

**OFFICIAL PROCEEDINGS OF THE LAMOURE COUNTY COMMISSION MEETING
April 5, 2016**

At 8:30 a.m. Vice-Chairman Lee Miller called the meeting to order and opened with the pledge to the flag. Commissioners Keith Heidinger, Bruce Klein and Robert Flath were also present. Chairman Victor Wiegel was absent. Attending the meeting were Lauren Worrel, LaMoure County Highway Department; Matt Lange, KLJ; Marlene White, LaMoure County Auditor; Cindy Worrel, LaMoure County Treasurer; Sheriff Fernandes; Gerald Harris, LaMoure Chronicle; Patty Wood Bartle, The Edgeley Mail; and Verleen Shear.

Vice-Chmn Miller asked for additions to the agenda. Local permit application, financials, 5-county meeting, and Social Service bills were added. Motion to accept the additions and approve the agenda by Comm Heidinger, seconded by Comm Klein. Motion carried.

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

Lauren Worrel reported that road crews have been grading township and county roads making double passes on some of them, performing inspections and repairs on belly dump, hauling rock to the Memorial Park stage area, replacing and repairing damaged or downed signs, replacing disks on the shoulder retriever, and building up the drum on the zipper.

Worrel stated that he ordered a semi load of Nuvo crack leveler at a cost of \$28,597.50 for 46,500 lbs which is \$61.05/lb and should cover 7 miles.

Worrel said that he had received 6 applications, and job interviews would be starting this week either Thursday or Friday.

Matt Lange from KLJ told the Commissioners that bids were opened for Co Rd 64 (Merricourt Rd) with the top two bidders being Knife River at \$1,166,909.10 and Central Specialties at \$1,188,809.15. Motion award Co Rd 64 project to Knife River to overlay the Merricourt Road at a cost of \$1,166,909.10 by Comm Heidinger, seconded by Comm Klein. Motion carried.

Matt Lange stated that he will email the contract to State's Attorney Tonya Duffy for review, and he will have it at the next Commissioner meeting for signature. Lange will also give an update on road funding at the next meeting.

Auditor White presented a Local Permit Application from the Memorial Park Country Club for their annual raffle. Motion to approve raffle permit for Memorial Park Country Club by Comm Flath, seconded by Comm Heidinger. Motion carried.

Luanne Slykerman, Grand Rapids Township Clerk, stated that their township got zoned due to the 1997 flood, and citizens could not get flood insurance. Slykerman stated that she had talked to Kimberly Robbins about being the Floodplain Administrator for Grand Rapids Township, and Robbins stated she would if the Commissioners approved it. Comm Miller asked if the township would have to compensate Robbins for this. Slykerman stated that Robbins said no. The Commissioners table this until the next meeting on 4-19-16. Motion to allow Kimberly Robbins to be the Floodplain Administrator for Grand Rapids Township pending State's Attorney review by Comm Klein, seconded by Comm Flath. Motion carried.

Comm Klein stated that the 5-county meeting was going to be on Thursday, April 7, 2016 at 4:00pm in Geneseo and asked if anyone would be attending. Comm Miller said that he would, and Comm Klein said he might.

Sheriff Fernandes requested that the Courthouse closing for the security and safety exercise be changed from May 13, 2016 to May 20, 2016. FEMA has approved, and

there have been two planning meetings. Comm Klein requested that Auditor White get the previous minutes to see how the motion was originally worded.

Motion to pay Social Services bills \$1,005.30 by Comm Heidinger, seconded by Comm Flath. Motion carried.

Deputy Auditor Jan Hamlin stated that there are bills that come in after the Commissioners meet, and that causes late fees to be charged. Hamlin stated that the credit card bills are also becoming a problem. Hamlin stated that some of the departments have asked if we can go ahead and pay the bill, then run it through the Commissioners. Comm Klein seemed to think that our State's Attorney told them that recurring monthly bills could be paid. Comm Flath stated that a motion would need to be made listing the specific bills that could be paid as received. Comm Flath stated that we can give a list of the recurring bills to the State's Attorney for review of wording on the motion. Auditor White and Hamlin will get a list together and send it to Tonya Duffy for review.

Comm Flath attended a meeting with all of the Fire Chiefs in LaMoure County last week, and they unanimously decided that we need to put a burn ban in place. Last year the fire danger was high. This year the fire chiefs would like it to be set at very high. The only time the burn ban would be in effect would be if it is very high. Comm Flath stated that the fire danger is set every morning by the National Weather Service. Comm Klein pointed out that the term 'burn ban' is confusing to some people and wondered if the words 'with restrictions' could be included. Comm Flath stated that the declaration does read 'burn ban'. Comm Heidinger stated that if it is set at very high, you can still burn if it is set at high for the day. Comm Flath confirmed this to be true. If the burn ban is put into place and a day is declared very high as a fire danger a person could go to jail for up to 30 days and/or receive a \$1,500 fine. Motion to set the Fire Emergency and Burn Ban in effect at the very high level by Comm Flath, seconded by Comm Klein. Motion carried.

Comm Heidinger stated that things can change drastically from the morning to the afternoon. Comm Flath pointed out that the State can also issue a Red Flag warning should things change that much.

Lauren Worrel stepped back in to inform the Commissioners that he would be putting his crews on 50 hour weeks beginning Monday, April 11, 2016.

Comm Flath stated that emergency fund usage was also discussed at the fire chiefs meeting. A worst case scenario would be if there is a fire in the county and a fire chief or department is out on a call and something goes drastically wrong, there needs to be a procedure in place as to how and activate the use of the emergency fund. Comm Flath told them that they would call the Chairman and a meeting would have to be held within 7 days. Comm Flath stated that if the call is made to get extra help (i.e. National Guard or helicopters) the bill would come to the county. Comm Flath explained this process to the fire chiefs. Comm Flath pointed out that a fire can happen within minutes and a flood maybe within days which would give time to prepare. Comm Flath told the fire chiefs to make sure to call one of the county Commissioners to set things in motion. FEMA has come in after the fact to help in some cases with flooding. Comm Miller asked how many departments there are in LaMoure County. Comm Klein stated that it is good for the fire chiefs to be aware that there are emergency funds available. Comm Heidinger stated that they also have to know what the protocol would be. Comm Flath stated that the State's Attorney should offer some advice on this matter. Comm Flath will research this a little more. Comm Flath stated that the fire dept charges \$1,000 which is billed to the landowner and may charge extra if another fire dept is called in to assist.

Cindy Worrel, Treasurer, presented a list of abatements to the Commissioners for approval. Worrel stated that she will no longer be doing abatements and 12% adjustments due to a security conflict in the computer, and Auditor White will now be processing these. Motion to accept the cancelled/added tax list as presented by Cindy Worrel by Comm Klein, seconded by Comm Heidinger. Motion carried.

Worrel then presented the Commissioners with information regarding the mill levy adjustment. Worrel stated that by the time our computer programmer got everything resolved, she had to go back to December 31, 2015 to adjust all records. Worrel stated that the adjustment amount was \$142,404.54 which represented the change to the mill levy in the computer system. Worrel stated that on March 31, 2016 the final amount in the mill levy adjustment was \$58.99. Worrel did go back and check everything individually and feels confident that this is correct. Worrel pointed out that there were a few individuals who had made partial payments in December, and she thinks that she should hang on to this balance for a little while to see if there are any other adjustments to be made and will then make a deposit into the General Fund. Worrel stated that the process is now complete. Worrel presented a list of Treasurer's checks which were issued for approval as well. As of March 21, there are only 6.2% taxes left to collect for the County. Worrel gave the Commissioners a list of the Certificates of Deposit that the County has. Worrel stated that she is researching some other investment options that may be available for the County. Worrel said that the interest rates are not good on CDs at this time, and she will be talking to a couple of other Treasurers at this year's convention to see how it is going for them as they are now working with a broker.

Break from 9:55am-10:00am

Park Board meeting from 10:00am-10:24am

Auditor White presented the 1st quarter financials to the Commissioners for their review. White pointed out that with the changes to the payroll after the budget was approved, the accounts would need to be adjusted at the end of the year.

Deputy Auditor Jan Hamlin told the Commissioners that two employees would need to be paid out Comp time. Hamlin discussed this with Tanya Wieler, and Comp time should be paid out if it is over 40 hours.

Comm Miller requested that Hamlin get a list of the recurring bills compiled to be sent to Tonya Duffy for review. White stated that she would copy the Commissioners on the email when that list is sent.

Comm Miller asked if there was any correspondence, and White gave the Commissioners a handout for the FREE Sever Weather Seminar to be held on Thursday, April 21, 2016 at 7:00PM at the Emergency Response Building in LaMoure. White stated that Kimberly Robbins had requested she make them aware of this in her absence.

<u>Vendor Name</u>	<u>Amount</u>
ALLIED ENERGY	118.91
BUILDERS MART	44.00
BUTLER MACHINERY COMPANY	4,194.75
CENTRAL BUSINESS SYSTEMS	851.90
CENTRAL VALLEY HEALTH DISTRICT	180.00
CITY OF KULM	62.39
COMFORT INN	240.00
COMPUTER EXPRESS	1,761.98
COMPUTER PROFESSIONALS UNLIMITED INC	1,183.80
DAKOTA CARRIER NETWORK	1,750.00
DAKOTA DYNAMICS	1,000.00
DICKEY RURAL COMMUNICATIONS	2,007.00
DUFFY/JESSICA	37.80
DUFFY/TONYA	359.44
EDGELEY MAIL	131.25
ER TILLAGE	653.10

GALLS LLC	412.91
GOOD OIL COMPANY	1,429.50
HANSON/LESLIE	111.24
HIWAY SERVICENTER	1,927.88
HOMAN/CAROLINE	337.31
JAMESTOWN COMMUNICATIONS	1,730.20
JOB SERVICE NORTH DAKOTA	4,407.75
KLETTKE/KIM	129.60
KULM HARDWARE & HOME CENTER	2.00
LAMOURE CHRONICLE	514.77
LAMOURE FOODS INC	67.73
LAMOURE HARDWARE	193.46
LAMOURE PARTS CENTER	1,089.25
LEXIS-NEXIS	148.32
LOOMER/DANIEL	30.00
MEIDINGER/JAN	41.58
MONTANA DAKOTA UTILITIES	99.27
ND DEPT OF TRANSPORTATION	5.00
ND GAME & FISH DEPT	37,025.00
ND SAFETY COUNCIL	700.00
NEWMAN TRAFFIC SIGNS	274.81
OFFICE DEPOT	177.90
OTTER TAIL POWER COMPANY	2,472.08
PENGUIN MANAGEMENT INC	2,916.00
PEPSI BEVERAGES COMPANY	176.00
PETERSON ENTERPRISE INC	118.10
PRODUCTIVITY PLUS ACCOUNT	226.48
PURCHASE POWER	2,015.00
ROBBINS/KIMBERLY	220.32
SANDNESS/STACEE	217.62
SOLINGER LUMBER	8.85
STARION BOND SERVICES	62,159.00
STUTSMAN RURAL WATER DISTRICT	45.27
ULMER/AL	317.76
VERIZON WIRELESS	173.94
VISA	3,331.62
VISTOS CARQUEST	11.36
WALLWORK TRUCK CENTER	286.00
WASTE MANAGEMENT	71.01
WEST END HIDE, FUR & METAL CO INC	248.94
WEX BANK	677.78

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

White then reported that the original motion to close the Courthouse to the public for the security and safety exercise read as follows: 'Motion to approve the closing of the Courthouse to the public on Friday, May 13, 2016'. Comm Miller asked for a motion to change the date. Motion to change the date of the Courthouse training exercise from May 13, 2016 to May 20, 2016 by Comm Flath, seconded by Comm Klein. Motion carried.

Comm Flath stated that the County received a letter from the State for the County to update or amend the State building code. Comm Flath requested that White give this to the Tax Director.

Motion to adjourn by Comm Flath, seconded by Comm Heidinger. Motion carried.

APPROVED THIS 3rd DAY OF May, 2016

VICTOR WEIGEL, Chairman

ATTEST:

MARLENE WHITE, County Auditor