

The Steele County Board of Commissioners met at 8:00 a.m. Present were Chairman Randy Richards and Commissioners Jane Amundson, Lance Fugleberg, Dennis Lindstrom, and Keith Jacobson.

Commissioner Jacobson made a motion, seconded by Commissioner Lindstrom, to approve the minutes of November 3, 2009, meeting as presented. All members voted yes. Motion carried.

Office reports were reviewed.

The following bills were allowed:

	<u>ALLOWED</u>	
<u>SOCIAL SERVICE</u>		
Payroll Nov, 2009		
29728 Blue Cross-Blue Shield-dental insurance	14317.00	
29731 Lincoln Mutual Life Insurance Co-Cafeteria Plan	65.72	
29733 NDPERS-retirement	60.00	
29735 NDPERS-health insurance	1328.55	
29696 Discovery Benefits-flex spending	2126.48	
826 Jane Amundson-meeting	90.00	
857 Dennis Lindstrom-meeting	50.70	
836 Lance Fugleberg-meeting	41.56	
863 Randy Richards-meeting	54.76	
850 Keith Jacobson-meeting	59.84	
29720 Verizon-cell phones	59.84	
29748 Comfort Suites-hotel	53.38	
29750 Stephen Dahl-travel	189.00	
29754 Jean Gilbertson-travel	540.70	
29755 Griggs County Telephone-phone charges	268.95	
29761 Diane Jacobson-travel	125.26	
29763 Sherry Jacobson-travel	32.50	
29768 NDA Co Resources Group Inc.-remote support	187.55	
29775 Stone's Market-supplies	55.00	
29783 Linda Wendlick-travel	6.96	
29789 NADA Used Car Guide-subscription renewal	118.25	
29790 NDBSWE-license	90.00	
	150.00	
29706 ND Department of Human Services-program costs		1239.96
<u>VETERAN SERVICE OFFICER</u>		
Payroll Nov, 2009		
	483.00	
<u>9-1-1</u>		
Payroll Nov, 2009		
29757 Inter-Community Telephone Co-trunking	656.25	
	150.00	
<u>CORRECTIONAL FACILITY</u>		
29717 Trail Co Treasurer-prisoner board	390.00	
29743 Barnes Co Corrections-prisoner board	1430.00	
<u>SOCIAL SECURITY</u>		
29702 Information Technology Department-wan access	424.60	
29707 NDA Co Resources Group, Inc-remote support	110.00	
29738 Steele County Treasurer-social security	10568.08	
29733 NDPERS-social security	4946.93	
<u>HEALTH CARE</u>		
29735 NDPERS-health care insurance	13560.74	
29735 NDPERS-life insurance	178.52	
29728 Blue Cross-Blue Shield of ND-dental insurance	824.58	
<u>GENERAL FUND</u>		
Payroll Nov, 2009		
826 Jane Amundson-meetings	34392.14	
849 Keith Jacobson-meeting	206.40	
862 Randy Richards-meeting	19.80	
833 Barb Dekker-meetings	19.80	
839 Leigh Gunkel-meetings	102.10	
842 Joseph Hanson-meetings	254.80	
29694 Wayne Beckman-Bismarck meeting	180.00	
29697 Farmers Union Oil-Hope	52.51	
29709 OfficeLand-office supplies	143.72	
29710 Postmaster-stamps	110.98	
29712 Public Safety Center, Inc.-flashlight	17.00	
29713 Reardon-office supplies	162.36	
29716 Terry Huso-boiler mtc	42.98	
29718 Ultramax-ammunition	100.00	
29719 Union Hospital-blood draw	418.00	
29720 Verizon-cell phones	23.00	
	80.05	

29721	White Banner-uniforms	93.00
29721	White Banner-uniforms	166.00
29724	Richland County Auditor-W-2's	37.21
29725	Randy Richards-VC hearing	45.10
29726	Laurie Whitehead-Bismarck class	251.00
29730	Johannson, Rust, Yon, Stock & Rasmusson, PA-contract & clerical	3278.00
29695	Canad Inns-hotel	126.00
29742	Jane Amundson-meeting	28.60
29745	Jill Borth-yard & garden mtc	290.00
29747	Comfort Inn-hotel	141.60
29749	Dacotah Paper Co-supplies	796.58
29752	Finley Farmers Grain & Elevator-car expense	101.08
29753	Finley Motors Inc.-car expense	517.37
29755	Griggs County Telephone-phone charges	644.99
29759	Lisa Jacobsen-Bismarck meetings	322.50
29759	Lisa Jacobsen-postage	17.68
29760	Diane Jacobson-Bismarck meeting	68.67
29760	Diane Jacobson-travel	381.40
29760	Diane Jacobson-postage	18.00
29762	Keith Jacobson-meeting	11.00
29764	Johannson, Rust, Yon, Stock & Rasmusson, PA-office supplies	86.75
29765	Linda Leadbetter-yard & garden mtc	172.50
29766	Dennis Lindstrom-meeting	18.70
29769	Otter Tail Power Co-courthouse electricity	512.72
29771	Reardon-office supplies	124.05
29772	Nodak Electric Cooperative-electricity at radio tower	171.35
29774	Steele County Press-notice/ad/ special election legal	55.35
29777	TJ Cleaning-custodian	860.00
29778	Town & Country Co-op-car expense	1884.61
29781	Verizon-cell phones	397.55
29781	Verizon-additional services	30.00
29782	Village Family Service Center-EAP contract	900.00
29786	Bouquets on Burrel-Flowers-Kubischta funeral	25.00
29787	City of Finley-mosquito spray	300.00
29788	City of Hope-mosquito spray	200.00

COUNTY PARK

29715	Steele County Highway Department-mtc	95.07
29772	Nodak Electric Cooperative-electricity at Golden Lake	35.05

COUNTY AGENT

29704	Kathy Kroepelin-travel	71.50
29713	Reardon-office supplies	35.33
29727	NDAEA-dues	75.00
29755	Griggs County Telephone-phone charges	80.08

ROAD FUND

	Payroll Nov, 2009	3550.00
	Hourly wages for Nov, 2009	15400.74
29656	Kimball Midwest-shop supplies	314.05
29654	Catco Parts Service-repairs & parts	174.14
29697	Farmers Union Oil-Hope/Gas & shop expense	729.30
29698	Finley Farmers Grain & Elevator-gas/tires/repairs & parts	3581.77
29699	Finley Lumber & Supply-shop supplies	6.19
29700	Griggs County Telephone Co-shop expense	186.01
29701	HE Everson Co-shop supplies	71.75
29705	Lakeside Construction-misc	14586.00
29708	NDL/TAP-misc	50.00
29711	Praxair Distribution, Inc-shop supplies	376.86
29714	Rockmount Research-repairs & parts	386.80
29746	Butler Machinery Co-shop supplies/gas/repairs & parts	3336.73
29741	Acme Electric-shop supplies	61.96
29744	Berg Auto Supply, Inc-shop supplies	62.21
29751	D Ware-computer & software	1250.00
29753	Finley Motors, Inc-repairs & parts	509.43
29756	HE Everson Co-shop supplies/repairs & parts	145.80
29767	Mac's Inc.-shop supplies	180.12
29769	Otter Tail Power Co-shop expense	363.67
20770	Polly A Brown-clerical	750.00
29776	Team Laboratory Chemical Corp-road patch	5844.00
29779	Trimble Navigation Limited-misc	79.90
29780	Trudell Trailers-repairs & parts	188.92

FARM TO MARKET

29703	Interstate Engineering-seal coat co rd 18	961.39
29758	Interstate Engineering-traffic counter rental	748.61

FLOOD

29722	Newburgh Township-project worksheet payment	27466.37
29784	Westfield Township-project worksheet payment	8329.58
29785	Riverside Township-project worksheet payment	13218.99

Amendments to the Steele County Personnel Policy were reviewed. The commission requested that revisions be made to the section regarding purchases by members of the Steele County Sheriff's Department through county accounts.

Commissioner Lindstrom contacted someone to meet at the courthouse tomorrow to discuss floor maintenance.

Commissioner Fugleberg made a motion, seconded by Commissioner Jacobson, to pay Jill Borth and Linda Leadbetter for maintenance of the courthouse lawn and gardens. All members voted yes. Motion carried.

Robert Stocum of *The Steele County Press* was seated at the meeting.

The road department clerical position was reviewed. Commissioner Lindstrom made a motion, seconded by Commissioner Jacobson, to have the road superintendent and auditor meet with the individual interested in the position to determine qualifications and requirements of the position. The hiring decision will be made by the road superintendent and auditor. All members voted yes. Motion carried.

Commissioner Fugleberg made a motion, seconded by Commissioner Lindstrom, to cancel taxes on the property returned to Steele County for delinquent taxes, and to sign the deeds to allow the cities to purchase the property for one dollar. All members voted yes. Motion carried.

Commissioner Fugleberg made a motion, seconded by Commissioner Jacobson, to make the following appointments: Steele County Job Development Authority, three-year-terms – Roger Monson, Jane Amundson, Mike Satrom, and Larry Jacobsen; Southeast Human Service Center Regional Council, two-year term – Stephen Dahl; and Southeast Human Service Center Regional Council, joint appointment for Steele and Trail counties, two-year term – Dennis Lindstrom. All members voted yes. Motion carried.

Commissioner Lindstrom made a motion, seconded by Commissioner Amundson, to approve the following precincts for the 2010 elections:

- #1 Legislative District #23 – Sharon City, Sharon Township, Westfield Township, Beaver Creek Township;
 - #2 Legislative District #23 – Finley City, Finley Township, Franklin Township;
 - #3 Legislative District #20 – Easton Township, Greenview Township, Primrose Township, Shertrooke Township, Newburgh Township, Enger Township, Golden Lake Township;
 - #4 Legislative District #20 – Hope City, Higo Township, Broadlawn Township, Colgate Township, Edendale Township, Melrose Township, Carpenter Township; and
 - #5 Legislative District #20 – Luverne City, Riverside Township, Willow Lake Township.
- All members voted yes. Motion carried.

County Road Superintendent Mark Creech met with the commission. Matters relating to issues on county road number one and a permit for draining on county road eight were discussed. Flood-related bridge repairs will need to be performed by private contractors.

At 9:00 a.m. proposals for fuel purchases for the county were reviewed. Mark Creech again presented the request to purchase a bulk fuel tank for the county highway department.

Suzanne Halverson met to present information regarding grants for the courthouse. The proposed heating system change is estimated at \$150,000. If approved, the grant would pay \$100,000 of the cost. The county would be responsible for the remainder of the costs. The estimated efficiency of the new heating system is expected to pay for the entire \$150,000 of the project within five to six years. Commissioner Fugleberg made a motion, seconded by Commissioner Lindstrom, to apply for the Energy Efficiency and Conservation Block Grant and commit county funds for the local share of the project. All members voted yes. Motion carried.

The lighting needs in the courthouse corridors were also discussed. Suzanne Halverson will meet with Lisa Jacobsen to include these needs in the courtroom facilities improvement grant.

An update was given on the county website.

At 9:30 a.m. proposals for purchasing culverts were reviewed from Johnston Fargo Culvert Company and Tom Gilbertson & Sons. After reviewing both proposals, Commissioner Jacobson made a motion, seconded by Commissioner Fugleberg, to accept both proposals for purchasing culverts and to allow the county superintendent to make purchases as necessary. All members voted yes. Motion carried.

Chad Byram of Network Center Communications met with the commission and several department heads to present information on a telephone system for the courthouse. Various options for answering and voice mail services were presented. Warranty and training available were discussed.

Steele County Clerk of Court Lisa Jacobsen met with the commission to explain a new program that is being implemented for her department. All court functions and reporting will be performed electronically. The North Dakota court system will be paying for the program, but responsibility for the computer costs has not yet been determined. Everyone is required to be online with this program by April 14, 2010. Training for the program will begin in March. Ms. Jacobsen explained that Kathy Kroepflin will be retiring in 2010 and has expressed reluctance in trying to learn the new program. Lisa requested the commission's approval to fill the deputy position prior to Kathy Kroepflin's retirement to allow for training on the new program and recorder portion of the department. The commission discussed other staffing needs that are currently known and others that may occur in the near future. Ms. Kroepflin's retirement will also create a vacancy in the county agent's department. The current staffing need in the clerical position for the road department was also discussed. Commissioner Lindstrom made a motion to rescind the previous motion to have the auditor and road superintendent meet with the applicant for the temporary data entry position at the road department to fill that position. No action had been taken on the motion. This will allow the commission to determine if a permanent part-time or full-time position may be created.

All members voted to rescind the previous motion. The motion was carried. Lisa Jacobsen will ask Kathy Kroepin to state her intentions in writing by December 4, 2009. The position will be advertised if Ms. Kroepin is not committed to learning the new clerk of court system. She will remain on staff to assist in training and to staff the department while other department members are training for the new program.

Sheriff Wayne Beckman was seated at the meeting.

Mark Creech returned to the meeting to discuss the options for purchasing a single-walled fuel tank rather than continuing to fill fuel on each individual piece of equipment at the Finley stations. No action was taken on the proposals for purchasing fuel. The county auditor will request that vendors submit proposals for rates if tanker or split loads are purchased.

No transfer will be made to the capital projects road fund for the upcoming bridge project.

Commissioner Fugleberg made a motion, seconded by Commissioner Lindstrom, to approve the abatement application for Donald Burke because he meets the qualifications for the veterans credit. All members voted yes. Motion carried.

A request for employment through the Experience Works program was discussed. There is no direct need for any services presented at this time.

Commissioner Jacobson made a motion, seconded by Commissioner Fugleberg, to approve the county park lease extension for Steve and Jeanne Gregor to fifteen years, effective January 1, 2010. All members present voted yes. Motion carried. The transaction will be noted at the next park board meeting.

Ron Czapiewski has informed the auditor that he does not plan to continue the mowing or campground maintenance at Golden Lake next season. This will be reviewed and possibly advertised in February.

It was noted that zoning regulations for the abandoned missile sites are the responsibility of each individual township involved.

Discussion continued regarding the proposed phone system for the courthouse. Commissioner Fugleberg made a motion, seconded by Commissioner Lindstrom, to purchase the phone system with voice mail capabilities for the appropriate number of phones as determined by the county and Network Center Communications. The water board will be informed of the phone system upgrade and will be allowed to purchase a phone to add to the network. All members voted yes. Motion carried.

A discussion was held regarding the county treasurer's department.

The meeting adjourned.

Approved _____

Steele County Auditor

Chairman Steele County Commissioners

Finley, North Dakota
December 16, 2009

The Steele County Board of Commissioners met at 8:00 a.m. Present were Chairman Randy Richards and Commissioners Lance Fugleberg, Dennis Lindstrom, and Keith Jacobson. Commissioner Jane Amundson participated by conference call.

The Steele County Treasurer's position was discussed. The office has been vacant since December 1, 2009, following the resignation of James Feller. Steele County Clerk of Court/Recorder Lisa Jacobsen met with the commission to discuss the staffing needs in her department. The commission and Ms. Jacobsen agreed that having the treasurer's department perform road clerical duties and continuing with the current position between the clerk/recorder and extension departments are the best combinations. The application deadline for the deputy clerk/recorder position is December 30, 2009. The commission will advertise the full-time position of county treasurer with additional duties. The application deadline will be January 15, 2010. The commission will meet at 8:00 a.m. January 19, 2010, to review applications. The county auditor was instructed to clarify the actual term and beginning date of the elected treasurer following the November 2010, election.

Lisa Jacobsen presented information regarding the courtroom facilities improvement grant. Computers required for the new court programs will be included in the request. When the estimate for replacing the corridor lights is received, Ms. Jacobsen will forward the grant application to the chairman for his signature.

Commissioner Lindstrom presented information regarding proposals for maintenance of the courthouse floors. Commissioner Jacobson made a motion, seconded by Commissioner Fugleberg, to accept the estimate of \$3,177.80 from K & S Carpeting Cleaning and Restoration of Valley City. The estimate includes materials, labor, and travel for stripping and waxing the terrazzo floors and stairs and for cleaning and waxing the cork floors. All members voted yes. Motion carried.

Information for the personnel policy was reviewed. The statement prepared by the state's attorney allowing purchases of law enforcement equipment by members of the sheriff's department was read. Concerns for use of "coffee" breaks were presented. The need to address this as part of the personnel policy was discussed. Commissioner Jacobson made a motion, seconded by Commissioner Lindstrom, to approve the addition of the paragraph explaining purchases and payments for approved purchases by members of the sheriff's department as prepared by the state's attorney, and to include a statement in the personnel policy that allows one, maximum 15 minutes, mid-morning break and one, maximum 15-minute, mid-afternoon break for county employees. All members voted yes. Motion carried.

A letter was received from the Steele County Job Development Authority requesting that the county seek Recovery Zone Economic Development Bond and Recovery Zone Facility Bond allocations. Commissioner Lindstrom made a motion, seconded by Commissioner Fugleberg, to respond to the Industrial Commission of North Dakota to request that Steele County be considered for the Recovery Zone Economic Development Bond and Recovery Zone Facility Bond allocations. All members voted yes. Motion carried.

Responsibility for the county treasurer's office was discussed. Commissioner Jacobson made a motion, seconded by Commissioner Fugleberg, to pay Linda Leadbetter \$3000 for the additional duties and responsibilities of the county treasurer's department assumed through December 31, 2009. All members voted yes. Motion carried.

Disaster administration funds will be received for the recent flood damage in Steele County. Commissioner Fugleberg questioned the possibility of using these funds to pay county staff for the additional time taken to prepare documents and project worksheets for the county and townships.

Salary requests for changes in responsibilities and duties were not reviewed again prior to the adoption of the budget for 2010. Don Huso's positions and salaries for the weight restriction permits and emergency management were discussed. The possibility of using administration money to help pay for his additional responsibilities was discussed. Commissioner Fugleberg proposed looking at the number of permits prepared to determine the salary for the administration of that program in the future. No action was taken to make any changes at this time. A salary increase had been presented for Pam Amundson for the increased responsibility and duties assumed in preparing the accounts payable for the county and increasing time worked in the auditor's office. Commissioner Fugleberg made a motion, seconded by Commissioner Lindstrom, to approve a 10% increase to Pam Amundson's 2009 base salary, for the 2010 Steele County budget, due to additional responsibilities assumed. All members voted yes. Motion carried.

Mark Crech reported on the reimbursement process for the emergency projects through FEMA. Concerns were noted regarding the status of certain emergency repairs that are being denied. Mr. Crech will continue to work with Public Safety Coordinator Don Huso to resolve the issue.

The meeting adjourned.

Approved _____

Steele County Auditor

Chairman Steele County Commissioners