

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: Mike Walstead, David L Jacobson, Steve Wyum, Jerry Waswick and Bill Anderson. Absent: None. Paige Cary, the Sargent County Teller was also present.

Approve minutes of March 6, 2012, as corrected. (Wyum/Waswick, unanimous) Board members also received a copy of the February 2012 financial statement.

Lyle Bopp, States Attorney arrived at this time.

Colleen Sundquist, County Health Administrator and President of the Sargent County Personnel Board met with the Board to present a proposed revision to the county Sick Leave policy. The proposed revision includes a change from: **“In the event”** an employee is absent for “more than 3 consecutive days” to **“seven (7) or more consecutive working days”** due to illness or injury a physician’s statement “may be requested” to **“shall be required”** verifying the nature of the disability and its beginning and expected ending dates. **In addition, a well-documented unwarranted sick leave pattern may be cause for a written reprimand to be placed in the employee’s personnel file.** Further discussion ensued with a motion to amend the proposal from the SC Personnel Board to change the (seven) 7 or more consecutive working days to five (5) or more consecutive working days and add the following requirement: **The employee shall not be compensated without providing such documentation for any sick leave taken and such time off shall be considered as being an unexcused absence.** (Jacobson/Waswick, unanimous) The Personnel Board has also discussed the County’s policy concerning the accumulation of sick leave, and the Personnel Board members plan to have more discussion on that subject at their next meeting. Another request is to allow AFLAC Insurance to contact county employees if interested in a cancer/disability policy. Motion to make available AFLAC Insurance to county employees at no cost to the county. (Waswick/Wyum, unanimous)

Todd Stein, Cogswell met with the Board to discuss the Cogswell-Brampton road right-of-way. He reported that Lyle Bopp, Mike Walstead, Jim Bosse and himself had met as per the commissioner’s request at the March 6th meeting, and had discovered that 1½ miles of the former Milwaukee Road railroad right of way in Sargent Township had been offered by the railroad and acquired by the adjacent landowners before the county acquired the remainder of the right of way from Brampton to just north of Cogswell back in 1952. The Commission expressed concern about the existence of County road right of way easements on that 1½ mile section of roadway. No action was taken to retain an interest in any Mineral rights. The motion from the March 6, 2012 meeting, as amended, that Sargent County deed the property to adjacent landowners, reserving and retaining an easement for road right of way that is no less than 75 feet either side of the center line of the roadway in width, and is consistent with the width of the right of way on other segments of County #4, for \$1.00, with the landowners to cover all costs, including deed preparation fees, recording fees, and any additional costs that may be incurred in the course of transferring ownership of the property. (Wyum/Waswick, unanimous) States Attorney Bopp was directed to research the existence of any easement for the roadway between Section 23/24 and the N1/2-25/26-130-57, and to prepare the County Deeds to the adjacent landowners.

Proceeded to open bids for furnishing supplies for the year beginning April 1, 2012, and ending March 31, 2013, as advertised. Present: DarWayne Crandall, Crandall Construction, Cayuga and Merrill (Sparky) Engquist, Road Supt. Bids submitted as follows:

GRAVEL: Crandall Construction, Cayuga; Arrowhead Transport Inc., Gwinner; Bernard Mahrer Construction Inc., Rutland; Mark Sand and Gravel Dakota Co., Fergus Falls, MN; Enderson Construction, Gwinner; & Rustad’s LLC, Kindred. Accept all bids. (Walstead/Wyum, unanimous) Commissioner Waswick requested that a map of all areas in the county that will be graveled in 2012 be prepared by the Co. Road Supt. and sent out to the contractors with the recap of the bids.

MIXING & DRYING BLACKTOP SURFACING: No bid received.

BITUMINOUS MATERIALS: Flint Hills Resources, West Fargo, ND. Accept quote. (Waswick/Jacobson, unanimous)

GASOLINE, FUEL, & LP GAS: Dakota Plains Cooperative, Valley City; Nelson Bulk Oil Co., Milnor; Rutland Oil Co., Rutland. Accept all bids. (Waswick/Walstead, unanimous)

Discussion on the annual bid letting followed specifically on purchasing gas at pumps. County employees use cardtrols (cards or keys) to refuel the county fleet of vehicles and not all companies bid on pump purchases. Motion to advertise in 2013 for bulk purchases of all fuels in the bid notice. (Wyum/Waswick, unanimous)

The Board recessed for lunch at 12:00 noon.

The Board reconvened at 1:10 p.m.

Damon DeVillers, Interstate Engineering, Inc. and Sparky Engquist, Road Supt. were present at the meeting.

The Board proceeded to review Request for Proposals for Preliminary Engineering Services for Emergency Repair Projects on County Roads # 1, #2 and # 10. Interstate Engineering, Inc., Wahpeton, ND and Moore Engineering, Inc., West Fargo, ND presented proposals. Motion to accept the proposal from Interstate Engineering, Inc. (Walstead/Jacobson, unanimous)

Damon DeVillers also indicated that the micro-surfacing project #SC-4111(068) PCN 19227 located on Co. # 4 from ND 13 and north 3 miles must have a Request for Proposals for construction engineering services to continue forward with this project. Motion to advertise for proposals with the bid opening on April 17 at 1:00 p.m. (Walstead/Waswick, unanimous)

Discussed the water problems in Cogswell with Damon DeVillers and he stated that he has done some research on the issue and it might be possible to take some of the water down the east side of County Road # 4, and also gate some of the culverts. Compliance with North Dakota Stream Crossing Standards is still an issue of concern and Mr. DeVillers will research that matter further. Also discussed the availability of hazard mitigation monies to assist the City of Cogswell with flood prevention measures, and Sandy Hanson, EMS stated that she is not sure if there is any mitigation funding available at this time. Ms. Hanson stated that she has already put in a request to move some funding from other projects in Sargent County to the Cogswell project but she does not know at this time if any funding is available. The commissioners discussed whether the county or the city should take the lead in further study of this matter. Currently, Cogswell City’s primary concern is obtaining permission to gate the culverts under Co. # 4 and divert water away from the City by running it south in the ditch on the east side of County #4. It was the consensus of the commission that Cogswell City should take the lead with this project, but the county could lend assistance.

Motion to authorize the Chairman and County Auditor to sign a License Agreement and Service Contract with Vanguard Appraisals, Inc. for the two additional seats and a service agreement for same. (Walstead/Jacobson, unanimous) Lyle Bopp, States Attorney has read and reviewed both documents and had a concern about language in one contract regarding the laws of the State of Iowa. He will contact Vanguard Appraisals, Inc. for clarification.

Approve March payroll in the sum of \$142,338.40 (Nos. 6838-6887 and 65756-65771) and the following bills contingent upon courthouse commissioner Waswick and Sheriff Paeper’s approval and receipt of the walk-thru metal detector : (Walstead/Jacobson, unanimous)

65652	Ottertail Power Co.	Electricity	3,356.48
65653	Ransom County	VSO Expense	727.27
65656-65661		Health Unit Expenses	1,207.57
65662	City of Forman	Water/Sewer/Garbage	131.30
65663	Sargent County	2009 FEMA package	459.85
65664-65673		Health Unit Expenses	1,241.62
65674	Sargent County	2009 FEMA package	4,504.93
65683		Weed Board Expense	275.00
65684-65697		Human Service Expenses	6,135.59
65698	American Express	Credit Card Purchases	1,181.54
65699	Bopp Law Office	Attorney Rent/Phone	411.98
65700	Bopp, Cody	Custodial Duties	30.00
65701	Bopp, Mark (The Snowman)	Snow Removal	36.00
65702	Bryant, Rick	Reimbursement	256.23
65703	Buhl’s Inc.	Cleaning Services	159.25
65704	Comfort Suites	Auditor Travel	110.40
65705	Dacotah Paper Co.	Copier Paper	660.60
65706	Dakota Mailing	Postage Ribbons	92.93
65707	Dakota Plains Co-Op	Gas	875.38
65708	Dickey Rural Networks	Telephone	834.13
65709	DOCS	Snow Removal	280.00
65710	Ed’s Place	Gas	39.89
65712	Forman Drug	Supplies	7.71
65713	FP Mailing Solutions	Postage Rental	128.85
65714	Hardware Hank	Supplies	71.90

65715	Hillestad, Gina	Travel	91.80
65716	Information Tech. Dept.	Lerns user Fee	50.00
65717	Institute of Local Govt.	Continuing Education	40.00
65718	Kohlmeyer, Joan	Custody Investigator	2,500.00
65719	Popp Binding & Laminating Inc.	Office Supplies	108.02
65720	Quill Corp.	Office Supplies	35.99
65721	Reardon Office Equip.	Office Supplies	360.00
65722	Roger's Plumb. & Heating	Repair Drinking Fountain	50.00
65723	Sargent County Teller	Printing & Publishing	129.88
65724	Sargent County Treasurer	Postage Reimbursement	5,314.92
65725	Shoplet.com	Office Supplies	145.14
65726	Stein's, Inc.	Supplies	186.80
65727	Synergy Graphics	Mail Ballot Applications	800.00
65728	UND	Directory of Govt. Officials	20.00
65729	Wisnewski, Florian	Assessor's Travel	46.42
65730	Barnes County Corrections	Prisoner Board	195.00
65731	Century Link	911 Contracts	191.88
65732	Computer Professionals Unlimited.	Staff Support	983.84
65734	Dickey Rural Telephone	Contracts & Database Updates	251.00
65735	City of Forman	Rent	90.00
65736	Geray, Lakin Jo	SCRAM 24/7 Reimbursement	100.00
65737	Gwinner One-Stop	Gas	582.69
65738	Hassebroek, Julie	Travel	182.58
65739	Information Technology Dept.	WAN	467.40
65741	NDACo	911 Wireless	1,030.60
65742	NDSU Extension Service	Hassebroek/Dawson	12,483.48
65743	Office of Attorney General	SCRAM 24/7	655.00
65744	Official Payments Corp.	Quarterly Web Tool	165.00
65745	Richland County Corrections	Prisoner Board	275.00
65746	Vanguard Appraisals, Inc.	Software & Workstations	5,500.00
65747	AW Diesel Service	Air Switch	24.00
65748	Enderson Construction	Bridge & Road Repairs	20,647.00
65749	Forman Repair	Repairs	22.95
65750	Martinsen Home Center	Small Tools	37.22
65751	NDACo	Annual Drug Testing	185.50
65752	Nelson Bulk Oil	Fuel	6,818.00
65753	RDO Equipment-Powerplan	Equipment Repairs	1,435.69
65754	Ruch, Richard	Fence Repairs	453.73
65755	Visto's Carquest	Equipment Repairs	56.99

Discussed replacing the phone in the upstairs conference room and repair to the PolyCom phone in the commissioner's room. Estimates from Minn-Kota Communications, Inc. of Wahpeton include a phone quote of \$600 and new wiring for the phone in the conference room at \$100-\$150 and repairs to the PolyCom phone in the commissioner's room at \$290. Approve quotes and authorize Minn-Kota to proceed with purchase and repairs. (Waswick/Wyum. Motion Carried)

Travis Paeper informed the Board that the 2007 and 2009 Durango's would serve the county car fleet the most efficiently. He indicated there is an upcoming auction in New York Mills MN this week and the 2005 Durango could be taken there to sell. Motion to authorize Sheriff Paeper to take the 2005 vehicle to sell with a floor price of \$4500. (Wyum/Jacobson, unanimous) Sheriff Paeper received information that the trade-in/sale value of the 2009 Durango was estimated at \$9,500 which is the amount the Sheriff proposes that the county reimburse the Sheriff's Dept. budget to acquire this vehicle for the county fleet. The new vehicle will be available sometime between mid-April and mid-May. County employees travelling to necessary meetings and appointments from now until the new vehicle arrives will use their own personal vehicle and bill the county for mileage reimbursement if the 2007 Durango is not available.

Meeting adjourned at 2:35 p.m.

BILL ANDERSON – CHAIRMAN

ATTEST:

SHERRY HOSFORD - AUDITOR