

The Sargent County Board of Commissioners met at 9:00 a.m. The following members were present: Jerry Waswick, David Jacobson, Sherry Hosford, Mike Walstead, and Bill Anderson. Also present was Melissa Seykora, Extension Agent; Cindy Klapperich, Family and Consumer Science Agent; Bruce Speich, Wild Rice Soil Conservation District; Jeanne Sexton-Brown, The Sargent County Teller and Pam Maloney, Sargent County Auditor.

More discussion was held regarding the possible relocation of the NDSU Extension Offices from the Courthouse to the Wild Rice Soil Conservation District WRSCD Building. Commissioner Waswick and Cindy Klapperich had attended the last WRSCD board meeting. The rental rate offered by the WRSCD Board is \$500/month or \$6000/year for 866 square feet. The rent offered is about half of the going rate for commercial space of this type, but the WRSCD Board concluded that having the Extension Service Office in the same building as the WRSCD, Natural Resources & Conservation Service (NRCS), and Farm Services Agency (FSA) offices would be a significant improvement to the delivery of services available to County residents. The proposed rental amount would also include heat, electricity, cleaning & custodial services and snow removal. It would not include phone/internet connections, or mail & postage services. According to Melissa Seykora and Cindy Klapperich, some of the advantages of the move would be: greater accessibility to producers & clients; increased visibility to the public; better facilities & equipment; and, improved privacy & confidentiality in the office when dealing with clients. With two agents sharing the office space in the Courthouse currently assigned to the Extension Service, it can become challenging at times to make phone calls or conduct business. The disadvantages of the move would be the rental cost. The extension office, at this time, does not have the resources to add an office rental line item to its budget. There was discussion on whether to put the question on the ballot for the primary election to add an additional ¼ mill to pay for the rent. It was decided to further research spaces in the courthouse that could possibly be utilized for additional office space before deciding on whether the question should go on the June 2016 ballot.

Lyle Bopp, State's Attorney; & Jayne Pfau, Assistant State's Attorney arrived at the meeting at 9:55 a.m.

Sargent County's employment application has been revised to include questions concerning an applicant's driver's license, and a copy of the revised application will be distributed to all departments and uploaded to the county's website.

Approve February payroll, excluding the annual leave and sick leave payout to the former Director of Social Services, which will be discussed and decided separately. Total payroll sum of \$190,486.59 (Nos.11765-11825 and 72789-72802) and the following bills: (Walstead/Anderson, unanimous)

72684-72694		Health Unit Expenses	1,278.97
72695	Forman City	Water/Sewer/Garbage	152.65
72696	Ottertail Power	Electricity	3,852.04
72697	Ransom County	VSO Salary/Benefits	826.82
72698-72709		Health Unit Expenses	1,917.23
72710-72723		Human Service Expenses	3,733.93
72724	Avid Hawk, LLC.	Web Services	45.00
72725	Best Western Plus	Road/Commission Travel	255.52
72726	Bopp Law Office	Rent/Telephone/St. Att. Travel	561.79
72727	Buhl's Inc.	Cleaning Services	127.15
72728	Comfort Inn	State's Attorney Travel	320.00
72729	Computer Prof. Unlimited, Inc.	Data Processing	1,255.58
72730	Dakota Plains	Gas Purchases	84.56
72732	Dakota Water Solutions	Water Jugs	28.00
72733	Dickey Rural Networks	Telephone	992.72
72734	Forman Market	Supplies	18.95
72735	Gwinner One-Stop	Sheriff Gas Purchases	289.76
72736	Hardware Hank	Supplies	136.83
72737	Information Tech. Dept.	LERMS/ Wan Access	587.55
72738	Johnson, Bryan	Carwash	12.00
72739	Kozok, David	Sheriff Travel	34.73
72740	Lisbon Area Health Service	Blood Alcohol	40.00
72741	ND Assoc. of Counties	Special Operations	400.00
72742	ND Clerks Association	2016 Membership Dues	60.00
72743	ND Emergency Mgmt. Assoc.	2016 Membership Dues	30.00
72744	ND Sheriff & Deputy Assoc.	2016 Membership Dues	50.00
72745	ND Workforce Safety	Volunteer Coverage	49.80

72746	NDACO Resources Group	Equip. Freight	55.48
72747	Office of Attorney General	Scram 24/7	1,530.00
72748	Peterson, Brenda	Sheriff Travel	32.40
72749	Pharmchem, Inc.	Sweat Patch Analysis	325.00
72750	Quill.Com	Office Supplies/Shampooer	420.53
72751	Reardon Office Equip.	Copier Supplies	123.04
72752	Richland County Corrections	Prisoner Board	275.00
72753	Sargent County Teller	Printing/Publishing	479.58
72754	Stein's Inc.	Custodial Supplies	103.29
72755	USPS-Stamp Fulfillment Center	Stamped Envelopes	2,362.85
72756	Vanguard Appraisals, Inc.	Service Fees	1,920.00
72757	Verizon Wireless	Sheriff MIFI Cards	160.04
72758	Walstead, Michael	Commission Travel	421.08
72759	A W Diesel	Equipment Repair	2,576.94
72760	Dakota Plains	Road Supplies	2,981.15
72761	Ekstrom Repair	Equipment Repair	4,159.24
72762	Interstate Engineering	Engineering Services	49,929.23
72763	Jawaski Glass & Repair Inc.	Windshield Replacements	824.80
72764	ND Assoc. of Counties	DOT Drug Testing	164.02
72765	ND Assoc. of County Engineers	2016 Membership Fee	150.00
72766	Nelson Home Center	Supplies	249.93
72767	ND One Call	Locate Requests	5.50
72768	RDO Equipment-Powerplan	Equipment Repair	1506.89
72769	Visto's Carquest	Prolock 66 Binder	68.90
72770	Dakota Plains	Sheriff Gas Purchases	468.44
72771	Hardware Hank	Extension Supplies	13.05
72772	NDACO	911 Wireless	91.28
72773	SC Treasurer	Extension Postage	50.20
72774	Universal Services	Copier Toner	516.00
72775	Village Family Service Center	EAP Yearly Contract	1,140.00
72776	VISA	Extension Expenses	344.79

Discussion on the social service director February hours, annual leave & sick leave payout. The Director's scheduled workweek since returning from administrative leave in November was Tuesday & Wednesday all day & Thursday until noon. Therefore, she was employed for 2 hours on Tuesday, February 2 (8 a.m. until 10:00 a.m.) at which time her employment in the position of Social Services Director for Sargent County was terminated. She is entitled to be paid for 209.95 hours of accumulated annual leave, after deducting the 2 weeks of annual leave that the Director had scheduled prior to being placed on administrative leave, and 10% of 1,114.67 hours of accumulated sick leave. The county auditor was instructed to contact Ransom County to request partial reimbursement of the annual leave & sick leave payout as she earned the majority of the hours while working in both counties. Motion to pay the former County Social Services Director, Wendy Jacobson, for: 2 hours of employment on Tuesday, February 2; for 209.95 hours of accumulated annual leave; and, for 10% of 1,114.67 hours of accumulated sick leave; and to seek reimbursement from Ransom County for ½ of the annual leave and sick leave that were accumulated while Ms. Jacobson was serving as Social Services Director for both Counties pursuant to the Shared Director Agreement, until its termination and for 60 days thereafter. (Jacobson/Hosford, unanimous)

Motion to approve a County Deed to Lop Land Trust, c/o Jeremy Weaver, Trustee, 290 NW Peacock Blvd, #881655, Port St. Lucie, FL 34986 for Lots 7-8, Block 8, Original Townsite, Cogswell City, for \$200. The Auditor informed the Commission that the signed oath affirming that the purchaser has no delinquent property taxes in North Dakota has been received. (Hosford/Anderson, unanimous)

Motion to send a letter to the North Dakota Highway Patrol Weight Enforcement Unit requesting assistance with weight enforcement on county roads, as recommended by the Sargent County Sheriff. (Jacobson/Hosford, unanimous)

The commissioners received notification from the Court Facilities Improvement Advisory Committee that Sargent County has been approved for a 75% grant in the amount of \$1,638.39, which reflects the 25% contribution by the county. The project involves the purchase of a refrigerator for the jury room and a computer & scanner for the Clerk of Court's office.

Marwood Klein, Forman Ambulance Squad Coordinator for the Sargent County Ambulance Service, met with the commission to report on Forman Ambulance Squad activity. At present, the Forman Ambulance Squad has 9 squad members with 3 EMT's on the roster, but there are two persons who will be starting the EMT class in a few weeks. New drivers are always welcome. At present, the

Squad's equipment is up to standards and is operating well. Mr. Klein also wanted to let the commissioners know how appreciative he was to the Gwinner First Responders who covered several shifts when he was out with his knee surgery. The commissioners thanked Marwood for his report, and commended him and the members of the Forman Ambulance Squad for their work on behalf of the people of Sargent County.

Merrill Engquist, Road Supervisor; and, Damon DeVillers, Interstate Engineering; arrived at the meeting. Discussion on the HB 1176 allocation project on County Road #14. The commission will call for bids on Tuesday, April 5 at 1:00 p.m. A completion date of September 15, 2016 was established for the project. Due to State budget shortfalls, the amount of money allocated by the State of North Dakota for projects in Sargent County for 2016 has been reduced by 4.05% by Gov. Dalrymple.

Acknowledgement of receipt of T.S.&L Inspection Report for BRO-0041(012), which is replacement of Bridge No. 135-05.0 & 135-05.1 over the Wild Rice River.

Commissioner Walstead reported that he, along with Mike Bassingthwaite from Interstate Engineering & Merrill Engquist; had met with the landowners regarding right-of-way needed for the above mentioned project to get the process started.

Motion to correct a sentence in the May 5, 2015 minutes. "Motion to proceed with the planning for Alternative B2" should read "Motion to proceed with the planning for Alternative B1". (Anderson/Walstead, unanimous)

Discussion on changing the minimum payment policy for purchase of permanent right of way. It was decided to leave it at \$500.

Motion to sign final estimate No. 2 for the Aggregate Surfacing Project CP 4125-(14)02 for Wm. D Scepaniak, Inc, and to authorize payment of retainage in the amount of \$28,320.17. (Jacobson/Anderson) Discussion followed regarding whether the project was completed satisfactorily. Road Supervisor Engquist reported that the contractor had promised to return to Sargent County to correct inadequacies in the project as originally completed, but that he had not done so, and the inadequacies had been corrected by the County Road Crew. Roll Call Vote: Yes – Jacobson & Waswick. No – Anderson, Walstead & Hosford. Motion failed. Damon DeVillers, Interstate Engineering, will do some further research to locate any documentation concerning additional work to be completed on the project by the contractor.

It was brought up that the seats in the courtroom are uncomfortable and squeaky. Replacing them with new chairs would change the aesthetics of the courtroom, which the Commission is reluctant to do. Possibly reinforcement of the seat and/or lubricating hinge points on the folding seats might help the situation. Courthouse Commissioner Waswick will discuss the matter with Courthouse Custodian Joe Butler.

Approve minutes of the February 2, 2016, commission meeting as corrected. (Hosford/Walstead, unanimous)

The board recessed for lunch at 12:00 p.m.

The board reconvened at 1:15 p.m. to receive a report on the activities of the Sargent County Jobs Development Authority (JDA). Mark Bopp, Sargent County JDA chairman; Sandra Hanson, Sargent County JDA secretary; & Nathan Berseth, Crossroads Community Advisors, LLC (CCA); were in attendance. Mr. Berseth reported that Crossroads Community Advisors had been contracted with to assist the SCJDA in prioritizing economic development needs in the county, adopting and implementing policies, procedures & bylaws for the SCJDA & creating a standard loan application for individuals or companies requesting financial assistance from the SCJDA. Residential housing was identified as a high priority, both in single family & multi-family housing. Throughout 2015, CCA met with several city councils in the county & discussions were held as to what these community leaders deemed to be high priorities for their respective communities in regards to housing and other economic development issues. Several communities are now moving forward with new housing developments. SCJDA also created a spec house program in which it will, for qualifying investors, participate with a loan of up to 20% of the financing to assist in bridging the gap between the cost of the project & the amount the lead lender will provide. The SCJDA has received numerous calls from interested parties & anticipates applications for participation in the spec house program in 2016.

Meeting adjourned at 1:40 p.m.

ATTEST:

PAM MALONEY – COUNTY AUDITOR