

Forman, North Dakota
May 1, 2018

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: David Jacobson, Mike Walstead, Sherry Hosford, Jason Arth, and Bill Anderson. Also present was Alison Toepke, Sargent County Treasurer/Recorder/Clerk of Court; Tibby Hinderlie, the Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

Job descriptions were discussed. Most of the departments have gotten their revised job descriptions to Ms. Toepke, so she is wondering what the next step should be. The commissioners requested that the changes between the last job description (the majority of which) were done in 2001) and the new revised version be highlighted so it is easier to see what has been changed. After that has been accomplished, the new job descriptions should be referred to the personnel board for review for uniformity, word choice and grammar. Once the job descriptions are reviewed by the personnel board, they will be reviewed by the Commission and then sent to Gallagher Benefits to be reviewed for internal equity and external competitiveness. Ms. Toepke will send emails to employees requesting their job descriptions back by May 14, with the changes highlighted.

Lyle Bopp, State's Attorney, arrived at the meeting at 9:25 a.m.

Approve April 17, 2018 meeting minutes as corrected. (Arth/Hosford, unanimous)

More discussion was held on the letter of support requested by Milnor City for the extension of the duration of the Milnor Renaissance Zone for 5 more years, and to expand the number of blocks to take advantage of new guidelines established by the State Legislature. Carol Peterson, Milnor City Economic Development Coordinator, provided further information that had been requested by the Commission at the April 17 Commission meeting, along with maps showing the areas currently in the renaissance zone and a map describing the proposed renaissance zone expansion area. There were questions about some of the blocks with unimproved lots in the proposed expansion area, as there was some understanding that a renaissance zone was only for rehabilitation or renovation of current structures, and this expansion is in a new development where there are currently no structures. In response to a question from the Commission, States Attorney Bopp advised that the State law authorizing the establishment of Renaissance Zones allows new construction to be eligible for renaissance zone income and property tax breaks. Motion authorizing Commissioner Anderson and State's Attorney Bopp to draft a letter of support to be sent to the North Dakota Department of Commerce in support of Milnor's application to extend the duration of the City's Renaissance Zone status and also to expand the number of blocks in Milnor City's Renaissance Zone. (Hosford/Anderson) Upon roll call vote, motion carried unanimously.

Merrill Engquist, Sargent County Road Supervisor; Bruce Berg, Butler Machinery representative; & Troy Mahler, RDO Equipment Company representative; arrived at the meeting. Motion to not accept any bids at this time & to postpone acquiring a motor grader until next year. (Jacobson, died for lack of second). Motion to acquire the 2018 John Deere 672G with the trade-in of the 1991 Cat 140G; to lease the new John Deere motor grader through SCB Public Finance; and, to authorize the chairman and auditor to execute all necessary documents needed to complete the transaction, with all documents to be submitted to the States Attorney for review. (Anderson/Arth) Roll Call Vote: Yes – Arth, Anderson, Hosford & Walstead. No – Jacobson. Motion carried. The decision to acquire the John Deere machine rather than the CAT machine was based on maintenance and safety factors: keeping parts & filters of the machine uniform; and, keeping machine controls uniform; as all other road graders the county currently has are John Deere machines using identical parts, filters and controls as the new machine. Mr. Engquist agreed & stated that the road crew prefers the machines to be the same for reasons of safety and because no retraining is necessary to move from machine to machine as the controls are identical; and, that time and money are saved because a John Deere service truck is available in the local area.

Denise Ferderer, Tax Director, arrived at the meeting. There were several applications for abatements of taxes that needed to be addressed. 1) Parcel 25-7401000 – Lots 28-29, Block 16, Original Townsite; 2) Parcel 25-7454000 – NW 16' Lot 24 less NE 40.09', Block 22, Original Townsite; 3) 25-7747000 – Lots 1-2, Block 1, Park Lane Addition; 4) 25-7749000 – Lot 3, Block 1, Park Lane Addition; 5) 25-7771000 – Lot 5, Block 2, Park Lane Addition; & 6) 25-7772000 – Lot 6, Block 2, Park Lane Addition; all in Milnor City. The applicant, Milnor City, requests that the 2017 real estate taxes be abated as Milnor City is a governmental entity and therefore tax exempt. Milnor City has approved the application. Motion to concur with the city. (Anderson/Jacobson) Upon roll call vote, motion carried unanimously.

Donnie Witt, Sargent County Road Department Employee, has submitted his resignation. Motion to accept Mr. Witt's resignation, immediately. (Jacobson/Anderson) Upon roll call vote, motion carried unanimously.

Motion to accept Korey Martinson's resignation from the Sargent County Water Resource Board and to authorize the auditor to advertise the position in the official newspaper. (Hosford/Jacobson) Motion carried unanimously.

Motion to approve the issuance of nine Sargent County Road Permits, the applications for which were received from Southeast Water User District for installation of rural water pipeline in several different locations throughout the county. Locations are as follows: 1) Bowen Township 131-56 – Section 16-21 – County Road 1; 2) Bowen Township 131-56 – Section 14-23 – County Road 1; 3) Brampton Township 129-57 – Section 23-24 – County Road 4; 4) Forman Township 130-56 – Section 22-27 – County Road 3; 5) Herman Township 131-53 – Section 3-4 – County Road 14; 6) Sargent Township 130-57 – Section 11-12 – County Road 4; 7) Tewaukon Township 129-54 LTL – Section 17-20 – County Road 7; 8) Vivian Township 132-57 – Section 27-28 – County Road 4; 9) Weber Township 129-55 – Section 9-16 – County Road 5. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Approve Gaming Site Authorization for the American Legion, Bullis Post #84, Lidgerwood, for a site in the Geneseo Bar, Geneseo, from July 1, 2018, through June 30, 2019. (Anderson/Hosford) 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 the employee had attended the first scheduled appointment, was cooperative & has scheduled the next appointment.

Marwood Klein, Sargent County Ambulance-Forman Squad Coordinator; arrived at the meeting. He reported that there had been 106 runs in 2017 and there have been 34 so far in 2018. The Forman squad is no longer planning to purchase a completely new ambulance, but is planning to do a remount of the current ambulance service unit on to a new chassis, and hope to have that completed by the end of the year. He is working on scheduling a CPR recertification and an AED refresher course for those county employees interested. The squad is always looking for volunteers willing to serve as EMT's & drivers. The commission thanked Mr. Klein and the rest of the squad for a job well done.

Damon DeVillers, Interstate Engineering; and, Merrill Engquist, Sargent County Road Supervisor; arrived at the meeting. Mr. DeVillers had quotes to do Wetland Delineation & Cultural Resources Inventory for the Silver Lake Access Road Project. The delineation and inventory work are required due to the Federal funds involved in the project. Two quotes were received for Cultural Resources Inventory: Beaver Creek Cultural Archaeology, Bismarck - \$2,750; & Juniper Environmental Consulting, Bismarck - \$4,554.48. Motion to accept the quote from Beaver Creek Cultural Archaeology. (Hosford/Anderson) Upon roll call vote, motion carried unanimously. Two quotes were received for Wetland Delineation: Wenck Associates, Inc, Mandan - \$5,000; & Carlson McCain, Bismarck - \$12,700. Motion to accept the quote from Wenck Associates, Inc. (Arth/Anderson) Upon roll call vote, motion carried unanimously. Mr. DeVillers also provided draft drawings showing proposed roadway improvements and signing layout for the Silver Lake Access Road Project.

Mr. DeVillers had inspected the intersection of a Ransom Township road, 91st Street Southeast, and County Road #10, 138th Avenue Southeast, 3 miles north of Rutland. He stated that there would be room in the county road right-of-way to do some flattening and increase the turning radius, & it would be a project that the County road department could do. Ransom Township had indicated that it could supply the clay fill needed for the project. There is a culvert through the Township road that should be replaced, so a hydraulic study will be done. He will be sending a memo with recommendations for this intersection along with recommendations for culvert improvements near Hamlin to address safety concerns at that location.

Meeting adjourned at 12:10 p.m.

MIKE WALSTEAD – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR