

Forman, North Dakota  
December 16, 2014

The Sargent County Board of Commissioners met at 9:00 a.m. The following members were present: Jerry Waswick, Mike Walstead, Sherry Hosford, David L Jacobson, and Bill Anderson. Also present was Paige Cary, The Sargent County Teller and Jim Lunneborg, interested citizen.

Approve minutes of the December 2, 2014, commission meeting as revised. (Anderson/Hosford, unanimous)

Commissioner Hosford reported that she had written up a draft purchasing policy for Travis Paeper, Sheriff, & Lyle Bopp, State's Attorney to review. After any comments, corrections, and revisions, this will be brought to the commission at a later date for review and possible approval.

Lyle Bopp, State's Attorney, arrived at the meeting at 9:45.

Sandy Hanson, EMS/Tax Director/911 Coordinator met with the Board and reported that she had made a request to FEMA for a grant to purchase a tablet computer & it was approved. This grant is 85% federal share & 15% local share. This electronic tablet would be used for mapping; field notes and computations for FEMA projects; to supplement the remote system from Vanguard Appraisals; and, for other FEMA and County applications.

Travis Paeper met with the board at 10:00 regarding the new "Chief Deputy-Non-Licensed" job description for the Sheriff's Department. There were some changes made by the consultant at Public Employees Human Resources Consulting (PEHRC) to the job description approved at the last meeting. These changes made a difference in the Grade recommended for this job description. The job description previously approved by the Commission had some "supervisory" duties and was graded at a Grade 10. The job description as modified by PEHRC was described as a "work leader" position & graded at a Grade 9. Sheriff Paeper recommended the Grade 10 job description as the position is more of a supervisory position rather than work leader position. Brenda Peterson, currently employed as Deputy Matron in the Sheriff's Department will be promoted to the new position, once a job description and pay grade have been given final approval by the Commission. Motion to approve the same job description as approved at the last meeting which included the supervisory duties and is a Grade 10. (Hosford/Anderson, unanimous)

Sheriff Paeper also reported that the State medical examiner has checked out Brenda Peterson's qualifications for the position of County Coroner and has found that she does have the appropriate qualifications to serve in that position. Peterson does have a meeting with the medical examiner on Thursday, December 18 for further review and instruction in the State Medical Examiner's protocol. The medical examiner's office will send Sargent County its recommendation after this meeting. Once Sargent County has the recommendation, Peterson will be authorized to start her duties as coroner on January 1, 2015. Compensation and budget modifications will be discussed at a later date.

Commissioner Waswick reported that the paperwork for the keypad locks on the courthouse entrances had been submitted through the Court Facilities Improvement Grant.

Motion to authorize the appropriate county officials to execute the Maintenance Certification and the A-133 Single Audit Certification for submission to the NDDOT. (Anderson/Jacobson, unanimous)

Discussion held regarding the water cooler that has been located in the Courthouse Rotunda for many years. The current appliance, a water fountain connected to the Courthouse water supply system, needs repair or replacement. Commissioner Waswick will get some quotes for replacement.

Motion to approve Employee Assistance Program Contract for Services between Sargent County and The Village Business Institute. Terms of the contract shall be from January 1, 2015 to December 31, 2017 at a cost of \$30.00 per year per full-time equivalent employee. (Waswick/Hosford, unanimous)

Discussion on Chief Deputy Auditor Salary. April Bladow, current Deputy Auditor, will move up to the Chief Deputy Auditor position. Based on 3 ½ years' experience in the Auditor's Office & upon recommendation of the County Auditor, motion to approve Chief Deputy Salary at a Grade 9/Step4. (Waswick/Hosford, unanimous)

Damon Devillers, Interstate Engineering; and Sparky Engquist, Road Supervisor, arrived at the meeting at 11:00.

Sparky Engquist, Road Supt. visited with the Board regarding road work including: 2015 gravel projects; possible trade-in of one of the Cat blades on a lease purchase; update on the box culvert on County Road #2, ½ mile north of Crete; & signage.

Motion to approve Progress Estimate #3 from Central Specialties in the amount of \$124,036.53. (Jacobson/Anderson, unanimous)

The Board proceeded to review proposals for Construction Engineering services on the following projects: CMC Route 4103(060) PCN 20531 located on County 2 from ND 13 south 1.9 miles to Crete; CMC Route 4135 located on County 14 from 5 miles south of ND 11 south 5.5 miles to South Dakota line; CMC Route 4125 located on County 10 from ND 13 north 2.5 miles to Sargent County line; BRO-0041(012) PCN 20039 located 4 miles south & 3 miles East of Delamere over the Wild Rice River; CMC Route 4103 located on County 2 from ND 13 north 2.5 miles; CMC Route 4111 located on County 4 from ND 13 south 3 miles; CMC Route 4124 located on County 7 from Sargent County 2 west 2 miles; CMC Route 4125 located on County 10 from Sargent County 5 south 3 miles CMC Route 4125 located on County 10 from ND 13 south 4 miles; CMC Route 4129 located on County 12 from ND 11 south 2 miles; and CMC Route 4135 located on County 14 from ND 11 south 5 miles. Interstate Engineering, Inc., Wahpeton, ND, Kadrmass, Lee and Jackson, PC, Valley City, ND and Moore Engineering, Inc., West Fargo, ND were contacted with requests for proposals (RFP'S). One proposal was received from Interstate Engineering, Inc., a copy of which has been retained in the County's files and is available for review by the public. Accept the proposal of Interstate Engineering. (Hosford/Jacobson, unanimous)

Discussion held on the Local Road Safety Program Phase 2 . There will be limited funds available to improve safety features on county roads. These features might include rumble strips, painted center or edge lines on road segments; advanced warning signs on curves; streetlights, signs, sign upgrades or dynamic warning signs at intersections. Motion to submit application for HSIP funding for all recommended projects. (Anderson/Waswick, unanimous)

Motion that no County employee or employee supervisor is authorized to contact Dorothy Person, Public Employment HR Consulting regarding the pay plan, pay grades, or job descriptions without going through the County official designated as contact person with the consulting firm. In order to avoid confusion, repetition, duplication of effort and unnecessary costs, all contact must be made through the designated county contact official, currently Gina Hillestad. Roll call vote. Aye: Anderson, Walstead and Waswick. Nay: Jacobson and Hosford. Motion carried.

Motion to appoint Mike Walstead to serve as commission designee on the Personnel Board. (Hosford/Jacobson, unanimous)

Approve transfer among the following 2014 budget funds: Capital Improvements to County Park \$15,000.00. (Hosford/Jacobson, unanimous)

Approve transfer among the following 2014 budget funds: From General Fairgrounds Contingency Fund to Fairgrounds Building Fund \$1,600.00. (Hosford/Jacobson, unanimous)

Approve transfer among the following 2014 budget funds: From General Fund Building and Maintenance to the Courthouse Building Fund \$25,000.00. (Hosford/Jacobson, unanimous)

Approve transfer among the following 2014 budget funds: From Federal Aid Road to Road \$50,000.00. (Hosford/Jacobson, unanimous)

Approve amending 2014 budgets as follows: (Hosford/Jacobson, unanimous)

GENERAL	\$917,568	TO	\$942,090.38
ROAD	\$3,683,614	TO	\$4,176,807.68
PARK	\$ 82,100	TO	\$ 91,475.76
STATE AID	\$ 17,500	TO	\$ 21,215.87
DONATIONS	\$ 33,104	TO	\$ 82,422.25
COUNTY FAIR	\$ 28,500	TO	\$ 30,901.79
HISTORICAL SOCIETY	\$ 7,000	TO	\$ 7,723.97
SENIOR CITIZENS	\$ 45,000	TO	\$ 52,747.17
SHERIFF'S OFFICE GRANTS	\$16,900	TO	\$ 26,017.98
GARRISON DIVERSION	\$ 27,800	TO	\$ 31,201.48
RED RIVER JOINT BOARD	\$ 51,398	TO	\$ 55,040.47
WATER RESOURCE	\$260,600	TO	\$ 336,081.06
SOIL CONS. SERVICE	\$ 28,000	TO	\$ 31,023.05
DRAIN #2	\$ 6,400	TO	\$ 15,018.27
DRAIN #9	\$ 1,000	TO	\$ 2,063.66

Approve December payroll in the sum of \$158,442.08 (Nos. 10228-10290 and 70557-70574) and the following bills: (Waswick/Anderson, unanimous)

70506-70517		Health Unit Expenses	1,314.02
70532-70537		Weed Board Expenses	1,128.97
70538	Ransom County	VSO Benefits	752.57
70539	City of Forman	Water/Sewer/Garbage	131.30
70540	Ottertail Power Co.	Electricity	1,980.87
70542-70554		Health Unit Expenses	4,348.78
70555	Sargent County Treasurer	Advance Tax	2,672.91
70575-70591		Human Services Expenses	7,197.69
70592	Anderson, Karen	Housing Authority Travel	295.68
70593	Anderson, Bill	Commission Travel	51.52
70594	Be Business Essentials	Mobile & Vertical Lock File	575.00
70595	Best Western Ramkota	Commission Travel	298.80
70596	Bryant, Rick	Cell Phone Reimb/Car Wash	356.99
70597	Buhl's Inc.	Cleaning Services	118.25
70598	Dakota Plains Co-op	Gas Purchases	136.98
70599	Dickey Rural Networks	Telephone	895.49
70600	Doc's	Snow Removal	120.00
70601	Election Systems & Software	Layout Charges	2,777.17
70602	Forman Drug	Tape	6.99
70603	Galls	Safety Boots/Bryant	107.32
70604	Gwinner One-Stop	Sheriff Gas Purchases	531.87
70605	Hanson, Sandra	Travel/Cell Phone Reimb.	209.72
70606	Hardware Hank	Supplies	299.33
70607	Johnson, Bryan	Cell phone Reimb/Car Wash	512.00
70608	Kozok, Dave	Cell Phone Reimbursement	600.00
70609	Lee's Service Station	Oil Change	52.00
70610	Maloney, Pam	Travel	11.20
70611	Minn-Kota Communications	Call Sign Renewal/Sheriff	160.00
70612	ND Newspaper Assn.	Extension Ad	181.80
70613	ND Post Board	Officer License Renewal/Bryant	45.00
70614	Paeper, Travis	Cell Phone Reimbursement	680.00
70615	Peterson, Brenda	Cell Phone Reimb/Cor. Trav.	628.00
70616	Quill	Office Supplies	331.20
70617	The Sargent County Teller	Printing & Publishing/Elec.	1,025.38
70618	Sargent County Treasurer	ACH Fees/Ext Post/Post Met	2,031.36
70619	ND Secretary of State	Elec. Maintenance& Support	2,728.52
70620	Stutsman County Auditor	Mental Health Services	9.50
70621	Universal Services	Toner	335.45
70622	Verizon Wireless	Wi-Fi Mobile Cards	160.04
70623	Walstead, Mike	Commission Travel	276.64
70624	White Banner Uniforms	Kozok Gloves/Pants	155.99
70625	Wyum, Steve	Commission Travel	402.80
70626	AW Diesel	Wiper Blade/Mirror/Light	112.72
70627	Arrowhead Transport Inc.,	Gravel	37,691.29
70628	ATCO International	Rustame/Steel Max	300.00
70629	Carton Excavating	Trackhoe Use	812.50
70630	Central Specialties	Road Repairs	124,036.53
70631	Dakota Plains Co-op	Antifreeze/Fuel & Gas	12,235.80
70632	Enderson Const.	Gravel & Culvert Install	3,686.94
70633	Hancock Concrete Products LLC	Box Culverts	5,084.64
70634	Jake's Feed & Seed	Bulk DEF Fluid & Pump	1,635.00
70635	JAV Construction Inc.	Install Culvert	23,510.00
70636	Martinsen's Home Center	Supplies/Tools	47.71
70637	NSC Minerals	Road Salt	2,834.35
70638	Napa Auto Parts	Mirror/Switch	26.98
70639	Serocki Excavating	Asphalt	1,592.58
70640	Visto's Carquest	Screwdrivers/Plier	66.28
70641	AMS	Daily Monitoring Fees	15.60
70642	Avid Hawk	County Webpage	45.00
70643	Blawat, Melissa	Ext. Travel	432.76
70644	Century Link	911 Contracts	383.76
70645	Comp. Prof. Unlimited	Staff Support	1,064.13
70646	Dakota Plains Co-op	Sheriff Gas Purchases	1,117.66

70648	Dickey Rural Networks	911 Contracts & Database Charges	247.00
70649	Dusek, Terry	JDA Travel	21.47
70650	Erickson, Jerry	JDA Travel	11.30
70651	Hanson, Sandra	JDA Travel	4.52
70652	Information Tech. Dept.	WAN/Lerms User Fee	583.90
70654	Narum, Ron	JDA Travel	11.30
70655	NDACo	911 Wireless Fees	310.65
70656	NDACO Resources Group	Switch shipping	9.36
70657	Office of Attorney General	SCRAM 24/7	1,470.00
70658	Pearson, Randy	JDA Travel	15.82
70659	Pharmchem, Inc.,	Sweat Patch Analysis	100.00
70660	Richland County Corrections	Prisoner Board	3,029.95
70661	Vanguard Appraisals, Inc.	Service Renewal	3,500.00
70662	VISA	Credit Card Purchases/Ext.	1,266.48
70663	Walstead, Mike	JDA Travel	5.37
70664	Wayne Trophies	Plaques	58.50
70665		Human Service Expense	30.23

Meeting adjourned at 12:10 p.m.

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MICHAEL WALSTEAD - CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR