

PROCEEDINGS OF THE FOSTER COUNTY BOARD OF COMMISSIONERS

January 16th, 2024

At 3:30pm, Chairman Utke called the Foster County Commission meeting to order. Roll call included Commissioner Scott Beumer, Commissioner Becky Hagel, Commissioner David Utke, Commissioner Pat Copenhaver, and Commissioner Alan Scanson. Also present was Auditor/Treasurer Ellen Roundy, Road Superintendent Nate Monson, Central Prairie Zone employees Julie St. Germaine, Shayla Diede and Kim Goettle, and Foster County Independent reporter Leasa Lura.

The meeting began with approval of the minutes for the January 2nd, 2024, regular meeting and January 5th, 2024, special meeting. Commissioner Beumer motioned to approve the minutes, seconded by Commissioner Copenhaver. All voted aye and the motion passed.

Auditor/Treasurer Roundy presented a lost check affidavit to Kyle Schroeder for \$41.40 to be approved with the bills. Commissioner Scanson motioned to approve the bills including the lost check affidavit seconded by Commissioner Copenhaver. All voted aye and the motion passed.

36580	AMAZON CAPITAL SERVICES, INC.	284.61
36581	ARROWWOOD PRAIRIE CO-OP	334.92
36582	BESSETTE MOTORS, INC.	248.70
36583	BRISS OIL COMPANY	499.10
36584	C & J OIL COMPANY	5,648.77
36585	CITY OF GLENFIELD	360.00
36586	DAKOTA BUSINESS SOLUTIONS EAST	235.99
36587	EMBLEM ENTERPRISES, INC.	84.61
36588	FARM & HOME PUBLISHERS, LTD.	270.00
36589	FOSTER COUNTY INDEPENDENT	1,112.45
36590	FOSTER COUNTY TREASURER	180.42
36591	GILBERTSON'S	1,679.33
36592	INFORMATION TECHNOLOGY DEPT.	953.40
36593	JUSTIN JOHNSON	128.46
36594	KARPEL SOLUTIONS	2,250.00
36595	NAPA AUTO PARTS	424.55
36596	ND ASSOCIATION OF COUNTIES	3,789.00
36597	ND ASSOCIATION OF COUNTY ENGINEERS	275.00
36598	ND COUNTY AUDITOR'S ASSOCIATION	200.00
36599	ND COUNTY TREASURER'S ASSOCIATION	200.00
36600	NDSU EXTENSION SERVICE.	11,593.67
36601	ODP BUSINESS SOLUTIONS, LLC	204.18
36602	OK TIRE STORE	72.00
36603	PATRIOT FUELS	33.63
36604	PHARMCHEM INC	63.90
36605	QUADIENT FINANCE	1,036.41
36606	RANDY'S ELECTRIC	613.39
36607	RUNNING'S SUPPLY, INC.	198.70
36608	SIDWELL COMPANY	1,880.00
36609	SOFTWARE INNOVATIONS	9,900.00
36610	STUTSMAN CO. CORRECTION CENTER	268.00
36611	STUTSMAN CO. CORRECTION CENTER	2,325.00
36612	STUTSMAN COUNTY NARCOTICS TASK FORCE	5,000.00
36613	VANGUARD APPRAISALS, INC.	7,439.50
36614	KYLE SCHROEDER	41.40

Commissioner Copenhaver requested to add courthouse questions under the building project update. Commissioner Copenhaver motioned to approve the agenda with the addition, seconded by Commissioner Scanson. All voted aye and the motion passed.

Old Business

No old business to report.

New Business

Nate Monson, Road Superintendent, provided the BOCC with an update from the Road Department. No major maintenance of equipment has been done. There has been two and half inches of snow so far in the month of January. Blowing snow and cold temperatures have impacted the area as well.

Auditor/Treasurer Ellen Roundy presented a yearly contract with Software innovations to be approved along with the invoice for \$9,900, which was comparable to last year. Commissioner Scanson motioned to sign the contract and approve the invoice seconded by Commissioner Copenhaver. Roll call vote included.

- Commissioner Beumer – aye

- Commissioner Hagel – aye
- Commissioner Utke – aye
- Commissioner Copenhaver – aye
- Commissioner Scanson – aye

motion passed. Roundy also provided the parameters of the Garrison Diversion grant for the BOCC to consider. While reviewing the policy, Roundy noted that employee meal reimbursement when traveling needed to be updated. According to the North Dakota Office of Management and Budget 217 and IRS publication 463 travel, entertainment, gift, and car expenses, meals are not taxable if it is necessary to stop for substantial sleep or rest to properly perform one's work duties while traveling away from home on business. Therefore, if there is not an overnight stay, any meals paid for or reimbursed to an employee are taxable and will be reported on the employee's W-2 as gross pay. Commissioner Hagel motioned to approve the addition to the policy manual and send a memo out to employees, seconded by Commissioner Scanson. All voted aye and the motion passed. Roundy presented the resignation of the deputy Clerk of Court. Commissioner Copenhaver motioned to accept the resignation, open, and advertise for the position, seconded by Commissioner Hagel. Commissioner Beumer asked if any current part-time employees would be interested in picking up the additional hours. Roundy will verify with existing part-time employees. All voted aye and the motion passed. Lastly, Roundy had a few IT items that needed to be replaced. The battery for the server needs to be replaced, the cost for that is \$225.99 and a switch port on a camera needs to be replaced for \$799.99. Computer Express can order and install the items. Commissioner Beumer motioned to approve the purchase and replacement of IT items, seconded by Commissioner Hagel. Roll call vote included:

- Commissioner Beumer – aye
- Commissioner Hagel – aye
- Commissioner Utke – aye
- Commissioner Copenhaver – aye
- Commissioner Scanson – aye

motion passed.

The BOCC moved to commissioner discussion while waiting for attendees on the next agenda item. Discussion was had on how to contact the various board appointments for the county. Commissioner Scanson recommended sending a letter asking if they are willing to remain on the board and then the BOCC can appoint all at one time. Roundy stated she could handle that and will get letters sent out. Discussion was had on the road mills expiring at the end of the year. Ten mills are being levied under Farm to Market that will expire in 2025. The BOCC can levy ten mills without a vote in the road and bridge levy, but to go beyond ten they will have to have a question on the ballot. The BOCC will review information provided from other counties on levy amounts and decide how to proceed by the end of February so they can start to inform the public and prepare the question. There is nothing new to report on the lots by Juanita Lake. Roundy did state she is working on the lots in the city of Juanita and will get it to the paper and on the website with the sale being held on February 20th, 2024, at 3:00 PM. Commissioner Utke noted that both legal teams are reviewing the ambulance building agreement. Commissioner Utke will attend the SORN 20/20 meeting next month. Commissioner Beumer has a BOH meeting he will attend on January 17th. Commissioner Hagel stated that Central Prairie Zone Director, Julie St. Germaine has resigned and accepted another position closer to her family. There was nothing new to report on the reoccurring calendar. Foster County will host the next six-county meeting March 12th, 2024, at 10:00 AM with location to be determined.

Chris Thomas, EAPC, joined the meeting via teams. Commissioner Utke provided a phased drawing of the project. Thomas had sent over the contract and the county will have their State's Attorney review. Thomas updated the BOCC on the timeline and having pre-construction meetings prior to Commissioner Meetings. Central Prairie Zone Director, Julie St. Germaine, had questions regarding the relocation of her staff during the renovation. Commissioner Utke plans to contact Dakota Central regarding adding a phone and internet line in a vacant office for relocated employees. Commissioner Beumer motioned to allow the Chairman authority to enter into an agreement with offsite storage if the need arises for \$400/month, seconded by Commissioner Scanson. Roll call vote included:

- Commissioner Beumer – aye
- Commissioner Hagel – abstained
- Commissioner Utke – aye
- Commissioner Copenhaver – aye
- Commissioner Scanson – aye

motion passed. Commissioner Copenhaver asked about the relocation of the elevator equipment. Commissioner Utke stated that with the basement renovation there will be room made for the equipment to be moved from the Sheriff's house to the courthouse, but the actual moving of the equipment will be a project for down the road.

Justin Johnson, Sheriff, approached the BOCC regarding the resignation of current Sergeant Nathan Kruse. Sheriff Johnson would like to do what he can to keep Kruse in the office. Discussion was had on increasing wages. Commissioner Copenhaver motioned to offer Kruse Grade 16, Step 9 \$36.51/hour equivalent to \$75,940.80 annually to stay with the department, seconded by Commissioner Beumer. Roll call vote included:

- Commissioner Beumer – aye
- Commissioner Hagel – aye
- Commissioner Utke – aye
- Commissioner Copenhaver – aye
- Commissioner Scanson – aye

motion passed. Sheriff Johnson also asked about increasing the part-time wages to entice individuals from surrounding communities to help out when needed. Discussion was had on where to place the part-time position on the scale. Commissioner Beumer motioned to have the part time wages increase from \$30.00 per hour to \$44.60 per hour, seconded by Commissioner Copenhaver. Roll call vote included:

- Commissioner Beumer – aye
- Commissioner Hagel – aye

- Commissioner Utke – aye
- Commissioner Copenhaver – aye
- Commissioner Scanson – aye

motion passed.

With no further business, Chairman Utke adjourned the meeting at 5:46 pm.

Ellen Roundy
Foster County Auditor/Treasurer

David Utke, Chairman
Board of County Commissioners