

**OFFICIAL PROCEEDINGS OF THE LAMOURE COUNTY COMMISSION MEETING
January 19, 2016**

At 8:40 a.m. Chairman Victor Weigel called the meeting to order and opened with the pledge to the flag. Commissioners Keith Heidinger, Lee Miller, Bruce Klein and Robert Flath were also present. Attending the meeting were Lauren Worrel, LaMoure County Highway Department; Marlene White, LaMoure County Auditor; Tonya Duffy, State's Attorney; Cindy Worrel, LaMoure County Treasurer; Ana DaFonte, Deputy Treasurer; Jan Meidinger, Tax Director; Tony Hanson, Public Health Adm/CEO; Kimberly Robbins, DES/911 Coordinator; Tanya Wieler, Dakota Dynamics; Gerald Harris, LaMoure Chronicle; Patty Wood Bartle, The Edgeley Mail; and Verleen Shear.

Chmn Weigel asked for additions to the agenda. Cindy Worrel and Ana DaFonte were added to the agenda. Motion to accept the additions and approve the agenda by Comm Klein, seconded by Comm Heidinger. Motion carried.

Lauren Worrel reported road crews have been doing minimal snow removal throughout the county. Worrel said that service and repairs are being done on the Mack truck, installing hydraulic motors and pumps on the crusher feeder and reworking the hopper on the feeder. Worrel stated insulation is being added to the Kulm shop. Worrel stated that the crews will be installing an engine back into the sweeper when the pumps arrive back from Fargo. Crews are also building a front rake attachment for the Dickey blade and a small boom attachment for the Bobcat.

Worrel would like to advertise for bids for a new blade which would go in LaMoure for Martin and move the 140 to Wyatt. The John Deere or Cat would be traded in with 10,800 hours on both. Worrel stated we also need to get bids on culverts and road oil. Worrel would plan on opening the bids on March 1st after being the paper for 3 weeks. Worrel reported that he would be attending the NDACE Conference in Bismarck on January 20-22. Comm Klein asked if the townships have called for snow removal. Worrel said a few small spots, but they are on call with the townships. Worrel said that they did a small spot over by Berlin. Comm Heidinger asked if the townships are supposed to call them, and Worrel said yes. Comm Heidinger told Worrel that Co Rd 67 had a spot that needs to be checked on. Comm Weigel told Worrel that over by Curt Young's was another spot that was quite hard. Worrel said that crews have been putting some sand down as well. There was some discussion about the Kulm shop and the improvements being done.

Auditor Marlene White stated that she received a letter from Linda Dunn at the South Central Area Library Board informing the Commissioners that Sharon Holweg will be going off the Board effective 12-31-15. White pointed out that the letter was dated 1-7-16. The letter was requesting that the Commissioners appoint Heather Severance of Dickey, ND as her replacement beginning 1-1-16 for a three year term. Motion to appoint Heather Severance to the South Central Area Library Board for a three year term by Comm Miller, seconded by Comm Flath. Motion carried.

Comm Klein stated that he spoke with Spin Brummund, and Titan Machinery is interested in leasing the tower again. The rent is \$400 per year. This is for GPS use on farms in addition to the satellites. Motion to enter into a three-year contract with Titan Machinery for the use of the tower by Comm Klein, seconded by Comm Heidinger. Motion carried.

Auditor White informed the Commissioners that it is time to advertise for bids for the farm land rental at W1/2W1/2 of 2-136-63. White stated that she would put it in the newspapers for three weeks in February with a March 1st bid opening date. White stated that the current contract is up for renewal on April 1, 2016.

Treasurer Cindy Worrel introduced her new Deputy Treasurer, Ana DaFonte, and asked the Commissioners to add her to the accounts in order to conduct business for the County. Motion to add Ana DaFonte to all accounts and give her authority to sign checks by Comm Heidinger, seconded by Comm Flath. Motion carried.

Kimberly Robbins, DES/911 Coordinator, told the Commissioners that she had emailed the LaMoure County Courthouse Emergency Operations Plan out after the last meeting and had sent it to the Road Shop and Park as well. Julie Senger, Risk Manager, informed her of some corrections for locations of the fire extinguishers at the road shop. Robbins has made those corrections. Robbins said that there was a committee that went through this plan and requested that the Commissioners approve the LaMoure County Courthouse Emergency Operations Plan so that she can distribute it to county employees. Comm Miller pointed out that the assessment of things to be updated was done by the committee, but the fire escapes were not done. Robbins said that since the building is on the National Historic Register there are limits as to what can be done for fire escapes. Motion to approve the LaMoure County Courthouse Emergency Operations Plan by Comm Miller, seconded by Comm Flath. Comm Klein asked if there is anything that will work for fire escapes at this point. Robbins stated that the options are very costly and since it goes through the State Historical Society there are limitations. Robbins stated that Sargent County put an addition on to their courthouse. The committee kept coming to dead ends when trying to come up with a solution. Motion carried.

Tony Hanson stated that he shows his budget to be over by \$12,694.79 for 2015. Hanson said that it comes from changes in labor for PRN staff and cost of immunizations. Comm Flath asked if there were any bills that carried over to January which needed to be paid. Hanson was not aware of any. Discussion was held regarding the transfer process. White stated that she will be working on transfers for the next Commissioner meeting. Hanson also told the Commissioners that they are looking at the PRN staff in comparison to actual employees and the cost involved.

Jan Meidinger, Tax Director, came to the meeting to discuss with the Commissioners the Vanguard proposal for assessing property in LaMoure County. Meidinger stated that this would be for training the staff in his department. Meidinger told the Commissioners that he and Comm Miller had talked with representatives from Vanguard at the NDACO Conference in October and asked them about ways they may assist us with appraising LaMoure County without doing the entire county for us. Meidinger presented the proposal Vanguard had drawn up to the Commissioners for their review. Meidinger pointed out that the cost goes up the longer we wait. The first step would be the initial field training of his staff with someone here working with them which Vanguard estimates taking a minimum of 60 hours. After some time, they would return for step two which would include entering the information into CAMA which we already have in place. Vanguard is estimating that would take 60 hours as well. That information would be compiled and entered by the Tax Department, and Vanguard would return for the next phase of training. Step three would be the sales analysis portion which would include loading their tables into our system which would make equal valuations across the board. Vanguard estimates this to take 40 hours. Meidinger said the fourth step is they would also be available to assist with more training if necessary. Meidinger stated that the minimum amount of hours they are estimating would cost \$20,800. Vanguard can start as soon as we get back to them. The other option that the County has would be for Vanguard to do a countywide appraisal which would not be on the books for quite a while. Meidinger informed the Commissioners that he has received calls such as the one where a taxpayer has compared his property to his father's property, and his father's property is way under assessed. Meidinger stated that once his department begins to assess these properties one by one they will be dealing with a lot of property owners who will be questioning why theirs is this much and the neighbor's is so different. Meidinger pointed out that there are properties that have never even been assessed yet. The only other option at this point is to have a mass assessment done by Vanguard. Comm Miller asked if our staff would have to travel for training. Meidinger said that Vanguard would be coming here. Comm Flath asked when the first step will be done. Meidinger stated that he would like it to take place when the weather first allows. Comm Weigel asked if it would be reflected on 2018 taxes, and Meidinger said yes. Comm Flath asked Meidinger if that would all be done for the 2018 taxes. Meidinger stated it would be attainable. Comm Klein asked if the minimum hours of training would be enough, and Meidinger

said that he could not answer that. Meidinger stated that this was not included in the 2016 budget because it came in after the budget process. Discussion was held about the process. Meidinger explained that it would take a lot of planning to get it all done. Comm Flath asked what the cost was for Vanguard to do the mass appraisal for residential, and Meidinger stated he thought it was around \$150,000+. Comm Heidinger stated that he wondered if it would not be best to just have Vanguard do the residential mass appraisal rather than our Tax Department. Meidinger stated that it would all be done at one time rather than parts at a time. Comm Weigel asked if the decision before the board is whether or not to do the work in-house or hire Vanguard, and Meidinger said yes. Comm Flath said we have been working toward doing it in-house for quite a while. Comm Flath pointed out that doing it in-house creates jobs locally and will keep the money local. Motion to enter into contract with Vanguard to train our tax department by Comm Flath, seconded by Comm Klein. More discussion was held regarding the Vanguard software. Comm Klein pointed out that even if Vanguard does it, the Tax Department will receive the complaints about the changes in values. Meidinger stated that Vanguard stands behind their work and would attend the tax equalization meetings at the county and state levels. Comm Flath stated that the people in our Tax Department will be trained by Vanguard and will be able to answer the same questions. Comm Heidinger stated that another thing to look at would be whether or not the people in our Tax Department would be able to take all of the complaints and questions or just walk out. Then, all of the training would be for nothing, and we would have to start all over again. Comm Flath stated that he thinks there would be more complaints if it was someone from Iowa doing the assessments. Meidinger said that the appraiser in Marion sent out notices and inspection sheets, and she got a poor turnout with grumbling afterward. Roll call vote taken Comm Miller yes; Comm Klein yes; Comm Flath yes; Comm Weigel yes; and Comm Heidinger no. Motion carried.

The Commissioners set dates for future meetings to be February 2 & 16, March 1 & 15, April 5 & 19, and Park Board on March 15.

Tanya Wieler met with the Commissioners to discuss a few payroll and Employee Manual items. Wieler stated that she wanted to discuss a few loose ends regarding the pay plan implementation and Comp Time policy. Wieler said she is working her way through our Employee Manual to update or revise if necessary. Wieler had a question presented to her regarding the Comp Time policy. Wieler stated that if you allow employees to accrue Comp Time, you want that to get off the books right away. Wieler proposed that the wording in the policy be changed that employees must use Comp Time before they use their Vacation. Wieler stated that she will need to have the Commissioners set a cap on the amount of Comp Time hours they will allow employees to accrue. The current policy reads "Law enforcement, emergency response personnel and employees engaged in seasonal activities may accrue up to 480 hours of compensatory time and all other employees may accrue up to 240 hours". Wieler stated that this needs to be removed from the policy, and lower the amount of hours employees can accrue. Wieler recommended the Commissioners change to allow 25-50 hours to accrue and allow anywhere from 30-90 days to use. These are the amounts that Wieler finds to be common among other agencies that she works with. Wieler stated that some of the agencies that she works with do allow a different limit for law enforcement due to the nature of their work. Wieler stated that she had one agency she worked with cap law enforcement at 50 hours and all other employees at 25 hours. They did not put a cap on when they had to use it. Wieler explained that you have to either allow employees the time off to use comp time or pay it out as overtime. Wieler recommended adding "The County reserves the right to ultimately determine whether employees receive overtime or compensatory time" to the policy as well. The County is given that right because they are a government entity and have to balance a budget. Wieler pointed out that the Commissioners get the final say. Wieler also suggested removing the word 'however' from the line that reads "however, any accrued compensatory time must be used within ninety (90) days of accrual." Wieler would present a list of changes to the policies to the Commissioners as she finds things. Wieler suggested distributing policy manuals electronically. Wieler recommended that the policy manual be updated at least every three years. Wieler likes to make the changes in real time as changes come along. Jan Hamlin stated that we have

employees using Comp Time instead of Sick Leave too. Comm Flath wanted to know if there is any pay out for Sick Leave, and Hamlin stated there was not. If an employee quits, they do not get their Sick Leave paid out. Comm Klein read the policy out loud for everyone which stated that it is not paid out. Comm Miller asked if the Comp Time is not used before the capped time, then the County has to pay it out. Wieler stated that you have to pay it out as overtime as it is the law. Wieler stated that the only time Sick Leave is valuable is when someone retires and can use it for health credit upon retirement by reducing your health care premium with NDPERS. White pointed out that it has to be spelled out in policy because there are just too many different ways that people try to use it. Comm Flath stated that the only way someone should have Comp Time is with prior approval from the supervisor and when it is time to use it. Comm Klein stated if we put a cap on the amount of Comp Time that can accrue, we should still continue to pay it out quarterly as we have been, correct? Wieler said yes you need to continue to do that. Comm Klein asked if they made the changes to the Comp Time policy, would they need to go ahead and pay out those who were over. Wieler said yes you would need to. Comm Klein and Comm Flath stated that they would like to see the number of hours that we have right now sitting on the books. Wieler stated that you can ease into it if there are a lot of hours sitting on the books.

Hamlin asked who is eligible for Comp Time. Wieler stated that chances are most employees in your county would fall into the nonexempt category. The employees that could possibly be exempt are department heads or supervisors that have more than two employees which is probably not a lot. There are a couple that we will be looking at. The ones that are tricky and require further study are the smaller departments. Wieler will have to look into those and make sure they are set up correct. She will get that information from Jan before she leaves today as to who is exempt and nonexempt right now. There was discussion regarding people coming in when the courthouse is closed on holidays. Wieler asked if we are using flex time in our county. Two hours earlier in the week extra could be flexed out at the end of the week. That would help eliminate a lot of Comp Time accruing. When at all possible, employees need to use flex time before it becomes Comp Time. Flex time has to be used within the defined work week for that department. Wieler explained that in ND Labor Law flex time has to be used within the same work week. Wieler stated that the work week needs to be defined in policy for the entire county generally speaking. Social workers and law enforcement may be affected a little differently. Wieler will give the Commissioners some verbiage on flex time in policy form for the Commissioners to review and make sure that all employees and supervisors understand it.

Wieler discussed on-call time with the Commissioners next. Wieler stated that she and Jan had talked about this as well. If we look at it in that we just reviewed the pay plan and we have studied everybody and know they are up to date, that does not necessarily directly correlate to it. It does not have any impact on whether or not you pay it. However, it has impact on your overall budget. It would not be any different than trying to decide if you are going to buy another squad car. It is another impact on the budget, but aside from that they are unrelated. Wieler stated that she also discussed this with Sheriff Fernandes via emails and explained it to him as well. Wieler stated when looking at on-call time you want to look at whether or not employees are 'waiting to be engaged' or 'engaged to be waiting'. Those are the phrases that the Department of Labor uses to determine whether or not it has to be paid. If the employee is waiting to be engaged they are in waiting mode waiting to be called out. If they are engaged to be waiting, they are on duty already and ready to go. A good example of someone who is engaged to be waiting on duty waiting for something to happen would be firemen who are sleeping in the fire hall. Waiting to be engaged is when you are waiting to be called on duty. Wieler explained to Sheriff Fernandes that typically, most law enforcement officers are waiting to be engaged as they are not necessarily engaged yet and on-call time is not required to be paid. They may be ready, but they are not necessarily engaged yet. Some agencies still chose to pay on-call time; but in looking at LaMoure County, Wieler said that we are not paying our law enforcement for every hour which indicates that they are waiting to be engaged. They are being paid for the inconvenience of being on call, but they are not engaged to be waiting. If they were engaged to be waiting, they would be paid for every hour. When Wieler explained all of this to Sheriff Fernandes, he told her that he feels his deputies are engaged to be

waiting and are sitting at home ready to jump in the squad car. Wieler stated that she and Sheriff Fernandes did not seem to be on the same page. Wieler did explain that generally most of the law enforcement agencies that she works with are waiting to be engaged. You are paying a flat fee, and it would be a policy decision. The on-call time does not tie with the new pay plan in any way. However, it does have an impact on the overall budget. Wieler stated that you want to look at the logistics of whether or not you are required to pay on-call time. Comm Klein asked if this rule would apply to a road blade operator who wanted to go to his daughter's basketball game and a storm was coming. He knows that he will have to jump on the road blade as soon as the storm lets up. Wieler stated it would be the same thing. The road blade operator would be on-call waiting to be engaged. It does impact your life. But, it is explained up front at the time you enter that career field. Law enforcement, dispatch, nursing, lab technicians, and road crews, they know about being on-call going into the job Wieler stated. Comm Heidinger stated that it would be up to the discretion of the Commissioners then whether or not the on-call time would continue. Wieler stated that would probably be up to the Commissioner. Wieler stated that question meanders into some interesting territory when dealing with the authority of elected officials, but the control of the budget falls on the Commissioners. Comm Weigel pointed out that when the on-call pay was put into place, it was because some places paid overtime; and we decided to pay on-call time instead. Wieler stated that most of the departments that she works with have to pay overtime. Wieler stated that you need to consider that you have a pretty small department, and a lot more falls on the employees and have to be on-call a lot more than a larger department. There are a lot of factors to take into consideration. Comm Klein told Wieler that it started when they were trying to hire another deputy. White asked if on-call pay was considered to be part of the market value figures or separate. Wieler stated that it was not included in the salary market values. Wieler stated that it would be a policy decision as to whether or not to continue paying the on-call time. Wieler asked if we are having issues with retention in the Sheriff's department, and she was told not at this time.

Wieler stated that there were a couple of loose ends concerning the new pay plan that she wanted to discuss. There were a couple of employees who had a lot of time prior to coming to work for the County which moved them up on the scale quite a bit. Wieler asked earlier in the process whether or not there would be a cap placed on previous credit given, and the Commissioners stated there would not be a cap. Wieler stated that it catches people's eyes that some people who have not been with the County very long are up a ways on the pay plan. Wieler stated that when you look at hiring someone new, supervisors would not have the authority to hire anyone higher than a Step 5 without Commission approval. Wieler stated that she wanted to bring to their attention a couple of the employees she is talking about and had sent to them in a memo. Wieler stated that Cindy Worrel would be one and Laurie Good the other. Comm Weigel asked if that would be up to the Commissioners as to whether or not there should be a cap put on it. Wieler stated yes. Wieler also pointed out that Sheriff Fernandes had some experience listed; however, it was not made clear to her that he did not go through the academy until after he was hired. Wieler stated that she had placed him at a Step 2, but the Commissioners should consider putting him at a Step 1 in light of that. There was an error on one of the spreadsheets that Lauren brought to her attention, and a formula that Wieler had put onto one of the spreadsheets did not carry over to the other spreadsheet. Lauren should be at a Step 19, not a Step 15 due to that. Hamlin had pointed out to Wieler that some of the 2015 and 2016 salaries were mixed up, and some of them already had the 2% increase for 2016 added to them. Wieler stated that some of these are just minor corrects that will need to be made. Wieler asked the Commissioners if they would like her to come to them with every correction or if they would give her authority to make these corrections on her own as she does with other agencies she works with. Wieler said that she has not been able to figure out the corrections yet, and she would like to know how the Commissioners would like her to handle it as most of them would be minimal corrections. Wieler stated that if it was something substantial, she would bring it back to the Commissioners. Comm Klein stated that we have gone to the next level of her employment and hired her as the HR person as well as working on the pay plan, and he feels more comfortable delegating this to Wieler at this time. Wieler stated that she feels these are just some bumps in the road with the implementation process, and does not see this as something

that will happen frequently. Once the pay plan is in place, we would just roll with it. If there would ever be a question regarding hire someone new, that would be brought before the Board. It is not like something like this would need to be done frequently. Wieler sees this as fine tuning the pay plan. If something comes to her such as someone hiring a person Wieler stated that moving forward, it sure would help everything run smoother if she was given authority to correct minor discrepancies like this. White requested that Wieler send an email to the Commissioners explaining the differences. Wieler stated that all of the emails she had been receiving from Hamlin went to her junk email, and she did not answer her as timely as she could have.

Wieler asked the Commissioners about time with the County and how we give credit. Wieler had a comment made to her that in the past the Board has always considered county time was county time. Wieler stated that is not how she looked at it in this process. This only affected two or three employees. Wieler stated that Karin Boom was at the top, and it would not affect her. Hamlin said Steve at the Road Shop would also be affected. Comm Weigel said that in other words she was saying that before when a person changed from office to office they just got credit for all of the years. Wieler said yes, but that is not how she looked at. She had used a number of factors to determine if they got 1/2 or 2/3 credit. Wieler stated that they would get the same credit for retirement. Comm Heidinger asked if they had always given one for one, and Comm Klein said yes that is what has been done in the past. Comm Klein asked what other counties do. Wieler stated typically they do not give full credit. Wieler gave the example of someone being with a county for 18 years as deputy auditor moving into the auditor position at a higher level than the auditor leaving. Wieler stated that if they want to keep it at one for one, she would need to go back and just refigure three employees. Comm Heidinger stated it is hard to know what to do with this one, but stated that it is not going to affect the budget much if the County stayed with one for one or changed to 2/3 time. Wieler stated that he was correct. Comm Miller asked if it could be left at a case by case basis, but Wieler stated that you could be accused of being discriminatory at some point in time. There was much discussion, and Wieler pointed out that now would be the time to make a change if they were going to change it. Comm Heidinger asked if they didn't already set a precedence, and Wieler said yes you have. Comm Klein pointed out that with the previous pay schedule they gave half experience credit for all employees. Motion to stay one to one for county time by Comm Heidinger, seconded by Comm Flath. Roll call vote taken with unanimous yes. Motion carried.

Wieler will get a list from Hamlin of the seasonal part-time and part-time employees in order to make sure that everyone is getting the same amount of pay. This would be something that Wieler would bring back before the Board to get corrected. Wieler stated that she will send another memo for White to forward to the Commissioners with her findings. White informed Wieler the next meeting would be February 2. Wieler and Hamlin will be in contact prior to the next payroll being processed. Wieler stated that she would stop in to meet people in the departments while she was here today.

<u>Vendor Name</u>	<u>Amount</u>
AL'S METAL WORK INC	185.79
ANDERSON BROS INC	73.32
ATCO INTERNATIONAL	185.00
BUTLER MACHINERY COMPANY	592.17
CENEX FLEETCARD	448.45
CITY OF KULM	62.71
COMMUNITY VOLUNTEER EMS OF LAMOURE	192.25
COMPUTER EXPRESS	3,123.16
D&B PORTABLES LLC	300.00
DACOTAH PAPER CO	168.08
DAKOTA PLAINS AG	1,445.12
DAKOTA VALLEY ELECTRIC	89.44
DICKEY RURAL NETWORKS	255.00
DISCOVERY BENEFITS	83.00

EDGELEY MAIL	72.00
EMERGENCY COMMUNICATIONS NETWORK	1,922.25
FIRST STATE BANK OF NORTH DAKOTA	976.08
FLATH/ROBERT	225.00
GOOD OIL COMPANY	3,664.72
HANSON/WILLIAM	200.80
HARMSSEN/LARRY	360.00
HEIDINGER/KEITH	242.88
HIWAY SERVICENTER	71.00
IAAO	190.00
INFORMATION TECHNOLOGY DEPT	644.70
INLAND TRUCK PARTS & SERVICE	1,220.91
INTERSTATE BATTERY SYSTEM OF ND	257.90
JIM'S OIL COMPANY	164.99
JOB SERVICE NORTH DAKOTA	3,846.52
JOHN DEERE FINANCIAL	138.08
KADRMAS LEE & JACKSON	4,958.77
KLEIN/BRUCE	520.87
KULM HARDWARE & HOME CENTER	18.99
L&S WORREL TRUCKING INC	400.00
LAMOURE CITY	79.00
LAMOURE DRUG STORE	2.99
LAMOURE FOODS INC	42.89
LAMOURE HARDWARE	234.26
LAMOURE PARTS CENTER	503.17
LAMOURE PRINTING COMPANY	118.00
LINDGREN/BRUCE	166.24
MAC'S INC	141.90
MARCO INC	185.33
MEIDINGER/JAN	55.08
MICHAEL TODD & COMPANY	160.04
MILLER/LEE	106.32
ND ASSOCIATION OF COUNTIES	23.00
ND CO AUDITORS ASSOCIATION	200.00
ND CO VETERANS SERVICE OFFICERS ASSN	50.00
ND RECORDERS ASSOCIATION	175.00
ND STATE RADIO COMMUNICATIONS	290.00
NDACE	150.00
NDSU AG COMMUNICATION	96.00
NK OIL LLC	549.36
OAKES COMMUNITY HOSPITAL	29.00
OFFICE DEPOT	716.27
OST BODY & PAINT	179.95
OTTER TAIL POWER COMPANY	658.75
PENGUIN MANAGEMENT INC	27.50
RDO EQUIPMENT CO	144.07
RDO TRUCK CENTERS	27.25
RIDDLE/JAMES	228.80
ROBBINS/KIMBERLY	172.80
S.E.N.D. CO COMMISSIONERS ASSOCIATION	250.00
STOUDT-ROSS FORD INC	85.09
STUTSMAN COUNTY CORRECTION CENTER	2,015.00
STUTSMAN RURAL WATER DISTRICT	50.37
SWANSTON EQUIPMENT CORPORATION	56.20
VISA	1,684.10
WALLWORK TRUCK CENTER	135.00
WASTE MANAGEMENT	177.53
WEBER/SARAH	26.73
WEIGEL/VICTOR	291.20
WEST END HIDE, FUR & METAL CO INC	470.00

Bills were reviewed. Motion to pay the bills by Comm Miller, seconded by Comm Klein.
Motion carried.

Motion to adjourn by Comm Heidinger, seconded by Comm Flath. Motion carried.
Meeting adjourned at 12:02pm.

APPROVED THIS 2nd DAY OF February, 2016

VICTOR WEIGEL, Chairman

ATTEST:

MARLENE WHITE, County Auditor