

Forman, North Dakota  
April 1, 2014

The Sargent County Board of Commissioners met at 9:00 a.m. in the 2<sup>nd</sup> floor conference room of the County Courthouse for a non-agenda employee meeting, with all Commissioners and twenty-three County employees present. Also present was Paige Cary of the Sargent County Teller. Topics of discussion included: purchase of additional AED (Automatic External Defibrillator) and training for county employees on use of the AED and CPR; pay plan and market survey; a new phone system; and, congratulations to Colleen Sundquist on her upcoming retirement. Also discussed was the handling of the incident that occurred on County #1 on the afternoon of Wednesday, March 26, in which there was evidence that a County employee may have been consuming alcohol while on the job. The discussion centered on what was done, what could have been done, and on the risk management aspects of the incident. Following the non-agenda employee meeting, the Sargent County Board of Commissioners convened at 10:00 a.m. with the following members present: Bill Anderson, Steve Wyum, David L Jacobson, Mike Walstead and Jerry Waswick. Absent: None. Paige Cary, the Sargent County Teller, Lyle Bopp, States Attorney and Sparky Engquist, Road Supt. were also present.

The Board proceeded to open and read bids for the acquisition of One or Two Motor Graders – New 2014 Model or Low hour 2013 Model. Bids were received from RDO Equipment Co., Fargo, ND; and Butler Machinery Co., Fargo, ND. Company representatives were present for the bid opening. Discussion was held concerning the options with each machine in the various bids and possible delivery dates if a machine, or more than 1 machine, is acquired. It was agreed that Road Commissioner Walstead and Road Superintendent Engquist would meet with the company representatives for a better understanding of the details of the bids and of the machines. A recommendation will be made to the commission at the next meeting.

Colleen Sundquist, outgoing Administrator and Alison Perleberg, newly hired Administrator SC District Health Unit (SCDHU) met with the Board to discuss the hiring of part-time staff. Amy Kuehn, former nurse in this position, resigned on March 10<sup>th</sup> and the district is advertising for a part time staff position. In the past the position has entailed 7 hours per week and the District is now requesting 14 hours per week, and asks approval of pay Grade 8/Step 3 for an LPN or pay Grade 12/Step 3 for an RN, with proper qualifications, for the position. This nurse will be responsible for Foot care and other work, as needed, in other programs. Motion to approve hiring of Staff Nurse at Grade 8 if LPN and Grade 12 if an RN is hired; up to Step 3, and up to 14 hours a week. (Anderson/Walstead, unanimous)

Steve Wyum informed those in attendance that the Director of Nursing position for the SCDHU received an updated evaluation from Public Employment HR Consulting. According to the evaluation, the position has had increased responsibilities assigned in nursing services program management, including: vaccine management; electronic health record program; training and evaluation of employees; ensuring standards of care are met; and, community assessment. Based on the evaluation and recommendation of the consultant, accept the recommendation to raise the pay grade from Grade 13 to Grade 14. (Walstead/Waswick. Motion carried)

Colleen Sundquist expressed a concern over the sidewalk outside the District Health Unit. It is in bad shape and is a hazard for those entering and exiting the building. Commissioner Walstead, Health District representative said he had spoken with a representative of the city of Forman about the matter, and that he will do so again.

Approve the revised draft of the minutes of the March 18, 20 and 25 2014, commission meetings. (Walstead/Anderson, unanimous)

Kari Gilje, Family Focus coordinator with Sargent County Social Services, met with the commission to inform the Commissioners that she and Darci Weber, Child Protection Worker, have written a grant and received \$500 for materials for Child Abuse Awareness month. Coloring contests will be held in the schools as well as poster contests. Pinwheels will be placed on the courthouse lawn for the public to observe. Without objection, Kari was granted permission to proceed with these projects.

The Board reviewed other unfinished business, including: a purchasing policy; new phone system; compressor replacement, radiator maintenance and radiator repairs; and, County #10/Milnor Main Street and Shortfoot Creek culvert & bridge replacements.

Sandy Hanson, Tax Director presented Service Contracts for Component Commercial/Industrial services with Vanguard Appraisals, Inc. Authorize Chairman and County Auditor to execute said contracts. (Anderson/Jacobson, unanimous)

Motion made that the Sargent County Commission extend a thank you on behalf of the Sargent County Park Board to the Cogswell Gun Club for the generous donation to Silver Lake Park. (Anderson/Jacobson, unanimous)

The Board recessed at noon for lunch.

The Board reconvened at 1:00 p.m. with all Commissioners, Damon DeVillers, Interstate Engineering, Inc. and Sparky Engquist present.

Damon DeVillers provided a handout on the Mine & Blend, Aggregate Base and Hot Bituminous Surfacing bids on County Road 14 from ND 11 South which were opened on March 25. Mr. DeVillers provided a bid tabulation with all six (6) contractors who presented bids. The low bid for Alternate No. 1 was Central Specialties, Inc. at \$2,477,196.45 followed by Mark Sand and Gravel at \$2,597,802.85 and Bituminous Paving, Inc. at \$2,745,330.00. The other three bidders did not submit an Alternate bid for the recycled asphalt pavement superpave FAA 43 and PG-64-34 Asphalt Cement. After a lengthy discussion a motion was made to accept the bid from Central Specialties, Inc. for the recycled asphalt at \$2,477,196.45. (Walstead/Anderson, unanimous) The estimated cost of design, preliminary and construction engineering services is \$233,968.00 for a total project cost of \$2,711,164.45.

The Board next reviewed information prepared by Damon DeVillers regarding gravel projects in Sargent County which have been prioritized into a primary Base Bid and 4 supplementary Alternatives. Damon listed each project separately with the item description and an estimated cost based on a 24 foot top with one foot slough on each side; 2 inches compacted or 3 inches loose gravel. If the commissioners agree to bid these projects the advertisement for bids must be published 21 days before the bid opening. Following a review of finances and money allocated for graveling roads, a motion was made to advertise for bids for all five priority projects with a bid opening date of May 6, 2014 at 9:30 a.m. (Walstead/Anderson, unanimous)

A preconstruction Conference for Project 4129(060) – County No. 12 maintenance overlay will be held on April 9, 2014 at 1:00 p.m. in the Commissioners Room.

Damon DeVillers requested approval of three Change Orders on Emergency Repair projects. The projects included CER-4103(059); CER-4111(058) and CER-4125(065) Motion to approve. (Waswick/Anderson, unanimous).

Motion to approve the Director of Nursing position at the Sargent County District Health Unit at Grade 14/Step 5 pursuant to provisions of the county pay plan. (Anderson/Jacobson, unanimous)

Commissioner Walstead reported that he had given two road department employees, Sparky Engquist and Virgil Nogowski, permission for overnight use and possession of the County road department pickup trucks, away from the County shop, for County Road Department purposes.

Meeting adjourned at 2:20 p.m.

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STEVE WYUM – CHAIRMAN

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SHERRY HOSFORD – COUNTY AUDITOR