

Forman, North Dakota  
April 3, 2018

The Sargent County Board of Commissioners met at 9:00 a.m. in the 2<sup>nd</sup> floor conference room of the courthouse for a non-agenda employee meeting, with all Commissioners and approximately twenty six county employees, elected department heads and appointed department heads present. Topics of discussion included: payroll pay periods; updating job descriptions; compensation for those employees not receiving the insurance benefit; taking another look at NDPERS Retirement Program; and, clarifying vacation carry-over for employees switching from full time employment to part-time employment. Following the non-agenda employee meeting, the Sargent County Board of Commissioners met at 10:10 a.m. with the following members present: David Jacobson, Mike Walstead, Sherry Hosford, Jason Arth, and Bill Anderson. Also present was Lyle Bopp, State's Attorney; Jayne Pfau, Assistant State's Attorney; Tibby Hinderlie, the Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

Mike Anderson, Ransom Township Supervisor; and, Mark Wyum, Ransom Township Resident; arrived at the meeting to discuss possible improvement of an intersection of a Ransom Township road, 91<sup>st</sup> Street Southeast, and County Road #10, 138<sup>th</sup> Avenue Southeast, 3 miles north of Rutland. There was an incident last fall in which a tanker truck overturned while navigating that intersection. There is no shoulder and there is a slough on either side of the intersection. It is extremely difficult to navigate the intersection with large trucks. Mr. Anderson and Mr. Wyum are both of the opinion that it is a safety issue. The commission agrees that it is a hazardous intersection and will look into what could be done to make the intersection safer. The township is willing to help out financially, as it is able, and to look within the township for the fill needed.

Approve March 20, 2018 meeting minutes as corrected. (Hosford/Jacobson, unanimous)

Melissa Seykora, NDSU Extension Ag and Natural Resources (ANR) Agent; and, Cindy Klapperich, NDSU Extension Family and Community Wellness (FCW) Agent; met with the commission to report on the activities of the County's Extension Service office personnel from January through March, 2018. A written report was delivered to each commissioner and to the county auditor. A copy of the report can be obtained from the Extension Office. Ms. Klapperich has been involved with numerous projects involving many county residents. Some include Human Development, Family Science Education and Personal & Family Finance Education, 4-H Youth Development, Nutrition, Food Safety & Health Education & Community Vitality. She also attended many other workshops & meetings. Ms. Seykora had worked with projects in Natural Resource Management, Crop Management, Farm Business Management, Horticulture and Forestry, and 4-H Youth Development. The commission thanked the Sargent County Extension Service staff for a job well done.

Merrill Engquist, Sargent County Road Supervisor, arrived at the meeting. He provided revised graveling maps that he had prepared after the bids were received and accepted. To do all graveling projects would require the expenditure of approximately \$800,915.00 of county funds to buy and haul the gravel. To do only the high priority projects would require the expenditure of approximately \$404,162.00 of county funds to buy and haul the gravel. The commissioners will review the maps & designate graveling projects for 2018 at the next commission meeting. There was also discussion about the intersection about which Ransom Township had met with the commission earlier in the meeting. Mr. Engquist hasn't found a culvert through the township road at that intersection, but he will check on that again.

The commission reviewed the two quotes received for the replacement of the flooring in the downstairs restrooms. There was a question on the floor preparation estimate on one of the quotes, so the auditor was instructed to call for additional information. Tabled until the next meeting.

The commission discussed the Emergency Manager/911 Coordinator's position. Sandra Hanson, Emergency Manager/911 Coordinator; has indicated that she is extending her resignation date in order to get administration work completed on township FEMA projects that have not been closed, but no formal letter has been received. There was some discussion on whether her position will be advertised or if current employees within the county will absorb those duties.

Motion to authorize the chairman to sign & return the North Dakota Insurance Reserve Fund (NDIRF) proxy form appointing the NDIRF Board Chairperson to vote for Scott Ouradnik to the Board of Directors on behalf of Sargent County at the Annual Meeting of members of the NDIRF to be held on May 17, 2018, in Bismarck. (Hosford/Anderson) Upon roll call vote, motion carried unanimously.

Reappoint Dr. Rup Nagala to a five year term on the Sargent County District Board of Health. (Anderson/Jacobson) Upon roll call vote, motion carried unanimously.

Motion to authorize the chairman, county auditor & state's attorney to sign the Cost Participation, Construction, and Maintenance Agreement for HLC-4100(004) Pavement Markings & Signs at various locations in Sargent County. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Motion to approve and send the letter drafted by Sheriff Travis Paeper, to the North Dakota Highway Patrol Weight Enforcement Unit requesting assistance on weight enforcement on county roads. (Anderson/Jacobson) Upon roll call vote, motion carried unanimously.

Approve the purchase of a HP Laserjet M607n laser printer for the treasurer's office pursuant to the proposal received from NRG Technology Services. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Commissioner Walstead reported that he had received an email from the Village Business Institute (VBI) regarding the Hostile Work Environment Case. The email stated that VBI has received the formal referral; there has been a case manager assigned by VBI; and, the employee has contacted VBI & scheduled the first appointment, as was required.

Motion to sign a representation letter and send to the auditing firm, Rath and Mehrer, P.C., stating that Sargent County has fulfilled the responsibilities as set out in the terms of the audit engagement letter. (Anderson/Hosford) Upon roll call vote, motion carried unanimously.

Discussion on changing the start time for the park board meetings. Tuesday, April 17, the park board meeting will begin at 8:30 a.m.

Discussion was held on the topic or topics to be covered in the supervisor training to be conducted by VBI. Two topics were chosen & the auditor will contact the Village Business Institute to set up the training.

Meeting adjourned at 12:10 p.m.

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MIKE WALSTEAD – CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR