

**RICHLAND COUNTY BOARD OF COMMISSIONERS
NOVEMBER 7, 2017**

The Richland County Board of Commissioners met on November 7, 2017 at the Richland County Courthouse with Commissioners Sid Berg, Nathan Berseth, Tim Campbell, Rollie Ehlert and Dan Thompson. Others in attendance were Administration Personnel Bailey and DeVal; State's Attorney McBeth; and a Daily News Reporter.

A motion was made by Ehlert to approve the minutes of Meetings October 3 and October 17, 2017; motion seconded by Thompson. Vote was unanimous.

TREASURER'S REPORT

A motion was made by Berg to approve the Treasurer's Report as presented; motion seconded by Campbell. Vote was unanimous.

Hage distributed an updated listing of Tax Sale Properties. The Tax Sale is scheduled for November 20 at 10:00 A.M.

MISC/CORRESPONDENCE

- Correspondence from NDACo re- opioid-based products litigation
- Notice from ND Water Users Assn for ND Water Convention December 6-7

A motion was made by Ehlert to approve the payment of bills; motion seconded by Campbell. Vote was unanimous.

COMMITTEE REPORTS

- A) Social Services - Rollie Ehlert will continue to serve on the SE Human Service Center Advisory Board.
- B) Buildings & Grounds - Ehlert and Thompson toured the LEC and were concerned that the public entry area of the LEC has no one there to direct people to offices if they need assistance. Ehlert suggested that the Portfolio Commissioners for the Sheriff Dept look into this, to see if someone could be positioned in the front office area to help direct people to offices.
- C) Public Health - Ehlert reported some inconsistencies by Cass County with the enforcement and requirements for On-Site Sewage Treatment Systems.

D) Job Development Board - The next JDA meeting is scheduled for November 22. Berseth reported a MOU was signed by Wahpeton last night and will be provided to the State's Attorney Office today. The Agreement is for the creation of the Southern Valley Economic Development Authority. Berseth and Ehlert will meet with Bailey to discuss how to set up the funding.

E) Weed Board - No Report.

F) Soils Committee - No Report.

G) Park Board - No Report.

HIGHWAY DEPARTMENT

Highway Personnel in attendance were Jesse Sedler, Lowell Bladow, Ron Hohenstern and Moriah Herding.

Bridge 123-24.3 - The bridge is open with a few erosion control items remaining; there will be no seeding this year. The final inspection with Interstate Engineering, NDDOT and Richland County is scheduled for 11:00 A.M. on November 9.

Bridge 123-09 - If funding is available may consider replacing this bridge; the project is dependent on federal funding.

Highway Safety Improvement Program (HSIP) - Has a 90/10 local match; looking at County-wide striping, guardrail on CR3 and rumble strips on CH10 and CH87. Working on an estimate and possibly joining up with Sargent County to reduce construction costs.

Other Department Matters -

- Heitkamp Construction has finished the roof; waiting for replacement of walk-in door

- Will plan a Road Tour after the meeting on November 21

- Crews began Winter Hours November 6 (7:00 A.M. - 3:30 P.M.)

- WalMart Road - the City plans to mill and overlay next year; we may need to do some work at the intersection on the West side of the tracks and participate in the cost of a concrete pad on the RR tracks (the concrete pad would be a 90/10 split with the Railroad, with the County responsible for 5% and the City 5%)

- A response was received to the request for turning lanes on Highway 13 by Minn-Kota Ag Products. The County cannot apply - the request has to come from Minn-Kota Ag.
- Herding explained that the de-obligation funds for Elma Twsp PW's were paid from the FEMA account prior to the Commission decision to pay the de-obligations out of the general fund. A motion was made by Thompson to handle the Elma Twsp de-obligation like the other de-obligations were handled and to transfer funds from the general fund to the FEMA fund for the Elma de-obligation; motion seconded by Ehlert. Vote was unanimous.

JANET GAGELIN and CYNDY KOLLE - CEMETERY UPDATE

Gagelin gave an update on the Riverside Cemetery - it was registered in 1931 for the first, last, and only year. There is no cemetery board or sexton. There are many unmarked graves and it costs approximately \$525 to probe.

Kolle reported that Vital Records is responsible for registering cemeteries, but all other responsibilities concerning a cemetery are a County function; since there is no sexton it would be up to the County Commissioners to make decisions about the Cemetery.

Kolle requested the Commission determine -

- if the Cemetery should be Active or Inactive
- if active, should the County charge a fee for the lots
- should family members be grand-fathered in
- who should represent the Commission for responsibilities concerning the cemetery

Following discussion a motion was made by Berg that the office of County Recorder be the sexton for the Riverside Cemetery and costs will be \$375 a lot plus any other additional charges (such as probing) incurred in preparing the burial site; motion seconded by Campbell. Vote was unanimous.

COMMITTEE REPORTS continued

H) Administration Report - Mechelle Olsen distributed a draft job description and examples from other Counties for the Auditors position. A motion was made by Ehlert to advertise the Vacancy immediately; motion seconded by Campbell. Vote was unanimous. The closing date will be November 27 and all five Commissioners will be involved in the interview.

Bailey reported the Human Resource Position was submitted to Triad HR Consulting for evaluation. It is currently at a Grade 14, Step 6. The response from Triad was to change the position to a Grade 18. The Board discussed having a full review of all positions and directed Olsen to send out a RFP for a Vendor. Following discussion a motion was made by Ehlert to change the HR position to a Grade 16, Step 6; motion seconded by Berseth. Voting NO were Campbell and Thompson. The remainder voted Yes and the motion carried.

Being there was no further business, the meeting adjourned at 10:00 A.M.

Reports Filed: Tax & Property Dept - Revenue Voucher for September 1-30, 2017; and Sheriff's Department - Revenue & Expenses for September, 2017.

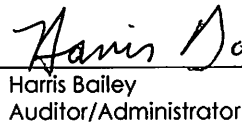
ATTEST: *Harris Bailey*
Harris Bailey
Auditor/Administrator

 CHAIRPERSON
Nathan A. Berseth
Board of Richland County Commissioners

The following claims were approved for October 2017.

PAYROLL (inclusive)	
General	229,668.23
County Highway	74,546.71
Social Services	96,120.28
911 Communications	45,844.37
Drug Court	3,299.50
County Agent	4,888.22
Veterans Service	3,943.34
Weed Officer	2,064.00
Public Health Fund	77,943.50
JDA	405.00
SEMCA	9,722.70
PAYROLL TOTAL	548,445.85
EXPENSES: ** Refer to resolution records	
County General	292,384.97
County Highway	165,995.45
Road & Bridge Equip	25,977.17
15 Mill Road Fund	11,987.32
Social Service	75,763.21
911 Communications	62,760.76
911 Wireless	1,152.48
NDRIN	479.16
Drug Court	5,230.74
County Agent	26,479.84
Veterans Service	1,754.50
Weed Control Levy	73,727.21
Public Health	39,707.42
State Medical Levy	591.88
FEMA Dis Reimb	5,651.17
Garrison Div	591.88
Domestic Violence	350.00
Jail Concession	1,231.71
Sobriety Test Fund	2,471.00
SEMCA	2,041.52
JDA	27.52
ND Inc Tax W/H	12,368.64
Sr Citizens Fund	591.88
Historical Society	147.98
County Agent Special	6.99
Soil Conservation	591.88
Water Mngt Levy	2,367.78
Joint Water Resource	1,183.88
Est Real Estate Tax	216.90
EXPENSE TOTAL	813,832.84
TOTAL PAYROLL & EXPENSES	1,362,278.69

ATTEST:


Harris Bailey
Auditor/Administrator


Nathan A. Berseth
CHAIRPERSON
Board of Richland County Commissioners