

Forman, North Dakota  
October 2, 2018

The Sargent County Board of Commissioners met in the Commissioners' Room at the Sargent County Courthouse at 9:00 a.m. with the following members present: Dave Jacobson, Jason Arth, Bill Anderson, Mike Walstead, & Sherry Hosford. Also present was Alison Toepke, Treasurer/Recorder/Clerk of Court; Wendy Willprecht, Emergency Manager/911 Coordinator; Denise Ferderer, Tax Director; Travis Paeper, Sheriff; Brenda Peterson, Health Unit Administrator; Tibby Hinderlie, the Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

All present participated in a conference call with Mike Verdoorn of Gallagher Benefit Services (GBS). Mr. Verdoorn reported on Sargent County's Classification and Compensation Study that has been completed by GBS. GBS is recommending that the county adopt the Decision Band Method (DBM) based job evaluation system to classify all jobs, to ensure that all jobs within Sargent County are internally equitable. They also recommend implementing the proposed Midpoint-based Salary Structure, to align the county's salary structure with the market. A final decision was postponed until a subsequent meeting as the commissioners want to take the time to review all the information presented by GBS.

Lyle Bopp, State's Attorney; & Darci Weber, Social Services Director/Social Worker; arrived at the meeting at 9:30 a.m.

Melissa Seykora, NDSU Extension Ag and Natural Resources (ANR) Agent; Emily Hamilton; Kassidy Larson; & Elle Lien, Sargent County 4-H members; arrived at the meeting. Each of the 4-H members spoke about how 4-H has impacted their lives and how important the program is for youth of all ages. The commission introduced the following Proclamation and moved for its adoption:

WHEREAS, 4-H is open to all youth ages 5-18; and,

WHEREAS, the mission of 4-H is to create supportive learning environments for youth and adults to reach their full potential as capable, confident, caring citizens of good character, compassion and integrity; and,

WHEREAS, 4-H strives to identify and provide hands-on projects, activities, educational events, and community service opportunities for youth to be fully engaged with head, heart, hands, and health, to learn by doing, acquire knowledge, develop life skills and form attitudes that will enable them to become self-directed, productive, contributing members of society; and,

WHEREAS, adult volunteers and family members play an integral part in the success of 4-H youth development experiences; and,

WHEREAS, 4-H is a well-proven positive youth development program in Sargent County, the State of North Dakota and throughout the nation helping youth grow into true leaders.

NOW, THEREFORE, BE IT RESOLVED, that the Sargent County Board of Commissioners hereby recognizes and celebrates October 7-13, 2018, as National 4-H Week in Sargent County, and, encourages all Sargent County citizens to recognize 4-H for the significant impact it has made and continue to make by empowering youth with the skills they need to lead for a lifetime.

Resolution adopted at the regular meeting of the Sargent County Commission at the Courthouse in Forman, North Dakota, on this 2<sup>nd</sup> day of October, 2018.

Motion by Anderson and second by Jacobson. Upon roll call vote, motion carried unanimously.

Approve September 18, 2018 meeting minutes as corrected. (Hosford/Arth, unanimous)

The auditor was requested to invite the Job Development Authority (JDA) Board to the next commission meeting to update the commission on on-going programs and activities of the JDA board.

More discussion was held on the Court Facility Improvement Grant funds. The auditor was instructed to confer with the Treasurer/Recorder/Clerk of Court; and the Sheriff; about ideas for Court Facilities Improvement Grant fund potential projects.

Motion to approve Application for Drainage Work Within County Road Right-Of-Way for Dan Timmersman, 1130 54<sup>th</sup> Ave S, Fargo ND, for a culvert install and dirt work along the S side of Section 7-129-55 Weber Township & along the north side of County Road #5 ¾ mile east of Hwy 32 on the SW edge of WRP beside large white rock, with the provision that the installation complies with county regulations and the recommendations of the hydrology study. Application was filed in May, but hydrology study was just received in September. (Anderson/Hosford) Upon roll call vote, motion carried unanimously.

Discussion was held on an Application for Drainage Work Within County Road Right-Of-Way for Don Rust, 9712 124 Ave SE, Cogswell ND, for a tile outlet at the NE corner of Section 11, T-129N, R-57W, to flow north into SE corner of Section 2 where it will then flow East into the drainage ditch along the East side of Section 11-129-57 Brampton Township. No action was required or taken, as the application was submitted in order to comply with the Thirty-Day Notice to Downstream Property Owners Regarding Application to Install a Subsurface Water Management System required by State Law. Sargent County owns an easement interest in the county road ditch through which the tiled drainage water is intended to flow. The auditor was instructed to note in the minutes that the notice had been received and reviewed.

Motion to appoint Jason Arth as delegate to the State Fair Association's Annual meeting to be held in Bismarck on November 15, 2018 at 1:00 p.m. (Hosford/Anderson) Upon roll call vote, motion carried unanimously.

Merrill Engquist, Road Supervisor, arrived at the meeting. Due the weather, the contractors have not been able to complete their graveling contract obligations by the October 1 deadline, and Supervisor Engquist is requesting that the deadline be extended so additional gravel can be placed in certain spots within the county. Motion to extend the deadline to the end of the business day on October 16<sup>th</sup>. (Anderson/Arth) Upon roll call vote: Yes – Arth, Anderson & Walstead. No – Jacobson & Hosford. Motion carried.

Mr. Engquist also reported that he had hired two new employees. Motion to hire Anthony Fuss at Grade 6/Step 4 due to his equipment experience & possession of a CDL driver's license; and to hire Thomas Skalicky at a Grade 6/Step 2. (Jacobson/Anderson) Upon roll call vote, motion carried unanimously.

Interstate Engineering has provided a recommendation regarding the existing township approach at 91<sup>st</sup> SE on the east side of County Road #10 in the SW corner of Section 6 and the NW corner of Section 7 in Ransom Township. It had been requested that Interstate Engineering review the slopes on the township approach onto County Road #10 after a truck had tipped over trying to turn from County 10 onto 91<sup>st</sup> St SE. The recommendation is that the 91<sup>st</sup> St SE approach on the east side of County #10 have the following improvements within the county road r/w. 1) widen 91<sup>st</sup> St SE to 24' in the county road r/w; 2) flatten the 91<sup>st</sup> St SE approach slopes to 4:1 or flatter; 3) install a new culvert in] the 91<sup>st</sup> St approach; 4) seed and mulch the disturbed areas. They have also provided a copy of the NDDOT Standard drawing for Standard Rural Approaches for reference. Road Supervisor Engquist will visit with the Ransom Township Board to determine a time line to get the recommended work completed.

Travis Paeper, Sheriff, representing the County Personnel Board; Darci Weber, Director/Social Worker, representing the County Social Services Department; and, Alison Toepke, Treasurer/Recorder/Clerk of Court, representing her Department; arrived at the meeting. Sheriff Paeper reviewed a number of different proposals for reconfiguring office space within the courthouse to accommodate current and future needs. Other suggestions were made and much discussion followed. Courthouse Commissioner Walstead will meet with the personnel board at its next regular meeting, on Tuesday, October 16, to discuss these options and other suggestions further.

Sargent County is allowed to share the costs of the estimated tax statements, which the 2017 State Legislature required be sent out, with other governmental entities pursuant to NDCC 57-15-02.2.5. Motion to charge the governmental entities that budgeted over \$100,000, 15 cents for each statement of estimated taxes. (Hosford/Arth) Upon roll call vote, motion carried unanimously.

Meeting recessed at 12:15 p.m.

The Board reconvened at 6:00 p.m. for a public hearing on the proposed 2019 County Budget. Those present: Mike Walstead, Bill Anderson, David L Jacobson, Jason Arth and Sherry Hosford. Also present: Alison Toepke, Treasurer/Recorder/Clerk of Court; Jayne Pfau, Assistant State's Attorney; Pam Maloney, County Auditor; Tibby Hinderlie, the Sargent County Teller; and the following county residents: Regina Coleman, Oakes; Lysle & Darlene Coleman, Oakes; Paul Anderson, Rutland; James Marquette, Rutland; Kathy & Kyle Marquette, Rutland; & Larry Dahl, Cogswell.

Chairman Walstead opened the hearing. There were several questions answered and clarifications made in response to questions from the members of the public attending the hearing.

Motion to reduce the contingency salary & wage amounts within the respective departments and funds in the 2019 budget from 15% to 7.5%, based on information received this morning from Gallagher Benefit Services. (Hosford/Anderson) Upon roll call vote, motion carried unanimously.

**RESOLUTION NO. 1**

Commissioner Anderson offered the following resolution and moved its adoption, seconded by Commissioner Arth:

WHEREAS, it is the duty of the Board to make appropriations for the current year beginning January 1, 2019 and ending December 31, 2019 of money in specific amounts for all offices, officials, improvements, roads, bridges, which are supported wholly or in part by the county.

NOW THEREFORE BE IT RESOLVED, that the Sargent County Commission approve and adopt the 2019 budget in the sum of \$9,388,444.

Voting aye: Walstead, Anderson, Arth, and Hosford.

Voting nay: Jacobson.

Resolution was adopted.

The following is a summary of the taxes to be levied for 2019:

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>TOTAL ALL FUNDS</b>
BUDGET REQUEST	2,144,088	7,244,356	9,388,444
BUDGETED TRANSFERS OUT	16,600	431,593	448,193
CASH RESERVE	400,000	2,223,655	2,623,655
<b>SUBTOTAL</b>	<b>2,560,688</b>	<b>9,899,604</b>	<b>12,460,292</b>
ESTIMATED CASH BALANCE (12-31-16)	648,951	3,821,629	4,470,580
ESTIMATED TRANSFERS IN	15,093	601,100	616,193
ESTIMATED REVENUE	507,612	3,550,437	4,058,049
<b>TOTAL RESOURCES</b>	<b>1,156,563</b>	<b>7,372,066</b>	<b>8,528,629</b>
LEVY REQUIRED	1,404,125	1,845,555	3,249,680
ALLOWANCE FOR DELINQUENT TAX COLLECTIONS	31,000	43,816	74,816
<b>TOTAL AMOUNT LEVIED</b>	<b>1,435,125</b>	<b>1,889,371</b>	<b>3,324,496</b>

**RESOLUTION NO. 2**

Commissioner Hosford offered the following resolution and moved its adoption, seconded by Commissioner Jacobson:

WHEREAS, the Lake Agassiz Regional Council strives to assist in the planning and economic development of Sargent County and Lake Agassiz Regional Council as a whole, and

WHEREAS, planning and economic development are among the objectives of the Board of Commissioners of Sargent County,

NOW THEREFORE BE IT RESOLVED, that Sargent County approves and supports the planning and economic development program and budget of the Lake Agassiz Regional Council during the Fiscal year 2019 in the amount of \$2,000.00.

Voting aye: Arth, Hosford, Anderson, Jacobson and Walstead. Voting nay: None. Resolution was adopted.

Motion to acknowledge and thank commissioners Mike Walstead and Sherry Hosford for their years of dedicated service, and for the many contributions they have made to Sargent County and its people. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Meeting adjourned at 7:05 p.m.

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MIKE WALSTEAD – CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR