

GRAND FORKS COUNTY COMMISSION MEETING

February 4, 2003 – 4:00 P.M.

The Board met pursuant to adjournment with Commissioners Murphy, Malm, Wood and Triplett present. Commissioner Kvasager absent.

Moved by Murphy, seconded by Triplett, to approve the minutes of the January 21, 2003 meeting. Motion carried.

Moved by Triplett, seconded by Murphy, to approve the order of agenda with the addition of item 11d budget amendments. Motion carried.

Moved by Triplett, seconded by Wood, to approve the consent agenda. Items in the consent agenda included bills as submitted by the County Auditor, Check #17101 thru Check #17254 in the amount of \$582,617.10 and payroll in the amount of 466,058.37, approval of overtime and employee status changes. Motion carried.

Peter Welte, States Attorney, addressed the board with information on a resolution on mowing weeds within the county. Board instructed Mr. Welte to redraft resolution and bring it to the next board meeting.

Dean Dahl, Information Services Director, addressed the board and requested the purchase of 10 PC's. Moved by Wood, seconded by Murphy, to allow the purchase of 10 PC's. Motion carried.

Richard Onsted, Highway Department Superintended, address the board with bids for highway supplies. Mr. Onsted recommended accepting the following low bids:

- 1) Dragline Excavation – United Crane & Excavation Inc., Grand Forks, ND
- 2) Gravel – Gabriel Construction, Northwood, ND
- 3) Class 43 Aggregate – Bradshaw Gravel Supply, Grand Forks, ND
- 4) Steel Culverts and Steele Plate – Johnston Fargo Culvert Company, Fargo, ND
- 5) Concrete Culverts and Concrete Bridge Beams – ND Concrete Products, Bismarck, ND.

Moved by Triplett, seconded by Wood, to accept the low bids as recommended by Mr. Ohnsted. Motion carried. All bids are on file at the Department of Finance and Tax.

Peter Welte, States Attorney, gave a report to the board on status of board requests and other projects he is working on.

Ed Nierode, Director of Administrative Services, addressed the board. Moved by Triplett, seconded by Murphy, to allow Mr. Nierode to obtain price estimates on finishing off the office space in the Department of Finance and Tax area.

Board instructed Mr. Nierode to inform Maximus that they should add several South Dakota Counties to the Comparable Counties for salary survey purposes.

Moved by Wood, seconded by Triplett, to approve appointing Bernard Maxson as temporary acting Sergeant. Motion carried.

Mr. Nierode informed board that an individual terminated by the Sheriff will be reinstated and placed on administrative leave and a predetermination hearing will be conducted as advised by the States Attorney. Sheriff Hill stated he agreed with the recommendation.

Moved by Wood, seconded by Murphy, to approve a following change to the personnel policy on Sheriff's Department Overtime.

5. Sheriff's department overtime policy – Employees are scheduled to work at least a total of 160 hours per a 28-day period. Employees are eligible for overtime when total hours worked in a 28-day period exceeds 171 hours. Reference FLSA 553230. Employees have the option of receiving pay at the rate of one and one-half the regular rate of pay or compensatory time (must have a signed statement by the employee on file) if the following criteria is met.

- a. Hours worked exceed 171 in a 28-day work period.
- b. Call back for an emergency situation as deemed necessary by the Sheriff or his designee. Extended shifts or short-notice shifts due to staffing shortfalls do not qualify as emergency call back situations.
- c. Call back for signing complaints at the State Attorney's Office or for testifying in court for a minimum of three hours of overtime.
- d. Deputies will receive double time (up to eight hours) when working on a holiday. They will receive double time for all hours worked on a holiday in excess of 171 hours in a 28 day period.

Motion carried.

Jim Brownlee, Director of Finance and Tax, addressed the board on a policy for purchasing equipment. The board made several suggested changes and will have Mr. Brownlee redraft the policy for review at the next board meeting.

Carol McMahan, County Planning and Zoning, addressed the Board on appointments to the Planning and Zoning Commission. The board instructed Mrs. McMahan to contact all the people who applied for appointment and inform them to attend the next board meeting if they wish to address the board prior to the board making appointments.

Moved by Wood, seconded by Triplett, to allow Carol McMahan to attend the ND Building Officials Seminar in Fargo. Motion carried.

Jim Brownlee, Director of Finance and Tax, addressed the board on a policy for advertising for appointments to various boards and commissions. Mr. Brownlee will continue to work on the wording of the ad.

Moved by Wood, seconded by Triplett, to approve a budget amendment to transfer \$50,000 from Insurance Reserve Fund to the General Fund for Workers Compensation insurance. The worker's compensation premium was budgeted in Insurance Reserve Fund and the ND Attorney General has ruled that it cannot be paid from that fund. Motion carried.

Moved by Wood, seconded by Triplett, to adjourn. The next meeting will be held on February 18, 2003.

Gary Malm, Chairman
Grand Forks County Commission

James Brownlee, County Auditor