

Forman, North Dakota  
February 5, 2002

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: Karen Anderson, Steve Wyum, Ray Brockman and Donald Wehlander. Absent W.E. Smith. Also present Lyle Bopp.

Julie Hassebroek, Ext. Service Agent reported on the interview process for the Home Economist position. Commissioner Smith was present at the interview. Jennifer Marhula, Milnor, a Concordia graduate provided excellent information and is very qualified. She has no background in extension so Julie will work with her on her responsibilities for extension service. The position is 26.5 hours per week. They made a tentative offer to her but all paper work must go through NDSU. Julie requested 4-days per week for the extension support staff. This would be year round and the additional cost would be \$730. Approve 80% time for Extension Support Staff effective April 1, 2002. (Wyum/Anderson, unanimous)

The Board discussed the landfill activities and Lyle reported on the public meeting in Gwinner held last night.

Discussed missing funds in the Sheriff's Office and the report filed by the State Auditor's Office. A judgement must be obtained against the public employee or public official to create liability upon the bond.

Discussed the police contract with Milnor City.

Norm Preble met with the Board to discuss farm exemption and taxation procedures. All rural homes will be revalued this year and any increases will be included in the 2002 values. Norm also asked about a policy for transporting veterans to doctor's appointments. The Board requested Norm to research the transportation policy and report back to the Board.

Approve January 15, 2002 minutes. (Wehlander/Anderson, unanimous)

Reappoint Mark Breker to Sargent County Water Board District No. 1 for a 3-year term. (Wehlander/Wyum, unanimous)

Appoint Roger White, Stirum, ND to Sargent County Water Board District No. 5 for a 3-year term. (Wyum/Wehlander, unanimous)

Discussed the ambulance levy. Currently there is a levy of 4.92 mills and in 1982 the electors voted on a levy not to exceed five mills. The Board has indicated that there is a need to increase the revenue for the ambulance fund. Introduced a resolution to place the following question on the June 2002 Primary ballot. "Shall the County of Sargent, State of North Dakota, levy and collect a property tax not to exceed ten (10) mills on the net taxable assessed valuation of the county annually, or until discontinued as provided by law, for the purpose of subsidizing county emergency medical services, pursuant to the provisions of Section 57-15-50 of the North Dakota Century Code?" (Wyum/Anderson. Roll call: Yes Wehlander, Wyum, Anderson, and Brockman. No None. Resolution was duly declared carried and adopted.

The Board proceeded to discuss the revised standing rules presented by the Sargent County Personnel Board, the position classifications/reclassification review and the job classification and pay plan basic pay administration policy. Adopt the Sargent County Personnel Board Standing Rules as revised and present to the employees for a vote. (Wyum/Wehlander, unanimous) Gina Hillestad talked to MAXIMUS and she reported that to handle minor changes in job classifications, employees should discuss with the department head and the department head should bring it to risk manager with minor changes and track the changes that they have been added since the last grade. If and when the department head thinks it should be a reclassified, it should go to the commission and then go to the consultant for a reclassification. Adopt the Sargent County Position Classification/Reclassification Review immediately with the following insertion: Department Heads shall be responsible for reporting all changes in job descriptions to the Risk Manager for recording. (Wyum/Anderson, unanimous) Discussed the Job Classification and Pay Plan Basic Pay Administration Policy as revised effective April 2002. Approve as amended. (Wyum/Anderson, unanimous)

Rescind the resolution adopted July 1, 1985 for the purpose of salary of elected officials and appointed boards. (Anderson/Wehlander, unanimous)

Patricia J. Carlen met with the Board to discuss a letter that the commissioners received via a fax at the last meeting. It concerned her office and she wished that she had been contacted to discuss the letter. The Board apologized. Patty also discussed the new pay plan and the lack of information obtained from the job survey of a combined Recorder/Clerk of Court Office. The Board explained the statistical basis used in the survey. The Deputy has submitted a new Comprehensive Position Questionnaire, which the commissioners will review today.

Wade Anderson, Havana inquired about the hay land on the north side of Silver Lake. He is interested in haying it or submitting a bid. Steve Wyum also

mentioned that the hay land at the fairgrounds has been a concern in the past. The Board agreed to discuss this inquiry at the Park Board meeting.

Approve Local Permit No. 2002-02 to Tewaukon Rod and Gun Club for a raffle at Geneseo Hall on February 23, 2002. (Wehlander/Anderson, unanimous)

Approve Local Permit No. 2002-03 to Cogswell Gun Club for a raffle at Cogswell Trap Grounds on September 8, 2002. (Anderson/Wyum, unanimous)

Approve Barnes County Contract for Jail Services at \$50/day effective March 1, 2002. (Anderson/Wehlander, unanimous)

Authorize disposal of item nos. 39028, 827, 963, 984 and 41 and offer for sale on a silent auction.

An application for abatement of taxes from Kathleen Wyum on the E1/2 of SW1/4 and Lots 3 & 4-30-131-54 except dwelling drive was received after approval from Shuman Township. Mrs. Wyum is requesting that the residential assessment be prorated for six months because effective July 1, 2001, the structure was farm exempt. Concur with township. (Wehlander/Anderson, unanimous)

Colleen Sundquist, Health District, reported that additional funds have been acquired in that department for new services and have not been approved for 2002. Amend budget to include \$6933 for Foot Care and \$5625 for additional funds to State Aid. (Wyum/Wehlander, unanimous) Nancy Forster, LPN has been hired to administer the foot care. The State Aid monies included additional funds from 20% of Community Health Grant from tobacco funds. The amount allocated will include school programs and community programs.

Karen Anderson reported that the Housing Authority in Dickey County requested a \$350 payment for copies used by the authority. There are 8 homes in Sargent County that is subsidized through the authority. Approve \$350 from the printing/books budget item payable to Dickey/Sargent Housing Authority for printing costs. (Wehlander/Anderson, unanimous)

The Board reviewed requests for job classifications for some employees that asking for changes.

The meeting adjourned at 4:00 p.m.

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RAY BROCKMAN - CHAIRMAN

ATTEST:

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SHERRY HOSFORD - AUDITOR