

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 Fugleberg made a motion, seconded by Commissioner Lindstrom, to approve the minutes of December 1, and 16, 2009, meetings 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 Dec, 2009	15473.49
29880 NDPERS-retirement	1232.05
29882 NDPERS-health insurance	2126.48
29878 Lincoln Mutual Life Ins Co-cafeteria plan	60.00
29875 Blue Cross/Blue Shield-dental ins	65.72
29864 Verizon-cell phones	53.36
29927 Citizens Insurance Agency-liability ins	169.00
29929 Stephen Dahl-travel	135.30
29934 Jean Gilbertson-travel	264.00
29935 Griggs County Telephone Co-phone charges	130.88
29939 Diane L. Jacobson-travel	57.20
29940 Sherry Jacobson-travel	243.10
29947 Officeand-office supplies	23.93
29952 Steele County Auditor-social security	3285.89
29952 Steele County Auditor-social security	22.10
29955 Stones Market-supplies	6.96
29960 Stamp Fulfillment Services-envelopes	255.60
29961 Linda Wendlick-travel	143.55
29975 NDACSSD Board-dues	50.00
<u>HUMAN SERVICES</u>	
29827 ND Department of Human Services-program costs	1146.12
29833 ND Department of Human Services-program costs-add check	10.18
<u>VETERAN SERVICE OFFICER</u>	
Payroll Dec, 2009	483.00
<u>9-1-1</u>	
Payroll Dec, 2009	656.25
29861 Trail County--2009 9-1-1	3000.00
29937 Inter-Community Telephone Co-trunking	150.00
<u>CORRECTIONAL FACILITY</u>	
29861 Trail Co Treasurer-prisoner board	2145.00
29926 Barnes Co Corrections-prisoner board	130.00
29958 Trail Co Treasurer-prisoner board	2795.00
<u>SOCIAL SECURITY</u>	
29845 Information Technology Dept-wan access	434.60
29852 Prairie Computer-computer mtc	983.00
29885 Steele County Treasurer-social security	10353.38
29880 NDPERS-insurance	5059.02
<u>HEALTH CARE</u>	
29882 NDPERS-health ins	13560.74
29882 NDPERS-life ins	200.08
29875 Blue Cross/Blue Shield-dental ins	824.58
<u>GENERAL FUND</u>	
Payroll Dec, 2009	39608.52
29824 Anchor Marketing-web site development	2000.00
29826 Farmers Union Oil Co-Hope-gas	274.11
29828 Postmaster-stamps	4.00
29832 US Foods-food for Appreciation Dinner	404.72
29834 Lisa Jacobsen-speakers	5.00
29835 Network Center Communications-down payment	3958.00
29836 Anchor Marketing-annual hosting web site fee	280.00
29846 Kadrnas, Lee & Jackson, Inc-heating grant	250.00
29849 Officeand-binder	53.98
29852 Prairie Computer-server for soils project	3308.50
29854 Reardon Office equipment-appt book & calendar	44.23
29862 Ultramax-ammunition	157.00
29863 Underground Vaults & Storage-lease rental microfilm box	150.00
29864 Verizon-cell phones	133.43
29877 Johannson, Rust, Yon, Stock, & Rasmussen, P.A.-contract & clerical	3278.00
29888 Baker Funeral Homes-transfer & transport	654.00
29891 ESRI-software	11515.38

29892	Finley Motors-vehicle	3000.00
29894	Heartland Paper Co-supplies	47.87
29895	Institute of Local Government-ILG reg	50.00
29898	Midstates Wireless-Finley ambulance radio	794.40
29899	ND Newspaper Assoc-NDSU Ext Service Ad	162.30
29901	Other Tail Power Co-courthouse electricity	452.33
29903	Reardon-ribbon & binders	71.88
29903	Reardon-highlights	3.69
29906	Terry Huso-boil mtc	175.00
29908	Union Hospital-blood draw	23.00
29909	Verizon-cell phones	538.51
29921	ND Secretary of State-election expense	669.09
29928	City of Finley Waterworks Dept-water	115.25
29930	East Central County Commissioners Association-dues	100.00
29931	Finley Farmers Grain & Elevator Co-gas	39.19
29931	Finley Farmers Grain & elevator Co-gas	90.34
29932	Finley Lumber & Supply-key	1.99
29933	Finley Motors, Inc.-misc	89.96
29935	Griggs County Telephone-phone charges	606.63
29936	Heartland Paper Co-cleanser	90.74
29938	Diane A Jacobson-travel	193.05
29941	Mathew Bender & Co-century code volumes	185.94
29942	Dennis Lindstrom-travel	31.90
29943	NACo-dues	400.00
29944	ND Association of Counties-dues	4069.00
29945	ND County Auditors Association-dues	75.00
29946	ND State radio Communications-teletype rental	90.00
29948	"Orr"iginals-sweatshirts	62.00
29949	Reardon-supplies	7.47
29949	Reardon-supplies	34.49
29950	Reiten, Inc.-pipe	263.52
29951	Nodak Electric Cooperative-electricity at radio tower	209.85
29954	Steele County Press-ads/legals	346.50
29954	Steele County Press-ads for HINI clinics	57.75
29955	Stones Market-supplies for Appreciation Dinner	25.58
29956	TJ Cleaning & Services-custodian	860.00
29957	Town & Country Co-op-gas	1558.94
29959	Trail Co Tribune Inc-help wanted ads	56.00
29972	Finley Motors, Inc.-vehicle	13685.00
29974	ND County Recorders Association-dues	75.00
29976	ND County Commissioners Association-dues	1275.00
882	Denise Huso-tax statement preparation	230.00

COUNTY PARK

29856	Nodak Electric Cooperative-electricity at Golden Lake	1080.00
29858	Steele County Highway Department-highway mtc	159.08
29904	Ron's Lawn Care-mowing	96.00
29951	Nodak Electric Cooperative-electricity at Golden Lake	44.92
29954	Steele County Press-legals	45.10

COUNTY AGENT

29854	Reardon-supplies	201.07
29893	Leigh Gunkel-travel & supplies	86.30
29896	Andy Johnson-travel	144.10
29900	NDWCA-mtg reg	90.00
29935	Griggs County Telephone-phone charges	79.49
29949	Reardon-printer/scanner	699.00

ROAD FUND

	Payroll Dec, 2009	3550.00
	Hourly wages for Dec, 2009	10,111.41
29850	Peterson Trucking-building repairs	55.00
29837	City of Sharon-shop expense	49.50
29838	Farmers Union Oil Co of Hope-gas	428.58
29839	Finley Farmers Grain & Elevator-gas	8948.73
29840	Finley Lumber & Supply-shop supplies	4.69
29841	Finley Motors, Inc-repairs & parts	51.80
29842	Griggs County Telephone Co-shop expense	188.20
29843	HE Everson Co-repairs & parts	10.35
29844	Hope Municipal Utilities-shop expense	110.58
29847	Keith Huso-repairs & parts	93.84
29848	Lyle Signs, Inc-signs & telespar	229.10
29851	Praxair Distribution, Inc-shop supplies	137.85
29853	RDO Equipment Co-repairs & parts	126.73
29855	Reiten, Inc-repairs & parts	96.58
29860	Town & Country Co-op-gas	156.91
29865	WW Wallwork, Inc-repairs & parts	150.05
29889	Chad's Excavating, Inc-bridge repairs	977.50
29890	City of Sharon-shop expense	53.70
29897	Merit Care-audiogram	265.00
29901	Otter Tail Power Co-shop expense	474.59

29902	RDO Equipment Co-repairs & parts	103.20
29905	Royal Chemical-asphalt	399.68
29907	Trimble Navigation Limited-antenna	39.95
29973	Lee's Repair-truck	19900.00
29971	Best Buy-camera	129.99

FARM TO MARKET

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

FLOOD

29829	Westfield Township-worksheet payment	9106.49
29830	Golden Lake Township-worksheet payment	13745.15
29831	Greenview Township-worksheet payment	2853.61
29910	Beaver Creek Township-worksheet payment	11761.05
29911	Sharon Township-worksheet payment	19879.59
29913	Golden Lake Township-worksheet payment	8741.06
29914	Franklin Township-worksheet payment	8512.40
29916	Sherbrooke Township-worksheet payment	13847.38
29917	Easton Township-worksheet payment	7197.11
29918	Hugo Township-worksheet payment	10606.26
29919	Melrose Township-worksheet payment	8975.59
29920	Willow Lake Township-worksheet payment	5731.89
29962	Newburgh Township-worksheet payment	5963.52
29963	Westfield Township-worksheet payment	8922.25
29964	Sharon Township-worksheet payment	2973.22
29965	Enger Township-worksheet payment	20607.62
29966	Finley Township-worksheet payment	20576.84
22967	Sherbrooke Township-worksheet payment	8408.54
29967	Sherbrooke Township-worksheet payment	5406.65
29968	Edendale Township-worksheet payment	11452.92
29969	Carpenter Township-worksheet payment	5975.35
29977	Steele Co Auditor-for Hugo Township	8784.63
29978	Steele Co Auditor-for Beaver Creek Township	38079.64
29979	Steele Co Auditor-for Golden Lake Township	24918.54
29979	Steele Co Auditor-for Golden Lake Township	27898.26

INSURANCE RESERVE

29944	ND Association of Counties-estimated workers comp premium	16118.44
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WEED CONTROL

29866	Easton Township-noxious weed control	850.00
29867	Edendale Township-noxious weed control	1080.00
29868	Melrose Township-noxious weed control	850.00
29869	Riverside Township-noxious weed control	885.24
29870	Broadlawn Township-noxious weed control	1003.00
29912	Enger Township-noxious weed control	1071.00
29915	Primrose Township-noxious weed control	813.32

DISTRICT COURT TRUST

29953	Steele County Clerk of Court-Order to Pay	1230.00
29874	Warren Archer-Order to Pay	400.00
29871	Finley Improvement Association-Order to Pay	55.00
29970	Aaron McCardle-Order to Pay	20.00

DOCUMENT PRESERVATION

29825	Cass County Treasurer-45 docs @ \$1.00	45.00
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It was reported that the phone system will be installed the week of January 12, 2010, and that the floor maintenance will be performed the weekend of January 9, 2010.

The Courtroom Facilities Improvement Grant application was signed by the chairman and submitted December 31, 2009. Copies of the application were made available to the commissioners. Lights for the corridors of the courthouse and computer with scanner equipment for the clerk of court were requested in the grant application.

The need to address breaks allowed for county employees in the personnel policy was presented to the state's attorney after the December 16, 2009, meeting. The commission reviewed the statement prepared. A decision will be made on the statement prior to closing today's meeting.

A clarification for the time of the appointment for filling the unexpired term of the county treasurer was explained. The individual receiving the most votes for the Steele County Treasurer position at the November 2, 2010, General Election would take office on the first Monday of May, 2011.

Commissioner Amundson made a motion to nominate Keith Jacobson as chairman and Dennis Lindstrom as vice-chairman for the ensuing year. The motion was seconded by Commissioner Fugleberg. All members voted yes. Motion carried.

The following portfolios were designated by Chairman Keith Jacobson:

- Keith Jacobson – Chairman/Personnel
- Dennis Lindstrom – Public Buildings
- Jane Amundson – Bridges

Randy Richards – Water Resource District & County Shop
Lance Fugleberg – Roads & Gravel

Steele County Coordinator Suzanne Halverson reported on the grant application for the heating system in the courthouse. Because the state calculates the years the system will pay for itself by energy savings and not dollars per year saved, the estimated pay-off through the savings of a new system has been changed to nine years. This still meets the requirements for the application. Ms. Halverson also reported that the website has been completed and she is working on the reimbursement process for the project.

Commissioner Richards made a motion, seconded by Commissioner Fugleberg, to approve a transfer of \$20,000 from Human Service to Social Service. All members voted yes. Motion carried.

Commissioner Fugleberg introduced the following resolutions and moved for their adoption. The motion was seconded by Commissioner Richards.

RESOLUTION

BE IT RESOLVED, by this Board of Commissioners, that the banks within the county be designated depositories of public funds in the custody of the county treasurer, and in an amount not to exceed their FDIC certification, and as follows to wit: Citizens State Bank of Finley, Dakota Heritage Bank of Hope, and Sheyenne Financial of Sharon, for such amounts as the county treasurer may find necessary.

RESOLUTION

BE IT RESOLVED, that the Pledge of Assets in the amount of \$2,306,538.24 submitted by Citizens State Bank of Finley, \$945,000.00 submitted by Dakota Heritage Bank of Hope, and \$910,241.14 submitted by Sheyenne Financial of Sharon are hereby approved for additional deposits by the county treasurer in excess of the FDIC certification of these respective banks.

Upon roll call all members voted yes. The resolutions were adopted.

Roger Anderson met with the commission to discuss concerns regarding snow removal during the winter storm of December 24, 25, and 26, 2009. Mr. Anderson noted that no snow removal was performed on December 24 and throughout the storm. The commission noted that no travel was advised and state snow plows had been pulled from the roads. It was also noted that during a large portion of the storm, areas of Interstate 94 and Interstate 29 were also closed. Mr. Anderson also expressed concern for the routes that were being cleaned when the county equipment was activated. The commission explained that this concern must be brought to individual township boards. Townships make decisions of which roads they choose to have the county open. It is the township's responsibility to provide accurate routes to the county.

Poor conditions of the gravel roads in the county were also noted by Roger Anderson. He stated that he believes the speed the road graders travel is causing extreme wash-board conditions. Several township gravel road conditions were also noted. The commission agreed to bring these concerns to the county road superintendent during the meeting today.

Bob Slocum of *The Steele County Press* was seated at the meeting.

Commissioner Richards introduced the following resolution and moved for its adoption. The motion was seconded by Commissioner Fugleberg.

RESOLUTION

WHEREAS, emergency 9-1-1 services are critical to public safety in Steele County; and

WHEREAS, the monthly 9-1-1 fee on traditional telephone exchange access and wireless (cellular) access service imposed pursuant to NDCC 57-40.6 is essential to the operation and maintenance of emergency 9-1-1 services for this county; and

WHEREAS, North Dakota Century Code section 57-40.6-02 provides a process of imposing 9-1-1 fees by governing board resolution and approval of the voters.

THEREFORE, BE IT RESOLVED, that the Steele County Commissioners propose to retain the 9-1-1 access fee of \$1.00 per traditional telephone exchange access and wireless access service in Steele County, and directs that the following measure be placed on the county ballot for the statewide general election process scheduled for November 2, 2010.

Shall Steele County continue the \$1.00 per month per wireless access line and telephone access line for the operation and maintenance of the emergency 9-1-1 communications system?

All members voted yes. The resolution was declared adopted.

Commissioner Fugleberg made a motion, seconded by Commissioner Lindstrom, to have the chairman sign the prisoner boarding contract with Barnes County for 2010. All members voted yes. Motion carried.

Steele County Road Superintendent Mark Creech met with the commission. A discussion was held on the concerns presented by Roger Anderson. Mr. Creech noted that no snow removal was started until after the major part of the storm had passed. Complaints of the county's manner of paying for overtime hours were again brought to the commission. The county is within North Dakota law by paying overtime for hours actually worked after 40 per week. Employees were making comparison to wages noted on news reports of Cass County and Fargo city employees. It was explained that no changes had been made to Steele County's pay format for years and questioned why this complaint continues to come to the commission. It was noted that the scenario of the recent weekend happens very seldom.

FEMA administration and project worksheet papers were reviewed. Mark Creech noted that he planned to request the entire administrative reimbursement for the additional work during the recent flood, pipeline, and wind tower projects. Payment of the administration funds to any employees is not planned until after the funds have actually been received.

Concerns about the discrepancies between FEMA and state emergency management requirements were discussed. It was suggested that these concerns need to be brought to the attention of the governor, senators, and representative. Commissioner Amundson will work with Mark Creech to make contacts and get the county's concerns to the federal government level.

Concerns were again discussed regarding the category "B" emergency repairs. Initial repairs were made to roads following the flood. Currently the county is not slated to receive reimbursement for these expenses because of a question of which repairs were actually needed to be made prior to FEMA approval.

A speed plow was damaged during the snow removal process on December 26, 2009. The bridge involved in the incident was also damaged. The county's insurance agent will be contacted regarding the bridge damage.

The bridge near Gordon Delano's was discussed. Possible repairs were estimated at \$15,000 to remove and pile the materials from the concrete decking. The county could construct a deck with timbers. These costs could possibly shared with the township.

The discussion returned to the dissatisfaction expressed by the road department employees. Comments had been made to citizens about road department employees walking off the job. Mark Creech suggested that some dissatisfaction could be reduced by establishing all Saturday and Sunday work hours as time and a half. Commissioner Jacobson stated that concerns need to go from the employees to the road superintendent and then the road superintendent would report issues to the commission. Personnel concerns should not be presented to the commission by citizens. The commissioners requested a history of Saturday and Sunday work in the past few years to determine the need to address anything in policy.

Proposals for purchasing bulk loads of fuel for county use were received from Farmers Union Oil Company of Hope, Finley Farmers Grain and Elevator Company of Finley, and Town and Country Cooperative of Finley. Commissioner Richards made a motion, seconded by Commissioner Fugleberg to accept all fuel purchase proposals as presented and allow purchases to be made as deemed necessary for 2010. All members voted yes. Motion carried.

Commissioner Richards made a motion, seconded by Commissioner Lindstrom, to approve the purchase of an 8500 gallon fuel tank package from Westmore of Morris, Minnesota, for \$9145.00. It was noted that electrical work would be an additional expense to complete installation. All members voted yes. Motion carried.

Mike Bassingthwaite of Interstate Engineering met to explain the possible second round of stimulus funding for road projects. The county must again commit to the remaining cost of the project. The county would know if the stimulus package is officially approved and the percentage of responsibility for the county. Commissioner Richards made a motion, seconded by Commissioner Fugleberg, to have Interstate Engineering proceed with preliminary engineering plans for a seal coat on county road #11 and to commit county funds for the project if the second round of stimulus funding is approved for roads. All members voted yes. Motion carried.

Bridge funds for 2011 were reviewed. The commission would still like to proceed with the plans for the bridge on county road #8 near the Brian Berg farmstead. Mark Creech explained that requests were made to review the rating of this structure. Engineering and archeological survey aspects of the project will need to begin by the spring of 2010.

Rick Thompson met briefly with the commission to explain that wind monitoring equipment will again be placed on the county tower.

Steele County Public Health Nurse Diane Jacobson met to request that diaper changing stations be added to the first floor restrooms. The commission directed Diane Jacobson to work with the auditor to place the order and organize installation of the necessary equipment.

Jill Borth met with the commission to make a request for the Finley Ambulance Service. The commission approved donating an old desk in the courthouse basement to be used by the ambulance service.

Jill Borth also presented information regarding a grant being submitted for Automated External Defibrillator (AED) equipment. The Finley Ambulance Service would include a unit for the courthouse if the commission was interested and would be willing to pay for maintenance of the equipment if provided. Commissioner Richards made a motion, seconded by Commissioner Lindstrom, to have the county responsible for maintenance of the Automated External Defibrillator device for the courthouse if the grant application is successful. All members voted yes. Motion carried.

Discussion returned to the language for the personnel policy regarding breaks for employees. Commissioner Fugleberg made a motion, seconded by Commissioner Richards, to add the following statement to the Steele County Personnel Policy if approved by the state's attorney: "Coffee" breaks are not required by law. Steele County allows, at the discretion of the department head, a paid mid-morning and mid-afternoon break. These breaks must be limited to a maximum of fifteen (15) minutes each. All members voted yes. Motion carried.

Commissioner Lindstrom made a motion, seconded by Commissioner Amundson, to have the chairman sign the management representation letter to the North Dakota State Auditor. All members voted yes. Motion carried.

North Dakota Recorders Information Network refund was received from a portion of its reserve funds.

Commissioner Amundson made a motion, seconded by Commissioner Lindstrom, to approve the abatement applications of Donald Burke, Duane Rubash, and Wesley Stuckey as presented. All members voted yes. Motion carried.

Commissioner Lindstrom reported on a recent Institute of Local Government course he attended.

A proposal for the lease agreement for the copier on the second floor of the courthouse was received. Another vendor has also been contacted to request a proposal. This will be reviewed prior to the renewal in May.

A card of thanks will be sent to Linda Wendlick on behalf of the Steele County Commission to express appreciation for her years of service to residents of Steele County. Ms. Wendlick recently left her position with the Steele County Social Services Department to accept a position in Fargo.

The meeting adjourned.

Approved _____

Steele County Auditor

Chairman Steele County Commissioners