

**OFFICIAL PROCEEDINGS OF THE LAMOURE COUNTY COMMISSION MEETING
February 7, 2017**

At 8:30 am Chairman Lee Miller called the meeting to order and opened with the pledge to the flag. Commissioners Bruce Klein, Robert Flath, Keith Heidinger, and Victor Weigel were also present. Attending the meeting were Lauren Worrel, LaMoure County Highway Dept; Tonya Duffy, State's Attorney; Marlene White, LaMoure County Auditor; Jan Hamlin, Deputy Auditor; Denice Porter, Tax Dept; Roger Loegering, Custodian; Cindy Worrel, Treasurer; Gerald Harris, LaMoure Chronicle; and Patty Wood Bartle, The Edgeley Mail.

Chmn Miller asked for additions to the agenda. Electro Watchman Purchase Agreement, Cindy Worrel to Discuss Pay Increase for Gloria Lauf, and 2016 Transfers. Motion to accept the additions to the agenda by Comm Weigel, seconded by Comm Flath. Motion carried.

Motion to approve January minutes by Comm Heidinger, seconded by Comm Flath. Motion carried.

Motion to pay Social Services' bills of \$801.76 by Comm Weigel, seconded by Comm Heidinger. Motion carried.

Lauren Worrel reported the road crews have been doing maintenance on equipment, repairing dozer attachments on the blades, night time sign inspections, and plowing snow. Worrel stated that the furnace has now been replaced in the Kulm shop.

Worrel told the Commissioners that he would be moving Aaron Potts to a full-time employee at the same rate of pay that he is currently receiving. Worrel stated that Potts has been quite an asset to the County as he can do HVAC work too.

Worrel said that he has purchased a used one-way plow from Capital Industries for \$13,000 which will be the Jud blade.

Worrel presented the NDDOT annual maintenance certificate for signature. Worrel reminded the Commissioners that this agreement states we will maintain all Federal Aid road projects. Motion to sign the NDDOT Annual Maintenance Certification by Comm Klein, seconded by Comm Flath. Motion carried.

Worrel told the Commissioners that Matt Lange from KLJ had planned on being here, but had to turn around due to the bad weather. Lange will be here for the next meeting to go over the final information for the Co Rd 64 project.

Comm Flath informed the Commissioners that the interviews for the Tax Director position had been done, and the committee was making the recommendation to appoint Denice Porter as Tax Director. Auditor Marlene White read the offer that was made to Porter which included a 90-day introductory period at \$17.44 per hour to be reviewed at the end of the 90 days. White informed the Commissioners that Porter did accept this offer. Motion to appoint Denice Porter to the Tax Director position by Comm Weigel, seconded by Comm Heidinger. Motion carried.

Treasurer Cindy Worrel approached the Commissioners about changing Gloria Lauf's pay to \$15.37 which she stated she had requested at budget time. Worrel stated that she and Tanya Wieler have discussed this, and Wieler agreed with this. Worrel also discussed Lauf's title with her, and Wieler recommended that Lauf be left at the seasonal position and that she also receive any COLA increases going forward. Deputy Auditor Jan Hamlin informed the Commissioners that \$15.15 included the COLA increase for this year. Worrel told the Commissioners that Lauf is doing an excellent job. Worrel requested that this pay increase be retroactive back to the first of this year. Hamlin stated that since her title is not changing, the pay cannot be retroactive. Comm Flath asked what the reason is that Worrel would not put her in a clerk position which would put her on the salary schedule. Worrel stated that she does not need a clerk. Motion to increase Gloria Lauf's seasonal pay rate to \$15.37 per hour as recommended

by Tanya Wieler by Comm Weigel, seconded by Comm Klein. Motion carried. Motion to begin this pay increase as of 2/1/17 by Comm Heidinger, seconded by Comm Klein. Motion carried.

Auditor White informed the Commissioners that Clerk of Court Karin Boom submitted an application for a Court Facilities Improvement Grant to purchase emergency ladders and a scanner for the Courtroom, and we have been approved for that which will cover 75% of the total cost.

Comm Miller stated that there was a request from Dale Pekarski at the Dickey Bar to serve the Ducks Unlimited Banquet in Marion. The agreement has always been that the bar in Marion served this event, but now that bar has closed. Comm Miller was asking how this would need to be accomplished. States Attorney Tonya Duffy stated that they will have to contact that City of Dickey to get an off-site permit. White will give this instruction to Dale Pekarski. Duffy also stated that he should check with the City of Marion as well.

White informed the Commissioners that Vanguard uploaded all of the commercial assessment information into the system down in the Tax Dept. White stated that next week a representative will be coming from Vanguard to do some training with the Tax Dept staff within the computer system along with going over the procedure of mailing out notices and scheduling appointments for any business owners who would like to meet with Vanguard reps on March 27th & 28th to discuss any questions they may have regarding their commercial assessments. White also stated that Bob Ehler from Vanguard would be willing to answer any questions that the Commissioners may have prior to this happening. Comm Flath asked White to make sure that there would be no cost for the county to incur for a rep from Vanguard to come here. The Commissioners requested that this be scheduled for the next meeting on 2/21/17.

White stated that she spoke with Sue in Barnes County about the Mutual Aid Agreement with Barnes County. Sue stated that there is one already in place, but she just wanted to get it updated. Comm Flath asked if Kimberly Robbins was aware of this. White was not sure. The Commissioners decided to table this until the next meeting to give Robbins time to review it.

White presented a recommendation to change the Timekeeping Policy due to the fact that the county was written up for not being able to provide some of the timekeeping information that the State auditors requested to review while they were here. White stated that this would be for anyone who works in the Courthouse to include both elected and appointed employees for documentation of time here. Hamlin stated that she has a payroll calendar that she could provide to all of the department heads so that they would know when the time sheets would need to be submitted for each payroll. White stated that this is just to have backup for payroll being processed. Comm Flath pointed out that there would be several ways to do this either with paper or on the computer. Worrel presented what is used in her office for Gloria's time. Duffy stated that in Barnes County the employees use an electronic system which works very well. White will check into this. Comm Klein asked White to send this to the department heads for their input. The Commissioners decided to table this until the next meeting

White presented a purchase agreement from Electro Watchman for signature which Roger Loegering had already discussed with the Commissioners which will be paid by a grant. The Commissioners asked if Loegering could come in so they could ask some questions. Loegering stated that this would be for the locks going into the Sheriff's office. Motion to enter into the purchase agreement for a security door access system for the two doors going into the Sheriff's Department by Comm Flath, seconded by Comm Heidinger. Motion carried.

Break 9:40am-9:55am

White presented the list of 2016 Transfers which need to be done for the Commissioners to review. Motion to approve 2016 Year End Transfers by Comm Klein, seconded by Comm Weigel.

White told the Commissioners that it is time to apply for any grants needed through the Garrison Diversion Matching Recreation Grant Program which has a deadline of April 1. Comm Flath pointed out that this is only a 25% match.

Comm Weigel informed the Commissioners that the Edgeley Lions Club donated \$930 to the museum to go toward the country church project. Comm Weigel also stated that Terri Potts and Dorothy Banderet have put together a Power Point which they would like to show the Commissioners some time.

Comm Klein reminded the Commissioners that the Annual Township Association meeting was set for 2/16/17 at 11:00am at Centerfield. The Commissioners decided that Chairman Miller would give the Commission update.

<u>Vendor Name</u>	<u>Amount</u>
ACCOUNT SERVICES EXCHANGE LLC	165.49
ALLARD TROPHY COMPANY	174.50
ALLIED ENERGY	9,799.08
AMERICAN INCOME LIFE INS CO	8.00
AT&T MOBILITY	31.87
BAKER/WYATT	53.46
BARNES RURAL WATER DISTRICT	52.15
BOOM/KARIN	248.00
BORDER STATES ELECTRIC	296.20
CENTER FOR 4-H YOUTH DEVELOPMENT	65.00
CENTERFIELD BAR & GRILL	90.10
CENTRAL BUSINESS SYSTEMS	5,603.00
CENTRAL VALLEY HEALTH DISTRICT	210.60
CITY OF KULM	70.52
COMFORT INN	409.50
COMFORT INN & SUITES	81.90
COMPUTER EXPRESS	1,023.99
COMPUTER PROFESSIONALS	1,183.80
DAKOTA CARRIER NETWORK	875.00
DAKOTA DYNAMICS	1,000.00
DAKOTA VALLEY SERVICES	2,997.36
DICKEY RURAL COMMUNICATIONS	1,388.95
DINGER/DANIELLE	60.00
DUFFY LAW OFFICE	2,002.21
DUFFY/JESSICA	406.04
DUFFY/TONYA	410.11
EDGELEY MAIL	131.76
FLEETPRIDE	594.87
GEINERT/TIMOTHY P	10.50
GLAXOSMITHKLINE PHARMACEUTICALS	3,109.19
GOOD OIL COMPANY	3,462.97
HARMON/HAYDN	56.00
HENRY SCHEIN	236.78
HIWAY SERVICENTER	2,648.15
HOLIDAY INN	364.00
HOMAN/CAROLINE	308.28
HWY 13 ONE-STOP SHOP INC	162.01
INFORMATION TECHNOLOGY DEPT	999.30
JIMMIE JOE'S REPAIR LLC	47.50
JOHNSON/MARY	50.00
KADRMAS LEE & JACKSON INC	2,123.52
KETTERLING/JACKIE	61.56
KLEIN/BRUCE	283.20
KLEVER/DARCY	15.12

KLEVER/JAKE	96.00
L & S WORREL TRUCKING INC	9,380.00
LAMOURE CHRONICLE	1,156.88
LAMOURE CITY	97.25
LAMOURE DRUG STORE	3.99
LAMOURE FOODS INC	71.44
LAMOURE HARDWARE	715.65
LAMOURE PRINTING COMPANY	287.40
LAMOURE PARTS CENTER	1,036.01
LAMOURE POSTMASTER	70.00
LARSON/JAMES	111.00
LEAF	121.00
LEE/DEB	75.00
LEXIS-NEXIS	152.77
LINDGREN/BRUCE	285.80
LOOMER/DANIEL	30.00
MAC'S INC	526.48
MCLEAN/ANNA	356.36
MERCK SHARP & DOHME CORP	5,466.35
MERCY HOSPITAL	2,510.00
METROPOLITAN COMPOUNDS INC	724.65
MILLER/JOSHUA	56.00
NATIONAL INDUSTRIAL & SAFETY SUPPL	239.60
ND ASSOCIATION OF COUNTIES	34,157.25
ND COUNTY COMMISSIONERS ASSOCIATION	1,600.00
ND COUNTY TREASURER'S ASSOCIATION	200.00
ND EMERGENCY MANAGEMENT ASSOCIATION	30.00
ND SACCHO	500.00
ND SHERIFF'S & DEPUTIES ASSOCIATION	50.00
ND STATE RADIO COMMUNICATIONS	6,509.36
ND 911 ASSOCIATION	25.00
NDACS	50.00
NDACTVSO	50.00
NDSU AG COMMUNICATION	96.00
NDSU EXTENSION PESTICIDE PROGRAM	90.00
NORTH DAKOTA ONE CALL	8.00
NORTHWEST TIRE INC	2,680.00
NSC MINERALS	25,803.16
OTTER TAIL POWER COMPANY	119.03
PORTER/DENICE	46.28
POTTS/MARTIN	1,347.62
PRODUCTIVITY PLUS ACCOUNT	149.50
QUILL CORPORATION	1,454.53
R & S COLLISION CENTER INC	288.98
RACINE/JULIANNE	326.16
RADISSON HOTEL BISMARCK	163.80
RAMADA BISMARCK HOTEL	491.40
RODIN'S CORNER	20.20
SANDNESS/MICHAEL	15.00
SANDNESS/STACEE	31.86
SANFORD	435.00
SOUTH CENTRAL DAKOTA REG COUNCIL	7,696.00
ST ROSE CARE CENTER	20,272.65
STUTSMAN RURAL WATER DISTRICT	49.70
ULMER/AL	312.80
UNIFORM CENTER	431.89
VERIZON WIRELESS	155.52
WASTE MANAGEMENT	108.65
WEX BANK	640.63
WORREL/LAUREN	10.50

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

Motion to adjourn by Comm Heidinger, seconded by Comm Klein. Motion carried.
Meeting adjourned at 10:40am.

APPROVED THIS 7th DAY OF March, 2017

LEE MILLER, Chairman

ATTEST:

MARLENE WHITE, County Auditor