

Forman, North Dakota
January 5, 2016

The Sargent County Board of Commissioners met at 9:00 a.m. The following members were present: Jerry Waswick, Mike Walstead, and Bill Anderson. Absent were David Jacobson and Sherry Hosford. Also present was Jeanne Sexton-Brown, The Sargent County Teller and Pam Maloney, Sargent County Auditor.

Approve minutes of the December 15, 2015, commission meeting as revised. (Walstead/Anderson, unanimous)

Commissioner Anderson updated the board on the County Electronic Communications Device (ECD) plan that he has been working on. He would like more input from those Sargent County Department Heads and employees who would be affected before bringing it to the rest of the commission.

Some discussion was held regarding the current permit application for work to be done in County road rights of way and proposed revisions to it. Some suggestions were to add that: no project should be started until a permit has been issued; that no permit would be approved for work that has been commenced before a permit is obtained; and, to add a provision that, if work is done without a permit, restoration of the road right of way would be at the landowner's expense.

Motion to authorize the chairman to sign letters of support for Rutland City and Gwinner City TAP projects. Rutland City's project is for sidewalk replacement on the east side of First Street and on a half block of Gay Street, where the City Hall, Veteran's Memorial, City Park & American Legion building/Fitness Center are located. Gwinner City's project is construction of 5' & 6' wide concrete sidewalks on the south side of 3rd Ave NW & along the east side of the Golf Course in an alley easement. (Anderson/Walstead, unanimous)

Acknowledgement of Project Management Review Summary for Project No. CER-4110(063) on County Road #10A/#1 8 miles north of Rutland. The review found that all requirements were met on this Emergency Repair project completed in 2013 with 80% Federal funding.

Acknowledgement of a muskrat control permit issued for Sargent County Muskrat agents from the ND Game & Fish Department. The permit is good through October 10, 2016. Individuals planning to control muskrat populations during the permit period must contact the County Auditor's Office to obtain a copy of the permit, and to enter their names on the current muskrat control agent roster that is maintained at the County Auditor's office. Individuals who hunt or trap muskrats during the permit period who do not have a copy of the permit in their possession, or who do not have their names on the County roster may be subject to prosecution. As of January 5, 2016, only 1 name was on the County's sign-up roster.

Motion to increase Deputy Auditor Sharon Halmrast's position from an 80% part time position to a full time 35 hour workweek effective January 1, 2016, as was provided in the approved 2016 County Budget. (Anderson/Walstead, unanimous)

Some discussion was held regarding tax monies to be received from Ransom County for Ambulance Service provided to areas of Ransom County by the Sargent County Ambulance Service. Monies received from Ransom County's ambulance service tax levy are to be deposited into the Sargent County Ambulance Fund to be expended pursuant to the requirements of the Sargent County Budget.

Motion to allow the Dickey/Sargent Joint Water Resource Board (DSJWRB) records to be housed in the Sargent County Water Resource District's office in the Sargent County Courthouse for easier access for the DSJWRB secretary. (Walstead/Anderson, unanimous)

Approve 2016 Sargent Seniors Council Contract and authorize Chairman to execute the same. (Walstead/Anderson, unanimous)

Alison Toepke, Treasurer/Recorder/Clerk of Court, arrived at the meeting. She informed the board that she has appointed Patricia Zirnhelt as Chief Deputy of that Department as of January 1, 2016. She also informed the board that Sargent County has been deactivated as a passport acceptance facility by the Minneapolis Passport Agency, Bureau of Consular Affairs, U. S. Department of State, due to low usage. There were several smaller North Dakota counties that had also been deactivated. Some of the passport acceptance facilities nearest to us still in operation are: Ransom, LaMoure & Dickey County Courthouses; the main USPS Office in Wahpeton; and the USPS Office in the Federal Building in Fargo. She also updated the board on the digitization of the Recorder's records project coming up in 2016. Ms.

Toepke also reported that the new staff personnel in her office have been going through lots of training, and have been working out very well.

There was discussion regarding the vacancy in Judgeship No. 7 of the Southeast Judicial District, as the Honorable Thomas E Merrick, Judge of the District Court, Southeast Judicial District, has announced that he will not be seeking reelection in 2016. Commissioner Anderson will meet with the other members of the Sargent County Bar, including: Attorney LeeAnn Even; State's Attorney, Lyle Bopp; and, Assistant State's Attorney Jayne Pfau; to draft and send a letter of support recommending retention of the position in the Southeast Judicial District.

Lyle Bopp, State's Attorney, arrived at the meeting at 10:50 a.m.

Discussion on reviewing the application process for potential county employees. In the opinion of the States Attorney, Road Department employees do need to have a Commercial Driver's License (CDL) to operate certain county equipment. Discussion on adding some questions to the employment application, such as: Do you have a current driver's license? If so, in what state was it issued? What class of driver's license do you possess? There was also discussion of a suggestion to start a new Road Department employee at a Step 1 on the appropriate County Pay Plan pay grade until a CDL license has been acquired, and then increase the pay step to the appropriate level after the CDL has been obtained. More discussion will be held at a later meeting.

Melissa Seykora, Extension Agent and Cindy Klapperich, Family and Consumer Science Agent met with the commission to report on the activities of the County's Extension Service office personnel from October through December 2015. A written report was delivered to each Commissioner and to the County Auditor. A copy of the report can be obtained from the Extension Office. The commission commended the County's Extension Service personnel for their teamwork, multitude of programs, involvement in the community, and outstanding effort on behalf of the people of Sargent County. There has also been consideration given to the suggestion of moving the Extension offices to the Wild Rice Soil Conservation Building. There is a suite of offices available, formerly occupied by the Farmers Home Administration (FmHA), that would be a good fit for the Extension Service's needs. Jerry Waswick, Chairman & Courthouse Commissioner, plans to attend the next meeting of the WRSCD at 8:00 a.m., January 12th, 2016, to find out what a contract could/would include, rental rate, etc.

Meeting adjourned at 12:10 p.m.

JERRY WASWICK - CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR