

Forman, North Dakota
July 18, 2017

The Sargent County Board of Commissioners met in the Commissioners' Room at the Sargent County Courthouse at 9:00 a.m. with the following members present: Dave Jacobson, Jason Arth, Mike Walstead, Sherry Hosford, 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.

Approve July 7, 2017 meeting minutes as corrected. (Hosford/Anderson, unanimous)

The commissioners were informed that Sargent County's application for grant funding from the ND Department of Commerce to replace the old, energy inefficient fluorescent lighting in the courthouse has been denied. The application did not meet the Department's criteria of a ten-year payback. A discussion was held about going ahead with the lighting improvements in the Courthouse over a three year period, one floor at a time, with county funds. Motion to hire B & K Electric to make the fluorescent lighting changes, replacing obsolete fixtures & lights with energy efficient fixtures and lights, on the main floor of the courthouse with the work to be completed in 2017. (Hosford/Walstead) Upon roll call vote, motion carried unanimously.

Mr. Bopp reported that he; Alison Toepke, Treasurer/Recorder/Clerk of Court; Sandra Hanson, Tax Director/911 Coordinator/Emergency Manager; & Bill Anderson, County Commissioner; will be meeting sometime this next week to discuss the re-activation of the personnel board.

Mr. Bopp has updated the "Application for Drainage Work within County Road Right-Of-Way" form. The changes made were: 1) The specifications page is now double spaced and easier to read, & on two pages rather than one; 2) In bold print on the Permit (first page) "If culvert changes or additions are needed, a hydrology study must accompany this application" was added; 3) Second page, paragraph 1, language was added notifying the applicant that the hydrology study, if needed, is at applicant's expense. Motion to accept proposed changes to the application. (Anderson/Hosford) Upon roll call vote, motion carried unanimously.

The auditor was instructed to send a news release to the county's official newspaper looking for the names of volunteer muskrat agents to be added to the state muskrat control permit for which Sargent County has applied. Only those with their names on the permit will be legally authorized to shoot muskrats within the rights of way of county & township roads.

Brenda Peterson, Sargent County Coroner, arrived at the meeting. She provided the commissioners with a typed annual report. She informed the commissioners that Vanessa Bayger, Sargent County Sheriff's Department Deputy Matron, has been appointed assistant coroner, in accordance with the applicable provisions of state law, & has been helping/training on recent calls. Sargent County Sheriff's Deputy Bryan Johnson has also been helping with transport when needed. Both Ms. Bayger & Mr. Johnson are full-time employees of the Sargent County Sheriff's Department, and are paid at \$20/hour when called out for coroner's duties during non-work hours.

Dan Delahoyde, Jackson Township Supervisor, arrived at the meeting at 9:40 a.m. He stated that he was concerned about the potential liability exposure on the right-of-way on the South Lateral Extension Drain Project in Jackson Township. Mr. Bopp has agreed to write a letter on behalf of the township and Sargent County, informing those constructing the drains that those doing the work on this project would be responsible for any and all liability for property damage and personal injuries resulting from accidents. Mr. Bopp will send the letter by Certified Mail, Return Receipt Requested, to those property owners benefited by the project and to those doing the work. This is being done pursuant to the advice, and at the request, of NDIRF. The commissioners authorized Mr. Bopp to send the letter on behalf of Sargent County, also.

Melissa Seykora, NDSU Extension Ag and Natural Resources (ANR) Agent; & Cindy Klapperich, NDSU Extension Family and Consumer Science (FCS) Agent;, met with the commission to report on the activities of the County's Extension Service office personnel from April through June, 2017. 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 a multitude of projects involving many county residents. Some include Human Development and Family Science Education, Horticulture Education, 4-H Youth Development, Nutrition, Food Safety & Health Education & Community Vitality. She also attended fair board meetings, and many other workshops & meetings. Ms. Seykora was home this quarter with her new baby boy, Warren, & her report included pictures of him. Future projects she will be working on will be Junior Master Gardeners, Sargent

County Fair & Sargent County Crop Improvement Plot Tour. The commission thanked the Sargent County Extension Service staff for a job well done.

Sandra Hanson, Tax Director/911 Coordinator/Emergency Manager; and, Scott Maro, Linda Johnson & Jerry Waswick, representing Gwinner City; arrived at the meeting. They provided the commission with an update on the committee's work regarding Gwinner City's commercial data for 2017. They have concerns that, in their opinion, there is not an objective basis for establishment of a basic land value; & that non-contiguous lots were not appraised as separate parcels in some instances when determining the appraised value of some specific parcels of commercial property. The members of the Gwinner committee believe that the factors used by Vanguard to appraise commercial property are highly subjective & the committee is requesting that the State Board of Equalization extend the revaluation period for Sargent County for one year in order to develop a clear, fair, balanced & equitable recommendation for consideration. Ms. Hanson stated that there are some changes based on Gwinner City's work with her and with Vanguard, that will be made for the 2018 tax year, but it is too late to implement them for 2017. The commission stated that it is up to the state board of equalization at this point, and they will abide with whatever is decided there. The commission thanked the committee for the update and for the questions that have resulted in a better understanding of the tax equalization process by all concerned.

The board discussed Ms. Hanson's letter of resignation. She is resigning as tax director, but would like to continue as 911 Coordinator & Emergency Manager, working three days a week. She had been working three days a week prior to the addition of tax director to her job title. She would like to finish up all the FEMA paperwork. There was discussion that she could work two days a week & work on a contract basis to finish up the FEMA paperwork to be paid out of Disaster Assistance funds. Motion to accept Sandra Hanson's resignation as tax director effective August 31, 2017, with the provision that as of September 1, 2017, she will continue as Emergency Manager/911 Coordinator at Grade 11/Step 13, working three days a week (21 hours) until the end of the year at which time the position will be reviewed. (Anderson/Hosford) Upon roll call vote, motion carried unanimously.

The board then discussed Ms. Hanson's replacement as Sargent County Tax Director. Ms. Hanson recommends the hiring of her deputy, Denise Ferderer, as she has completed several of the required courses needed for the position and has 2 years of experience in that office. Motion to hire Denise Ferderer as Sargent County Tax Director at a Grade 13/Step 2 effective September 1, 2017. This position will be 35 hours/week. (Walstead/Anderson) Upon roll call vote, motion carried unanimously.

Motion to advertise in the official newspaper for a deputy tax director to replace Ms. Ferderer. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Pay plan consultant services proposals were tabled until more information is received.

Motion to re-appoint Ronald Narum, Rutland, and to appoint Daniel Bishoff, Brampton, to the Sargent County Weed Control Board. Terms to expire August 10, 2021. (Walstead/Arth) Upon roll call vote, motion carried unanimously.

Motion to adopt the Sargent County Fire Emergency Proclamation effective Friday, July 21st. (Anderson/Walstead) Upon roll call vote, motion carried unanimously. (Proclamation approved attached to official minutes)

The commission reviewed an "Application for Drainage Work within County Road Right-Of-Way" from Chris Mathias, for ditch cleaning in the NW1/4 of 36-132-57 in Vivian Township. The culvert in the approach has silted in and overgrown causing water to go around the approach and through the corner of the field. Water goes to the same place on Terry Euscher's land, who is the owner of the land with the culvert. Motion to approve the application. (Anderson/Hosford, unanimous) Upon roll call vote, motion carried unanimously.

The commission reviewed another "Application for Drainage Work within County Road Right-Of-Way" from Chris Mathias, for ditch cleaning, driveway installation & culvert installation in NW1/4 of 9-131-57 in Harlem Township. He would like to install a new culvert in Janice Swanson's driveway to make it wider for easier equipment access. He would also slope the field side of the road ditch to make it safer. This application is tabled until a hydrology study is done.

The commission reviewed an "Application for Drainage Work within County Road Right-Of-Way" from Jeff Breker for ditch cleaning on the north side of Section 22, 129-54 LTL in Tewaukon Township. He will be cleaning the county ditch on the south side of County #7 that has drifted silt in it from the past years. Motion to approve the application. (Hosford/Anderson) Upon roll call vote, motion passed unanimously.

Merrill Engquist, Road Supervisor; & Jesse Sedler, Interstate Engineering; arrived at the meeting. Mr. Sedler brought in aggregate sample worksheets from the Marlow Pit stockpile which shows that the gravel meets the county's specifications, and that it passes inspection. Mr. Sedler also reported that the contractor Mark Sand & Gravel, had repaired the damaged pavement at the railroad tracks in Milnor & will be back in a couple of weeks to do the pavement markings.

More discussion was held on purchasing a different snowplow truck. Motion to purchase a 2000 Sterling LT9513 from Boyer Trucks in Minneapolis, MN for \$42,900. (Hosford/Anderson) Road Supervisor Engquist stated that this particular snowplow truck met the county's specifications. It was pointed out that the purchase of the 2000 Sterling would exhaust the road department's fund for equipment acquisition, with several months remaining until the end of the 2017 construction season. Motion to amend the motion to provide that Sargent County enter into an equipment lease for the 2000 Sterling snowplow truck with Sargent County Public Finance, with the provision that, if the funds are available in the road department's equipment fund to pay off the lease at the end of the year, to do so. It was also pointed out by Commissioner Jacobson that if additional equipment was necessary, it could be leased at that time instead of incurring additional finance costs at this time. (Anderson/Walstead) Roll Call Vote: Yes – Arth, Walstead & Anderson. No – Hosford & Jacobson. Motion carried. Roll call vote on the original motion, as amended: Yes – Arth, Walstead & Anderson. No – Hosford & Jacobson. Motion carried.

Mr. Engquist reported that graveling projects are being done & that dust control will be applied next week. He also stated that the road department will be applying gravel & Base One to County Road #12 south of Cayuga. He will be starting this 4 ½ mile project within the next couple of weeks. Approve July payroll in the sum of \$192,927.41 (Nos. 13728-13791 & 75572-75588) and the following bills: (Anderson/Arth, unanimous)

75441-75448		Health Unit Expenses	1515.53
75449	Forman City	Water/Sewer/Garbage	214.33
75450	Ottertail Power Company	Electricity	1,128.67
75451	Ransom County	VSO Salary/Benefits	859.09
75452	Otis Elevator	Elevator Repair	1,500.00
75453	ND State Tax Commissioner	JDA-Milnor Spec Home	7,283.93
75454	Storhaug, Nick CPA	JDA- Milnor Spec Home	100.00
75455	Ottertail Power Company	JDA-Milnor Spec Home	30.30
75456	Bank of North Dakota	JDA- Flex-Pace Program	3,553.27
75458	Ottertail Power Company	JDA- Milnor Spec Home	54.59
75459-75467		Health Unit Expenses	2,852.04
75468-75475		Human Services Expenses	1,247.36
75476	Ameripride Linen	Cleaning Services	82.65
75477	Avid Hawk, LLC.	Web Services	45.00
75478	Bayger, Vanessa	Coroner Travel	10.50
75479	Bopp Law Office	Rent/ Telephone	225.00
75480	Cenex Fleet Card	Gas Purchases	116.56
75481	Computer Prof. Unlimited, Inc.	Data Processing	1,255.58
75482	CHS Dakota Plains	Gas Purchases	933.05
75483	Dakota Water Solutions	Water Jugs	28.00
75484	Data Technologies, Inc.	Update Courtroom Wiring	13,220.00
75485	Dickey Rural Networks	Telephone	984.89
75486	Forman Drug	Sheriff Dept. Supplies	6.72
75487	Forman Market	Supplies	31.79
75488	Galls	Sheriff & Deputy Uniforms	745.40
75489	Gwinner One-Stop	Sheriff Gas Purchases	323.34
75490	Hardware Hank	Courthouse Supplies	450.59
75491	The Home Shop	Fire Extinguisher Inspection	149.00
75492	Information Tech. Dept.	WAN Access/Netmotion	591.85
75493	Johnson, Bryan	Sheriff Carwash/Coroner Travel	29.50
75494	Maloney, Pam	Auditor Travel	28.00
75495	Milnor Fabrication	Courthouse Picnic Table	350.00
75496	Minn-Kota Communication, Inc.	Sheriff Radio Repair	42.50
75497	ND Assoc. of Counties	Recorder Convention Class	49.97
75498	ND Emergency Management	Conference Registration	90.00
75499	ND Insurance Department	Insurance Coverage	4,835.42
75500	ND State Radio Communications	LETS Terminal	120.00
75501	NDACO Resource Group	Server Replacement	8,473.85
75502	Nelson Home Center	County Car Expense	3.99
75503	O'Brien, Matthew	Sheriff Carwash	15.89

75504	Office of Attorney General	SCRAM 24/7	640.00
75505	Paeper, Travis	Sheriff Carwash	8.00
75506	Peterson, Brenda	Coroner Travel	135.77
75507	Pharmchem, Inc.	Sweat Patch Analysis	300.00
75508	Quill.com	Office Supplies	67.98
75509	R & A Contracting, LLC.	Fair- Exhibit Bldg. Repair	2,182.00
75510	Sakry Plumbing, Inc.	Courthouse Water Heater	429.39
75511	Sargent County Teller	Printing/Publishing	575.22
75512	Shopko Stores Operating Co.	Courthouse Landscape	85.81
75513	Stein's Inc.	Courthouse Supplies	284.98
75514	Verizon Wireless	Sheriff MIFI Cards	160.04
75515	Walstead, Michael	Commission Travel	120.91
75516	White Banner Uniforms	Sheriff Deputy Uniform	59.00
75517	A W Diesel	Road Vehicle Repair	21.32
75518	Bernard Mahrer Construction	Gravel Cty. #3 & #5	25,056.15
75519	Ekstrom Repair Shop	50' Pressure Hose	139.99
75520	Enderson Construction	Gravel Cty. # 7, County Shop & Marlow Pit Stockpile	115,460.03
75521	Interstate Engineering	Engineering Services Cty. # 2, #4, # 10, & #14	3,835.00
75522	Kirk's Ag Repair	Road Hydraulic Filters	67.75
75523	Lee's Service Station	Tires	600.56
75524	NDDOT Financial Division	Hall Twp. Bridge Project	178.91
75525	ND Insurance Dept.	Tank Coverage	300.00
75526	Nelson Bulk Oil Co.	Road Fuel	3,403.56
75527	Sargent County Bank	Grader Lease Payments	61,000.00
75528	Southside Auto	Road Equipment Repairs	291.29
75529	Visto's Carquest	Road Equipment Parts	
95.84			
75530	Dickey Rural Networks	911 Trunks	239.00
75531	Forman Market	Extension Supplies	92.99
75532	Forman Repair	Trailer Hitch repair	70.99
75533	Hardware Hank	Extension Supplies	28.91
75534	Klapperich, Cindy	FCS Agent Travel/Supplies	68.31
75535	NDACO	911 Wireless	792.50
75536	ND State Radio	911 Contract	6,314.88
75537	SC Auditor	Extension WAN Access	240.00
75538	Sargent County Teller	Printing/Publishing	209.75
75539	SC Treasurer	Extension Postage	52.58
75540	VISA	Extension Supplies	106.95
75556-75557		Weed Control Expenses	3948.84
75558		Human Services Expense	169.00
75559-75563		Weed Control Expenses	156.04

Meeting adjourned at 12:20 p.m.

DAVID L JACOBSON – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR