

The Board of County Commissioners met in regular session on Friday, January 17, 2014, at 1 pm.

Chairman Troy Olson opened the meeting and everyone stood for the Pledge of Allegiance.

Chairman Troy Olson took roll call and present were Commissioners Shawn Steffen, Ron Dahl, Dale Pedersen, John Wakefield and Troy Olson. Also present were Tax Director Barbara Anderson, Road Superintendent/911 Coordinator Wayne Oien, KLJ Representative Jennie Krause, Treasurer Connie Eslinger by phone, Zoning Administrator Connie MacKenzie, Recorder/Clerk of Court Kelly Vincent, Extension Agent Jill Haakenson, Social Service Direct Care Specialist III Dawn Swedberg, Griggs County Water Board Member Bob Brooks, Citizens Scott Tranby, Dennis Halvorson, Marcia Beglau, Doug Beglau, Orville Tranby, Todd Edland, Leo Edland, Gene Loge, and Loren Alfson.

Chairman Troy Olson opened the floor for discussion on any changes to the agenda. There was discussion on adding Treasurer Connie Eslinger to attend the meeting by phone during the discussion of combining the Auditor-Treasurers office. Motion by John Wakefield to approve the amendment of adding Treasurer Connie Eslinger by phone during the combining of Auditor-Treasurers Office to the agenda, second by Ron Dahl and called three times with all ayes, no nays and carried. Motion by Shawn Steffen to approve the agenda as amended, second by John Wakefield and called three times with all ayes, no nays and carried.

Chairman Troy Olson opened the floor for discussion on January 10, 2014 minutes. Motion by Ron Dahl to approve the January 10, 2014 minutes as presented, second by Shawn Steffen and called three times, all ayes, no nays and carried. Chairman Troy Olson opened the floor for discussion on January 15, 2014 special meeting minutes. Motion by John Wakefield to approve the January 15, 2014 special meeting minutes as presented, second by Dale Pedersen and called three times with all ayes, no nays and carried.

Chairman Troy Olson opened the floor for discussion on the bills presented. Motion by Shawn Steffen to approve the following bills as presented, second by John Wakefield and called three times with roll call vote: Shawn Steffen-aye, Ron Dahl-aye, Dale Pedersen-aye, John Wakefield-aye, Troy Olson-aye and carried.

17599	Griggs County	21,400.21
17600	Griggs County Courier	80.00
17601	New Century Press	277.92
17602	South Central Adult Services	12,866.00
17603	Town & Country Coop	80.38
17604	Zuercher Technologies LLC	2,700.00

Chairman Troy Olson opened the floor for discussion on Zoning Regulations. Zoning Administrator Connie MacKenzie wanted to know if Cole Neset was coming to meeting; she emailed Cole Neset and he responded by email that he could not make it. David Gaugler needs to be contacted. She is Zoning Administrator, but no longer is secretary for the State's Attorney and she was to do it while she was working in State's Attorney's office; so she currently has no office, no phone or telephone number, no computer, no printer, no supplies; mail address for zoning needs to be changed, time worked needs to be paid, zoning bookwork needs to be separated from the State's Attorney's Office, still has an email address and will be sorting zoning stuff through today. Motion by Ron Dahl that the model Zoning Ordinance for Animal Feeding Operations dated March 2000 from the ND Department of Health be adopted as the sole Zoning Ordinance for Griggs County and that all existing Griggs County Zoning Regulations, Building Permit Applications, Underground Building Permit Applications, Conditional Use Permit Petitions, and Zoning Variance Petitions be eliminated and that the position for Zoning Administrator be eliminated and that the Griggs County Planning Commission be eliminated effective immediately, second by John Wakefield with discussion following. After calling for discussion three times and on roll call vote: John Wakefield-aye, Dale Pederson-aye, Ron Dahl-aye, Shawn

Steffen-aye and Troy Olson-aye and carried. Motion by John Wakefield to keep Connie MacKenzie employed to separate and sort the Zoning records until she feels that the Zoning regulations and the department has come to a point that her services are no longer needed at a rate of \$25 dollars an hour up to 20 hours, second by Ron Dahl with roll call vote: John Wakefield-aye, Dale Pederson-aye, Ron Dahl-aye, Shawn Steffen-aye and Troy Olson-aye and carried. Motion by John Wakefield on amendment to the first motion to authorize Connie MacKenzie to charge \$25 an hour up to a maximum of 20 hours to close up the books for the zoning regulations if she accepts that, second by Ron Dahl with roll call vote: John Wakefield-aye, Dale Pedersen-aye, Ron Dahl-aye, Shawn Steffen-aye and Troy Olson-aye and carried.

Chairman Troy Olson gave the floor to Tax Director Barbara Anderson on Application of Abatement of Taxes and hours for her office. Tax Director Barbara Anderson presented to the Commission an Application for Abatement of Taxes for 2013 on parcel #21-4001-04662-000 in the amount of \$ 1,463.59 which will be reimbursed by Homestead Credit and has been approved by the City of Cooperstown. Motion by Ron Dahl to approve the Application of Abatement of Taxes for 2013 in the amount of \$1,463.59 on parcel #21-4001-04662-000 reimbursed by Homestead Credit, second by Shawn Steffen and called three times on roll call: Shawn Steffen-aye, Ron Dahl-aye, Dale Pedersen-aye, John Wakefield-aye, Troy Olson-aye and carried. There was discussion on hours to be worked by Tax Director Barbara Anderson. There was discussion on what hours Tax Director Barbara Anderson is to work with Monday, Wednesday & Friday mentioned; she let the Commission know that her 2014 revision was a proposed bare minimum option; she explained what she does in her office; there is an exemption by Hannaford that needs to be assessed; the Commission received the 2014 Budget revision; 1200 man hours proposed with a monthly report to assess the situation; walk-in traffic for set hours; webpage to have hours on it; what she has to present to the Commission from her office; continuing education and meetings she attends; her salary went from full time to three fifths; part-time deputy; and the two issues are hours and assessing property by Hannaford. Motion by Ron Dahl to have Tax Director Barbara Anderson work 1200 flexible hours and put hours on door and called three times with lack of second. Motion by John Wakefield to allow Tax Director Barbara Anderson discretionary use of her \$23,000.00 budgeted salary amount as department head to use as she sees fit throughout the year as her performance as Tax Director, second by Shawn Steffen and called three times with roll call vote: Shawn Steffen-aye, Ron Dahl-aye, Dale Pedersen-aye, John Wakefield-aye, Troy Olson-aye and carried. There was discussion on assessing the property by Hannaford and it was decided that the budget could be amended when and if they assess that property with hiring a commercial appraiser.

Chairman Troy Olson gave the floor to Road Superintendent/911 Coordinator Wayne Oien on the proposed road project on county road 3. Road Superintendent/911 Coordinator Wayne Oien talked about overlay projects on county road 3 and also to change some culverts on county road 3 south of Sutton. There was discussion with KLJ Representative Jennie Krause presenting two options on proposed 8 ½ mile Sutton road project with the two options being maintenance overlay of two inches is option one, north three miles would have a three inch overlay with the rest of the miles would be two inch maintenance for the second option. There was discussion on approaches, signs, costs on two options, money budgeted for project, elevator primary user on the three miles, budgeted in FAR Outside Contractor, extra money in highway fund, may need to amend budget to cover cost, when budget was set it was an estimate, two ways to request money from the state with needing to have the money allocated by November of 2014, hydraulic study on culverts that may be replaced before road project, size of culvert to replace old culvert, county could choose size of culvert if they don't use state funds, changing culvert could transfer problem one mile down the road, install culvert in spring would be better, Water Board would like to see the township help in the project and done right, project should be bid by May for good prices, would like to see two plans, Loren Alfson offered for the Water Board to bring in pictures, \$30,000.00 to increase the weight limit on three miles, chips seal bid in March on other project and wait until February to make a decision on the overlay with more information on the project.

Motion by Ron Dahl to take a ten minute recess, second by John Wakefield with all ayes, no nays and carried.

Chairman Troy Olson called the meeting back to order.

Chairman Troy Olson gave the floor to Extension Agent Jill Haakenson. Extension Agent Jill Haakenson wanted to know if money was going back in her 2014 County Agent Budget and it was explained that the money will stay in the County Agent Fund but the 2014 Extension Agent Budget cut was still in place. The Extension Administrative position had been a full-time benefited position. The 2014 budget was approved with this position in place. The Extension Agent budget was cut by \$20,000 leaving roughly \$17,000 for an administrative assistant. The position was cut from a full-time benefited position to a 40% administrative assistant position. She has advertised for a part-time administrative assistant position but not hired anyone at this time as she wanted clarification on the budget. She is required to keep up outreach and education and attend NDSU trainings and workshops to stay licensed and knowledgeable on several topics for her job. These meetings take her out of the Extension Office and she wanted to know with only a part-time assistant what to do about the office being closed during those times she is away. Right now she has a high school student to help out an hour a day. She would like to keep an extra \$4,000.00 in her office budget. This would allow her to hire two employees each at less than half time. Since Extension administers a lot of different programs each person would have different job duties. Neither position would be benefited but this would keep the office better staffed. \$900.00 was offered to put her up to approximately \$20,000.00. She would like \$24,000.00. Commission discussed allowing additional \$2,000.00 until moved into new courthouse. Motion by Ron Dahl to approve adding \$2,000.00 to the 2014 County Agent Budget for administrative help through June of 2014, second by John Wakefield with more discussion on sharing money and positions after the move into the new courthouse and called three times with roll call vote: Shawn Steffen-aye, Ron Dahl-aye, Dale Pedersen-aye, John Wakefield-aye and Troy Olson-aye and carried.

Chairman Troy Olson opened the floor for discussion on State's Attorney proposed 2014 Budget changes. Motion by Shawn Steffen to table the proposed 2014 State's Attorney Budget changes, second by Dale Pedersen and called three times with all ayes, no nays and carried. Chairman Troy Olson opened the floor on discussion for vacation/sick leave payout for former secretary. There was discussion on the sheets presented and if it follows policy. Motion by Ron Dahl to pay the amount below to former secretary for payout of vacation/sick leave, second by Shawn Steffen and called three times with roll call: Shawn Steffen-aye, Ron Dahl-aye, Dale Pedersen-aye, John Wakefield-aye, Troy Olson-aye and carried.

6050

Payroll

2,195.81

Chairman Troy Olson opened the floor on discussion on payroll policy. There was discussion on payroll policy and to check on how other counties do it and make sure that it follows what is allowed by state law. Motion by Ron Dahl to table payroll policy, second by Shawn Steffen and called three times with all ayes, no nays and carried.

Chairman Troy Olson opened the floor on two proposals on doing the county audit. There was discussion on the proposals from Eide Bailly and Brady Martz, larger firms are more expensive, they have more resources, two federal aid projects that require a further look with more expense, if go on a three year plan would cost less, around \$4,000.00 in budget for audit, what would the gain be if spend more than budgeted on audit, would be nice to switch auditors every two or three years, maybe other auditors out there at a lower cost, a pre audit could be covered under original audit from Harold Rotunda, money spent on new courthouse that was above what was budgeted, everything was done to county principals, there was a motion in 2013 to hire Harold Rontunda for the 2013 audit, the Commission will leave Harold Rotunda to do the 2013 audit for Griggs County and let the other two know that their proposals were not accepted.

Chairman Troy Olson opened the floor for discussion on existing courthouse. There was discussion on Michael Burns having done a good job on his architect report, no report on roof, sheet metal or sandblasting on brick, can get a free estimate on sealant on brick of old courthouse and masonry replacement and Tuckpointing, the mold in existing courthouse to review with Badlands and get a proposal from them, questions on zoning on existing courthouse with architect from the new courthouse and the two additions that need to be removed with no funding for this removal and can you get insurance for new courthouse if additions are not removed, does

someone needs to sign off on the removal of the two additions, materials in old courthouse worth something, has anyone talked to Historical Society, Historical Society has no problem with removing the two additions, Historical Society wanted everything to be documented before removal of old courthouse and money had been received from Historical Society to pay for architects on fixing old courthouse. Motion by John Wakefield to table existing courthouse until next meeting, second by Dale Pedersen and called three times with all ayes, no nays and carried.

Chairman Troy Olson opened the floor for discussion on combining the Auditor and Treasurer's Offices with Treasurer Connie Eslinger attending the meeting by phone. There was discussion that the last resolution proposal was ready to publish if alright with State's Attorney Jayme Tenneson. There was discussion on a public hearing and there does not have to be one but there has to be some public dissemination, publish in paper, mailing, available in auditor or treasurer's office and have a public meeting during a commission meeting. Publish resolution in the paper on January 24 & 31, 2014 and have a night public hearing during a commission meeting at 7 pm on February 7, 2014 to address combining the Auditor and Treasurer's Office. If someone wishes to do a petition against combining the two offices they have until the plan is acted upon. Once plan adopted the office will be combined for election. There should be a financial consideration for combining the two offices, the road secretary will have to be moved, Title VI should be in consideration and Bob Brooks wanted to know if Connie Eslinger wants to so books for Water Board. Motion by Ron Dahl to adopt the preliminary resolution on combining the Auditor & Treasurer's office, publish resolution on January 24 & 31, 2014 and have a public meeting on February 7<sup>th</sup>, 2014 at 7 pm in the Griggs County Courtroom, second by Shawn Steffen and called three times with roll call vote: John Wakefield-aye, Dale Pedersen-aye, Ron Dahl-aye, Shawn Steffen-aye, Troy Olson-aye and carried. Treasurer Connie Eslinger left the meeting.

Motion by Shawn Steffen to adjourn meeting at 4:05 pm and meet again in regular session on Fridays, January 24 & 31, 2014 at 1 pm, second by Dale Pedersen and called three times with all ayes, no nays and carried.

ATTEST: Cynthia M. Anton  
Auditor

Troy Olson  
Chairman