

The Sargent County Board of Commissioners met in the Commissioner's Room at the Sargent County Courthouse at 9:00 a.m. with the following members present: Bill Anderson; Jason Arth; Sherry Hosford; Dave Jacobson; and, Mike Walstead. Also present were Richard Ruch, County Commissioner-Elect; Tibby Hinderlie, Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

Wendy Willprecht, Emergency Manager/911 Coordinator arrived at the meeting. She reported to the commissioners that it is time to start updating Sargent County's Multi-Hazard Mitigation Plan. There is a grant available that will cover 75% of the cost, with 25% being the county's responsibility. The 25% county responsibility can be met monetarily or with in-kind services. She has received three quotes for the plan update ranging from \$22,900 to \$30,000. The commissioners requested that she also request a quote from Lake Agassiz Regional Council, as the county is a member. Ms. Willprecht has received all the participation letters needed from the cities in the county, but needs a participation letter from the county along with a letter of commitment stating that the county will provide the 25% cost share. Motion to authorize the chairman to sign the two letters requested, and to submit the grant application. (Anderson/Jacobson) Upon roll call vote, motion carried unanimously.

Ms. Willprecht had received one quote for painting her office in the courthouse. She has since requested an additional quote & will keep the commissioners informed.

Jerry Waswick, County Commissioner-Elect, arrived at the meeting at 9:07 a.m.

Approve October 16, 2018 meeting minutes as corrected. (Hosford/Arth, unanimous)

Lyle Bopp, State's Attorney, arrived at the meeting at 9:15 a.m.

Alison Toepke, Treasurer/Recorder/Clerk of Court; arrived at the meeting. More discussion was held on the salary survey/job classification study done by Gallagher Benefits. The commission scheduled another conference call with Mike Verdoorn for 12:00 noon today to gather more information and to clarify some items.

Jayne Pfau, Assistant State's Attorney, representing the Sargent County Personnel Board; arrived at the meeting. She provided the commissioners with some recommended changes to Sargent County's Employee Handbook, specifically Section 310 Sick Leave Benefits. The main change would be to pay out unused sick leave upon termination of employment or retirement at a rate of one day for 10 days of sick leave. In the past, it has been the policy of Sargent County to not pay out any portion of an employee's unused sick leave upon leaving employment. One potential problem with the proposed change would be those employees who may have accumulated several hundred days of sick leave prior to retirement or sooner termination of service. The commissioners referred the proposal back to the personnel board for additional review.

There was more discussion regarding the office space needs of various county departments. The WRSCD Board of Supervisors has offered to lease the four front rooms to the county for office space for the original offered monthly rental amount of \$500/month, with the county being responsible for phone & internet. The WRSCD has also offered to provide maintenance, janitorial services and utilities. Motion to negotiate a lease contract with the WRSCD with terms consistent with those indicated, for use by the county's NDSU Extension Service's Offices. (Anderson/Arth) Upon roll call vote: Yes – Arth, Anderson, Hosford & Walstead. No – Jacobson. Motion carried.

The Annual Tax Sale was conducted at 10:00 a.m. Properties were auctioned individually, but no bids were received. There were a few interested persons at the sale, but there were no bids on any properties.

Assistant Road Supervisor Virgil Nogowski arrived at the meeting and reported that Road Supervisor Merrill Engquist had been hospitalized for emergency surgery on Monday morning and was unable to give the monthly road department report to the Commission. Mr. Nogowski reported that the road department had been sanding icy roads, and that additional sand had been ordered. Commissioner Arth reported that the shoulder/slope project on County #14 had been completed. It is anticipated that Road Supervisor Engquist will make a complete recovery and will be able to deliver an up to date road report in December.

At this time, the commissioners took a break for cake & coffee and to wish Commissioners Hosford, Jacobson and Walstead well in their retirement from service on the Board of County Commissioners.

Denise Ferderer, Tax Director; arrived at the meeting. She requested additional hours for Sandra Hanson, Assistant Part-Time Tax Assessor. The commissioners had originally allowed 100 hours from September 1 through December 31 of this year. Ms. Hanson has already exceeded that amount, as she is helping out Ms. Ferderer due to the resignation of Trudy Peterson, Deputy Tax Director. Motion to authorize Sandra Hanson to work up to 17.5 hours/week from November 1st until Ms. Ferderer hires a replacement for her deputy. (Hosford/Anderson) Upon roll call vote, motion carried unanimously.

Discussion was held on giving Sargent County employees Christmas Eve morning as a paid holiday for 2018, as it falls on a Monday and would give employees a four day weekend to spend with family and friends. Motion to grant December 24, 2018 Christmas Eve morning a paid holiday for Sargent County employees, on terms consistent with those set forth in the Governor's Executive Order granting a paid holiday to State Employees on December 24, 2018. Those County employees in departments who have to work that morning due to the nature of their positions, shall be granted paid leave to be used on another date as determined by the employee in consultation with the department head. (Arth/Anderson) Upon roll call vote: Yes – Arth, Anderson, Hosford and Walstead. No – Jacobson.

There was some discussion on whether department head meetings would be beneficial. It was decided not to pursue this at this time.

Motion to approve Application for Special Permit to Sell Alcoholic Beverages at Special Event at Designated Premises to The Black Pelican of Wyndmere, ND. The event will be November 24 at the Loren & Paul Ellefson Farm Shop located at 8309 140 Ave SE, Milnor ND. (Hosford/Jacobson) Upon roll call vote, motion carried unanimously.

The commission received notice that the Five-County Meeting has been changed to Thursday, December 13 at the Fireside in Ellendale. The date change had been requested in order to allow State Legislators from Districts 24, 25, 26 and 28 to attend the meeting. Tour of Trinity Bible College starts at 3:00 p.m. followed by the meeting at 4:15 p.m.

The commission placed a call to Mike Verdoorn of Gallagher Benefits to discuss further the County Pay Plan's market survey/job classification project. Several questions were answered and clarification given to different aspects of the market survey and job classification ratings. A contingency fund of approximately \$120,000 had been included in the 2019 budget to cover anticipated and unanticipated costs that might be incurred as a result of the market survey and the new pay plan classification system. After much discussion, motion to adopt the proposed Decision Band Method pay plan classification system, and to implement Option C which would result in a pay raise for 22 county employees and would bring all county employees to the correct step based on years of service effective January 1, 2019. This would be at a projected cost of \$43,393.81. (Anderson/Arth) Upon roll call vote: Yes – Arth, Anderson and Walstead. No – Hosford and Jacobson. Motion carried.

Approve November payroll in the sum of \$194,454.71 (Nos. 15593-15653 & 77835-77848) and the following bills: (Jacobson/Arth) Upon roll call vote, motion carried unanimously.

77803-77810		Health Unit Expenses	1,603.54
77811	Forman City	Water/Sewer/Garbage	200.00
77812	Ottertail Power Company	Electricity	1,676.98
77813	Ransom County	VSO Salary/Benefits	880.32
77816	Crossroad Community Advisors	JDA-Economic Development	21,600.00
77817-77825		Health Unit Expenses	5,251.91
77849-77863		Human Services Expenses	1,970.09
77864	Ameripride Linen	Cleaning Service	107.47
77865	AMS Alcohol Monitoring	GPS Rental	100.00
77866	Avid Hawk, LLC	Web Services	45.00
77867	Bayger, Vanessa	Sheriff Travel	182.90
77868	Brian's Repair & Auto Parts	Patrol Car Maintenance	101.25
77870	Cole Papers, Inc.	Printer Paper	169.20
77871	Counties Providing Technologies	Data Processing	1,255.58
77872	Crossroads Electric	HVAC Service	1,723.52
77873	CHS Dakota Plains	Gas Purchases	1,399.36
77876	Dakota Water Solutions	Water Jugs	63.00
77877	Dickey Rural Networks	Telephone	1,047.20
77878	Document Output Center, LLC	Tax Estimate Mailings	500.00
77879	DS Solutions	Election Costs	175.00
77880	Election Systems & Software	Election Costs	2,649.57
77881	Even Law Office, PLLC	Court-Appointed Fee	404.00
77882	Ferderer, Denise	Tax Travel	395.18
77883	Forman Drug	Sheriff Supplies	6.72

77884	Forman Market	Courthouse Supplies	20.25
77885	Galls	Sheriff Apparel	150.31
77886	Gallagher Benefit Services	Consulting Fees	1,931.25
77887	Gordy's Grill & Fill	Sheriff Carwashes	48.00
77888	Graham Tire	Sheriff Patrol Car Tires	605.64
77889	Gwinner One Stop	Sheriff Gas Purchases	410.76
77890	Hanson, Trace	Canvass Board	51.09
77891	Hosford, Sherry	Commission Travel	344.65
77892	Information Tech. Dept.	WAN Access/Netmotion	591.30
77893	J & M Printing	Office Supplies	355.79
77894	Johnson, Bryan	Sheriff Travel	339.85
77896	Maloney, Pam	Election Costs	84.40
77897	Minn-Kota Communication	Phone Installation	815.50
77898	ND Ass'n of Counties	Continuing Education	2,070.00
77899	ND Community Correction Assoc.	Sheriff Apparel	30.00
77900	ND Newspaper Assoc.	Election Costs	262.68
77901	ND Workforce Safety	Volunteer Coverage	8.72
77902	NDACO Resource Group	Datto Backup Upgrade/Comp Supp.	477.90
77903	Nelson Home Center	Courthouse & Road Supplies	272.39
77904	Office of Attorney General	SCRAM 24/7	1,440.00
77905	Pharmchem, Inc.	Sweat Patch Analysis	399.70
77906	Qualification Targets, Inc.	Sheriff Supplies	103.28
77907	Quality Inn-Bismarck	Tax Travel	423.00
77908	Quill.com	Office Supplies	955.22
77909	Radisson Hotel-Bismarck	Commission Travel	169.20
77910	Richland County Corrections	Prisoner Board	825.00
77911	SC Fair Board	Remaining 2018 Allocation	8,750.00
77912	Sargent County Teller	Printing/Publishing/Election	1,338.19
77913	SEFOP, Lodge #6	Sheriff Dues	200.00
77914	Seachange	Election Costs	350.00
77915	SENDCAA	County Commission Assoc. Dues	250.00
77916	Southside Automotive	Patrol Car Maintenance	304.71
77917	Stein's, Inc.	Cleaning Supplies	465.08
77919	Sundquist, Colleen	Election Costs	4.36
77920	Toepke, Alison	Treasurer Travel	227.81
77921	Tyler Technologies	Computer Support	3,173.02
77922	Underground Vault & StorageMfilm	Box Rental	200.00
77923	Universal Services	Treasurer Toner Cartridges	1,104.30
77924	Verizon Wireless	Sheriff MIFI Cards	200.05
77925	Walstead, Mike	Canvass Board	6.54
77926	Wayne Trophies	Appreciation Plaques	90.00
77927	Wyum, Sheila	Canvass Board	60.90
77916	A W Diesel Service	Equipment Repair	50.95
77917	Arrowhead Transport	Gravel Hauled Cty # 1 & 4	15,165.66
77918	Bernard Mahrer Construction	Gravel Haul Only Cty. #5	7,059.28
77919	CHS Dakota Plains	Road Supplies	58.20
77920	Enderson Construction	Gravel Haul Only Cty. #1 & #14	8,121.46
77921	John Deere Financial	Road Supplies	100.08
77922	Lyle Signs	Road Signs	800.00
77923	ND DOT Financial	Pavement Markings/Signage	313.09
77924	RDO Equipment	Cutting Edges	1,402.28
77925	Southside Automotive	Equipment Repairs	131.81
77926	Cenex Fleet Card	FCS Agent Travel	22.79
77927		Weed Board Expense	19.25
77928	Dickey Rural Network	911 Trunk Rental/Weed Control	321.76
79929		Weed Control Expense	4.78
79930	J & M Printing	Extension Stamper	43.34
77931	Jacobson, David	Office Rental	150.00
77932	Klapperich, Cindy	Ext-FCW Agent Travel/ Supplies	331.99
77933	NDSU Extension Service	Ext-2019 Calendars	8.50
77934	Radisson Hotel- Bismarck	Ext-FCS Agent Travel	338.40
77935	Sargent County Teller	HCPF-Printing/Publishing	26.00
77936	SC Treasurer	Extension Postage	87.24
77937		Weed Control Expense	325.94
77938	VISA	Extension Travel/Supplies	1,163.62
77939	Willprecht, Wendy	HCPF-LEPC Meeting Expense	51.86

Meeting adjourned at 12:40 p.m.

MIKE WALSTEAD – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR