

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: Mike Walstead, Maurice Orn, Bill Anderson, Steve Wyum, and Jerry Waswick. Absent: none. Holly Jessen, The Sargent County Teller, was also present.

Approve minutes of October 6, 2009 meeting as corrected. (Waswick/Walstead, unanimous).

Larry (Doc) Nelson, Custodian met with the Board. Doc had been requested to meet with the Commission to discuss problems with the furnace and boiler. The ash auger that carries ash from the furnace outside continues to lock up. Doc stated that he has not figured out what the problem is or how to fix it. He is waiting for Trent Nelson to assist him with repairs. Board members discussed various bills for repairs of the furnace, boiler, radiators and ash augers, and the apparent lack of maintenance to the boiler. The heating system needs to be tuned up and ready to go when the weather is cold. The new air conditioner/heat units that were installed this year are not intended to be the primary heat source during extremely cold weather, and some offices in the courthouse do not have these supplementary heating units. Mike Walstead, courthouse commissioner, instructed Doc to get the heating system checked out and get it fixed. Doc suggested building a shelter over the outside auger to keep the moisture out of the coal auger. Firing up the boiler once each month during the summer may alleviate some of the problems. Also the condition of the boiler room was discussed with Doc, and he was instructed to get it cleaned up and kept clean. Doc assured the Commissioners that he will get the boiler up and running and that he will get the boiler room cleaned up. The commission will schedule an inspection in December. Discussed time sheets submitted by Doc, and questioned hours shown. The Commission instructed Doc to document each hour that he actually works performing custodial duties. Other custodial duties were also reviewed. Parking of Doc's privately owned equipment on the courthouse property is to be stopped, immediately. Doc agreed to remove this equipment from the Courthouse grounds. Chairman Wyum informed Doc that the custodians will be scheduled to meet with the commissioners every other month, commencing December 15, 2009, at 11:00 a.m. to discuss the duties, needs and performance of the custodial staff.

Norm Preble, Tax Director, met with the Board to set appraisal valuations on county lands and lots forfeited to Sargent County for non-payment of taxes. Motion to approve appraisals. (Orn/Anderson, unanimous) A list of property and appraisals will be posted at the front door of the Courthouse on November 3, 2009. According to law, the time for hearing objections to the minimum sales price agreed upon was set for 1:00 p.m. on November 3, 2009. Discussed the property located in Cayuga owned by Rutland-Havana Farmers Co-Op Elevator Company. Motion to direct the county auditor not to proceed with a tax deed for Parcel No. 30-9267000 (42,120 Sq. ft) (Walstead/Waswick, unanimous).

Norm Preble provided information on the required reappraisals for the residential properties in Milnor, Gwinner, Forman, Cogswell and Rutland. Several counties were paying from \$90-\$110 per parcel for the reappraisals. Further discussion occurred concerning the requirement from State Board of Equalization for reappraisal of residential property. Board members and the County Auditor will meet with State Board of Equalization on November 5<sup>th</sup> to discuss the directive from the state. Commissioner Bill Anderson will prepare a letter requesting an extension of time for the completion of the reappraisal to be presented to the State Board of Equalization.

Bill Anderson left the meeting at 11:00 a.m.

Sandy Hanson met with the Board and provided an update on FEMA projects that have been submitted by the townships, county and Water Board. She explained a status sheet of all projects and the resolution that passed during the NDACo convention regarding Emergency Management. Sandy also reported on the meeting with the 22 counties who use the State Radio system for 911 that was held during the convention in Bismarck. All counties were asked to prepare questions for Senator Bill Bowman and he will take them to the State Radio for answers. Sandy has sent her questions to Bowman County. The Board asked Sandy Hanson about Tax Director training and she replied that she has attended some courses and plans to attend one in Wahpeton in November.

The Board recessed at 12:15 p.m. for lunch.

The Board reconvened at 1:00 p.m. with States Attorney Lyle Bopp, Travis Paeper, Sheriff and Dan Bauer, Stirum.

Mr. Bauer is contemplating purchasing the Stirum Bar and is inquiring about obtaining a county beer and liquor license for the facility. The existing building is out of code and he plans to redo the bar to comply with the building codes. Commissioner Waswick talked about the parking problems and

Sheriff Paeper informed Mr. Bauer that the particular facility has been a problem for his department in the past. Mr. Bauer would like to provide an establishment with good food and move back to his home town. Application forms were given to Mr. Bauer for completion.

Sherry Hosford, County Auditor informed the Board regarding the employment of Hollie Asche that earlier last week she declined acceptance of the 2 day/week position in the Auditor's Office. After further visits with Hollie and consideration of a higher step in pay, she accepted the position with an offer of Grade 6/Step 9. Approve this new step in pay. (Waswick/Walstead, unanimous) Hollie will begin her training on November 3<sup>rd</sup>.

The Board approved providing space to test job applicants and train new employees in the county courthouse for the US Census Bureau. Most of this training will be held during the months of November and December. The county will also participate in displaying and distributing 2010 Census promotional and educational materials, allowing the Census Bureau to post Sargent County's name on their website and place a link on the county website for the 2010 census. Posters will be displayed and information sent with the 2009 tax statements.

Discussed the vacation revision to Section 306 of the Sargent County Personnel Policy. Approve changing the vacation year from May 1 through April 30 to January 1 through December 31. Change the vacation eligibility table from earning a lump sum each year based on length of service to earning a specific number of days each month according to the employee's anniversary date. Other changes included working through their introductory period before taking any vacation and after completing the introductory period, vacation hours can be used as accrued. Up to 30 vacation days may be carried over. All employees must take at least one week of vacation each year and any vacation over 30 days as of December 31 will be forfeited. (Orn/Walstead, unanimous) These revisions will be made in the personnel policy and all employees will receive a copy.

Appoint Jerry Waswick as a delegate to the North Dakota State Fair Association to attend the annual meeting in Minot on November 18. (Walstead/Orn, unanimous)

Damon DeVillers, Interstate Engineering, Inc., Sparky Engquist, Road Supt. and Dan Jacobson, Mark Breker and Roger White, Sargent County Water Board arrived at the meeting. Mr. DeVillers informed the Board that during the meeting with NDDOT on October 13<sup>th</sup> in Bismarck, county federal aid funds will be cut by one third so a revision program was distributed to the commission. Road and bridge projects were discussed and changes noted. The amount from federal aid for 2011 and 2012 is \$164,850 per year reduced from \$247,246 per year. Damon also informed the Board that the total stimulus dollars that will be allocated to Sargent County is \$529,994 which will be used on two miles of Co. No. 7 and 3 miles of County No. 10 south of Rutland. Damon reviewed the Whitestone Hill culvert replacement project located in Section 23-132-56. Sparky informed the Board that there are many veins that drain into this area. The proposal is to remove the existing box culvert and install a 60" culvert. A letter will be sent to Whitestone Hill Township and SC Water Board asking their approval of one third cost share of the culvert. Whitestone Hill will be required to do the grade raise work. Motion to approve Alternate No. 2 as prepared by Interstate Eng. for \$19,150. (Walstead/Orn, unanimous)

Mark Breker, Water Board member explained a Project Worksheet (PW) prepared by FEMA representatives on behalf of the Water Board. Site No. 2 located in Section 7-129-53 LTL includes furnishing and installing a 108" x 20' long CMP section with skewed or straight bevel cut. The county road supt. earlier informed the Water Board that the county would be making repairs to this site. Sparky Engquist reviewed the county worksheets and informed those present that this site has been approved on a Federal Aid System and the county will receive monies for this project. The Water Board will request removal of this site from their PW. The Water Board asked Sparky Engquist about other road and bridge projects that are pending.

Sparky Engquist, road supt. reviewed road projects including a gravel update on county roads, plowing snow on October 14<sup>th</sup>, graveling south of Crete and completing the Keystone Pipeline road repairs this fall and an update on FEMA and ER projects. Jim Hill, RDO representative visited with the Board about replacing a motor grader. Several options discussed and any purchases tabled until 2010. Sparky will get price estimates for larger gas and fuel tanks and in-line meters.

The open forum held in Crete on October 6 was very well attended by area residents and county personnel to discuss the concerns of the county.

Approve October payroll in the sum of \$150339.71 (nos.3740-3803 and 61463-61475) and the following bills. (Orn/Waswick, unanimous):

|                         |                       |             |        |
|-------------------------|-----------------------|-------------|--------|
| 61292-61301/61309-61319 | Health Dept. expenses | \$ 2410.97  |        |
| 61302                   | Otter Tail Power      | Electricity | 832.76 |

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|-------------------------|-------------------------------|-------------------------------|----------|
| 61303-61308/61320-61329 |                               | Homeland Security expenses    | 5899.11  |
| 61330                   | Forman City                   | Water/sewer/garbage           | 420.30   |
| 61350-61362             |                               | Health Dept. expenses         | 3845.67  |
| 61363-61374             |                               | Human Services expenses       | 13294.94 |
| 61375                   | A-Z Body Shop                 | Durango repairs               | 50.00    |
| 61376                   | American Express              | Card purchases                | 690.28   |
| 61377                   | Karen Anderson                | Housing Authority travel      | 300.80   |
| 61378                   | Burnette O. Bomstad Estate    | Land transfer book            | 916.13   |
| 61379                   | Bopp Law Office               | Rent/phone                    | 411.98   |
| 61380                   | Brian's Repair                | Auger repairs/sheriff vehicle | 189.67   |
| 61381                   | Buhl's                        | Cleaning                      | 209.39   |
| 61382                   | Darlene Colbert               | Travel                        | 12.50    |
| 61383                   | Comfort Inn                   | Preble lodging                | 126.00   |
| 61384                   | Comfort Inn                   | Bryant lodging                | 126.00   |
| 61385                   | Dacotah Paper                 | Air fresheners                | 38.77    |
| 61386                   | Dakota Mailing                | Sealing solution              | 16.46    |
| 61387                   | DRN                           | Phone calls                   | 743.76   |
| 61388                   | Dyste's                       | Supplies                      | 14.95    |
| 61389                   | Ed's Place                    | Gas                           | 36.42    |
| 61390                   | Farmers Union Oil             | Gas, supplies                 | 1796.88  |
| 61391                   | FP Mailing Solutions          | Meter rental                  | 299.70   |
| 61392                   | FRS Industries                | Self inker                    | 28.17    |
| 61393                   | Gall's                        | Security screen/nametag       | 456.96   |
| 61394                   | Gwinner Farmers Elevator      | Supplies                      | 20.00    |
| 61395                   | Gwinner One-Stop              | Gas                           | 590.02   |
| 61396                   | Hardware Hank                 | Supplies                      | 23.16    |
| 61397                   | Gina Hillestad                | Travel                        | 220.00   |
| 61398                   | ITD                           | LERMS                         | 100.00   |
| 61399                   | J&M Printing                  | Envelopes                     | 253.52   |
| 61400                   | Lexis Nexis                   | Century Code                  | 63.18    |
| 61401                   | Pam Maloney                   | Travel                        | 7.50     |
| 61402                   | NDACO                         | Marriage Licenses             | 9.00     |
| 61403                   | ND Post Board                 | Dues                          | 45.00    |
| 61404                   | ND State Radio                | LETS/MDT                      | 237.84   |
| 61405                   | Otter Tail Power              | Electricity-rental            | 12.76    |
| 61406                   | Norman Preble                 | Travel                        | 61.05    |
| 61407                   | Public Employment HR Consult. | Job descriptions              | 280.00   |
| 61408                   | Quill Corp.                   | Supplies                      | 384.46   |
| 61409                   | Reardon Office Equip.         | Supplies                      | 126.79   |
| 61410                   | Sargent County Insurance      | Notary Bond/premiums          | 55.00    |
| 61411                   | Sargent County Teller         | Publishing                    | 583.80   |
| 61412                   | Stein's Inc.                  | Towels/fresheners             | 188.67   |
| 61413                   | Mike Walstead                 | Travel                        | 120.95   |
| 61414                   | Jerry Waswick                 | Travel                        | 88.00    |
| 61415                   | White Banner                  | Uniform                       | 179.49   |
| 61416                   | Steve Wyum                    | Travel                        | 308.75   |
| 61417                   | AW Diesel Service             | Repairs                       | 174.68   |
| 61418                   | Backer's Welding              | Repairs                       | 15.00    |
| 61419                   | Bear Creek Gravel             | 10 Radios-Road                | 1500.00  |
| 61420                   | Bituminous Paving             | Asphalt                       | 481.40   |
| 61421                   | Bladow Used Machinery         | Rake                          | 300.00   |
| 61422                   | Central Specialties           | Hot mix                       | 6095.66  |
| 61423                   | Ed's Place                    | Gas                           | 1230.00  |
| 61424                   | Ekstrom Repair                | Repairs                       | 598.00   |
| 61425                   | Flint Hills Resources         | MC3000/800                    | 73810.80 |
| 61426                   | Forman Repair                 | Repairs                       | 100.01   |
| 61427                   | Interstate Engineering        | BRO-0041(011)                 | 23061.41 |
| 61428                   | Lawson Products               | Supplies                      | 117.09   |
| 61429                   | Martinsen Home Center         | Supplies                      | 95.37    |
| 61430                   | NDDOT                         | BRO-0041(011)                 | 41764.15 |
| 61431                   | Nelson Bulk                   | Fuel                          | 8403.10  |
| 61432                   | Share Corp.                   | Supplies                      | 177.81   |
| 61433                   | Sheehan Mack Sales            | Repairs                       | 128.95   |
| 61434                   | Wallwork Truck Center         | Repairs                       | 71.95    |
| 61435                   | Wurth Service Supply          | Repairs                       | 53.30    |
| 61436                   | Zep Sales                     | Supplies                      | 371.85   |
| 61437                   | Jeff Anderson                 | Homeland Security-decals      | 525.00   |

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| 61438 | Arrowhead Transport         | FAS-gravel                      | 5845.60  |
| 61439 | Barnes County Corrections   | Prisoner board                  | 2275.00  |
| 61440 | Bernard Mahrer Const.       | FAS-gravel                      | 18937.02 |
| 61441 | Bridge City Dentistry       | Prisoner board expense          | 197.00   |
| 61442 | CPU                         | Staff support                   | 1172.23  |
| 61443 | DRN                         | 911 contract                    | 251.00   |
| 61444 | Ed's Place                  | Gas                             | 519.41   |
| 61445 | Escape RV Inc.              | HLS-trailer awning, jack, etc.  | 1933.27  |
| 61446 | Sandra Hanson               | Travel                          | 254.70   |
| 61447 | ITD                         | WAN                             | 469.80   |
| 61448 | Lisbon Area Health Services | Blood alcohol                   | 36.00    |
| 61449 | Martinsen's                 | Fairground expenses             | 3058.42  |
| 61450 | Minn-kota Communications    | HLS-repairs                     | 600.00   |
| 61451 | NDACO                       | 911 wireless                    | 800.80   |
| 61452 | ND State Radio              | 911                             | 5836.80  |
| 61453 | ND Workforce Safety & Ins.  | Volunteer premiums              | 78.00    |
| 61454 | NDACO                       | Technical support               | 880.00   |
| 61455 | NDSU                        | Hassebroek/Dawson salary/travel | 14431.50 |
| 61456 | Official Payments           | Website                         | 165.00   |
| 61457 | Qwest                       | 911 contracts                   | 191.88   |
| 61458 | Richland County Corrections | Prisoner board/medical          | 9292.32  |
| 61459 | Secretary of State          | Auditor notary renewal          | 36.00    |
| 61460 | Universal Services          | Toner                           | 189.00   |
| 61461 | Wahpeton Auto Value         | HLS-trailer hitch               | 155.00   |
| 61462 | 911 Magazine                | 3-year subscription             | 64.95    |

Meeting adjourned at 4:20 p.m.

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STEVEN R WYUM - CHAIRMAN

ATTEST:

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SHERRY HOSFORD - AUDITOR