as presented; motion seconded by Berg. Vote was unanimous. (Copy attached).

A motion was made by Berg to approve an Amended Court Services Contract for the City of Fairmount as presented; motion seconded by Campbell. Vote was unanimous.

HIGHWAY DEPARTMENT continued

Motor Grader Bid Opening - The following bids were received to replace the MG-4 Cat Motor Grader -

RDO Equipment	Annual Lease payment - \$37,824.88
Butler Machinery	Annual Lease payment - \$49,017.96

A motion was made by Ehlert to accept all bids received for tabulation; motion seconded by Berg. Vote was unanimous.

MISC/CORRESPONDENCE continued

Ehlert reported he visited with VSO Officer Vetter yesterday and the Case Load is 3,000 hours a year. When Vetter was hired as the VSO Officer we thought the case loads would taper off but they have not and there is work for an additional employee but before we can do that we need to figure out where to place them so it is a functional environment. Hage reported she has spoken with the Health Department about providing additional help.

- correspondence from ND Dept of Health re- Prime Wood Inc
- Notice of Wahpeton CDC Annual Meeting
- correspondence from MN Dept of Natural Resources re- environmental review for FM Flood Project
- Appointments to the JDA Board were briefly discussed - Hage has been in contact with Amber at Lake Agassiz who is gathering more information

COMMITTEE REPORTS

- A) Social Services - Heard a report from Hasbargen earlier in the meeting.
- B) Buildings & Grounds - The Jail Rec Area is nearly complete - the motion made by the Board at a previous meeting was for the construction only and not equipment so Sheriff Leshovsky will follow-up with the Portfolio Commissioner.
- C) Public Health - Campbell reported interviews were done yesterday for the Director of Public Health and Michelle Eberhardt has been recommended for the position to replace Deb Flack who will be retiring February 8.

A motion was made by Campbell to appoint Michelle Eberhardt as the Director of Public Health; motion seconded by Ehler. Vote was unanimous.

Eberhardt was present and introduced herself to the Board and gave a brief work history.

- D) JDA - No Report.
- E) Weed Board - No Report.
- F) Soils Committee - No Report.
- G) Park Board - Jim Viele was not able to get the outhouse structure removed this fall.
- H) Administration - Jackie Babbit has taken over as the Recorder and a new Deputy Recorder has been hired.

Hage reported she will be asking for Temporary Help in the Treasurer's Office when staff is out for FMLA.

Hage reported Dept Head Meetings will be changed to after the first Commission Meeting of the month at 10:00 A.M.

MISC/CORRESPONDENCE continued

Berg reported on a recent JPA Meeting - they will be filing a letter of appeal to Plan B; the Upstream Coalition is planning to hold another fundraiser.

UPCOMING MEETINGS

January

- 10 County Christmas Party
- 22 Commission Meeting

February

- 5 Commission Meeting
- 5 Department Head Meeting
- 11-15 State Auditor's here
- 19 Commission Meeting

Being there was no further business the meeting adjourned at 9:43 A.M.

ATTEST:   CHAIRPERSON
Leslie Hage
Auditor/Administrator Danny D. Thompson
Board of Richland County Commissioners

Reports Filed: Tax & Property Dept - Revenue Vouchers for November and December, 2018; and Sheriff Department - Revenue & Expenses for November 2018.

The following claims were approved for December, 2018.

PAYROLL (inclusive)	
General	247,443.59
County Highway	81,081.86
Social Services	99,905.98
911 Communications	52,321.41
Drug Court	3,742.43
County Agent	5,053.50
Veterans Service	4,142.67
Weed Officer	400.00
Public Health Fund	77,631.68
SEMCA	10,008.69
PAYROLL TOTAL	581,731.81

EXPENSES: ** Refer to
resolution records

County General	250,904.02
County Highway	91,036.54
Bridge Repl	2,179.50
Road & Bridge Eqpt Fd	16,645.00
15 Mill	517.96
Social Service	62,918.80
Emergency Assistance	2,150.00
911 Communications	31,136.57
Drug Court	1,114.42
County Agent	4,428.51
Veterans Service	2,202.46
Weed Control Levy	48,727.65
Public Health	44,454.69
State Medical Levy	301.21
Three Rivers Crisis Ctr	1,622.40
FEMA Disaster Reimb	36,523.62
Garrison Div	301.21
Domestic Violence	210.00
Jail Concession	8,634.82
Sobriety Test Fund	1,983.00
SEMCA	2,114.67
JDA	14,607.86
Sr Citizens Fund	301.21
Historical Society	75.27
County Agent Special	1,009.83
Soil Cons District	301.21
Water Mngt Levy	1,204.82
Joint Water Resource	602.37
Est Real Estate Taxes	19,929.35
EXPENSE TOTAL	648,138.97

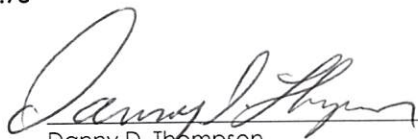
**TOTAL PAYROLL &
EXPENSES**

1,229,870.78

ATTEST:



Leslie Hage
Auditor/Administrator



CHAIRPERSON

Danny D. Thompson
Board of Richland County Commissioners

DECEMBER 31, 2018 YEAR-END TRANSFERS

<u>FROM</u>		<u>TO</u>					
<u>PERMANENT TRANSFERS</u>							
GENERAL FUND	1000	911 COMM	2026	\$	421,000.00		
						\$(1,161,025.00)	GENERAL FUND
GENERAL FUND	1000	HIGHWAY FUND	2004	\$	36,025.00		
		\$ 20,000.00					
GENERAL FUND	1000	BRIDGE REPL	2005	\$	-		
GENERAL FUND	1000	RD & BRG EQ	2006	\$	650,000.00		
GENERAL FUND	1000	H2O RESCUE	2044	\$	1,500.00		
GENERAL FUND	1000	SPECIAL RESPONSE	2045	\$	2,500.00		
GENERAL FUND	1000	PUBLIC HEALTH	2087	\$	50,000.00	1st 2nd 3rd Qtrs	
						\$ 262,500.00	\$ 312,500.00
GENERAL FUND	1000	HOME HEALTH	2088	\$	-	\$ 135,000.00	\$ 135,000.00
GENERAL FUND	1000	FAMILY PLANNING	2090	\$	-	\$ 22,500.00	\$ 22,500.00
							\$ 470,000.00
15 MILL ROAD LEVY	2020	BRIDGE REPL	2005	\$	110,000.00		

TEMPORARY TRANSFERS

GENERAL FUND	1000	CAPITAL IMPROVMT	2039	\$	105,650.00	\$(1,329,160.12)	NET GENERAL
GENERAL FUND	1000	FEMA	8006	\$	36,523.62		

DECEMBER 31, 2018 YEAR-END TRANSFERS

<u>FROM</u>		<u>TO</u>				
GENERAL FUND	1000	DRUG COURT	2043	\$	25,850.00	
GENERAL FUND	1000	CO AGT SPEC	8062	\$	66.77	
GENERAL FUND	1000	FAIRMOUNT CITY	8146	\$	23.83	
GENERAL FUND	1000	FAIRMOUNT PARK	8246	\$	2.03	
GENERAL FUND	1000	FAIRMOUNT S/D	8318	\$	18.87	\$ 168,135.12 TOTAL TEMP

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DECEMBER 31, 2018 YEAR-END BUDGET ADJUSTMENTS

<u>NO.</u>	<u>FUND DESCRIPTION</u>	<u>ACTUAL EXPENDITURES</u>	<u>ORIGINAL BUDGET</u>	<u>CONTINGENCY ADJUSTMENT</u>	<u>FUND BALANCE AT 12/31/18</u>	<u>FUND BALANCE AT 12/31/17</u>	<u>FUND BALANCE AT 12/31/16</u>	<u>FUND BALANCE AT 12/31/15</u>
1000	GENERAL JPA \$23,160 DTE \$48,725 (+1 assr) EM \$11,800 (FEMA repay \$15,703)	\$ 5,798,692.26	\$ 5,859,079	\$ 83,685.00	\$ 4,445,576.06	\$ 3,810,489.93	\$ 3,606,211.90	\$ 2,756,153.92
2003	DSR ADMINISTRATION EXP	\$ -	\$ -					
2004	HIGHWAY DEPT 20% City Share of County Road Levy	\$ 3,122,498.08 \$ 50,352.63	\$ 3,510,950		\$ 4,569.68	\$ 142,141.59	\$ 288,047.15	\$ 154,013.50
2005	BRIDGE REPLACEMENT	\$ 110,911.28	\$ 300,000		\$ 1,384.36	\$ 1,995.64	\$ 10,057.29	\$ 36.59
2006	ROAD & BRIDGE EQUIPMENT	\$ 650,870.39	\$ 701,728		\$ 1,409.91	\$ 1,280.30	\$ 472.14	\$ 783.15
2020	15 MILL ROAD LEVY	\$ 528,121.47	\$ 1,262,353		\$ 2,351,009.07	\$ 1,605,008.48	\$ 2,334,403.43	\$ 1,469,646.99
2023	SOCIAL SERVICES	\$ 1,759,117.17	\$ 1,779,679		\$ 138,001.20	\$ 465,599.32	\$ 691,697.93	\$ 729,567.67
2024	EMERGENCY ASSISTANCE FUND incr donations	\$ 3,121.04	\$ 3,000	\$ 125.00	\$ 4,009.57	\$ 3,430.96	\$ 2,999.15	\$ 2,912.73
2025	EMERGENCY FUND				\$ 225,574.38	\$ 225,574.38	\$ 225,574.38	\$ 225,574.38
2026	911 COMMUNICATIONS	\$ 938,044.86	\$ 1,210,809		\$ 951.71	\$ 166.93	\$ 521.34	\$ 974.27
2027	COUNTY LOAN FUND		\$ -			\$ -	\$ -	\$ -
2028	911 WIRELESS 2017 \$ pd out 2018	\$ 2.35	\$ -	\$ 2.35	\$ -	\$ 2.35	\$ 561.60	\$ 343.65
2029	NDRIN FEES	\$ 9,215.71	\$ 9,400		\$ 14,835.50	\$ 6,542.21	\$ 76.60	\$ 234.87
2039	CAPITAL IMPROVEMENTS				\$ 41.96	\$ 53.98	\$ 98.45	\$ 118.02
2040	SPECIAL ASSESSMENTS		\$ -		\$ 326.56	\$ 297.84	\$ 297.84	\$ 297.84
2043	DRUG COURT	\$ 64,525.79	\$ 95,587		\$ 47.62	\$ 127.60	\$ 283.10	\$ 198.65
2044	WATER RESCUE TEAM	\$ 1,493.80	\$ 2,500		\$ 292.40	\$ 286.20	\$ 224.27	\$ 77.90
2045	SPECIAL RESPONSE TEAM	\$ 2,462.28	\$ 3,000		\$ 443.05	\$ 405.33	\$ 33.92	\$ 48.31
2062	COUNTY AGENT	\$ 150,249.82	\$ 152,692		\$ 125,677.20	\$ 135,660.29	\$ 126,619.49	\$ 94,535.26
2080	VETERANS SERVICE OFFICER	\$ 77,057.79	\$ 77,503		\$ 17,366.59	\$ 15,058.91	\$ 11,252.70	\$ 141.33
2084	WEED BOARD Chemicals & Leafy spurge rebate	\$ 253,659.70	\$ 216,833	\$ 36,850.00	\$ 48,776.74	\$ 191,966.77	\$ 245,121.66	\$ 285,752.70
2087	PUBLIC HEALTH PROGRAM Vaccines, add'l Grants & front desk remodel	\$ 865,677.78	\$ 776,759	\$ 89,000.00	\$ 69,235.30	\$ 167,662.44	\$ 184,600.87	\$ 193,021.46
2088	HOME HEALTH	\$ 386,925.73	\$ 388,972		\$ 15,076.25	\$ 44,894.71	\$ 69,669.55	\$ 75,038.12

DECEMBER 31, 2018 YEAR-END BUDGET ADJUSTMENTS

FUND		ACTUAL	ORIGINAL	CONTINGENCY	FUND	FUND	FUND	FUND
NO.	DESCRIPTION	EXPENDITURES	BUDGET	ADJUSTMENT	BALANCE	BALANCE	BALANCE	BALANCE
					AT 12/31/18	AT 12/31/17	AT 12/31/16	AT 12/31/15
2090	FAMILY PLANNING	\$ 110,275.45	\$ 135,365		\$ 25,241.70	\$ 11,298.38	\$ 15,228.72	\$ 23,916.21
2091	WIC PROGRAM Office supplies/telephone	\$ 79,051.46	\$ 78,678	\$ 375.00	\$ 489.19	\$ 490.72	\$ 602.47	\$ 751.67
2098	HAZCHEM	\$ 1,733.91	\$ 2,150		\$ 12,502.27	\$ 10,047.07	\$ 9,901.52	\$ 11,738.00
8006	FEMA DISASTER REIMB. Unspent funds \$118,284.80 to Hwy/Pd Riley Bros for Elma Twp \$36,523.62	\$ 154,808.42	\$ 40,000	\$ 115,000.00	\$ 6,740.23	\$ 125,025.03	\$ 276,132.72	\$ 278,346.11
8023	JAIL CONCESSIONS repairs	\$ 30,345.15	\$ 21,500	\$ 8,850.00	\$ 79,646.79	\$ 85,803.39	\$ 66,611.63	\$ 54,376.05
8025	SOBRIETY TEST	\$ 22,643.00	\$ 28,200		\$ 25,143.48	\$ 20,605.48	\$ 14,752.12	\$ 6,190.02
8028	COUNTY PARK					\$ -	\$ -	\$ -
8030	JOB DEVELOPMENT AUTHORITY	\$ 259,843.98	\$ 295,550		\$ 197,830.26	\$ 151,366.37	\$ 209,189.75	\$ 183,794.39
8044	SHERIFF COUNTERACT					\$ -	\$ -	\$ 195.73
8062	COUNTY AGENT SPECIAL	\$ 5,547.91	\$ 2,000	\$ 3,550.00	\$ -	\$ 954.19	\$ 1,710.08	\$ 3,936.62
TOTAL BUDGET ADJUSTMENTS				<u>\$337,437.35</u>				

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DECEMBER 31, 2018 YEAR-END BUDGET COMPARISONS - GENERAL FUND EXPENSES

<u>DEPARTMENT NO. DESCRIPTION</u>	<u>ACTUAL EXPENSES</u>	<u>ORIGINAL BUDGET</u>	<u>AMOUNT OF VARIANCE</u>	<u>PER- CENT</u>
4101 COMMISSIONERS JPA & travel	\$ 332,385.68	\$ 308,691	\$ (23,694.68)	-7.68%
4104 FINANCE / ADMIN	\$ 608,095.28	\$ 639,202	\$ 31,106.72	4.87%
4105 STATE'S ATTORNEY	\$ 335,024.14	\$ 341,206	\$ 6,181.86	1.81%
4106 TAX EQUALIZATION 4th assessor	\$ 333,534.93	\$ 284,813	\$ (48,721.93)	-17.11%
4107 DIST COURT & JUVENILE	\$ 11,017.80	\$ 12,000	\$ 982.20	8.19%
4112 RECORDER 2nd lawn mower-cemetery	\$ 148,955.48	\$ 146,794	\$ (2,161.48)	-1.47%
4113 COURTHOUSE B & G	\$ 333,313.71	\$ 380,630	\$ 47,316.29	12.43%
4114 UTILITIES electricity/heat	\$ 171,706.26	\$ 169,600	\$ (2,106.26)	-1.24%
4116 PUBLISHING & PRINTING new est tax notice	\$ 8,028.82	\$ 7,000	\$ (1,028.82)	-14.70%
4117 ELECTION EXPENSE	\$ 69,703.27	\$ 79,139	\$ 9,435.73	11.92%
4119 POSTAGE	\$ 31,934.53	\$ 38,900	\$ 6,965.47	17.91%
4135 AUDITING FEES State incr fee	\$ 16,250.00	\$ 16,000	\$ (250.00)	-1.56%
4136 COUNTY DUES	\$ 21,734.00	\$ 21,554	\$ (180.00)	-0.84%
4146 PROPERTY INSURANCE	\$ 168,076.53	\$ 173,000	\$ 4,923.47	2.85%
4150 NETWORK COMPUTERS	\$ 101,114.18	\$ 126,925	\$ 25,810.82	20.34%
4154 SUPT OF SCHOOLS sch recorders conversion	\$ 1,810.29	\$ 1,650	\$ (160.29)	-9.71%
4155 RESTITUTION OFFICE	\$ 66,237.43	\$ 67,589	\$ 1,351.57	2.00%

DECEMBER 31, 2018 YEAR-END BUDGET COMPARISONS - GENERAL FUND EXPENSES

<u>DEPARTMENT NO. DESCRIPTION</u>	<u>ACTUAL EXPENSES</u>	<u>ORIGINAL BUDGET</u>	<u>AMOUNT OF VARIANCE</u>	<u>PER- CENT</u>
4239 AMMUNITION	\$ 3,554.22	\$ 3,700	\$ 145.78	3.94%
4240 SHERIFF DEPARTMENT	\$ 1,423,853.24	\$ 1,468,667	\$ 44,813.76	3.05%
4241 JUVENILE CUSTODY add'l juv in custody	\$ 25,122.00	\$ 12,000	\$ (13,122.00)	-109.35%
4242 DISASTER EMERGENCY FEMA repayment	\$ 127,129.72	\$ 115,358	\$ (11,771.72)	-10.20%
4243 COUNTY CORONER	\$ 4,600.00	\$ 7,500	\$ 2,900.00	38.67%
4244 AMBULANCE SUBSIDY	\$ 18,060.00	\$ 18,060	\$ -	0.00%
4246 JAIL DEPARTMENT	\$ 822,366.53	\$ 856,165	\$ 33,798.47	3.95%
4450 BOARD OF HEALTH phone	\$ 2,416.05	\$ 2,350	\$ (66.05)	-2.81%
4550 COUNTY PARK	\$ 62,035.08	\$ 67,300	\$ 5,264.92	7.82%
4811 CONSULTING (Lake Ag)	\$ 7,000.00	\$ 7,000	\$ -	0.00%
4901 MISCELLANEOUS Co Car Mtc/Comp Study/Ben Budg	\$ 543,633.09	\$ 486,286	\$ (57,347.09)	-11.79%
TOTAL	\$ 5,798,692.26	\$ 5,859,079	\$ 60,386.74	1.03%

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