

Forman, North Dakota
July 17, 2018

The Sargent County Board of Commissioners met in the Commissioner's Room at the Sargent County Courthouse at 10:00 a.m., following the park board meeting, with the following members present: Bill Anderson; Jason Arth; Dave Jacobson; and, Mike Walstead. Also present were Tibby Hinderlie, Sargent County Teller; and, Pam Maloney, Sargent County Auditor. Commissioner Sherry Hosford was absent.

Denise Ferderer, Tax Director, arrived at the meeting to discuss her department's budget. She requested that the commission reconsider her request for a part-time assessor for her office. She stated that this would be very useful as it would free up some of her time as there are times when two are needed in the field to measure, etc, and that way the deputy could keep the office open while the Tax Director helps the assessor. The commission agreed to include the request for a part-time assessor at no more than 15 hours, up to \$375.00, per week. Ms. Ferderer also stated that a new computer for the Tax Director's office, which, according to the computer replacement schedule, should have been budgeted for, had been inadvertently omitted from the Department's draft budget. The commission agreed to add the computer to the Automation and Technology budget.

Lyle Bopp, State's Attorney; and Jayne Pfau, Assistant State's Attorney; arrived at the meeting at 10:15 a.m.

Brenda Peterson, Sargent County Health Unit Administrator & Coroner; arrived at the meeting. Her first item of business was to make changes to the Health department's budget. No increase in the health insurance line item had been included in the Department's original request. The state is recommending to build in a 17% increase in premium costs for July 2019 through June 2021, and Ms. Peterson requested that amount be added to the Health Department's 2019 budget. Her second request was to reinstate the payroll amount for the State Aid fund, as this is a reimbursable item. The commission granted both requests.

Ms. Peterson then presented the commission with the 2017 coroner's report. There were 6 calls in 2017 and there have been 3 calls so far in 2018. Ms. Peterson also commented that all of the assistance the coroner receives from law enforcement and first responders, and the professionalism that is displayed by all, is appreciated. The commission thanked Ms. Peterson for her dedication and hard work, and commended her for the good job that is being done in such a difficult position.

Ms. Peterson, Secretary of the County's Personnel Board, presented a brief explanation of the recommended change to Policy #306. Motion to approve Policy 306 Vacation Benefits change, upon the recommendation of the personnel board, to add: Should a regular full-time employee's status change to part-time, the employee shall have a one year grace period from the date of status change to use their accrued vacation hours that total more than Thirty (30) Days according to their new part-time status. If the employee leaves within the one year grace period, the County shall pay the employee for all unused vacation hours. If the employee does not use all hours within the one year grace period, and continues their employment, the employee forfeits all extra hours. Should an employee become an elected official, the County shall pay the employee for any unused vacation hours. (Anderson/Jacobson) Upon roll call vote, motion carried unanimously. Commissioner Anderson commented on the excellent work being done by the personnel board. He stated that all board members are willing to contribute their opinions; have studied the issues; and, have been active in getting things done promptly and efficiently.

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 April through June, 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 county residents, including: Human Development; Family Science Education, and Personal & Family Finance Education; 4-H Youth Development; Nutrition; Food Safety & Health Education; and, Community Vitality. She also attended many other workshops & meetings on behalf of Sargent County. Ms. Seykora had worked with projects including: Natural Resource Management; Crop Management; Horticulture and Forestry; and, 4-H Youth Development. She had also attended other meetings and events on behalf of Sargent County. Both Ms. Klapperich and Ms. Seykora have been actively involved in preparations for the 95th Annual Sargent County Fair, which will take place from Wednesday, July 25 through Sunday, July 29. The commission thanked the Sargent County Extension Service staff for a job well done.

Commissioner Jacobson left the meeting at 10:40 to attend a funeral.

Marwood Klein, Sargent County Assistant Ambulance Coordinator, arrived at the meeting to discuss ambulance replacement quotes. He has received several quotes for a new ambulance for the Forman Squad. The diesel engine of the current ambulance has needed repairs several times. The squad is considering a remount, rather than a whole new ambulance. This would entail placing our current ambulance box onto a new chassis. As the amounts quoted are over \$100,000 for a new chassis and remounting the currently owned ambulance box from the old chassis to the new chassis, the state's attorney stated that State Law requires that this would have to go through the bidding process, unless there is a state bid for ambulances. Mr. Klein will do some checking with the state, and advertise for bids if needed.

Approve July 3, 2018 meeting minutes as corrected. (Arth/Anderson, unanimous)

The commissioners agreed with Jon Hanna, Veteran's Service Officer, to place a Housing and Relocation Resource for Veteran's onto Sargent County's website. The auditor will forward the information on to Avid Hawk for placement on the website.

Motion to approve the reappointment of Brian Bussman, Milnor, to the school re-organization board for a 3 year term, term ending on June 30, 2021, upon the recommendation of Pam Maloney, Superintendent of Schools Designee. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Discussion was held on budgeting for any salary increases due to potential increases that may be recommended as a result of the market survey/job description project that Gallagher Benefits is working on. The commission instructed the auditor to build a 15% contingency into the 2019 budget for each fund.

Mr. Bopp stated that his laptop computer quit working after the power surge last week that affected the courthouse phone lines. He has sent it to NRG to see if it can be repaired. There is a laptop in the surplus property which he will take to use until he gets his back, or, to continue to use if his original computer is unrepairable.

Merrill Engquist, Road Supervisor, arrived at the meeting. He stated that the new maintainer has been delivered and that Butler Machinery has scheduled a demonstration for August 13 on a new Cat maintainer with a steering wheel. This demo will be held at the Sargent County Fairgrounds and neighboring counties will be invited. Mr. Engquist reported that graveling of County Roads is currently underway west of Brampton and on #3 east of Rutland. The contractors will move on to county roads #5 & #7. Bargaen, Inc, will finish crack sealing #10 between ND #13 and County Road #1 with flexible sealant this year, and has provided an estimate of \$50,000 to do crack sealing on County Road #12 between ND #11 and ND #13. The board will consider this proposal, & make a decision at a future meeting. Mag chloride has been applied to county roads in areas where graveling will not be done this season. The rest will be applied when the 2018 graveling projects have been finished.

The auditor was instructed to advertise the FEMA trailer that had been used for the Silver Lake park office for sale on bids. This had been approved at an earlier park board meeting, but the park district was waiting to advertise until the trailer had been removed from the park & brought into Forman.

Joe Butler, Custodian, arrived at the meeting to discuss carpet cleaning quotes. Quotes to clean the carpets in the Courthouse had been received from ServiceMaster, Valley City; and All Seasons Steam Cleaning & Restoration, Lisbon. Motion to approve the carpet cleaning quote from ServiceMaster to clean all carpets in the courthouse, including the steps, at a cost of \$2,132.10. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Approve July payroll in the sum of \$ 201,465.35 (Nos. 15121-15187 & 77310-77319) and the following bills: (Anderson/Arth) Upon roll call vote, motion carried unanimously.

77185-77189		Health Unit Expenses	1,081.35
77190	Forman City	Water/Sewer/Garbage	199.31
77191	Ottertail Power Co.	Electricity	1,169.74
77192	Ransom County	VSO Salary/Benefits	852.75
77194	Bank of North Dakota	JDA-Interest Buydown	3,414.23
77195	Paige Cary	JDA-Conference Fee	208.00
77196	Ottertail Power Co.	JDA- Milnor Spec Home	12.87
77197-77209		Health Unit Expenses	4,513.72
77225-77235		Human Services Expenses	1,839.00
77236	Ameripride	Cleaning Services	177.89
77237	AMS-Alcohol Monitoring	Daily Monitoring Fees	100.00
77238	Arth, Jason	Commission Travel	500.40
77239	Avid Hawk, LLC	Web Services	45.00
77240	Barnes County Jail	Prisoner Board	1,280.00

77241	Bopp Law Office	Telephone/Rent	225.00
77242	Cenex Fleet Card	T/R/CoC Gas Purchases	91.95
77243	Code 4 Services	Sheriff Antenna	18.70
77244	Computer Prof. Unlimited, Inc.	Data Processing	1,305.58
77245	CHS-Dakota Plains	Gas Purchases	1,166.36
77246	Dakota Water Solutions	Water Jugs	35.00
77247	Dickey Rural Networks	Telephone	1,033.16
77248	Doubletree by Hilton	Auditor Travel	83.70
77249	Dusek, Terry	Election Recount Board	19.62
77250	Ekstrom Repair	Equipment Repairs	248.35
77251	Election Systems & Software, LLC	Election Ballots	1,277.16
77252	Forman Drug	Aud Conv/Sheriff Supplies	36.72
77253	Forman Market	Election/CH Supplies	96.10
77254	Forman Repair	Main St. Bldg. Repair	65.00
77255	FP Mailing Solutions	Postage Machine Rental	135.00
77256	Gordy's Grill & Fill	Sheriff Car Washes	96.00
77257	Gwinner One-stop	Sheriff Gas	665.71
77258	Hanson, Sandra	Cell Phone	180.00
77259	Hardware Hank	Courthouse Supplies	346.80
77260	Harris, Joanne	Election Recount Board	10.90
77261	Haugen, Roberta	Election Recount Board	19.62
77262	Information Tech. Dept.	Netmotion	67.75
77263	Johnson Controls	Boiler Repairs	1,893.57
77264	Kulzer, Beverly	Election Recount Board	10.90
77265	Lake Region Law Enforcement	Prisoner Board	675.00
77266	Lexis Nexis Mathew-Bender	Century Codes	240.20
77267	Lisbon Area Health	Blood Alcohol	88.00
77268	ND Insurance Dept.	Building Insurance	4,997.85
77269	ND State Radio	LETS Terminal	120.00
77270	NDACO	Datto Backup Unit	1,545.00
77271	Office of Attorney General	SCRAM 24/7	1,075.00
77272	Pharmchem, Inc.	Sweat Patch Analysis	85.65
77273	Reardon Office Equipment	Sheriff Copier Service	540.38
77274	Sakry Plumbing, Inc.	Stool Replacement	480.37
77275	Sargent County Teller	Printing/ Publishing	1,908.28
77276	Shopko, Inc.	Courthouse Supplies	59.47
77277	Southside Automotive	Sheriff Tire Repair	26.25
77278	Stein's Inc.	Courthouse Supplies	62.77
77279	Total Home	Bathroom/Main St Flooring	5,025.44
77280	Universal Services	Laserjet Toner	102.70
77281	Verizon Wireless	Sheriff MIFI Cards	200.05
77282	Berube's Inc.	Oil Filter	41.66
77283	California Contractors	Road Supplies	205.92
77284	Climate Control	Dust Control Liquid	24,601.20
77285	Dunbar Township	Culvert Cost Share	879.63
77286	Enderson Construction	Gravel Haul Only	23,880.68
77287	John Deere Financial	Muffler Repair	77.07
77288	ND Insurance Dept.	Tanks Coverage	300.00
77289	RDO Powerplan	Cutting Edges	2,186.15
77290	Sargent County Bank	Graders Lease Payment	61,000.00
77291	Team Lab	Fine Road Patch	1,329.50
77292	Visto's Carquest	Shop Supplies	49.25
77293	Wenck Associates	Silver Lake Road Project	
		Wetland Delineation	5,000.00
77294	Forman Market	Extension Advisory Council	75.00
77295	Klapperich, Cindy	Extension FCS Travel	21.80
77296	Milnor Market	Extension STEM Camp	87.63
77297	SC Auditor	Extension WAN Access	240.00
77298	SC Treasurer	Extension Postage	30.69
77299	Seykora, Melissa	Extension Agent Travel	116.82
77300	Teal's Market	Extension Cooking Camp	100.47
77301	Universal Services	Extension Copier Toner	267.30
77302	VISA	Extension Supplies	69.98

Meeting adjourned at 12:00 p.m.

MIKE WALSTEAD – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR