

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

Commissioner Fugleberg, made a motion, seconded by Commissioner Johnson, to approve the minutes of the February 4, 2011, meeting as presented. All members present voted yes. Motion carried.

Office reports were reviewed.

The following bills were allowed:

	<u>SOCIAL SERVICE</u>	<u>ALLOWED</u>
	Payroll February, 2011	12730.00
31585	Blue Cross/Blue Shield	49.29
31588	Lincoln Mutual Life Insurance	60.00
31592	NDPERS-health & life insurance	1700.96
31590	NDPERS-retirement	1178.79
1924	Stacy Jacobsen-food pantry expense	440.00
31602	Comfort Suites-hotel	138.00
31603	Dacotah Foundation/Spring Showcase-registration	90.00
31604	Stephen Dahl-travel	673.58
31610	Jean Gilbertson-travel	264.69
31611	Griggs County Telephone-phone charges	120.23
31617	Sherry Jacobson-travel	244.80
31621	Liberty Business Systems, Inc-office supplies	107.10
31621	Liberty Business Systems-mtc contract	648.00
31627	Officeland-office supplies	226.22
31642	NDEWA-membership	35.00
31652	Verizon-cell phones	53.90
	<u>9-1-1</u>	
	Payroll February, 2011	758.00
31615	Inter-Community Telephone Co-trunking	150.00
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	<u>SOCIAL SECURITY</u>	
31503	Information Technology Department-wan access	434.60
31590	NDPERS-social security	5736.32
31595	Steele County Treasurer-social security	11114.66
	<u>HEALTH CARE</u>	
31585	Blue Cross/Blue Shield-dental insurance	952.61
31592	NDPERS-life insurance	273.09
31592	NDPERS-health care insurance	14162.40
	<u>VETERAN SERVICE OFFICER</u>	
	Payroll February, 2011	558.00
	<u>GENERAL FUND</u>	
	Payroll February, 2011	42650.77
31497	City of Finley-water	65.86
31498	Cooperstown Medical Center-blood draw	50.00
31500	Finley Farmers Grain & Elevator-gas	1077.47
31501	Heartland Paper Co-supplies	45.73
31504	Lisa Jacobsen-postage & office organizer	94.60
31505	Job Service ND-unemployment insurance	41.30
31506	Linda Leadbetter-coffee & bars for 2 meetings	47.00
31507	New Century Press-commissioner meetings	145.20
31511	Pro-West & Associates, Inc-parcel updates	387.50
31512	Sanford Mayville-blood draw	23.00
31514	Stone's-supplies	16.32
31515	Streicher's-clipboard	25.98
31516	Town & Country Co-op-gas	1097.84
31518	Wayne L Johnson-travel	16.32
31519	Keith Palmer-travel	10.20
31520	Clayton Anderson-travel	25.50
31521	Carol Carlson-travel	7.14
31522	Anona Lundstrom-travel	10.20
31523	Dennis Kubischta-travel	20.40
35124	Rick Halvorson-travel	35.70
31525	Amber Vaughn-travel	69.36
31526	Apple Time Inc-foldable sheriff car	67.15
31527	Janet Meyer-travel	25.50
31528	John Jacobson-travel	25.50
31529	ND Secretary of State-election expense	997.47
31531	Anchor-annual hosting fee	240.00
31539	FHP-plat books	689.00
31548	Rust, Stock, Rasmusson, Knutson, PA-office supplies	57.46
31555	Postmaster-postage	33.06

31558	Reardon-office supplies	35.88
31558	Reardon-tape/binder	66.98
31559	Sanford Mayville-blood draw	23.00
31562	Verizon-cell phones	177.73
31563	Laurie Whitehead-class	20.00
31564	Wayne Johnson-class	20.00
31565	Keith Palmer-class	20.00
31566	Clayton Anderson-class	20.00
31567	Carol Carlson-class	20.00
31568	Anona Lundstrom-class	20.00
31569	William Erbstoesser-class	20.00
31570	Dennis Kubischta-class	20.00
31571	Gene Amann-class	20.00
31572	Rick Halvorson-class	20.00
31573	Jane Amundson-class	20.00
31574	Tyrone Hauge-class	20.00
31575	Finley Ambulance Service-battery	603.66
31576	Janet Meyer-class	20.00
31577	John Jacobson-class	20.00
31578	Marcia Mitzel-class	20.00
31579	FHP-2 wall maps	220.00
31530	ND Clerk's Association-2011 membership dues	60.00
31582	US Postal Service-envelopes	259.60
31587	Johannson, Rust, Yon, Stock, & Rasmusson PA-contract & clerical	3786.00
31601	Comfort Inn-hotel	63.00
31605	Donald Huso-gas/book/drives	159.17
31606	Finley Farmers Grain & Elevator Co-gas	1215.36
31608	Finley Motors-battery	136.86
31611	Griggs County Telephone-phone charges	628.77
31613	Emily Halverson-Bismarck meetings	118.84
31614	Heartland Paper Co-supplies	67.62
31616	Diane Jacobson-travel	119.85
31620	Linda Leadbetter-Title VI training	90.78
31623	NDEMA-dues	30.00
31624	NDPOA-dues	30.00
31628	"Orr"iginals-uniforms	44.00
31629	Otter Tail Power Co-courthouse electricity	2536.96
31630	Reardon-2 desks	2019.00
31630	Reardon-printer cartridge	33.99
31631	Nodak Electric Cooperative-electricity at radio tower	202.21
21632	Stone's-supplies	10.07
31633	TJ Cleaning-custodian & supplies	921.08
31634	Town & Country Co-op-gas	782.58
31637	Verizon-cell phones	267.41
31638	Custom Stripes Inc-decals	50.00
31641	Martin's Flag Co Inc-flags	596.92

COUNTY PARK

31551	Lakeside Construction-snow removal	600.00
31631	Nodak Electric Cooperative-electricity at Golden Lake	38.07

ROAD FUND

	Payroll February, 2011	4101.00
	Hourly wages for February, 2011	19677.32
31509	ND State Surplus Property-desks/filing cabinet	190.00
31495	Best Western Doublewood Inn-hotel	138.60
31530	Acme Tools-shop supplies	64.79
31532	Berg Auto Supply Inc-repair parts	115.88
31533	Brager Disposal-shop expense	768.00
31535	Catco Parts Service-repair parts	264.01
31536	City of Finley-shop expense	57.55
31537	City of Sharon-shop expense	76.30
31538	Farmers Union Oil of Hope-gas/repair parts/shop supplies/shop expense	1865.44
31540	Finley Farmers Grain & Elevator-repair parts/gas/shop expense	11939.04
31541	Finley Lumber & Supply-shop supplies	36.90
31542	Grainger-shop supplies	367.16
31543	Griggs County Telephone-phone charges	188.87
31544	HE Everson Co-repair parts/shop supplies	133.58
31545	Hope Municipal Utilities-shop expense	139.20
31546	HSBC Business Solutions-shop supplies	34.47
31546	HSBC Business Solutions-shop supplies	63.90
31549	Keith Huso-misc	21.38
31550	Kinetic Leasing-Caterpillar skid steer	11170.00
31551	Lakeside Construction-misc/bridge repair	33564.07
31552	Mac's Inc-shop supplies	211.84
31553	Mark Creech-gas	73.00
31556	Power Plan-repair parts	75.14
31557	Praxair Distribution Inc-shop supplies	606.89
31558	Reardon-supplies	134.94
31560	Swanston Equipment-repair parts	221.66
31561	Town & Country Co-op-gas	693.51

31598	3-D Specialties Inc-signs & telespar	644.37
31607	Finley Lumber & Supply-signs & telespar	41.97
31608	Finley Motors Inc-repair parts	2028.04
31609	Gerdau Ameristeel-repair parts	87.33
31612	HE Everson Co-repair parts/shop supplies	238.74
31618	Keith Huso-shop supplies	181.62
31619	Lakeside Construction-misc	24320.00
31622	Lyle Signs Inc-signs & telespar	290.00
31626	Northern States Supply Inc-shop supplies	89.15
31629	Otter Tail Power Co-shop expense	698.78
31636	Trimble Navigation Limited-shop supplies	39.95
31639	Fargo Trailer-repair parts	253.42
31614	Us Bearings & Drives-repair parts	70.05

COUNTY AGENT

31510	Postmaster-stamps	88.00
31554	Ag Communication-ag publications	80.00
31558	Reardon-office supplies	67.61
31611	Griggs County Telephone-phone charges	89.48
31625	NDSU Extension Service-account billing salaries	11291.28
31625	NDSU-keyboard/mouse	32.37
31630	Reardon-office supplies	185.98
31630	Reardon-office supplies	59.94
31640	Finley Legion Post 13-meeting rent	100.00

CAPITAL PROJECT GENERAL

31491	Ally-Sheriff's pickup payment	437.55
31492	B&B Products-equipment installation on new pickup	4150.65
31502	Hope Electric Inc-extra lighting work	2075.37
31583	Custom Stripes Inc-graphics for sheriff's pickup	895.00

WEED CONTROL

31494	Best Western Seven Seas Inn-hotel	415.80
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HUMAN SERVICE

31508	ND Department of Human Services-program costs	1126.17
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5 MILL ROAD

31534	Butler Machinery Co-cutting edges	1455.88
31600	Butler Machinery Co-cutting edges	4081.06

DOCUMENT PRESERVATION

31496	Cass County Treasurer-91 docs @ 1.00	91.00
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CORRECTIONAL FACILITY

31493	Barnes County Corrections-prisoner board	130.00
31517	Traill County Treasurer-prisoner board	975.00
31599	Barnes County Corrections-prisoner board	390.00
31635	Traill County Treasurer-prisoner board	260.00

INSURANCE RESERVE

31547	lhry Insurance Agency Inc-additions	580.00
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The commission had set a minimum sale price of \$50 per fixture for the original suspended corridor lights removed during the recent Energy Efficiency and Conservation Block Grant program. One offer was received, but did not meet the minimum bid requirement. County employees will be informed that lights are available for purchase at \$50 per fixture. Commissioner Richards will provide remaining fixtures to the Steele County Historical Society following the April commission meeting.

The Court Facilities Improvement Grant was awarded to Steele County for workstations in the clerk of courts office. The grant award is \$2,192.25, covering 75% of the total cost of the project.

The commission requested that information regarding benefits and salary be provided to employees. The document that provides a total for the cost of a position was reviewed by the commission and will be distributed with the March, 2011 payroll.

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

Commissioner Fugleberg made a motion, seconded by Commissioner Richards, to approve the beer and liquor license renewals for the Golden Lake Resort. All members voted yes. Motion carried.

Commissioner Amundson made a motion, seconded by Commissioner Johnson, to appoint Perry Ostmo to the Job Development Authority to complete the term of Clayton Anderson. All members voted yes. Motion carried.

Commissioner Fugleberg made a motion, seconded by Commissioner Richards, to approve the gaming permit for the Golden Lake Improvement Association raffle to be held May 30, to September 5, 2011. All members voted yes. Motion carried.

A letter was received from the WeeCare Child Development Center of Cooperstown requesting that the Steele County Courthouse be available for its evacuation plan in case of a major disaster involving its building and the city of Cooperstown. A letter will be sent to the center explaining contact information to be used in case of an emergency.

The commission recessed to hold meetings as the Steele County Park Board and Steele County Weed Board.

The commission reconvened.

The calculation of hours from the road department time cards was discussed. It was noted that a normal working day begins at 7:00 a.m. and ends at 3:30 or 5:30 p.m., depending on the season of the year. The storms and road conditions during the winter of 2010-2011 have required varied arrivals noted on the time card information. To clarify hours worked, the supervisor will be required to initial approved times entered that are outside the normal beginning and ending time of a work day. Commissioner Richards made a motion, seconded by Commissioner Fugleberg, that regular work days for the road department are from 7:00 a.m. to 3:30 p.m. (5:30 p.m. seasonally). All hours will be counted accordingly and must be verified and initialed by the supervisor as overtime to be paid by the department. All members voted yes. Motion carried.

Steele County Public Health Nurse Diane A. Jacobson met with the commissioners to inform them of her plans to retire at the end of May, 2011. The commission accepted her notice and thanked her for her years of service to the county. The needs of the department were discussed. The position will need to be filled with a registered nurse. The position will be advertised in *The Steele County Press*.

Stephen Joersz of Citizens Insurance Agency met with the commission to present information regarding the Sanford Health Plan.

Steele County Highway Superintendent Mark Creech met to review various road department matters. Repairs to bridge number 114-02 near Johnson Stock Farm were discussed. Estimates were received for culvert options at the site. It was determined that a decision will be delayed until the possible 2011 flood event to determine funds available for the project.

Mr. Creech reported that there are seven 2009 FEMA-related sites that need to be completed by fall.

Invoices were reviewed that document duplicate charges for gravel and services from Lakeside Construction. The auditor and road department will determine the simplest way to correct the overpayment.

Plans for the overlay of county road #5 east of Hope are continuing. Requirements to be Title VI compliant for a federally-funded project were discussed. Documents and plans will need to be approved by the commission. Commissioner Johnson made a motion, seconded by Commissioner Amundson, to appoint Linda Leadbetter the Steele County Title VI Coordinator. All members voted yes. Motion carried.

Concerns were presented to individual commissioners regarding the condition of the sidewalk, ramp, and handicap accessible parking area. The road department is responsible for maintaining these areas on a daily basis. The commission informed Mark Creech that these areas must be cleared each day before road employees are dispatched to other areas of the county.

The meeting adjourned.

Approved \_\_\_\_\_

Steele County Auditor

Chairman Steele County Commissioners

