

**REGULAR MEETING, BOARD OF COUNTY COMMISSIONERS  
ROLETTE COUNTY**

The board convened at 9:00 A.M on January 5, 2021 with members Craig Poitra, Henry LaRocque, Allen Schlenvogt and Archie Metcalfe present. Chairman Eldon Moors presiding. Also present was Zack Poitra, Brian Grosinger, State's Attorney, Kandace Desjarlais, Treasurer, Nathan Gustafson, Sheriff, Sarah Bruce, Recorder, and John Rosinski, Turtle Mountain Star.

The board review department over-expenditures for the 2020 Budgets. Kandace Desjarlais, Treasurer discussed several line items that were overspent in her budget due to work from home, and estimated tax notices, delinquent notices and tax statements. Nathan Gustafson, Sheriff reviewed the over-expenditures within his budget also. Diane, VSO gave a report of the VSO expenditures and activities. The board continued to review the remaining 2020 budgets, including over-expenditures.

Sheriff Gustafson then discussed several items within his department with the board. Motion by Schlenvogt, seconded by LaRocque to retain Sheriff's Deputy Andrew Saari, who was working the Dunseith Contract which ended on December 31<sup>st</sup>, and add the line item expenditure to the Sheriff's budget for 2021. On roll call vote, all members voted "AYE". Motion carried unanimously.

Sheriff Gustafson and Mitch Slater, Chief Deputy then discussed purchasing Open Fox, Mobile Terminal License for deputies' vehicles, which would allow them to check license plates, warrants, Drivers License, etc. while on the road. This is typically done by 911/Dispatch, but would speed up traffic stops, especially when dispatch is busy. This software would be installed on the laptops in the vehicles, at a cost of \$450/laptop and then would have fees of \$400/month for service. Motion by Poitra, seconded by LaRocque to approve purchase of Open Fox software for 4 laptops, and related service to operate, at an initial cost of \$1800 and thereafter \$400/month. On roll call vote, all members voted "AYE". Motion carried unanimously.

Wendy Belgarde, Tax Director met with the board regarding applications for abatement of taxes. After review, motion by Schlenvogt, seconded by Metcalfe to approve applications for Homestead Credit for Donald Hosmer, Jerry Overby, Wanda Halone, Louella Herman and Alyce Lunde; for Henry LaRocque, Raymond Ostreim, Tara Jollie, George Gottbreht for residential structures removed, David LaRocque for duplicate parcel and Aaron Disrud for Farm Residence Exemption. On roll call vote, all members voted "AYE". Motion carried unanimously.

Motion by LaRocque, seconded by Schlenvogt to approve minutes from December, 2020. Discussion on contents of the minutes. On roll call vote, all members voted "AYE". Motion carried unanimously.

The board then discussed the conflict of interest that exists with Archie Metcalfe, Road Employee and County Commissioner. The board reviewed a Chain of Command diagram from Brian Grosinger, State's Attorney which would pertain to the Commissioners, Road Supervisors and road employees. Also discussed was duties of Road Supervisor to make sure that Employee Metcalfe follows directives, and policies and procedures and Supervisor Moors will delegate work and disciplinary actions followed if there are problems. Motion by Poitra, seconded by Schlenvogt to accept the Chain of Command diagram, which will be followed by road employees and road supervisors and that Employee Policy and Procedures be followed. On roll call vote, all members voted "AYE". Motion carried unanimously.

Motion by Poitra, seconded by Schlenvogt to approve amended Rolette County Road Policies, with the addition of Chain of Command for Road Department, which will be followed by all road department employees, Road Department Supervisors, and County Commissioners supervising designated shops, and also follow the Rolette County Non-Social Services Employee Handbook and all policies therein and also the Saturated Road Policy as on file. On roll call vote, all members voted "AYE". Motion carried unanimously.

The board then reviewed the board policies, motion by Schlenvogt, seconded by Poitra to adopt the following policies:

That payment of any obligation will not be made unless the bill or voucher has been signed by the person who ordered it;

That county official or supervisor must present a written request to the board prior to overspending a line item within their budget. The request must further state, if the request is approved by the board, which line item in their budget they would request it be transferred from to cover the overspent line item;

That a purchase order and approval must be received from the county board by every department official or employee prior to purchasing or repairing equipment and furniture which exceeds a total cost of \$1000.00;

That any overtime hours submitted to the auditor for payment must be documented and presented to the board of county commissioners for their review.

That the County Auditor issue salary payroll checks three (3) working days before the end of each month except for the month of December which said payroll checks will be issued on December 20, 2021 and that all employees must file with the county auditor on a monthly basis, a time record and the days and hours taken for vacation and sick leave prior to the middle of each month on forms prescribed by the county auditor;

That the Holidays for 2021 as on file in the Auditor's Office be approved,

And that the following banks be designated as official depositories of county funds and the Pledge of Securities presented from the area banks be approved as follows: Dacotah Bank, \$2,000,000; Rolette State Bank, \$1,200,000, Starion Bank, \$750,000 and Turtle Mountain State Bank, \$400,000.

On roll call vote, Commissioners Schlenvogt, Poitra, LaRocque and Moors voted "AYE". Commissioner Metcalfe abstained due to conflict of interest. Motion carried.

Motion by Schlenvogt, seconded by LaRocque to approve jail payment in the amount of \$168,950 to Zion's Bank by January 25, 2021. On roll call vote, all members voted "AYE". Motion carried unanimously.

Motion by Metcalfe, seconded by LaRocque to approve raffle permit for the North American Game Warden Museum. On roll call vote, all members voted "AYE". Motion carried unanimously.

After further review of the 2020 Budget over-expenditures, and requests for amendments for over-expended line items. Motion by Poitra, seconded by LaRocque to approve department requests for over-expenditures for the 2020 Budget year, fund to fund transfers as on file and 2020 amendments as follows:

GENERAL FUND:

Total Expenditures – amended to 3,094,000- underestimated expenditures

DISTRICT ROAD:

Total Expenditures – amended to 329,500 - underestimated expenditures

HIGHWAY TAX:

Total Expenditures – amended to 1,284,000 - underestimated expenditures

LAW ENFORCEMENT GRANTS:

Total Expenditures – amended to 101,500 - underestimated expenditures

ST JOHN CONTRACT POLICING:

Total Expenditures – amended to 89,000 - underestimated expenditures

MISCELLANEOUS:

Total Expenditures – amended to 59,000- underestimated expenditures

CDBG GRANT:

Total Expenditures – amended to 100,000 - underestimated expenditures

On roll call vote, all commissioners voted “AYE”. Motion carried unanimously

The board then discussed updates from various committees. Barb Frydenlund, Public Health Administrator also provided updates on activities, with vaccinations, Covid testing, Mobile Unit they are acquiring, and moving to the new Office space. Discussion on Housing Authority report, Mountain Lakes Human Service Zone Board, and Jail Committee. No action taken.

On motion and unanimously approved, the following reports and statement of fees were received and filed: Sheriff, \$34,645.21; Recorder \$3,267.50, Recorder Preservation Fees, \$348; and Treasurer’s Total Collections, \$594,384.64 and Auditor’s Total Payments, \$633,051.76.

On motion by LaRocque, seconded by Poitra and unanimously approved, and the following county bills be allowed and ordered paid:

CHECK	NAME	AMOUNT
700793	QUADIENT LEASING USA INC	660.00
700794	QUADIENT FINANCE	2,250.00
700795	NDPHIT	22,359.01
700796	COMMERCIAL CARD SOLUTIONS	13,012.03
700797	JOB SERVICE NORTH DAKOTA	3,839.03
700798	MARCO TECHNOLOGIES LLC	8,548.81
700802	ND PUBLIC EMPLOYEES RETIREMENT	24,568.43
52788	AFLAC	1,285.97
52789	AUTO VALUE PARTS STORES	477.97
52790	BOB BARKER COMPANY INC	696.38
52791	CENEX FLEETCARD	164.20
52792	BROCK CHARETTE	60.00
52793	KEITH CHURCH	25.00
52794	CITY OF ST JOHN	4,571.27
52795	CITY OF DUNSEITH	29,939.20
52796	COLE PAPERS INC	577.38
52797	DAKOTA FIRE EXTINGUISHERS	129.92
52798	DALES CASH SUPPLY	

		2,121.09
52799	DALES CASH SUPPLY	265.46
52800	DAVIS TRUCK AND CAR WASH	764.49
52801	DAKOTA BUSINESS SOLUTIONS	262.99
52802	DELL MARKETING LP	2,073.17
52803	DEPARTMENT OF TRANSPORTATION	96,742.06
52804	DOUG AND MARYS JACK AND JILL	6.65
52805	DSM INC	310.50
52806	GOVERNSOFT	13,317.00
52807	GREATWEST LIFE AND ANNUITY	100.00
52808	GUARDIAN FLEET SAFETY	4,022.45
52809	J AND F TOWING	450.00
52810	J AND M SERVICE STATION	82.06
52811	LAKE REGION LAW	5,280.00
52812	MARCO INC	1,832.92
52813	TOM MCCLLOUD	1,850.00
52814	MEDICO LIFE HEALTH INSURANCE	388.75
52815	MIDCONTINENT COMMUNICATIONS	5.00
52816	MTC LUMBER AND HARDWARE	36.00
52817	MUNRO ACE HARDWARE	174.54
52818	ND COUNTY	1,650.00
52819	NDACO RESOURCES GROUP	17,780.10
52820	ND DEPT OF CORRECTIONS	713.88
52821	NORTH DAKOTA TELEPHONE CO	514.18
52822	NORTH CENTRAL ELECTRIC COOP	112.00
52823	OFFICE DEPOT	229.93
52824	OTTERTAIL POWER COMPANY	1,038.86
52825	POMPS TIRE SERVICE INC	780.07
52826	POWERPLAN OIB	158.89
52827	PRESENTATION MEDICAL CENTER	1,432.00
52828	PRIDE DAIRY	289.08
52829	REDWOOD TOXICOLOGY	56.66
52830	ARNIE ROSECRANS	238.00
52831	THE SIDWELL COMPANY	5,556.60
52832	SOLTIS SPORTSWEAR	149.05
52833	THE COMPUTER STORE	202.25
52834	THOMSON REUTER WEST	188.43
52835	TOWN AND COUNTRY TESORO	28.00
52836	TM STAR	489.29
52837	TM COMMUNICATIONS	

		2,769.46
52838	VERIZON WIRELESS	196.05
52839	VERIZON	152.11
52841	WILKIES SHEET METAL	85.00
52843	ZIONS BANK	168,949.98
52844	BUTLER MACHINERY COMPANY	250.90
52845	CITY OF ROLLA	351.40
52846	CITY OF ROLLA	958.17
52847	CITY OF ST JOHN	97.00
52848	DUNSEITH HARDWARE	3.49
52849	GOOSENECK IMPLEMENT	127.42
52850	GUSTAFSON OIL COMPANY	155.48
52851	HAAS TIRE	1,594.00
52852	INFORMATION TECHNOLOGY DEPT	1,550.00
52853	J AND M SERVICE STATION	34.77
52854	LAKE REGION LAW ENFORCEMENT	6,975.88
52855	LEGACY COOPERATIVE	506.55
52856	LEGACY COOPERATIVE	483.58
52857	LANGUAGE LINE SERVICES	60.00
52858	MIDCONTINENT COMMUNICATIONS	70.28
52860	ND COUNTY AUDITORS ASSOCIATION	125.00
52861	ND ASSOCIATION OF COUNTIES	18.00
52862	NDACO RESOURCES GROUP	130.00
52863	NDSU EXTENSION	11,286.99
52864	ND STATE RADIO COMMUNICATIONS	360.00
52865	ND SHERIFFS AND	500.00
52866	NORTH DAKOTA TELEPHONE CO	258.12
52867	NORTHERN PLAINS ELECTRIC COOP	742.00
52868	OTTERTAIL POWER COMPANY	3,006.09
52869	OTTMAR AND OTTMAR	18.00
52870	PRIDE DAIRY	409.00
52871	ROLETTE COUNTY TREASURER	1,066.09
52872	SYSCO NORTH DAKOTA	6,910.62
52873	TURTLE MTN PUBLIC	20.50
52874	TRI CARE HOME HEALTH	700.00
52875	TUOMALA PLUMBING AND HEATING	81.61
52876	TM COMMUNICATIONS	410.37
52877	VANGUARD APPRAISALS INC.	4,725.00
52878	WESTSIDE SERVICE CSTORE	108.81

52879	MUNRO ACE HARDWARE	4.18
52881	ND ASSOCIATION OF COUNTIES	898.89
	ROAD DEPARTMENT DEC PAYROLL	32,000.09
	GEN, L-ENF DEC PAYROLL	160,433.12
	TOAL PAYMENTS	684,441.00

On motion and unanimously approved, the board then adjourned to January 19, 2021.

January 19, 2021

The board convened at 9:00 A.M., January 19, 2021 members LaRocque, Poitra, Schlenvogt and Metcalfe present. Member Moors presiding. Also present was Kim Nadeau, Sheriff's Office Deputy, Mike Stewart, Emergency Manager, and Robin Longie.

Nathan Gustafson, Sheriff met with the board with several issues within his department. Motion Metcalfe, seconded by Schlenvogt to pay Mitch Slater for approximately 5 hours working as 911 Disptach. On roll call vote, all members voted "AYE". Motion carried unanimously. Nathan then informed the board that he terminated Titus Whitebody as Jail Administrator, effective January 11, 2021. Discussion on reasons for termination, such as unpaid bills, payroll discrepancies, etc. along with how to proceed. Discussed options, such as paying Kim, Mitch and Nathan additional to complete duties, hire an additional deputy to assist or hire a new Jail Administrator. After the board discussed at length how to proceed, the issue was deferred to the Jail Committee to come back with a recommendation to the board.

Josh Lorenz, Mikkelson Aggregates met with the board. He has purchased Gattke Excavating and Trucking and will provide the same services for Rolette County as Brian Gattke. Discussion on graveling and gravel pits. No action was taken by the board at this time.

Sarah Bruce, Recorder, Kim Nadeau, Sheriff Office Deputy and Wendy Belgarde, Tax Director met with the board to discuss Longevity Pay Policy for employees and interpretation and payment, and the fact that current payment is extremely low for employees working more than 6 years. After further discussion, motion by Poitra, seconded by LaRocque to amend the Longevity pay policy to provide increase in monthly salary after completed years of service:

Yrs of Service	Per Mo Inc	Increase over Base
<b>0-3</b>	<b>\$0</b>	<b>\$0</b>
<b>4-5</b>	<b>\$20</b>	<b>\$20</b>
<b>6-10</b>	<b>\$60</b>	<b>\$80</b>
<b>11-15</b>	<b>\$120</b>	<b>\$200</b>
<b>16-20</b>	<b>\$200</b>	<b>\$400</b>
<b>21+</b>	<b>\$300</b>	<b>\$700</b>

The motion also included for a further review of salaries and benefits by June. Commissioner Metcalfe refrained from voting due to Conflict of Interest. On roll call vote, Member Poitra, LaRocque, Schlenvogt and Moors voted "AYE". Motion carried unanimously.

Wendy Belgarde Tax Director met with the board to review applications for abatement to taxes. Motion by LaRocque, seconded by Metcalfe to approve applications for abatement as presented for approval of Homestead Credit for 2020 tax year on Beverly Anderson parcel# 7002; for 2019 for Gale Harms on parcel #27125; for 2019 and 2020 tax year for Louella Herman, on Parcel #26006-125 and #26099-210; and for Farm Residence Exemption for Twila and Martin Peterson

for 2020 Tax Year. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

Motion by LaRocque, seconded by Metcalfe to approve resignation of Danny Richard from Planning Commission and appointment of Bill Biberdorf, and approve Building Inspector for Zone 4 resignation of Dennis Danielson and appoint of Steven Grenier. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

The board then discussed request from Northland Health for office in the current Public Health building after Public Health moves to the Rolla Clinic Building, at sometime after February 28, 2021. Discussion on the timeline when it would be available and also possible uses of the building, and old jail structure for possible offices for Social Services. It was decided that timeline was not set yet on when the building would be available. No action was taken,

The board then reviewed the 2020 Year End Report.

Motion by Poitra, seconded by LaRocque and unanimously approved, the board adjourned until February 2, 2021.

Eldon R. Moors, Sr.  
Chairman, Board of County Commissioners  
Rolette County, North Dakota

ATTEST

Valerie McCloud  
Rolette County Auditor