

**OFFICIAL PROCEEDINGS OF THE LAMOURE COUNTY COMMISSION MEETING  
February 2, 2016**

At 8:30 a.m. Chairman Victor Weigel called the meeting to order and opened with the pledge to the flag. Commissioners Keith Heidinger, Bruce Klein and Robert Flath were also present. Comm Miller was absent. Attending the meeting were Lauren Worrel, LaMoure County Highway Department; Marlene White, LaMoure County Auditor; Cindy Worrel, LaMoure County Treasurer; Jan Meidinger, Tax Director; Kimberly Robbins, DES/911 Coordinator; Sheriff Fernandes; Deputy Robert Henry; Gerald Harris, LaMoure Chronicle; Patty Wood Bartle, The Edgeley Mail; Verleen Shear; and Bobbi Jo Bjur.

Chmn Weigel asked for additions to the agenda. Engineer's convention, salary schedule, and class to attend the next meeting. Motion to accept the additions and approve the agenda by Comm Klein, seconded by Comm Heidinger. Motion carried.

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

Motion to pay Social Services bills \$5,865.58 by Comm Heidinger, seconded by Comm Flath. Motion carried.

Lauren Worrel reported road crews are reassembling the sweeper and have finished rebuilding the truck plow as well as repairs on the crusher feeder. Worrel also stated that crews are insulating the Kulm shop, rebuilding pallet forks for the Bobcat, servicing the sign truck, and will be rebuilding rock grizzly for the crusher feeder. Worrel told the Commissioners that he purchased a 1994 Haybuster H106 rock picker for \$8,900.

Worrel stated that he would like to advertise for bids beginning on February 17<sup>th</sup> to run for 3 weeks with bid opening in March to be 100% state funded for work on County Road 64. This is also in the State bid paper.

Worrel stated that he is looking at rotating the 2015 Bobcat out and get it on a yearly rotation, and it is still under warranty until May. Worrel will get quotes on this for the next meeting.

Worrel stated that House Bill 1176 resulted in a 2%-3% reduction of approximately \$69,000 from approximately \$2,300,000. Worrel said that we are not into that funding yet, but will partially be with the Merricourt Road. There is no reduction on the SB 2103, and we should have around \$1,000,000 left. Worrel stated that we can combine those two which would make it 100% funded and see what we have left after bid.

Worrel stated that on March 1, 2016 there will be opening of bids for road oil, culverts and blades at 9:15am, 9:30am and 9:45am.

Worrel asked the Commissioners if there was a plan to do leveling on County Road 35. Worrel stated that he would figure out how much material it would take to go from 66 to 281 and the cost for it. Worrel would like to get some crack sealing done and see what it would cost to bring the guys in to do that and put chip seal on top.

Worrel reported that the new blade is in Jamestown, and it will hopefully be here by Friday after they check it over to make sure everything is working right.

Chairman Victor Weigel told Worrel that he was at the Kulm City Council. There were questions regarding the new noise ordinance they have put into place. Chairman Weigel asked Worrel who puts the signs up for this on the county roads. Worrel stated that the City of Kulm would be in charge of purchasing the signs and check with the State to getting them installed. Worrel stated that he would have to install any signs on the County roads.

Chairman Weigel reported that he was contacted about someone who had put in a septic tank himself with a backhoe and got reported to the State. Worrel informed him that he would need to contact Public Health. Chairman Weigel did direct this person to do that. Worrel said that you have to be permitted now.

Auditor Marlene White presented an Application for a Beer & Liquor License from the Edgeley County Club to include Sunday opening. Motion to approve by Comm Heidinger, seconded by Comm Flath. Motion carried.

Auditor White also presented the 2016-2017 South Central Dakota Regional Council Joint Powers Agreement with LaMoure County dues of \$7,472 to the Commissioners for approval. Motion to sign Joint Powers Agreement with the South Central Dakota Regional Council by Comm Heidinger, seconded by Comm Klein. Motion carried.

Comm Heidinger informed the Commissioners that a public hearing for the 2016 CDBG program distribution statement is to be held on February 4, 2016 at 10:30am in the James River Senior Center located at 419 4<sup>th</sup> St NE in Jamestown. Comm Heidinger stated that this will be for funds for affordable housing, special needs housing, homeless needs, etc. Comm Heidinger just wanted to make everyone aware of the meeting.

DES/911 Coordinator Kimberly Robbins presented the 2016-2017 Wellness Agreement to the Commissioners for approval which has a deadline of February 28<sup>th</sup>. Robbins said the commitment would be to have an employer based wellness program from July 1, 2016 through June 30, 2017. The County Commission needs to commit to support a wellness coordinator. Sanford comes to the County to present a class, health screens, and monthly communications are sent to Robbins who emails them to employees. CPR and first aid classes will be held in February for the road shop employees and one in March for the courthouse employees. There is a 1% discount on the health insurance policy with NDPERS by participating in the Wellness Agreement. Motion to enter into the Wellness Agreement for 2016-2017 with NDPERS by Comm Heidinger, seconded by Comm Flath. Motion carried.

Robbins informed the Commissioners that the County Emergency Preparedness Plan has been placed in the Commissioners room, and master copies have been distributed to the Auditor's office, Emergency Manager's office, and the Sheriff's office. Training for employees is covered in this plan, and it is also listed in the Employee Policy Manual that employees attend job related safety training. Comm Miller was on the planning committee and not only do you want to prepare the plan, but also get it out to the employees and make sure they read it and go through it. The State Homeland Security Grant Fund has been obtained for such training and for physical protective measures. The Sheriff's Dept would like to request that the Courthouse be closed on Friday, May 13, 2016 in order to conduct a full scale training exercise with the employees for further understanding of this plan. The grant is 100% funded with State Homeland Security Grant Fund. The facilitators of this exercise would be the LaMoure County Sheriff's Dept, ND Emergency Services, as well as surrounding counties being invited. The employees would be on their own for lunch from 12:00-1:00, come back for a briefing of the training exercise, 1:30-4:30 training exercise which may or may not take that full amount of time. This would be a multi-agency exercise including fire, EMS, ND Emergency Services, and possibly State Radio. Comm Heidinger asked if all of the staff would be participating. Sheriff Fernandes stated that the offices would be open as normal but closed to the public. Sheriff Fernandes said that the first planning meeting was held yesterday with a lot more to be done. Discussion about the process was held. Robbins will work with the State to make sure all is done to their specifications. The SE Regional Coordinator will for sure be a part of this. Comm Klein stated that it needs to be advertised for the citizens to know that the courthouse will be closed on this day. Motion to approve the closing of the courthouse to the public on Friday, May 13, 2016 by Comm Klein, seconded by Comm Heidinger. Motion carried.

Auditor White presented a letter from the South Central Area Library Board requesting that Lee Miller be reappointed for another 3-year term. Motion to reappoint Lee Miller to the library board by Comm Heidinger, seconded by Comm Klein. Motion carried.

Tax Director Jan Meidinger told the Commissioners that he was getting ready for the Township meeting to be held on February 18, 2016. Meidinger stated that he has been gathering information as to what to charge for assessing fees in 2016. Meidinger proposed that the County stay with what each entity paid in 2014 for assessor fees. Comm Flath stated that we need to come up with some consistency throughout the county. Meidinger stated that he is working on getting information compiled in order to come up with fees to charge in 2017.

Auditor White presented a letter for the Boat Access at Lake LaMoure Project stating that LaMoure County did not receive funding for this project.

Auditor White presented a letter from Governor Dalrymple informing us that the LaMoure County Memorial Park has been awarded \$41,821 under the Special Road Fund program.

Comm Klein reported that he attended the Engineers Convention in Bismarck along with Lauren Worrel and Tim Geinert. Comm Klein said that some good news is they did pass a Federal Highway Bill called FAST (Fixing America's Surface Transportation) Act which will provide money for us. Some of the bad news is that the State is coming up short on some of their revenues which could be 2-3% cut. Comm Klein stated that he is a little concerned about our SAD money. We have about \$240,000 which has come in so far this year; and we budgeted around \$600,000. Comm Klein stated that we should monitor that. Bids are coming in significantly lower right now. Comm Klein stated there was a tour of the new Burleigh County shop which cost \$14,000,000 has 52,000 square feet and was paid for in cash.

Chairman Weigel informed the Commissioners that the We The People Class from Edgeley would like to come to the next Commissioner meeting and observe. The class would not be able to be here until 9:00am on February 16, 2016. Comm Klein stated that it is nice to know they are interested in attending. Chairman Weigel stated that the class would like to visit two public meetings, and this would be one of them. So, the meeting time would need to be at 9:00am. Comm Klein asked that Comm Miller be informed of the change in time, and Auditor White will send him an email.

Chairman Weigel stated that he and Comm Heidinger met with the Kulm City Council, and they are interested in some of the policing assistance as is done in the City of Edgeley. Chairman Weigel and Comm Heidinger told them that the County is here for them and to keep us updated.

Chairman Weigel brought up the changes to the salary schedule which have been presented by Tanya Wieler with changes being recommended with regards to Sheriff Fernandes' salary. Wieler suggested that Sheriff Fernandes be taken to a Step 1 based on the fact that he had not gone through the academy until after he was hired. Comm Heidinger stated that Sheriff Fernandes was hired at a Step 2, and we should keep him there in his opinion. Comm Flath pointed out that we hired an HR person to handle these issues. Discussion was held as to whether or not to go with the recommendation of Wieler. Chairman Weigel stated that cuts were being made, but Comm Klein stated that no cuts were made; this involves the percentage of increase. Comm Klein pointed out that this is an experience adjustment and nothing else. Motion to keep Sheriff Fernandes at Step 2 by Comm Heidinger, seconded by Comm Klein. Motion carried on a 3-1 vote.

Break 9:38-9:46

Treasurer Cindy Worrel gave an update on the tax refund process to the Commissioners stating that out of \$2,465,409.79, we are refunding \$142,404.54. We got a late start on this due to waiting for the programmer, he had to mesh the two statements together and was thinking we could follow his spreadsheet, turn it over to the auditor, and she could issue the checks. The refund process was pulling all of the receipts, pulled the new statement and matched it to the receipts, then we matched the receipt with the statement and the check. When the check is written, we log on the receipt how much the refund was and the check #. If that person calls, we have

everything attached in one packet. Auditor White explained that if it would have been done the other way, each person would have had to be entered as a vendor in order for checks to be issued. They pull the receipt, look at the the spreadsheet, check it off, and log the refund for that parcel. They check the amount paid and subtract the new statement balance and should equal. Worrel explained the different ways statements are paid as well. Worrel presented a new form for the Commissioners to approve which is titled The Tax Statement Adjustment for 2015 to be used throughout this process where we know exactly how much we are supposed to be refunding. Worrel is also using the Refunds for Overpaid Taxes form to be used for taxes paid and automatically refunded which is not included with the other refunds. Worrel was asking the Commissioners to approve these two forms. Worrel stated that this whole process should be done within the next two days. Worrel explained that all figures are online if citizens need to see them any sooner.

Worrel then presented a form for the Tax Director to fill out and submit to her in order for tax abatements to be done. Worrel stated that this would be a backup as to why all of the abatements were done. Worrel stated this would be a way to control the abatement process. If a receipt is being entered and it doesn't balance, Worrel can call CPU and get it fixed right away without having to wait.

Worrel presented a list of deadlines to the Auditor and Commissioners. Worrel asked to have a plan developed so that the proposed levies and taxing information needed from the Tax Director, such as year exemptions and the mill levy sheets be semi prepared by Thanksgiving. That would give at least a week for this to be looked over and reviewed by the first week in December when it would be presented to the Commissioners which would allow time for changes to be made if needed. Then, if it all looks good, the information could be entered into the system to prepare the actual statements. This would allow the tax roll, printing of the statements, and the processing of payments by December 10<sup>th</sup> which is the deadline for the tax rolls to be turned over to the Treasurer. Worrel stated that she knows this is a big issue to try and comprehend. Worrel stated that she would be willing to assist the Auditor in any way she can. Worrel pointed out all of the items on this year's agenda for the Auditor's office, and she is more than willing to help in any way.

Auditor White asked about how the Commissioner's would like to handle paying hotel bills that do not offer the state rates. The Commissioners requested that Auditor White research how some of the other counties are dealing with this and put it on the next agenda.

<u>Vendor Name</u>	<u>Amount</u>
AG COMMUNICATION	96.00
ALLARD TROPHY COMPANY	182.50
AT&T MOBILITY	66.32
BARNES RURAL WATER DISTRICT	600.00
BAYMONT INN & SUITES	560.70
BROWN & SAENGER	416.54
BUILDERS MART	119.30
BUTLER MACHINERY COMPANY	9,379.40
CENTRAL VALLEY HEALTH DISTRICT	637.30
CLIA LABORATORY PROGRAM	150.00
COLEPAPERS	330.69
COMFORT INN	80.00
COMFORT SUITES	80.00
COMPUTER EXPRESS	2,035.00
COMPUTER PROFESSIONALS UNLIMITED INC	1,183.80
DACOTAH PAPER CO	39.96
DAHLSTROM FUNERAL HOME	414.00
DAKOTA DYNAMICS	1,000.00
DAKOTA SKID STEERS LLC	210.00

DICKEY RURAL COMMUNICATIONS	1,306.84
DUFFY LAW OFFICE	3,088.31
GIS WORKSHOP	12,500.00
GOOD/LAURIE	118.80
GOOD OIL COMPANY	2,877.25
HANSON/LESLIE	458.90
HEARTLAND STATE BANK	6.00
HENRY SCHEIN	1,023.18
HIWAY SERVICENTER	45.00
HOPKINS MEDICAL PRODUCTS	382.91
INFORMATION TECHNOLOGY DEPT	175.00
JAMESTOWN COMMUNITY CORRECTIONS	1,095.40
JIMMIE JOE'S REPAIR LLC	60.73
KADRMAS LEE & JACKSON	9,773.88
KETTERLING/KERMIT	8,900.00
LA QUINTA INN & SUITES BISMARCK	116.10
LAMOURE CHAMBER RETAILERS	15.00
LAMOURE CHRONICLE	565.72
LAMOURE CITY	74.50
LAMOURE DRUG STORE	39.47
LAMOURE HARDWARE	126.75
LAMOURE PARTS CENTER	1,018.70
LOOMER/DANIEL	30.00
MAC'S INC	1,281.01
MARCO INC	123.26
MERCK SHARP & DOHME CORP	1,813.74
METROPOLITAN COMPOUNDS INC	619.69
MONTANA DAKOTA UTILITIES	55.72
ND ASSOCIATION OF COUNTIES	400.00
ND ASSOCIATION OF COUNTY ENGINEERS	300.00
ND CENTER FOR TOBACCO PREVENTION AND	30.00
ND CO AUDITORS ASSOCIATION	200.00
ND COUNTY TREASURER'S ASSOCIATION	200.00
ND SHERIFF'S & DEPUTIES ASSOCIATION	50.00
ND STATE RADIO COMMUNICATIONS	6,514.64
ND TAX COMMISSIONER	943.45
NDACO	2,110.62
NORTH DAKOTA ONE CALL	5.50
OFFICE DEPOT	346.50
OFFICE OF ATTORNEY GENERAL – 1250	130.00
OPDAHL/DAVID	221.03
OST BODY & PAINT	345.00
OTTER TAIL POWER COMPANY	2,351.45
PETERSON ENTERPRISE INC	124.08
PURCHASE POWER	2,015.00
QUILL CORPORATION	54.97
RACINE/JULIANNE	312.66
ROBBINS/KIMBERLY	194.40
SAFETY KLEEN SYSTEMS INC	303.75
SANOFI PASTEUR INC	327.63
SLYKERMAN/LUANNE	28.08
SOUTH CENTRAL DAKOTA REG COUNCIL	7,472.00
ST ROSE CARE CENTER	9,534.62
STRATA CORPORATION	8,907.90
STUTSMAN COUNTY AUDITOR	5,000.00
STUTSMAN RURAL WATER DISTRICT	49.90
TITAN MACHINERY	475.00
VERION WIRELESS	463.04
WARNE CHEMICAL	175.40
WASTE MANAGEMENT	106.52

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

Motion to adjourn by Comm Flath, seconded by Comm Klein. Motion carried. Meeting adjourned at 10:34am.

APPROVED THIS 15th DAY OF March, 2016

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VICTOR WEIGEL, Chairman

ATTEST:

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MARLENE WHITE, County Auditor