

Forman, North Dakota  
November 9, 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 Lyle Bopp, State's Attorney; Jayne Pfau, Assistant State's Attorney; Brenda Peterson, Health Unit Administrator; Richard Ruch, County Commissioner-Elect; Tibby Hinderlie, the Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

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

More discussion was held on office space needs. There were three options brought forward from the personnel board after the October 22 meeting with the department heads. However, since then, issues have come up with some of those options. Ms. Peterson has brought up that she is pursuing grant funding for a teletherapy room for use by Health Department and Social Service Department clients. Information has been received that the Natural Resource Conservation Service (NRCS) and the Wild Rice Soil Conservation District (WRSCD) will be meeting this week, and will discuss the possibility of renting out space in the Soil Conservation District's building to the extension service. There was also discussion, again, about buying the Jacobson Building downtown for office space, or possibly constructing a new building for additional office space and other purposes. No decision was made and consideration of options was deferred to a future meeting.

Discussion was held on the Hostile Work Environment complaint from earlier this year. Ms. Peterson questioned whether or not the Performance Improvement Plan (PIP) had been followed through. After reviewing the PIP, Commissioner Walstead stated that he had been in regular contact with the counselor at The Village, and that in the opinion of the counselor the employee had followed the PIP and completed it as required. Mr. Bopp commented that he thought that a meeting between department heads would be in order to move forward in improving relationships and learning to communicate. After further discussion, it was decided that there would be a meeting with the personnel involved, State's Attorney Bopp, and Commissioner Walstead today, Friday, November 9, at 1:00 p.m. to attempt to mediate the situation.

Jerry Waswick, County Commissioner-Elect; arrived at the meeting at 9:30 a.m.

The hearing on appraisals of property forfeited to the county for delinquent taxes was opened at 9:30 a.m. State's Attorney Bopp questioned the minimum sales price for Parcel #26-8046000, as the house has water in the basement, doors are wide open and is in considerable disrepair. Ms. Peterson stated that the ND Department of Health has been out and the house was not considered a nuisance according to their standards. Motion to decrease the minimum sales price of that parcel to \$3,225.27.

(Anderson/Arth) Upon roll call vote, motion carried unanimously. After more discussion on the proposed minimum sales prices, a motion was made to change the minimum sales prices of all properties forfeited to the County for non-payment of taxes to the total of: the unpaid taxes; special assessments; all costs, including the cost of advertising and service, if any; and, interest & penalty.

(Anderson/Arth). Upon roll call vote, motion carried unanimously. Motion to accept the minimum sales prices as revised. (Hosford/Jacobson) Upon roll call vote, motion carried unanimously. The public auction for sale of all properties forfeited to Sargent County for non-payment of taxes is scheduled to be held on Tuesday, November 20, 2018, in the County Commissioner's room, beginning at 10:00 a.m. The list of property to be sold will be posted at the front door of the Courthouse.

Emergency Manager/911 Coordinator Wendy Willprecht arrived at the meeting. She presented the commission with the Sargent County Emergency Management Department's Local Emergency Operations Plan and requested the following resolution be passed:

## **COMMISSIONER'S RESOLUTION FOR SARGENT COUNTY EMERGENCY MANAGEMENT**

WHEREAS, the 49<sup>th</sup> Legislative Assembly passed the "North Dakota Disaster Act of 1985: (NDCC 37-17.1) enacting an emergency management law embodying all aspects of disaster/emergency preparedness for all types of hazards which could seriously affect this county; and

WHEREAS, the law mandated the formation of local disaster organizations responsible to provide effective response and recovery capabilities to reduce the loss of life and property of our citizens from the effects of disaster or emergency; and

WHEREAS, the law provides that each county shall maintain an emergency management organization that serves the entire county, and each city shall provide an emergency management organization of its own, or it shall participate in the county wide emergency management organization; and

WHEREAS, the State Law requires the cities and counties to notify the North Dakota Department of Emergency Management of the manner in which their jurisdiction is securing an emergency management capability,

NOW, THEREFORE, BE IT RESOLVED, that the County of Sargent will be a participant in the Sargent County Emergency Management Agency.

Commissioner Anderson moved to adopt the resolution and approve the newly revised Local Emergency Operations Plan, Commissioner Hosford seconded the motion. Upon roll call vote, motion carried unanimously.

Ms. Willprecht also updated the board on a Shelter & Evacuation Plan that is being worked on for the mobile home parks in the county and some grant information. The commission commended her on a job well done.

Alison Toepke, Treasurer/Recorder/Clerk of Court; Darci Weber, Social Services Director/Social Worker; Trilby Lawrenson, Social Services Eligibility Worker/Personnel Board Member; Travis Paeper, Sheriff/Personnel Board Member; Virgil Nogowski, Assistant Road Department Supervisor/Personnel Board Member; Merrill Engquist, Road Department Supervisor; Melissa Seykora, NDSU Extension Ag and Natural Resources (ANR) Agent; arrived at the meeting. They, along with all others previously mentioned, 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. Mr. Verdoorn answered several questions regarding pay grades, market actual and market midpoint trend lines. After completing the call with Mr. Verdoorn, there was more discussion between the department heads, commissioners and personnel board. Some issues will be directed to Mr. Verdoorn for clarification. The commission may make a decision on the proposed DBM pay plan at the next board meeting.

Marwood Klein, Sargent County Ambulance-Forman Squad Coordinator; arrived at the meeting. He stated that the ambulance will likely be headed down to North Carolina next week to be remounted onto a new chassis. The squad will have a loaner from Premier Specialty Vehicles, Fergus Falls, while this is being done. He reported that one of the volunteers working with the Forman Squad has recently earned her Emergency Medical Technician (EMT) certification, a very welcome addition to the Squad's capabilities. He is also working on the squad's Medicare revalidation. The commissioners thanked Mr. Klein for his report.

The commission will wait until after the first of the year to set a date for a surplus property sale.

The commissioners discussed placement of the ND Cares signs to be received, as Sargent County has become a ND Cares Community. It had first been proposed to place the signs at the 6 locations at which State Highways enter the County, but ND DOT has informed the County that the signs may not be installed on the State Highway rights of way. No decision was made on where to place the signs at this time, but ideas were Silver Lake Park, Sargent County Courthouse and the Sargent County Fairgrounds, as well as some well-traveled county roads. The County had originally been informed that the signs would cost \$40.00 apiece, but the Auditor was recently informed that the signs will be supplied at no cost to the County.

Motion to authorize the chairman, county auditor & state's attorney to sign the Cost Participation, Construction, and Maintenance Agreement for SC-4100(005) Sargent County Wide on CMC 4110, 4120 & 4129 Chip Seal – 19.55 miles. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

Motion to approve the Gaming Site Authorization for the Mule Deer Foundation to conduct games of chance under the license granted by the Attorney General of the State of North Dakota at the Geneseo Bar and Grill on December 8, 2018, contingent upon review and approval of the application by the sheriff and state's attorney. (Anderson/Jacobson) Upon roll call vote, motion carried unanimously.

The Dickey County Auditor has provided information that District 25 & 26 legislators will be unable to attend the Five-County Meeting to be held in Ellendale on Thursday, December 6, as they have a prior commitment. The commission suggested that the meeting be changed to the following week if that would be more convenient for the legislators.

Meeting adjourned at 12:15 p.m.

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MIKE WALSTEAD – CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR