

**OFFICIAL PROCEEDINGS OF THE LAMOURE COUNTY BOARD OF COUNTY COMMISSONER
MEETING-March 19, 2019**

Chairman Bob Flath called the meeting to order with the Pledge to the Flag at approximately 8:30 a.m. In attendance were Commissioners Keith Heidinger, Victor Weigel, Lee Miller, and Bruce Klein. Also attending were Auditor Jan Hamlin, Acting Secretary Deb Kindelspire, Highway Superintendent Josh Loegering, Betty Thom representing The Edgeley Mail, Art Hagebock from the LaMoure Chronicle, City of LaMoure Mayor Kevin Willey, HR Coordinator Tanya Wieler, and Rocky Gabel from Gabel Masonry out of Valley City. Absent was State's Attorney James Shockman.

Additions to the Agenda included the Five-County meeting and the Selective Service. Comm Heidinger made a motion to approve the agenda with the additions, seconded by Comm Miller. Motion carried. Comm Heidinger made a motion to approve the minutes from the March 5 meeting, seconded by Comm Klein. Motion carried.

Highway Superintendent Josh Loegering gave his report. He said the snow removal after the last storm should be done by the end of the day tomorrow. A plumber has been contacted to repair a frozen water line at the Dickey shop. The county's gravel roads are in poor shape. Loegering is recommending no truck traffic on them after 12:00 p.m. each day until the roads dry out. He is planning to put on spring load restrictions in approximately three weeks.

The tracking software that is currently being used for road closures and blocked roads will be updated with information on culverts, overland flooding, etc. Loegering will be discussing this with the townships at their meetings next week. The HB 1066 is on the Governor's desk for signature. A Dakota Valley Electric Utility Permit Request was presented for boring on County Road 60, 200 feet north of 76th St SE. Loegering recommended approval. Comm Klein made a motion to approve the permit, seconded by Comm Heidinger. Motion carried.

The NDDOT has approved the paving project on County Road 62. Environmental documents have been submitted.

Comm Klein informed the board that the Selective Service is looking to fill two LaMoure County board vacancies.

Comm Heidinger reported that LaMoure County is to host the Five-County meeting on April 4th. After some discussion it was decided to hold it at Centerfield in LaMoure.

The Memorial Park Board Quarterly Meeting convened at 9:05 a.m. with Sonya Albertson and Billi Jo Warcken in attendance. Also attending was Rocky Gabel, a mason from Valley City, to give input on the restoration of the entrance gate to the park. The chairman went over the minutes from the previous park board meeting. There have been no applications for the supervisor position. Comm Klein spoke with both Mike Shockman and Kevin Shockman and neither wants the position. It was decided to run the ad again in the newspapers, with a deadline of April 12, as well as an ad for summer help. Mr. Gabel gave some information regarding the entrance gate, stating that he felt it seems structurally sound. His plan would be to tuckpoint the rock after pressure washing, then he would have a better idea of what would be needed. This would cost about \$400. Comm Klein agreed to spearhead the project to get it going. Comm Klein reported that the auditorium project did get finished except for complete installation of the windows.

The camping fees at the park were discussed. Comm Klein made a motion to raise the annual seasonal fee to \$700, payable upfront, and the overnight RV fee to \$25, seconded by Comm Miller. Motion carried. Sonya will order the envelopes. A park host and hostess, camp maps, and canoe access point were discussed but will be revisited at the next meeting. The next

meeting will be held April 16th. Comm Klein moved to adjourn the Park Board meeting at 9:53 a.m.

DES/911 Coordinator Kimberly Robbins reported on the James River Outlook. The county has approximately 30,000 sandbags on hand and do not plan on getting anymore at this time. Robbins stated that local jurisdictions must use their own resources/inventory. The James River has a 34% probability of reaching minor flood stage of 14 ft at LaMoure. This forecast was before the last snow event and the next outlook will not be issued until March 28th. In 2009 the river crested at 17.56 feet, in 2011 the crest was 14.48 feet. The State Water Commission will be providing the funding for a gauge to measure the water flow of the James River at Adrian. The cost for the gauge will be approximately \$5,000. All information on river levels will be posted on the county's website. Robbins would like part-time help if there is a flood event. The state of North Dakota is requesting snow removal budgets and expenses to gather data to determine if we meet the threshold for a disaster declaration. The county has exceeded \$14,000 over its budget to qualify. At this time there is no promise of funding but yet they want to know the statewide impact. Only five counties have declared a Snow Emergency: Steele, Emmons, Dickey, McIntosh, and LaMoure. The North Dakota Department of Emergency Services (NDDDES) is currently working on a process to formalize the relationship between counties and organized townships for the administration of the Public Assistance (PA) Program. NDDDES has developed a Memorandum of Agreement (MOA) that formalizes the current relationship between counties and townships for use with the PA program. NDDDES is requiring that this MOA be completed between the counties and each organized township before they can receive any funding under future disaster declarations. Comm Klein made a motion to approve a Township Memorandum of Agreement with all 32 townships, seconded by Comm Weigel. Motion carried.

Human Resource Advisor Tanya Wieler was in attendance to update the commissioners on her recent memo regarding several issues for clarification in the employee manual. Essential employee personnel is defined as any employee who is in a position that cannot be left unattended or is subject to duties as the need arises. She explained the differences in flex time and comp time. Comm Miller made a motion to change the Timekeeping Policy: It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing, when possible. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. The payroll administrator is unable to process payroll correctly without receiving a current and accurate record of time worked; therefore, employees may not receive accurate pay on their scheduled payday if time records are not received in a timely manner. The motion was seconded by Comm Klein. A roll call vote was taken with Comm Weigel, yes; Comm Miller, yes; Comm Klein, yes. Motion carried.

Ms. Wieler also presented an Inclement Weather Policy change regarding the closure of the County offices. Comm Klein made a motion to change the Inclement Weather Policy to: A decision to close the County offices due to inclement weather shall be at the discretion of the County Commission, with the assistance of the Sheriff, Road Superintendent, Emergency Manager, and County Auditor, who will make the necessary arrangements to notify employees. If the decision is made to close County offices, employees will receive their normal rate of pay, considered storm pay. Should an employee choose not to attend work due to inclement weather, or to arrive late or leave early when the County offices are still open, that employee will have that time off charged to either vacation or leave without pay. Essential employees are defined as any employee who is in a position that cannot be left unattended or is subject to duties as the need arises. Essential employees will be required to work as needed. Essential

employees, who are not on duty but scheduled to work, will be required to make the necessary arrangements to get to work or provide enough notice to their supervisor to ensure that their position is covered. Essential employees who are required to work during an official storm closing are not eligible for storm pay. The motion was seconded by Comm Miller. A roll call vote was taken with Comm Weigel, yes; Comm Miller, yes; Comm Klein, yes. Motion carried. This policy change will be retroactive to March 1, 2019.

Break 10:52 a.m. to 11:00 a.m.

Custodian Roger Loegering reported on the repairs needed on the Courthouse. He presented a list of dome repairs: replace sixteen windows in the dome, install 3/4" plywood on existing subfloor in dome, tuckpointing dome, tuckpointing south side, courthouse roof, and replace main roof membrane. He has already received bids on some of the projects. There was discussion on where some of the money could be found to pay for the needed repairs. Loegering will also make attempts to get bids from local contractors. The board decided to do the dome repair, replace sixteen windows in the dome, install the 3/4" plywood on existing subfloor in the dome, and tuckpoint the dome this year.

The Chairman set the Tax Equalization date for June 4.

The commissioners reviewed the bills. Comm Miller made a motion to approve the bills presented, seconded by Comm Klein. Motion carried.

<u>Vendor Name</u>	<u>Amount</u>
ACE INDUSTRIAL SUPPLY, INC.	417.70
ALLIED ENERGY	73.16
BI INCORPORATED	156.80
BORDER STATES ELECTRIC SUPPLY	14.50
BUTLER MACHINERY COMPANY	2,038.37
CAPITAL I INDUSTRIES INC.	19,100.00
CENEX FLEETCARD	523.75
CENTRAL BUSINESS SYSTEMS INC	76.20
COLE PAPERS INC	108.46
COMPUTER EXPRESS	1,638.00
COUNTIES PROVIDING TECHNOLOGY	1,183.80
DACOTAH PAPER CO.	49.23
DAKOTA PLAINS AG	2,502.83
DAKOTA VALLEY ELECTRIC	121.24
DAKOTA VALLEY SERVICES	1,237.64
DICKEY RURAL COMMUNICATIONS	956.73
DICKEY RURAL NETWORKS	231.00
DISCOVERY BENEFITS	83.00
DMC WEAR PARTS LLC	953.92
EDGELEY MAIL	258.90
FLATH/ROBERT	700.00
GLAXOSMITHKLINE PHARMACEUTICALS	2,689.12
GOOD OIL COMPANY	12,684.59
HAMLIN/JANICE	40.60
HEIDINGER/KEITH	149.88
HENRY SCHEIN	128.30
INFORMATION TECHNOLOGY DEPT	816.75
JAMESTOWN COMMUNITY CORRECTIONS	1,122.41
JOHN DEERE FINANCIAL	7.74
KLEIN/BRUCE	210.44
KLEVER/JAKE	216.00
KULM HARDWARE & HOME CENTER	9.98
KULM MESSENGER	388.80
KUSTOM MACHINE INC	60.00
LAMOURE CHRONICLE	546.00
LAMOURE DRUG STORE	8.88
LITCHVILLE BULLETIN	38.50
LUTHER FAMILY FORD	27.15
MARQUART/ANDREW S.	243.00
MATTHEW BENDER & CO INC	56.93

MILLER/LEE	267.28
MONTANA DAKOTA UTILITIES	57.41
NARDINI	51.50
OTTER TAIL POWER COMPANY	803.56
PHARMCHEM INC	57.10
PRAXAIR DISTRIBUTION INC	27.62
PRODUCTIVITY PLUS ACCOUNT	5.80
QUALITY INN	84.60
QUILL CORPORATION	441.78
R & S COLLISION CENTER, INC.	120.00
R M STOUDT	3,157.89
RECORD KEEPERS LLC	3.60
SANOFI PASTEUR INC	1,466.71
SHOCKMAN LAW, PLLC	2,202.46
STEPP MFG	53,723.00
STURDEVANTS AUTO PARTS INC	143.80
VANGUARD APPRAISALS, INC.	1,975.00
VERIZON CONNECT NWF INC	85.75
VERIZON WIRELESS	155.82
VISA	1,477.89
VISTOS CARQUEST	58.60
WALKER/DELIA	30.00
WASTE MANAGEMENT	75.36
WEIGEL/VICTOR	369.60
WEST END HIDE, FUR & METAL CO., INC	309.50
WORREL/CINDY	40.60

There being no further business Comm Klein motioned to adjourn the meeting. The meeting was adjourned at 12:14 p.m.

APPROVED THIS 2nd DAY OF APRIL, 2019

ROBERT FLATH, Chairman

ATTEST:

JANICE HAMLIN, County Auditor