

The Sargent County Board of Commissioners met in the Commissioner's Room at the Sargent County Courthouse at 9:44 a.m., following the park board meeting, with the following members present: Bill Anderson; Jason Arth; Sherry Hosford; Dave Jacobson; and, Mike Walstead. Also present were Lyle Bopp, State's Attorney; Jayne Pfau, Assistant State's Attorney; Brenda Peterson, Sargent County Health Unit Administrator; Tibby Hinderlie, Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

Approve October 2, 2018 meeting minutes as corrected. (Arth/Hosford, unanimous)

Alison Toepke, Treasurer/Recorder/Clerk of Court: arrived at the meeting to update the commissioners on the salary survey from Gallagher Benefits. Mike Verdoorn and Elishka Correa of Gallagher Benefits will make a final presentation at the November 9<sup>th</sup> commission meeting. Ms. Peterson suggested that department heads should be involved in the discussions regarding employee classifications, as they would have a better understanding of the duties and responsibilities of the various positions within their departments. The information provided at the November meeting will be available to all department heads to review. Commissioner Hosford requested that no motions concerning the proposed pay plan classification system be made or acted upon at the November 9<sup>th</sup> meeting until all department heads are aware of the classifications and have been given the opportunity to comment regarding the new system's impact on employees in their individual departments. Ms. Peterson also requested that the new job descriptions be put on the public drive so they will be available to everyone without having to bother those departments whose responsibility it is to keep them.

Richard Ruch, Sargent County Resident; arrived at the meeting at 10:00 a.m.

Melissa Seykora, NDSU Extension Ag and Natural Resources (ANR) Agent; met with the commission to report on the activities of the county's Extension Service office personnel from July through September, 2018. 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. Ms. Klapperich was not able to attend, but did provide the commission with a written report. During the 3<sup>rd</sup> quarter of 2018 she was involved with numerous projects involving county residents, including: Human Development; Family Science Education, and Personal & Family Finance Education; Leadership and Civic Engagement; 4-H Youth Development; Nutrition; Food Safety & Health Education; and, Community Vitality. She also attended many other workshops & meetings on behalf of Sargent County. Ms. Seykora had worked with projects including: Natural Resource Management; Crop Management; Horticulture and Forestry; and, 4-H Youth Development. She had also attended other meetings and events on behalf of Sargent County. Both Ms. Klapperich and Ms. Seykora were actively involved in preparations for the 95<sup>th</sup> Annual Sargent County Fair, and in carrying out duties connected to the Fair in July of 2018. The commission thanked the Sargent County Extension Service staff for a job well done.

Jerry Waswick, Sargent County resident; arrived at the meeting at 10:30 a.m.

There was more discussion regarding the office space needs of various county departments. Commissioner Anderson had visited with Joe Breker, Wild Rice Soil Conservation District (WRSCD) Board Member; regarding the possible rental of offices in their building for the Extension Service. Mr. Breker had stated that the Natural Resource Conservation Service (NRCS) is undergoing a statewide reorganization, and that the office space in the WRSCD's building might have another use and not be available, but that would not be known for sure until the reorganization has been completed, after the first of the year.

Denise Ferderer, Tax Director, arrived at the meeting. The board proceeded to set minimum sales prices on lands and lots within Sargent County forfeited to Sargent County for non-payment of taxes. Forty parcels were appraised. Motion to approve appraisals and minimum sales prices set. (Jacobson/Anderson) Upon roll call vote, motion carried unanimously. The time for hearing objections to the minimum sales price agreed upon was set for 9:30 a.m. on Friday, November 9, 2018. A list of properties and appraisals will be posted at the front door of the Courthouse on Tuesday, November 13, 2018.

Travis Paeper, Sheriff; arrived at the meeting. He presented the commission with an anonymous citizen's complaint regarding allegedly illegal campaign practices committed by a county employee. He stated that he had spoken with Lyle Bopp, State's Attorney, on the previous day, but Mr. Bopp is reluctant to prosecute, as there are alleged to be multiple campaign law violations involving more than one county department and multiple county employees, and he would not prosecute one without prosecuting all, however, he did advise that Sheriff Paeper bring the matter to the commissioners attention. Commissioner Anderson suggested consideration of a draft policy – Campaign Materials on

County Property – for the commission to act on, but Commissioners Hosford and Walstead stated that this situation appears to be sufficiently addressed in the North Dakota Century Code Chapter 44-08-19, so, in their opinion, a county policy is not really necessary. Commissioners Walstead and Arth will talk with the department heads to make sure that the county’s employees are aware of the law, and of the potential consequences of violating it.

Ms. Peterson also inquired about the status of the Hostile Work Environment complaint, investigation and Performance Improvement Plan (PIP) from earlier in the year. She was under the impression that following the completion of the employee’s counseling sessions, there were to be meetings between the parties to try to resolve issues and become better communicators. Mr. Bopp will look at the PIP, as he understood that some provisions had been taken out of the proposed Personal Improvement Plan prior to its adoption by the commission. Commissioner Hosford suggested that the PIP should be looked at & steps taken to make sure that it has been followed before the November 9<sup>th</sup> meeting.

Merrill Engquist, Road Supervisor; arrived at the meeting. He requested that the gravel deadline be extended until the end of the week, due to the inclement weather last week. He requested that he be authorized to gravel 7 miles of County Road #5, starting at State Highway #32, and working west to Brampton, and 1 ½ mile of County Road #14, south of ND Highway #13, near the 5 Star Dairy. These 2 stretches of county road had been damaged by heavy truck traffic associated with county graveling operations on other roads, and steps should be taken to get them into decent driving condition before freeze-up. Motion to extend the graveling deadline for the 7 miles on County #5 and the 1½ miles on County #14 until the end of business Friday, October 19. (Anderson/Arth) Upon roll call vote: Yes – Arth, Anderson & Walstead. No – Jacobson & Hosford. Motion carried.

Motion to authorize the appropriate county officials to execute the annual Maintenance Certification for county federal aid projects for submission to the NDDOT. (Anderson/Arth, unanimous)

The county auditor reported that she would be enrolling the county in the Vision Zero Partner Network. This will provide the county with free traffic safety marketing materials to share with employees, community, friends and family. The goal of the Vision Zero program is to reduce traffic fatalities in North Dakota to Zero.

Motion to pay the 2019 Southeast North Dakota County Commissioner’s Association’s dues in 2018. This will provide enough funds to have the January 2019 meeting in December 2018 in order to meet with legislators before the session begins. (Arth/Hosford) Upon roll call vote, motion carried unanimously.

Approve October payroll in the sum of \$200,171.92 (Nos. 15458-15530 & 77791-77802) and the following bills: (Anderson/Jacobson) Upon roll call vote, motion carried unanimously.

77655-77667		Health Unit Expenses	4,496.21
77668	Forman City	Water/Sewer /Garbage	389.06
77669	Ottertail Power Company	Electricity	1,042.75
77670	Ransom County	VSO/Salary/Benefits	890.03
77672		Health Unit Expenses	1,000.00
77676-77690		Health Unit Expenses	6,971.19
77709-77722		Health Unit Expenses	2,552.34
77723	Ameripride Linen	Cleaning Services	126.38
77724	Avid Hawk, LLC	Web Services	63.00
77725	B & K Electric	Hall Lights Repair	75.00
77726	Counties Providing Technology	Data Processing	1,255.58
77727	CHS-Dakota Plains	Gas Purchases	1,112.97
77728	Dakota Water Solutions	Water Jugs	35.00
77729	Dickey Rural Networks	Telephone	1,064.11
77730	Election Systems & Solutions	Election Ballots	1,112.61
77731	Ferderer, Denise	Tax Travel	347.41
77732	Forman Drug	Sheriff Cotton Squares	4.13
77733	FP Mailing Solutions	Postage Meter Rental	135.00
77734	Gordy’s Grill & Fill	Sheriff Carwash	12.00
77735	Gwinner One Stop	Sheriff Gas Purchases	399.97
77736	Hajek, Shannon	Mowing Fairgrounds	1,400.00
77737	HP, Inc.	EMS Computer	1,088.01
77738	Information Tech Dept.	WAN Access/Netmotion	591.30
77739	Jacobson, David	Commission Travel	474.16
77740	James Valley Regional Lodge #4	Johnson Dues	46.00
77741	Lee’s Service Station	Sheriff Oil Change/Tires	1,298.12
77742	Liberty Business Systems	Postbase Ink Cartridge	218.80
77743	Maloney, Pam	Auditor Travel/Keys	224.76

77744	McKenna, Josh	SCRAM Refund	15.00
77745	NDAAO	Tax Continuing Education	225.00
77746	ND State Radio	LETS Terminal Fee	120.00
77747	NDACO Resource Group	EMS Keyboard	95.90
77748	Nelson's Home Center	Supplies	167.63
77749	Office of Attorney General	SCRAM 24/7	1,300.00
77750	Pharmchem, Inc.	Sweat Patch Analysis	228.40
77751	Quality Inn, Bismarck	Tax Travel	167.40
77752	Quill.com	Election/Auditor Supplies	88.21
77753	Ramkota, Bismarck	NDACO Convention	1,015.20
77754	Ransom County Gazette	Printing/Publishing	67.50
77755	Richland County Corrections	Prisoner Board	852.50
77756	Sargent County Teller	Printing/Publishing	412.98
77757	Sargent County Treasurer	Postage/ACH Fees	4,249.70
77758	ND Secretary of State	Election Support	1,948.94
77759	Service Master	Carpet Cleaning	2,193.60
77760	Stein's Inc.	Courthouse Supplies	85.36
77761	USPS Stamp Fulfillment	Postage/ Envelopes	1,206.75
77762	Verizon Wireless	Sheriff MIFI Cards	200.05
77763	Walstead, Michael	Commission Travel	233.26
77764	Willprecht, Wendy	EMS Travel	116.85
77765	Bear Creek Archaeology	Silver Lake Road Project	2,750.00
77766	Bernard Mahrer Construction	Gravel Stockpile/Thorp Pit	
		Haul Only-Cty. # 3	57,201.84
77767	Climate Control	Liquid Dust Control	27,097.20
77768	Ekstrom Repair	Equipment Repair-GMC	2,317.56
77769	Enderson Construction	Gravel Haul Only Cty Rds	
		#10A,#10,#1,#8 #7,#5,#2	
		& Verner Township	36,962.76
77770	Interstate Engineering	Engineering Projects	
		Stockpile Sample/Flap	
		Bridge Projects	2,611.30
77771	John Deere Financial	Equipment Repairs	641.40
77772	Knife River Materials	Road Patch HMA	1494.75
77773	Lee's Service Station	Tires/Tire Repair	820.00
77774	Lillegard, Inc.	Bobcat Exchange	2,700.00
77775	Lyle Signs, Inc.	Road Signs	1,734.00
77776	NDDOT	Pavement Marking	553.14
77777	Nelson Bulk Oil Co.	Road Fuel	5,496.40
77778	SC Sheriff Office	Drug Patches	100.00
77779	Southside Automotive	Equipment Repairs	74.64
77780	True North Steel	Culverts	5,620.60
77781	ZEP Sales & Service	Road Supplies	627.27
77782	Dickey Rural Networks	911 Trunk Rental	231.00
77783	Forman Market	Extension Supplies	8.61
77784	Jacobson, David	Office Rent	150.00
77785	Klapperich, Cindy	Ext FCW Agent Travel	132.21
77786	ND Ass'n of Counties	911 Wireless	483.60
77787	ND State Radio	State Radio Contract	6,618.48
77788	NDSU	Ext Decal/HP Notebook	673.86
77789	SC Treasurer	Extension Postage	23.82
77790	VISA	Extension Supplies	334.80

Meeting adjourned at 12:05 p.m.

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MIKE WALSTEAD – CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR