

Forman, North Dakota  
May 18, 2004

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: Karen Anderson, Don Wehlander, Mike Walstead, Steve Wyum and Ray Brockman. Absent None.

Brian Tayer, Ambulance Coordinator, Lisa & Brian Bergh, volunteers and Sandy Hanson, EMS met regarding ambulance issues. Steve Wyum presented a letter from Cindy Leinen tendering her resignation effective May 27. Lisa Bergh indicated that she is very optimistic about the Forman service and the squad met last night and they discussed the following: 1) Hire a part-time assistant countywide coordinator, 2) Immediate need--EMT to take shift's and a leader/recruiter, 3) Hire a fulltime EMT who would have no administrative responsibilities. Steve Wyum addressed the letter received from Cindy Leinen. Lyle Bopp arrived at the meeting. Accept letter of resignation from Cindy Leinen as Forman Ambulance Coordinator effective May 27, 2004. (Wehlander/Brockman) Roll Call: Aye: Anderson, Wehlander, Walstead, Brockman and Wyum. Nay: None. Motion carried. The States Attorney will contact Cindy by letter. Steve reported on the May 13 meeting and the discussion. He talked to members of both ambulance squads and suggested hiring an assistant coordinator. Brian Tayer would retain his title as is and he would be the advisor to the assistant and would continue in the same capacity. There was positive reaction but the concern is Brian's position in Milnor not be jeopardized. It is not the Forman squad's intent to jeopardize Brian Tayer's duties. Brian Tayer responded that he and the Milnor squad endorse hiring a Sargent County Assistant Ambulance Coordinator who reports to Brian as Coordinator; with the provision that Brian's role as day shift EMT in Milnor must remain intact. It was suggested that an advertisement be made for an Assistant Ambulance Coordinator.

Travis Paeper stopped at the meeting to introduce Chris Sandvig, SC Deputy Sheriff. Deputy Sandvig will be residing in Milnor and assumed his position on May 10<sup>th</sup>.

The Board continued to discuss the ambulance issue and the earlier discussion. Motion to advertise for a full-time Assistant Ambulance Coordinator in the local newspapers and Job Service Bulletin. Application deadline is June 7 and interviews on June 15. (Brockman/Wehlander, unanimous) Authorize using \$13,000 from ambulance contingency fund with \$6,000 to both Forman and Milnor Ambulance squads and \$1,000 to Gwinner First Responders. (Wehlander/Brockman, unanimous) Approve creation of a Sargent County Emergency Medical Advisory Board to include the Emergency Management Services coordinator, to serve as chairman, a member of the county commission, the ambulance coordinator, squad board member from Forman and Milnor, one Gwinner First Responder and the County Sheriff. (Walstead/Wehlander, unanimous)

Opened bids received for surplus property. Approve high bids received for item #'s 36, 37, 100, 200, 990, 991, 998 and 1371. Offer unsold tables and chairs (#'s 364, 384, 445, 793 and 997 to the SC Historical Society for the museum. Approve disposal of #'s 142, 300 and 1471 to landfill. (Wehlander/Anderson, unanimous)

Norm Preble arrived with an application for abatement of taxes for 2003 from Four Seasons Health Care Center on all of Block 52, First Addition, Forman City. The Health Care Center is a non-profit charitable corporation and qualifies as a 501c3 nursing home for property tax exemption. Forman City approved the abatement. Concur with Forman City. (Wehlander/Brockman, unanimous)

Norm Preble presented an application for abatement of taxes for 2004 from Donald Berger on the mobile home located on Lot 13, Block 2, Park Lane Addition, Milnor City. Mr. Berger meets the exemption as a disabled veteran. Milnor City approved the abatement based on the certificate provided from the US Veteran's Administration. Concur with Milnor City. (Brockman/Walstead, unanimous)

Colleen Sundquist, SC Health District met with the Board to discuss WIC employee Holly Asche's probation. Holly started work in August 2003 and completed her probation period in November. Holly should have received a step increase that was allowed in September and the SC District Health Board approved the step. Colleen is asking that her pay be retroactive to November through March. The county policy addresses step increases for "full-time" permanent employee status and Holly is part-time. The policy should be clarified to read "permanent status". Approve policy revision. (Walstead/Anderson, unanimous) The retroactive pay for Holly Asche should be authorized for November 2003 through March 2004. Approve. (Walstead/Wehlander, unanimous) Colleen asked the Board about the possibility of the Health Dept. moving to the Main Street Building. They need more office space, storage space, more space for displays, larger exam room, address confidentiality issues, client safety, locked room for the sharps container, car seat storage and display, more accessibility and visibility to the main street public, installation and space for new high speed video

conferencing equipment through the Homeland Security Grant. The Health District would be agreeable to contribute to the costs of maintaining the building. The video equipment will be installed in June and the space must be available at that time. Approve relocating the SC District Board of Health Office to the county owned Main Street Building and give current renter 60 days to vacate the building. (Walstead/Brockman, unanimous)

The Board reviewed the Sargent County Beer and Liquor Resolution prepared by the States Attorney. Approve resolution pending changes discussed. (Wehlander/Anderson, unanimous)

Approve SC Gaming Permit No. SC2004-04 to SC 4-H Council for a raffle at Tewaukon National Wildlife Refuge on June 10, 2004. (Wehlander/Anderson, unanimous)

Approve Site Authorization to Bison Booster Club of Milnor, ND at North 40, Inc., DeLamere for the period beginning July 1, 2004 through June 30, 2005. (Anderson/Brockman, unanimous)

Authorize the Chairman to sign the funding agreement for Clerk of District Court Services with the North Dakota Supreme Court. The state will provide funding in the amount of \$2336 per month for . 65 full-time equivalent employees to provide clerk of district court services. The term of this agreement is July 1, 2005 through June 30, 2007. (Wehlander/Brockman, unanimous)

Approve May 4, 2004 minutes as corrected. (Brockman/Anderson, unanimous)

Motion to continue to hold payment of the bill from Michael J. Burns, Architect for the courthouse tuckpointing project. (Anderson/Walstead, unanimous)

Approve payment of the following bills and May payroll in the sum of \$87,555.69. (Walstead/Anderson, unanimous)

Social Service Expenditures		5534.36
49258 Adamson Industries Corp.	Sheriff Equipment	1192.00
49259 BP Amoco	Sheriff travel	243.53
49260 Scott Buckhouse	Travel	36.00
49261 Buhl's	Cleaning service	170.85
49262 Patricia J. Carlen	Travel	47.74
49263 Cellular One	Sheriff-EMS cell phone	162.48
49264 Chunky's Standard Service	Sheriff travel	40.00
49265 Dacotah Paper	Supplies	28.27
49266 DRN	Phone Service	559.48
49267 DOCS	Spraying courtyard and fairgrounds	160.00
49268 Dyste's	Supplies	72.12
49269 Economy Oil Inc.	Gas	171.85
49270 Election Systems & Software	Election supplies	119.29
49271 Farm Plan	Repairs	9.59
48272 Farmers Union Oil Co.	Gas and repairs	308.49
49273 Forman Drug	Supplies	3.26
49274 Gall's Inc.	Equipment	407.91
49275 Grand Forks Co. Correctional Center	Prisoner Board	350.00
49276 Hardware Hank	Supplies	161.51
49277 Gina Hillestad	Travel	55.80
49278 Hillside C-Store	Gas	22.21
49279 International Inn	Recorder travel	90.00
49280 Jerry's Backhoe	Fairground repairs	136.80
49281 KW Service	Repairs	73.98
49282 Joan A. Lee	Travel	14.88
49283 Martinsen's	Repairs	1322.88
49284 MAXIMUS Inc.	Position descriptions	570.00
49285 McLeod USA	Long distance phone service	241.32
49286 Minn-kota Communications	Radio installation	1633.20
49287 Nick of Time	April contract	450.00
49288 Oakes Community Hospital	Blood Alcohol	15.00
49289 Officeland	Supplies	14.08
49290 One-Stop	Gas	347.87
49291 Travis A. Paeper	Travel	36.00
49292 Norman Preble	Travel	186.32
49293 Reardon Office	Supplies	121.86
49294 Richland County Corrections	Prisoner Board	270.00
49295 Richland Co. Sheriff	Process service	26.00
49296 Jodi Koch Scherr	Court Appointed Attorney	184.34

49297	Stark County	Process service	22.00
49298	Streicher's	Uniforms and equipment	1949.60
49299	The Teller	Publishing fees	142.10
49300	Viking Office Supplies	Election supplies	137.31
49301	Mike Walstead	Travel	92.38
49302	AW Diesel Service	Repairs	144.68
49303	Bernard Mahrer Const.	Gravel	493.74
49304	Drummond American	Repairs	364.65
49305	Gwinner Oil Bulk	Gas	1192.00
49306	Interstate Engineering	Bridge 105-01	1224.67
49307	Koch Materials	MC-800 Oil	9168.22
49308	NAPA Auto Parts	Repairs	5.19
49309	Nelson International	Repairs	67.53
49310	Rutland Oil Co.	Fuel	2347.88
49311	Share Corp.	Repairs	127.13
49312	Sweeney Brothers	Repairs	213.54
49313	Cates Earth Science	3 Upgrades for ArcView	1860.00
49314	Comfort Inn	Lodging	45.00
49315	CPU	Data processing charges	563.39
49316	DRT	911 contracts	267.00
49317	First National Ins. Agency	Premium	33.00
49318	Great Events Publishing	Supplies	41.95
49319	Gwinner 1 <sup>st</sup> Responders	Ambulance contingency	1000.00
49320	Haroldson Office Supply	Supplies	49.86
49321	Julie Hassebroek	Travel	268.93
49322	ITD	T-1 access and Anti-virus	393.00
49323	Lisa Knox	Travel	275.02
49324	Lake Agassiz Regional Council	2004 pledge	1500.00
49325	Michael J. Burns Architect	Window project	4675.01
49326	NDACo	Tech support and 911 wireless	900.00
49327	Qwest	911 contracts	287.82
49328	SC Ambulance – Forman Squad	Ambulance contingency	6000.00
49329	SC Ambulance – Milnor Squad	Ambulance contingency	6000.00
49332	Tee's Plus	DARE Supplies	674.46

Sparky Engquist, road foreman, presented the road report including a report on EN1 and the cost per mile. Sparky plans to look at additional projects before the next meeting. There will be inslope work on Co. # 4 and #10 this summer for a total of \$112,220. Sparky reported that the bee problem in Cogswell has been inspected and he will remove the bees by the end of the month. He informed the Board that part-time employees must have a health card and a Class B license and he will include this information in the advertisement. He plans to do crack filling on Co. # 4, #6, and #12 for a cost of \$17,375. An article on encroachment on county roads will be prepared for the paper. There will also be some blade work, seeding and fence work on Bridge project 118-20.

Sandy Hanson, EMS presented a letter regarding the upcoming vote on 911 fees at the June 8, 2004 Primary Election. The commissioners approved support of a letter to the editor. (Walstead/Anderson, unanimous)

Don Wehlander left the meeting at 3:15 p.m.

The SC Personnel Board presented a survey from 11 different counties and one company comparing health insurance, retirement, life, disability, dental, cancer and vision insurance. The PB is recommending a 1% employer increase to the retirement. The commission agreed to discuss the proposal. The SCPB presented a recommendation for Donation of Sick Leave, whereas an eligible county employee may donate sick leave to another county employee or county employee with a household member or relative who is suffering from a severe illness, injury, impairment or condition that has caused or is likely to cause the employee to take leave without pay or terminate employment. Once leave is donated, it is not returnable. Adopt the proposed Donation of Sick Leave policy presented by the SCPB effective immediately. (Anderson/Walstead, unanimous) Vacation benefits were discussed and the date that vacation benefits should be awarded. The SCPB agreed that vacation benefits should be prorated at 50% of the years served. Lyle Bopp will prepare a proposal for the Board to consider at the June 1 meeting.

Approve Agreement with Diversified Contractors, Fargo for the Sargent County Courthouse Window Replacement project. Authorize Chairman to sign. (Brockman/Anderson, unanimous)

Adopt a policy for advertising for County Board appointments within Combined County Commission Districts instead of within five commission districts (Walstead/Brockman. Roll call. Aye: Walstead, Brockman, Wyum. Nay: Anderson. Motion carried.)

Approve Road Permit to Dakota Valley Electric Cooperative to place a buried cable on County No. 5 right-of-way on the north side of Section 8-129-53 LTL (Marboe Township) subject to conditions of the permit. (Walstead/Brockman, unanimous)

Meeting adjourned at 4:40 p.m.

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STEVEN R. WYUM – CHAIRMAN

ATTEST:

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SHERRY HOSFORD - AUDITOR