

The Traill County Commissioners came to order on Tuesday, December 22, 2020 at 8:00 a.m. with the following members in-person: Commissioners Eblen, Elliott, Young and Amb. Commissioner Nesvig attended via Webex. On motion of Young, seconded by Nesvig and carried to approve the minutes of 12-15-20.

AVHSZ BOARD: On motion of Elliott, seconded by Amb and carried to appoint Laurel Larson to the AVHSZ Board for a 3-year term. Received AVHSZ November financials and December board minutes, no action needed.

YEAR END MOTIONS: (1) On motion of Young, seconded by Amb and carried to transfer \$4,288.86 from the original Human Service Fund to the General Fund, AVHSZ Indirect Fund. (2) On motion of Amb, seconded by Nesvig to transfer \$15,000.00 from the E911 Wireless Fund to the E911 regular fund. (3) On motion of Young, seconded by Amb and carried to transfer \$45,000.00 from the Highway Distribution Fund to the Road & Bridge Fund.

HIGHWAY: Corwyn Martin, Road Superintendent and John Wright, Office Manager met with the Board. On motion of Amb, seconded by Young and carried to allow the Chairman and Auditor to sign a Road Encroachment Permit filed by Shannon Bergstrom along CR #16 in Viking Township. Wright updated the Board on the Highway Distribution, County Road and County Road & Bridge Funds and expected cash on hand for 12-31-20. On motion of Amb, seconded by Elliott and carried to allow Martin to make a down payment in the amount of \$120,000.00 for the new dozer, to be paid out of the County Road Fund.

SHERIFF: Steve Hunt, Sheriff presented a letter of resignation from Deputy Sheriff Dylan Norgard effective 03-01-21. On motion of Young, seconded by Amb and carried to allow Hunt to advertise for Norgard's replacement.

EMPLOYEE MANUAL: Heather Hovey, Chief Deputy Auditor and Stacy Smelden, Deputy Auditor discussed the updating of Traill County's employee manual. Charlie Stock, States Attorney noted that the entire manual has small changes basically modernizing the verbiage except for the Holiday Pay Policy and two new policies entitled Social Media #712 and a Grievance Policy #715. The Holiday Pay policy was updated to include staff not working a holiday. On motion of Elliott, seconded by Amb and carried to approve the holiday pay policy as presented. On motion of Amb, seconded by Young and carried to approve the new policy for Social Media #712. The Grievance Policy #715 is tabled until further notice. On motion of Elliott, seconded by Amb and carried to conditionally approve the entire employee manual, in present form, with the final approval after the Commissioners have received the updated manual from the Association of Counties.

SAFETY COMMITTEE: Commissioner Amb discussed the Safety Committee's proposal on updating the security system in the courthouse which consists of new cameras, intercom system for entryways, access control into the buildings. Estimates were received from Electro Watchman, Inc and Halstad Telephone. On motion of Amb, seconded by Elliott and carried to approve the Halstad Telephone Company bid in the amount of \$40,539.00 to be paid out of the Custodian-Courthouse Project budget. The software carries a yearly cost of \$1050.00 for upkeep. The accepted bid does not include any security measures at the Wells Fargo Bank location.

COURTHOUSE OPEN/CLOSED TO THE PUBLIC: Discussion on keeping doors locked to the public was held. The consensus of the group, including the Commissioners is to continue with doors being locked. What the offices are doing now to help clients and taxpayers is working. If a client or taxpayer wants to make an appointment to visit in the office, they can do so. The department in charge will screen the individual and escort them into their office and out again.

EMPLOYEES WORKING AT HOME/IN OFFICE: The County continues to have employees working from home and in office. Department Heads were asked their opinions on bringing employees back to work. Kim Jacobson, AVHSZ Director stated that telecommuting is working for her office and her intention is to continue. Jody Schill, Clerk of District Court would like to see all employees back in the offices. Schools and businesses are working and feels the county employees should be back in their offices as well. Brenda Stallman, Health District Director feels the offices should continue as they are. Charlie Stock, States Attorney feels the Department Heads should remain in charge of their own office and agrees with Stallman. Commissioner Elliott asked if the employees were back to work in the

offices but needed to work at home, because of COVID or being quarantined could they do so at that time? Glenda Haugen, Auditor explained if all employees are wearing their masking and following CDC guidelines and one employee were to become sick, the others around that employee can continue working in office and must monitor his/her symptoms. The sick individual would be sent home and could continue working, if able, at home until cleared to come back to the office. Eblen explained the costs of setting up employees to work from home, the continued IT support and additional costs were more than expected. All Commissioners except for Nesvig feel the employees should be back in the offices. However, the decision was tabled until the January 5, 2021 meeting.

On motion duly made and carried, the following bills presented to the Board were ordered paid, to-wit:

100994	Marilyn Aanderud	50.00	101013	Gerald Kuster	485.00
100995	Nora Bakkum	386.66	101014	Kristin Lee	100.00
100996	Bakkum Family LLP	386.66	101015	Diane Magidson	600.00
100997	Wendell Berg	13351.18	101016	Tammi Mooney	50.00
100998	Aaron Berg	3004.41	101017	Kathi Mooney	50.00
100999	Brian Berg	3004.41	101018	Nodak Electric Coop	44.71
101000	Butler Machinery	120000.00	101019	Rick Nepstad	1450.00
101001	Code 4 Services Inc	3038.75	101020	Kristi Parrish	50.00
101002	Ivy Fyre	100.00	101021	Remark Tech Consulting	165.00
101003	GF Co Correctional Center	10064.32	101022	Carla Swanson	139.73
101004	Global Safety Network Inc	125.00	101023	Traill County Housing	670.00
101005	Hatton Free Press	167.50	101024	William Vacek	600.00
101006	Halstad Telephone Co	40539.00	101025	Viking Insurance and Realty	8635.00
101007	Stephen Hunt	49.00	101026	Jean Walstad	386.67
101008	Information Tech Dept	127.60	101027	Wells Fargo Bank	985.00
101009	Kim Jacobson	100.00	101028	Xcel Energy	339.55
101010	Gregg Kaldor	600.00	101029	JPMorgan Chase Bank	21713.38
101011	Allison Klassen	50.00	101030	TC Treasurer FOASI	4.98
101012	Jackie Kraling	108.05			

There being no further business to be brought before the board, the meeting was adjourned at 9:22 a.m. to meet again on January 5, 2021 at 8:00 a.m.

Attest:

Glenda Haugen, Auditor

Thomas Eblen, Chairman