

**Commissioner Meeting
January 15, 2019**

Commissioner Joel Hamar called the meeting to order at 9:30. Present were Thor Sand, John Hokana, Marke Roberts, Dean Simek and Chairman Joel Hamar. The media was not present. The Pledge of Allegiance was recited.

Additions to the minutes

Tree set back

Committee to rewrite bylaws of JDA

Roberts made a motion to approve the Minutes from December 18th and December 27th with corrections. Sand seconded. Motion carried.

Simek made a motion to approve the December 2018 Financials. Sand seconded. Motion carried.

Simek made a motion to sign the contract with Fullerton City for the transfer of all or some municipal court ordinance cases to District Court. Hokana seconded. Motion carried

A revised copy of the agreement with Elm Township concerning the maintenance of Pheasant Lake Road has been signed by Elm Township and needs a signature by the Chairman. Discussion followed concerning the specifics of the contract and what was covered. By September 1st, the contract should be submitted to Elm Township to include a map, showing that the covered area stops at the section line. Simek made a motion to sign the agreement. Sand seconded. Motion carried.

Hokana made a motion to adjourn the meeting at 9:50.

Sheppard opened the meeting to reorganize the Commission Board for 2019.

Sheppard asked for nominations for Commissioner Chairman for 2019. Simek made a motion to appoint Hamar. Hokana seconded. Simek made a motion to cease nominations and cast a unanimous ballot for Hamar. Hokana seconded. Motion carried.

Hamar asked for nominations for Vice Chairman. Simek nominated Roberts. Sand seconded the nomination. Simek made a motion to cease nominations and cast a unanimous ballot for Roberts. Hokana seconded. Motion carried.

Portfolio assignments for 2019 were discussed. Roberts made a motion to continue with the same portfolios and add Hamar on the Social Services & Health District portfolio. Sand seconded. Motion carried.

A list of current board appointments was reviewed. Sheppard will post in the newspaper for open positions. A letter will also be sent out to those currently serving to inform them of the notice and to request information from them if they would consider continuing on the Board

Simek made a motion to approve the vouchers. Sand seconded. Motion carried.

Sheppard presented a Beer License application and a Retail Liquor application from the Ellendale Country Club for 2019. Roberts made a motion to approve the licenses. Sand seconded. Motion carried.

Treasurer Gail Veland joined the meeting at 10:15. Veland presented the Treasurer's Quarterly report. Hokana made a motion to accept the report and for Chairman Hamar to sign. Simek seconded. Motion carried.

County Agent Breana Kiser and States Attorney Jeff Glynn joined the meeting at 10:18.

Kiser informed the Commission that her annual review will be at 10:00 am January 30th. Kiser also informed the Commission that the staff from James River Soil Conservation had asked about using space in the County Agent's office, if they could not use their own office space after the office is closed due to the federal government shut down. Simek made a motion to allow Soil Conservation staff to use office space in the Extension office at no cost. This will be reevaluated if need be at a later date. Roberts seconded. Motion carried.

Glynn is requesting additional hours for his Administrative Assistant, who is currently part time. The current case load is requiring more time for both of them. The former States Attorney Gary Neuharth has offered to help out as Glynn feels is necessary. Sand made a motion pay the Administrative Assistant full time through July 1st and then reevaluate it at that time. Simek seconded. Sheppard will work with the staff to ensure everything is done according to the law. Overtime, if any, will be paid by the week. Motion carried. The case load is also requiring extra time of the States Attorney. Sand made a motion to pay Glynn at full time wages for the month of January and February. Hokana seconded. Motion carried

Roberts made a motion to appoint Gary Neuharth as the Assistant States Attorney and approve payment of \$1,500 for the next month. Simek seconded. Motion carried.

Sheriff Chris Estes, Highway Superintendent Jeff Hagen, and ND DES/911 Coordinator Charlie Russell joined the meeting at 11:15.

Estes is requesting approval for the hiring of additional deputies during the jury trial in February. Courtroom security and prisoner transports will require more assistance than the department currently has. Roberts made a motion to allow Estes, at his discretion, to hire additional deputy help for the trial.

Simek seconded. Motion carried. Estes will also be sending out information to all employees about the use of name badges and security for the courthouse during that time frame.

Sheppard presented the Construction and Maintenance Agreement for the seal coat project for 2019 to be signed by the Chairman, Auditor, and State’s Attorney. The total cost of the project is \$703,100, with the county’s share to be approximately \$134,081. Simek made a motion to sign the agreement. Sand seconded. Motion carried. -

Sand asked Hagen concerning the tree planting set back issue discussed at the December 18th meeting. Hagen had researched other county set back requirements. After reviewing the request, Commission are asking for more information from land owner as to the requested distance. Hagen will also check the distance on the trees on the next property for the distance they were planted.

Hagen stated that Interstate Engineering will be here with contract for the bridge project at the February 5th Commissioner meeting.

Sheppard presented a Mutual Aid Agreement received from McIntosh County. Hokana made a motion to sign the agreement. Simek seconded. Motion carried.

Sheppard presented a Quit claim Deed for parcel number 08059000. This parcel was not sold at the county sale in November and this deed is giving the parcel back to the city of Ellendale. Simek made a motion to have the Chairman and Auditor sign the deed. Roberts seconded. Motion carried.

The yearly contract for maintenance with Software Innovations was presented for approval. Sand motioned to sign the agreement. Hokana seconded. Motion carried.

Sheppard presented budget amendments for 2018, as shown below. Sand made a motion to approve the budget amendments. Simek seconded. Motion carried.

Sand reported to the Commission that there is a committee formed through the Job Development Authority (JDA) Board to review the bylaws of the JDA. Director Stacy Bowerman with South Central Dakota Regional Council is assisting the Committee. Sand covered what North Dakota Century Code states concerning the powers of the JDA. Sand requested information from the other Commissioners about their concerns and thoughts about JDA.

Hokana made a motion to adjourn at 1:10 pm.

2018 BUDGET AMENDMENTS					
FUND #	FUND NAME	EXPENSE AMT OVER BUDGET	REASON	BUDGET AMENDED TO READ	REVENUE AMT. OVER BUDGET
2113	State Funded Road Projects - No Match	\$ 203,839.17	Exp includes HB funds, only budgeted for SB 2103	\$ 861,839.17	\$ 78,292.94
2300	Health District	\$ 99,343.56	Vaccine more than budgeted	\$ 547,173.58	\$ 185,943.04
2965	Yorktown Maple Improv District	\$ 318,086.84	Final payment on project paid in 2018 but budgeted in 2017	\$ 468,086.84	\$ -
2981	Jackson Township Improv. District	\$ 9,344.34	under estimated expenses	\$ 47,344.34	\$ 81,994.10
2983	Dickey County Drain #1	\$ 8,728.98	under estimated expenses	\$ 19,302.98	\$ 2,080.08
2984	Oakes Pilot Drain	\$ 470.23	under estimated expenses	\$ 3,271.73	\$ -
2990	County Ambulance	\$ 2,890.11	under estimated expenses	\$ 141,640.11	\$ -
2991	County Airport	\$ 877.06	under estimated expenses	\$ 34,377.06	\$ -
2994	County Historical	\$ 3,260.37	Insurance claim not budgeted	\$ 14,760.37	\$ 2,066.97
3165	Yorktown Maple Improv Project Bond	\$ 728.82	under estimated expenses	\$ 120,728.82	\$ 383,329.01
	TOTALS	\$ 647,569.48		\$ 2,258,525.00	\$ 348,310.16

Salaries		180,524.54	55566-55666
Cities, Schools	Cities, Schools	1,317,087.85	102424-102440
Township	Townships	193,264.06	102441-102468
ND Public Employees Retirement	BCBS	51,593.24	102469
ND Public Employees Retirement	BCBS- HD	3,727.04	102470
ND Public Employees Retirement	LIFE INS	570.90	102471
ND Public Employees Retirement	LIFE INS-HD	184.94	102472

Community Volunteer EMS of LaMoure	Ambulance Collections	1,668.26	102473
Kulm Ambulance Corps Inc. c/o Robin Hehr	Ambulance Collections	6,255.98	102474
Edgeley Ambulance Service	Ambulance Collections	3,336.52	102475
Oakes Volunteer Ambulance Service	Ambulance Collections	14,597.28	102476
Ellendale City	Airport, Ambulance	21,266.44	102477
Oakes City	Airport	5,417.97	102478
Garrison Diversion	Collections	11,928.42	102479
James River Soil Conservation 975	Collections	11,942.34	102480
Ellendale Fire #2	Collections- Ellendale	18,337.82	102481
Oakes Fire #3	Collections-Oakes	19,192.73	102482
Dickey Sargent Joint Water Resource District	Jackson Drain Maintenance Collections	2,914.50	102483
Dickey County Senior Citizens	Tax Collections	11,916.46	102484
Dickey County Historical State Treasurer	Tax Collections	2,978.61	102485
Dickey County Treasurer	State Medical, Clerk of Court Fees, Siren	14,586.33	102486
Dickey County Treasurer	Clerk of Court Fees	595.00	102487
Discovery Benefits	Cancer	70.00	102488
ND Public Employees Retirement	DEF COMP	1,775.50	102489
ND Public Employees Retirement	DEF COMP HD	175.00	102490
Discovery Benefits	Flex	1,931.23	102491
Human Services	Monthly Expenses	9,163.66	102492-102516
AT&T Mobility	Ray and Scott County Cell Phone	59.10	102517
Dakota Plains Credit Union	Gasoline for Law Enforcement Vehicle	319.81	102518
Dickey County Leader	Open House Advertising- Invoice 53984	32.00	102519
Dickey County Leader	Unpaid Invoice for 2018	1,076.01	102520
Dickey County Leader	Legal Commissioner Minutes Published	92.80	102521
Dickey County Hwy Dept	Gasoline for Law Enforcement Vehicle and Truck Regulatory	1,008.22	102522
Dickey County Hwy Dept	Fuel for the DES Truck	172.13	102523
Farmers Union Oil Co	Balance Tire Steel-2016 Ford, Switch Tire on Rim- 2016 Ford, Windshield wipers Blade- 16 Tahoe	40.99	102524
Farnams Genuine Parts	Wind Shield Wipers- DES Truck	34.98	102525
Information Technology Dept.	Netmotion VPN Client, Multifactor Auth, Wan Access, SSL VPN Client, County Exchange email	843.40	102526
Innovative Office Solutions LLC	Paper, Pens- Tax Office	12.68	102527
Innovative Office Solutions LLC	2 Desk Calendars- sheriff's office	6.78	102528
Mailfinance	Lease payment for postage machine	431.76	102529
ND Association of Counties	Marriage License Program 20 Applications	20.00	102530
ND County Recorders Assoc	Membership dues for NDRA 2019	200.00	102531
ND Emergency Management Association	EMA Dues	30.00	102532
ND State Radio	LETS Renewal	120.00	102533
Olson Denise	Assessment MTG Mileage, Assessment MTG Mileage - New Rate \$.58	75.94	102534
Overpayment Refund	Overpayment of 2018 Taxes	70.00	102535
Overpayment Refund	Overpayment of 2018 Taxes	41.26	102536
Overpayment Refund	2018 Taxes Overpayment- Reissue Check #66821	202.89	102537
Smith, Stregre, Fredericksen & butts, LTD	Court Appointed Attorney	148.50	102538
Starion Financial	County Insurance Renewal Policy	55,313.00	102539
Stutsman County Auditor	Court Appointed Attorney	114.00	102540

Ecolab Pest Elimination Division	Checking Traps	92.10	102541
Ellendale City Auditor	Balance Due for Inert Landfill Key- 2019	500.00	102542
Economy Oil Co	Fuel Hwy Shop	1,574.10	102543
Economy Propane LLC	Propane Hwy Shop, Propane west shop	1,289.20	102544
Farmers Union Oil Co	PSE CH3/8 GRADE30, Fuel Oil No. 2 1200-Gals, Fuel Oil NO.1 1800-Gals, TR-218 Valve- 4	6,839.80	102545
Fullerton City Auditor	Fullerton Shop Utilities	20.00	102546
John Deere Financial	Edges, Oil and Fuel Filters	12,817.39	102547
L & S Worrel Trucking	2 Loads of Sand	451.00	102548
Midstate Group	Large Format, Lamination Roll	15.50	102549
Oakes Truck & Trailer	Raman Heater/ AC Control	333.84	102550
Ottertail Power Company-Fergus Falls	Oakes Garage Utilities	72.05	102551
Parts Supply, INC	18in Trico Ice Blade	17.49	102552
Petersen Steven	176.6 C.Y. Pit- Run- Petersen Pit	353.20	102553
Vistos Carquest	Farm Clevis for wing, DBL Clevis	10.45	102554
Waste Management	64-Gal Cart Service	54.50	102555
Office of Attorney General-1250	24/7 Program	465.00	102556
Ellendale City Auditor	Water Tower Special Assessment Payment	16,419.79	102557
Stutsman Correctional Center	31 Days Housed 1 Inmate	2,015.00	102558
281 Repair LLC	Tire Mount, TPMS Relearn- VSO Van	126.00	102559
Dakota Plains Credit Union	Gas for the VSO Van, Value	28.56	102560
Dickey County Hwy Dept	Gas for the VSO Van	193.53	102561
Graham Tire Co	225/65R17 102H Assur CS FM VSBTL	419.32	102562
Central Business Systems INC.	Extension Color Copies	123.62	102563
Dakota Plains Credit Union	Black Vinyl, Push Pins, Circuit, Projector carrying case, white vinyl, command strips	665.55	102564
Jon Wolf Consulting INC	DVD6 Practice halter classes, horse judging cd, DVD on practice performance classes, shipping	84.85	102565
Kiser Breana	Latch Boxes. Storage Containers	24.60	102566
Montana Dakota Utilities	Utilities	182.18	102567
Dakota Electronics	Battery	110.25	102568
Dickey Rural Networks	Dickey 911 Trunks Rental	231.00	102569
ND Association of Counties	6%	482.12	102570
ND 911 Association	911 Association Dues	25.00	102571
Zahn Doug	911 Forbes Tower Rent	500.00	102572
AT&T Mobility	Courthouse, PIO, Road, 911 phone bills	566.18	102573
Ameripride Services INC	Rug Services	666.67	102574
Dakota Valley Electric Coop	Wilson Dam, Hwy, Guelph Tower Utilities	271.00	102575
Dickey Rural Networks	DRN Charges	1,205.51	102576
Montana Dakota Utilities	Park, Fullerton Shop Utilities	402.31	102577
ND Township Offices Association	Townships Dues	3,375.00	102578
Dickey County Twp. Officers Assoc.	Township Dues	voided	102579
Dickey County Twp. Officers Assoc.	Township Dues	405.00	102580
Aflac	Cancer	3,269.73	102581
ND Public Employees Retirement	Retirement	2,103.13	102582
ND Public Employees Retirement	Def Comp Hd	175.00	102583
ND Public Employees Retirement	Def Comp	1,775.50	102584
Ameritas Life Insurance Corp.	Vision	437.96	102585

North Dakota United	Dues	89.18	102586
Delta Dental Plan of MN	Dental	1,620.89	102587
Discovery Benefits	Flex	2,147.89	102588
ND Public Employees Retirement	Retirement	25,460.24	102589
John Deere Financial	Lease payment on JD GRDR	64,417.57	102590

Joel Hamar, Chairman

Wanda Sheppard, Auditor