

Forman, North Dakota  
February 4, 2020

The Sargent County Board of Commissioners met at 9:00 a.m. in the Commissioner's Room with the following members present: Jason Arth, Bill Anderson, Lyle Bopp, Richard Ruch, and, Jerry Waswick. Also present were: Brenda Peterson, Sargent County Health Administrator; Mary Engst, Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

The Pledge of Allegiance was recited.

Approve January 21, 2020 meeting minutes as presented. (Bopp/Ruch, unanimous)

Ms. Peterson provided a response to the concerns of the Wild Rice Soil Conservation District regarding the difficulty of getting qualified soil scientists to come to Sargent County to complete the required on-site visit & report so that Cass County Public Health can do their design & get it to the contractor. Sargent County Health Department, nor Fargo Cass Public Health, have received communications with these concerns. She also stated that Fargo Cass Public Health does not specifically license the soil classifiers and they do not require a licensed soil scientist. They now have a broader set of requirements that should allow many more people to conduct the soil classification. The commissioners have also not received any calls, letters or emails with this specific concern. The auditor was instructed to forward the information that Ms. Peterson provided on to the WRSCD to address their concerns.

Commissioner Bopp stated that he had met with two of the Ransom County Commissioners regarding the Human Resources Director position. This will be a shared position with Ransom County. Motion to approve the Agreement between Ransom County and Sargent County for Sharing Sargent County Human Resources Director. (Arth/Bopp) Upon roll call vote, motion carried unanimously.

Commissioner Bopp also reported on the courthouse heating system. Three of the heating banks are repaired and running well, but the fourth one has numerous elements that need to be replaced. It appears that the bank has been repaired incorrectly before which has led to the problem. G & R Controls will be providing a quote on the repair cost.

The Emergency Manager's Office's floor has been painted and epoxy applied. There is some touch-up painting and cleaning that will still need to be done.

Alison Toepke, Treasurer/Recorder/Clerk of Court; arrived at the meeting. We have received the official notification that Sargent County was approved to receive a Court Facilities Improvement Grant for emergency escape ladders for the clerk of court office and the courtroom, six smoke alarms & a video conferencing system and installation in the courtroom. Motion to move forward with the improvements listed on the grant & to pay them from the General Government budget line items of Security and Miscellaneous. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

Motion to re-appoint Luke Siemieniewski and Roger Zetocha to the Sargent County Water Resource Board. Both submitted applications, with no other applications from any other interested persons received. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Motion to authorize the chairman to sign the Memorandum of Agreement for the 2020 update of the Sargent County Multi-Hazard Mitigation Plan. Participating jurisdictions in this MOA are as follows: Sargent County and the cities of Cayuga, Cogswell, Forman, Gwinner, Milnor and Rutland. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Approve Games of Chance Permit SC-2020-2 to Sargent Central High School Clay Target Club, Forman, for a raffle board on February 8, 2020 at Rutland Sportsman's Club Trap Grounds, Rutland Township. (Anderson/Ruch) Upon roll call vote, motion carried unanimously.

Motion to approve some clarification with the new Sick Leave Bank Policy to read "New employees will be automatically enrolled as members of the Bank without having to donate time immediately after hire. New employees will not have to donate any time until the second enrollment period following their hire." (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Commissioner Arth reported on the county road conference he attended. He also had been contacted by Bob Schutt of Milnor regarding the bridge in Milnor. There are several items that need to be considered before an agreement can be made between the city and the county. Mr. Schutt will be invited to attend a future meeting to discuss it.

Margie Johnson, State's Attorney Legal Assistant, arrived at the meeting.

Travis Paeper, Sheriff, arrived at the meeting to discuss job descriptions/pay grade evaluations for a chief deputy and a sergeant deputy. Motion to send both job descriptions to Gallagher for evaluation for pay grades. (Arth/Anderson) More discussion followed. The commission requested further explanation about the sergeant deputy job description, duties and necessity. Sheriff Paeper will come back later in the meeting with more details.

Brian Tayer, Sargent County Ambulance-Milnor Squad, arrived at the meeting. He stated that they had 109 runs in 2019, but that 44 of them were standbys or cancellations. The Milnor Squad is involved with a Medicare study involving cost analysis for 2020. He also stated that patient revenue is down due to less runs. The ambulance and the equipment are in good shape. The commissioners thanked Mr. Tayer and the rest of the squad for their time and dedication to the people of Sargent County.

The commissioners proceeded to look over Richland County's job description for a Human Resources Director. Several revisions were made. The auditor will make the changes & send the draft copy to the Sargent County and Ransom County Commissioners, along with the state's attorney, for feedback before it is sent on to the pay plan consultant for an evaluation for pay grade. Motion to send Human Resources Director job description to Gallagher for a pay grade evaluation once revisions are made and approved. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

Motion to approve County Deed and to authorize the chairman to sign the deed for the following sale of property forfeited to Sargent County for non-payment of taxes contingent upon a Delinquent Tax Oath is signed by the purchaser: E 100' x 150' of Lot 1, Block 8, McNeeley's Addition, Cogswell City, for \$350, to Melvin Ridder, PO Box 73, Cogswell ND 58017. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Sheriff Paeper arrived back at the meeting with a generic Sergeant Deputy Sheriff job description. He explained that he hadn't reviewed the generic job description yet & before the commission acts on it, he will do his due diligence and provide one to them at a future meeting. However, he would appreciate it if the chief deputy job description could be sent on to Gallagher for an evaluation. Previous motion was amended to read that only the chief deputy job description would be sent on to Gallagher for a pay grade evaluation. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

Sheriff Paeper also stated that the Emergency Manager could remain in his deputy's office as long as is needed.

Meeting adjourned at 11:40 a.m.

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JERRY WASWICK - CHAIRMAN

ATTEST:

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PAM MALONEY - AUDITOR