

Commission Meeting September 1, 2015

Chairman Simek called the meeting to order at 9:00 am. Present for the meeting were Joel Hamar, Gary White, Thor Sand and Chairman Simek. Commissioner Hokana was unable to attend the meeting. The press wasn't represented.

The Pledge of Allegiance was recited.

Additions to the Agenda

Abatement hearing

Maple River permits request

White motioned to approve the August 18 commission meeting minutes. Sand seconded. Motion carried. Sand motioned to approve the August 24 Special Budget Meeting. Hamar seconded. Motion carried.

Sand motioned to approve the vouchers. White seconded. Motion carried.

White motioned to approve the off site liquor license for the Angry Beaver. Hamar seconded.

Hamar motioned to have the Chairman sign the Jamestown Community Corrections contract. Sand seconded. Motion carried.

Hamar motioned to vote yes on behalf of the county for the Yorktown/Maple drain project, as decided at a prior meeting. Sand seconded. Roll call vote carried with Hamar yes; Sand yes; Simek yes; White yes. Motion carried.

The commissioners reviewed the salary schedule that Sand developed based on the information that Tanya Wieler, HR for Local Governments, presented at the August 24 Special Budget Meeting. The commission will review salary information with the employees at 1:00 pm.

Hamar motioned to open the abatement hearing for Gary and Jean Skjefte at 10:20 am. Tax Director Flaherty explained that Gary Skjefte is retired and his residence should have classified as a Farm Residence Exemption in 2014. Hamar motioned to approve abatement of 2014 residential taxes for Gary and Jean Skjefte based on the information provided by the Tax Director. Sand seconded. Motion carried.

Hamar motioned to close the tax hearing at 10:25 am. White seconded. Motion carried.

States Attorney Gary Neuharth joined the meeting at 10:25 am.

Flaherty distributed a copy of a letter addressed to the township supervisors and clerks regarding new ND State law for assessors. He will send the letter to the Dickey County city auditors and mayors as well. The ND State law requires all assessors to be certified as a Class I Assessors. Dickey County's township and city assessors are currently certified as Class II Assessors. Flaherty included a fee schedule if the separate entities choose to have the county do the assessment instead of a Class I assessor at the township level. He is also mailing an informational letter to the current Class II assessors.

Flaherty said he hopes to create a list of parcels that have vacant buildings for information purposes. Discussion followed. Hamar suggested Flaherty include in the letter contact information for the state representatives for District 26 and 28. Flaherty will mail a copy of the letter to representatives also. Sand motioned to accept the letters as revised and mailed to the recipients listed above. White seconded. Motion carried. The letters are on file at the County Auditor's Office.

Highway Superintendent Jeff Hagen and Kadrmaz, Lee and Jackson (KLJ) Engineer Josh Loegering joined the meeting at 10:55 am. Loegering presented a pay estimate for the final payment to Knife River for the mine and blend project on County 3. Sand motioned to add the \$24,000 payment estimate for Knife River in the to the approved voucher list. Hamar seconded. Motion carried.

Loegering explained the necessary mitigation process regarding the wetland easements along County 3. Loegering said a road ditch can be used as wetland mitigation sites if the ditch meets the required depth.

Loegering said the next round of grants for the Special Road Fund (SRF) money will be in November. Discussion followed. Loegering will resubmit the SPF request for the grant review scheduled in November.

Loegering said the federal aid paperwork that was mailed to the auditor's office is incorrect. He has made corrections to the paperwork and mailed it to the ND Department of Transportation.

Hagen reported the key control device for the highway department fuel tank isn't working and will be replaced as soon as possible. Hagen and the commissioners discussed the request from Maple River Colony for more overweight permits. The Colony was issued 10 permits in July. Sand motioned to issue the colony ten overweight permits, stating the colony is to use county 5 whenever possible. Hamar seconded. Motion carried.

Chairman Simek reported the soil sample test failed so Ludden Tavern has to either cap the current tank or pump into a mound. Discussion followed regarding the state plumbing code and the regional health district plumbing code. The commission will schedule a meeting with Regional Health Director Marci Bata during the next Health District meeting.

Commissioner Hokana joined the meeting via speaker phone at 11:45 am.

The commission reviewed salary schedules.

The meeting adjourned for lunch at 12:15 pm.

Chairman Simek reconvened the meeting at 1:20 pm in the Courtroom.

Present for the meeting were employees Gary Neuharth, Holly Hokana, Kelly Schmidt, Deb Anderson, Andi Schimke, Nick Podoll, Shirlene Wagner, Cresta Miller, Ray Peterson, Roxanne Holm, Scott Peterson, Chris Estes, Andrea Masse, Cheryl Brokaw, and Jeff Hagen.

Commissioners present were Gary White, Joel Hamar, Thor sand, and Chairman Dean Simek. Commissioner John Hokana was present via speaker phone.

Sand updated the employees on the salary scale and the process used by Tanya Wieler from Dakota Dynamics, HR for Local Government, to determine salary amounts. He explained the years of employment at

the current position were added to prior experience. The maximum amount of prior experience allowed was five years. Sand said this is not a performance review and the salaries are based on what the average market point of a position is as compared with similar counties.

Sand said the commissioners looked at implementing the salary scale by initially using 90%, 95% or 100% of the determined market point for each position. The market point was determined using data collected from counties east of the river that are similar in population to Dickey County. The commission is considering contributing an additional 1% of the PERS retirement. Hamar suggested giving employees their birthday off as a way of showing the commissioners appreciation. Additional sick leave and vacation days were suggested by employees as well.

The commissioners answered employee questions about the method used to determine the market point for individual employees. Other questions included how the experience years were determined and why the commission hired someone to do the salary scale before asking for employee input. Additional sick leave and vacation days were suggested by employees..

Concerns were why the salary scale stopped at 20 years when many employees have been at their current job for up to 40 years. An employee rated the salaries as determined by Wieler using the market point. Without allowing experience or the number of employment years, the spreadsheet revealed some of the positions with less responsibility were paid more. For example a deputy is required to take over for the elected official if the official isn't in the office, while other employees are not required to perform their supervisor's duties.

The commissioners thanked the employees and will take the suggestions and concerns under consideration.

They recessed the meeting and reconvened in the Commission Room at 3:10. Tanya Wieler joined the meeting at 3:15 via conference call. The commissioners asked Weiler about years of experience and discussed some of the discrepancies. Wieler will make changes to the salary scale as requested and email a copy of the updated salary information to the auditor's office.

The meeting adjourned at 3:30 pm.

September 15, 2015

County Commission Meeting

Chairman Simek called the meeting to order at 9:30 am. Present were Joel Hamar, John Hokana, Gary White, Thor Sand and Chairman Dean Simek.

The Pledge of Allegiance was recited.

Additions/Revisions to Agenda

Appoint State Fair delegate

Review final newspaper budget report

AmeriTech moved to the October 6 Meeting Agenda

Sand motioned to approve the August 27 Special Budget Meeting minutes with revisions. Hamar seconded. Motion carried.

White motioned to approve the September 1 Commission Meeting. Sand seconded. Motion carried.

Hokana motioned to approve the vouchers. Hamar seconded. Motion carried.

Sand motioned to approve the financials. Hokana seconded. Motion carried.

Hamar said Tanya Wieler from Dakota Dynamics, HR for Local Government explained the experience level showing on the salary scale that was designed by Wieler may be used as a basis. She said experience level of individual employees can be changed at the discretion of the commissioners. Discussion followed about a 10 year salary chart compared to a 20 year chart and the method used to determine salary steps.

Don Flaherty joined the meeting 10:25 am. Flaherty reported Vanguard quoted a cost of \$47,000 to assess 21 county commercial properties. He said included in the valuation of the properties are unique equipment and machinery, such as grain elevators. Vanguard will be able to complete the assessments in 2018, however if the county commits this year, they may be able to begin the assessing process in 2017.

Flaherty said the structures are currently assessed and taxes are being collected. The reason for contracting with Vanguard is to assure the assessments are correct. Discussion followed. Flaherty will ask Tyler Technology if they have the capability to assess the above properties and if so, Flaherty will request a quote to assess them.

Flaherty is compiling a report to compare the dollar amount of taxes the 21 properties are currently generating to the projected tax amount that will be generated if the total assessment is completed. The results will show the cost benefit ratio if an outside agency is contracted to do the assessment.

Flaherty distributed paperwork showing a list of political subdivisions that may be interested in contracting with the county to do assessments instead paying a Class I assessor.

Sheriff Chris Estes, Road Superintendent Jeff Hagen and 911/DES Director Charlie Russell joined the meeting at 10:30 am. Estes informed the commission he has ordered a vehicle from Nelson Auto and delivery time may be up to four months.

911/DES Director Russell reported the DES conference went well. He submitted the recommended Fire Danger Guide Suggestions and Restrictions. Russell suggested the Commissioners keep the current burn ban policy in place. Russell said Attorney General Stenehjem attended the conference and said he plans to encourage the county states attorneys prosecute burn ban offenders to the extent of the law. Russell stated the county may request assistance from the National Guard, free of charge, if an extraordinary fire conditions exist.

Russel submitted a pamphlet distributed by the FBI and Homeland Security that asks citizens to follow the recommendation "See Something, Say Something. Russell explained the agency is asking local people to be aware of anything that may appear suspicious in their neighborhood. Russell said during an Intelligence Briefing at the DES Conference the FBI and Homeland Security are warning that terrorists are recruiting within

the U.S. borders through Twitter and other social media sites. They are targeting females 14 to 16 years of age. A bogus "Welcome Link" is launched by the terrorists as soon as pertinent information, such as birth date, is entered. When the bogus link is clicked a device is downloaded to the phone that monitors social media traffic. The terrorists are looking for kids that appear troubled or unhappy through their social media posts.

Russell said he is updating the courthouse evacuation maps for each office along with procedures to follow in the event of an emergency. He also reported the Corp of Engineers will be in Dickey County on October 17 to look at the sites along County 14. Russell further stated it appears that the James River Valley area of Dickey County will be flood mapped.

Russell explained he is working with FEMA to clear up the discrepancy over grade raises that were not approved by FEMA. FEMA is asking why the county turned down the money for grade raises. Russell said FEMA didn't allow the grade raises and gave the townships a 6 and 3 instead. Russell requested State FEMA to not abandon any sites because the county didn't turn FEMA money down.

Russell informed the commission the City of Ellendale has given the ambulance deed to the county for use as a mobile command station.

Hagen explained the Highway Department is going to advertise for propane bids to cover the heating season from January 1, 2016 to December 31, 2016.

Hagen submitted the two lease proposals from John Deere Equipment for a John Deere 410k backhoe.

Sand motioned to go with the plan with the \$40,000 buy-out figure at the end of 2020. Roll call vote passed unanimously with Hamar yes; Hokana yes; White yes; Sand yes; Chairman Simek yes.

Deputy Auditor Sheppard presented the budget numbers that will be presented at the preliminary budget hearing on September 17 at 6:00 pm. At this point the county hasn't received centrally assessed and until the centrally assessed figures are received the true mill value cannot be determined, so the amount levied may be less than presented at the hearing.

Hokana motioned adjourn at 12:30. White seconded. Motion carried.

Preliminary Budget Hearing September 17, 2015

Chairman Simek called the Preliminary Budget Hearing meeting to order at 6:05 pm. Others present at the meeting was Auditor Kuska, Deputy Auditor Sheppard, Treasurer Gail Veland, Highway Superintendent Jeff Hagen, John Kaiser, LuAnn Kaiser, Bill Schmitz and Nathan Schmitz.

Commissioner Hamar read a letter written by a Dickey County landowner who lives out of state. The landowner stated that tax increases are a hardship for people who live on fixed incomes and non residents don't use the county roads or fire departments. Hamar acknowledged the landowner's concerns and stated emergency services and good roads are necessary for Dickey County residents and are beneficial to the tenants of nonresident land owners.

Bill Schmitz asked why the percentage is so high for one year. The commission explained the county has not had an increase using the zero mill levy calculation for the past 3 budget years.

Mr. Kaiser asked for an estimate of the taxes for the Kaiser farmland. Discussion followed regarding the formula used by ND State University to determine farmland valuations as well as new ND State Legislation that requires all assessors in ND to be Class I assessors, which will eliminate Class II assessors.

Hokana motioned to adjourn at 7:30 pm. Sand seconded. Motion carried.

Special Budget Meeting September 22, 2015

Chairman Simek called the Special Budget Meeting to order at 9:05 AM. Present were Joel Hamar, John Hokana, Gary White, Thor Sand, and Chairman Simek. Charles Russell, Jeff Hagen, and Angela Rall were also in attendance.

The Pledge of Allegiance was recited.

Sheppard informed the Commissioners Twin City Roofing submitted a quote for the courthouse roof repair. Twin City also asked if the load limit on the roof has been reviewed as well as other engineering on the roof. The commissioners feel the load limit for the roof will not be a problem because the old layers of rock and tar will be removed before the new roof is installed. They decided the current budgeted amount of \$85,000 budgeted for roof repair is sufficient.

The commissioners reviewed the new pay scale. A discussion followed concerning leaving the scale as it had been done or if changes should be made. After further discussion, the chart was left as had been completed. The commissioners reviewed each employee to verify what experience had been given them for education and/or work experience. Changes were made on several employees. Hamar made a proposal to give each employee their birthday off as a way to say thank you. The decision was tabled as it did not affect the budget for 2016.

Russell discussed the issue with 911 that occurred because of the Qwest fiber trunk that was cut. LaMoure County has a reverse 911 system to call everyone and give instructions how to contact State Radio. Costs were discussed. Russell felt that he will do more research to find a product that would work for Dickey County. Russell didn't feel it should be part of the 2016 budget at this time.

Sand motioned to adjourn at 12:15 pm. Hokana seconded. Meeting adjourned.

Salaries	120,721.17
Dakota Plains Credit Union	126,000.00
BG Glass, LLC	650.00
California Contractors Supplies	114.60
Chief Supply	22.44
Cole Paper	288.40
Dakota Plains Credit Union	50.00
Dickey County Hiway Dept	197.16
Farmers Union Oil Co	21.50
Kelly Inn - Bismarck	298.80
Kone Inc	1,850.00

Gary Neuharth	250.00
Pierson Ford-Lincoln Inc	629.81
McPherson County	30,000.00
Lyle Signs Inc	17.82
MAC's Inc	159.99
Darwin Brummond	50.00
Economy Oil Co	1,949.31
Southeast Water Users	45.65
Zep Sales & Service	325.89
Neopost USA Inc	763.98
Breana Kiser	314.20
Dakota Plains Credit Union	321.43
Quill Corp	31.38
Montana Dakota Utilities	92.35
Chad's Electric Inc	211.00
Dickey County Hiway Dept	169.10
JR's Repair & Construction	722.00
Price Plumbing	106.00
Dawson Insurance	361.00
Dickey County Hiway Dept	1,526.70
Hope Jury	23.00
Ohnstad Twichell, PC	871.97
Ellendale City Auditor	1,082.61
Kadmas Lee & Jackson Inc	29,329.87
Human Services	4,670.42
Cities, Townships Schools	53,564.80
ND PERS	44,280.52
ND PERS	3,395.28
ND PERS	339.98
ND PERS	140.96
Flex	328.86
Community Volunteer EMS of LaMoure	34.22
Kulm Ambulance Corps Inc.	127.35
Edgeley Ambulance Service	67.94
Ellendale City Auditor	356.68
Oakes City Auditor	331.45
ND State Treasurer	351.63
Garrison Diversion Conservancy District	246.63
James River Soil Conservation	279.77
Ellendale Fire District	583.82
Oakes Fire District	476.97
Dickey County Treasurer	425.85
US Department of Education	227.21
ND PERS	1,271.92
Flex	254.00
ND PERS	212.50
Flex	100.00
Flex	208.33
Flex	125.00
Flex	1,463.40
Human Services	39,409.19
Monica Ptacek	5.51
Harvey or Phyllis Anliker	12.23
Stephanie Matz-Cummins	6.76
A&B Business Inc	1,004.81
Dakota Plains Credit Union	115.61
Dakota Electronics	478.95
Dickey County Leader	478.45
Dickey County Hiway Dept	40.28
Ellendale School Business Mgr	16.00
Matheson Tri-Gas Inc	54.35
Midwest Radar & Equipment	160.00
Radisson Hotel - Bismarck	245.40
Taser International	555.00
Team Laboratory Chemical Corp	1,375.00
Dakota Fluid Power Inc	101.83
Farmland Co-op	1,379.23
Farnams Genuine Parts	510.35
Fastenal Company	48.69
Fullerton City Auditor	20.00
Hardware Hank	21.48
Hwy #1 Fuel & Service Inc	119.11
John Deere Financial	3.63

MAC's Inc	65.70
Matheson Tri-Gas Inc	27.46
Napa Parts Supply, Inc	60.37
Northwest Tire & Auto Service	221.83
Oakes Truck & Trailer	2,291.06
Ottertail Power Company - Fergus Falls	33.95
Thorpe Excavating	1,112.50
True North Steel	2,278.40
True Value - Ellendale	176.09
Waste Management	39.68
Office of Attorney General	215.00
Central Business Systems Inc	783.31
Information Technology Dept (ITD)	512.15
Starion Insurance Agency	262.00
Mertz Const & Supply - Ellendale	25.99
Montana Dakota Utilities	99.37
Roughrider Signs & Designs, Inc	2,990.50
True Value - Ellendale	56.75
Farnams Genuine Parts	106.43
Gempler's	36.90
True Value - Ellendale	153.68
Dickey Rural Networks	235.00
AT&T Mobility	562.14
Ameripride Services, Inc	341.85
Dakota Valley Electric Coop	180.00
Dickey Rural Networks	1,159.37
Farnams Genuine Parts	259.68
Montana Dakota Utilities	1,822.96
True Value - Ellendale	180.65
Cavalier County Sheriff's Dept.	400.00
Knife River Materials	24,093.12
AFLAC	2,781.49
WageWorks	65.00
ND PERS	17,866.84
ND PERS	4,371.94
ND PERS	1,448.13
ND PERS	354.36
ND PERS	1,271.92
ND PERS	212.50
Delta Dental Plan of MN	1,113.60
Ameritas Life Insurance Corp.	399.00
US Department of Education	227.21
North Dakota United	79.34
ND State Tax Commissioner	3,403.70
Flex	100.00
Flex	125.00
Flex	208.33

Respectively Submitted
Dean Simek, Chairman
Beverly Kuska, Auditor