

Forman, North Dakota  
July 7, 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 Nathan Berseth, Crossroads Community Advisors Consultant; Tibby Hinderlie, the Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

Mr. Berseth reported to the board on Sargent County Job Development Authority (JDA) business. There are several loans throughout the county in which the JDA has participated with a lead lender, usually a local bank and the Bank of North Dakota, to provide the "gap" financing needed by the local borrower, along with the spec home in Milnor that was built with SCJDA funds and a loan from Lake Agassiz Regional Council. He reported that there has been a large increase in requests for JDA assistance in the last five years. With the assistance of Crossroads Community Advisors the SCJDA has developed policies for processing applications; making loans; and, managing accounts; and has also created an application format for Economic Development Assistance applications by New and Expanding Businesses. All loans that the SCJDA approves are contingent on participation by a lead lender. Loans are secured by appropriate documentation prepared, or reviewed and approved, by the County States Attorney. The JDA Board has identified housing as an area of critical need in Sargent County, and has instituted a loan program to assist developers with the construction of new homes, and the rehabilitation & modernization of older homes to attract new families to Sargent County. The Commission thanked Mr. Berseth for the report. Commissioner Anderson commented on the value of the assistance provided to the JDA by Crossroads Community Advisors.

Lyle Bopp, State's Attorney, arrived at the meeting at 9:30 a.m.

Approve June 20, 2017 meeting minutes as corrected. (Hosford/Anderson, unanimous)

States Attorney Bopp reported on the procedures to be followed to re-activate the personnel board and to proceed with updating the employee handbook. Mr. Bopp stated that the remaining members of the old board must get back together to reorganize before an election can be held for a new board. Motion to appoint Bill Anderson as the County Commission representative on the personnel board. (Hosford/Walstead) Upon roll call vote, motion carried unanimously.

Discussion was held regarding the lunch to be provided for the NDACO and NDCCA Presidents' Tour on Thursday, August 3. An email will be sent out to department heads inviting them to the meeting and lunch. Commissioner Arth and Anderson, and County Auditor Pam Maloney will coordinate the meal.

No action was taken on Sandra Hanson's resignation as Tax Director. It will be discussed at the next meeting when Ms. Hanson will be present.

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

The Silver Lake Dog Ordinance No. 2008-1, amended, was brought up for the second reading. Motion to add a paragraph, as suggested by the States Attorney, to the "Prohibited Dogs" section: Any dog described in paragraph # 1 above is strictly prohibited within the confines of the Silver Lake Recreation area. Furthermore, any dog or cat which has not been vaccinated for rabies within the preceding three (3) years shall be prohibited from the Silver Lake Recreation area. All owners shall exhibit proof of such vaccination upon the request of Silver Lake Recreation area officials or Law enforcement officials when requested. (Anderson/Arth) Upon roll call vote, motion carried unanimously)

Motion to approve the second reading and adoption of the amended Silver Lake Dog Ordinance No. 2008-1. (Anderson/Arth) Upon roll call vote, motion carried unanimously. A copy of the ordinance, as amended and adopted, is available at the County Auditor's Office, the States Attorney's Office and the Sheriff's Office.

Motion to appoint LeeAnn Even, Cogswell, to the Sargent County Planning Board, to fill the position vacated by Dan Delahoyde. Term to expire June 15, 2021. (Hosford/Anderson) Upon roll call vote, motion carried unanimously.

Discussion was held regarding the "Application for Drainage Work within County Road Right-Of-Way". Commissioner Walstead suggested updating the form with a statement that a hydraulic/hydrology study must be done at the landowner's expense before the application would be approved. Motion to appoint Commissioner Mike Walstead, State's Attorney Lyle Bopp and County Engineer Damon DeVillers to

review and revise the application. (Anderson, motion died for lack of a second) Motion to appoint State's Attorney Lyle Bopp, Road Supervisor Merrill Engquist, and County Engineer Damon DeVillers to review and revise the application. (Walstead/Hosford) After some discussion, motion and second were withdrawn. Mr. Bopp will provide a draft revised application form for the next meeting adding a statement about a hydraulic/hydrology study.

Motion to appoint Peter Christiansen, Milnor, as the Sargent County Representative to the regional Coordinated Regional Interoperability Board. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

There were questions regarding the Drug and Alcohol Use policy in the employee handbook. The fourth paragraph states that the County has established a drug-free awareness program which provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy. Commissioner Hosford pointed out that Sargent County has an Employee Assistance Program (EAP) with The Village, and employees do receive that information when they are hired. There is also safety trainings available yearly from The Village to address drug & alcohol use/abuse. There were also questions about what positions within the county were subject to drug testing. The policy states that all employees whose positions are considered to be safety-sensitive would be subject to drug testing. At this time, this would only include those employees required to have a commercial driver's license.

The auditor asked for input on what to recommend to the department heads regarding preparing their budgets. Commissioner Jacobson stated that he would like to see a 10% budget reduction and for the commissioners' salaries to be reduced to \$1000/month. State's Attorney Bopp commented that he believes that State law does not allow for an elected official's salary to be reduced during the term for which that official has been elected. He will check on this. Commissioner Anderson stated that the department heads should try to be as lean as possible in their budgets. Once the Consumer Price Index (CPI) and the Employment Cost Index (ECI) are known, a decision can be made regarding Cost of Living Allowance (COLA) raises, if any, for the 2018 budget year.

Motion to authorize the chairman and auditor to sign the Final Certification of Local Match for the Hall Township Bridge Project BRO-0041 (012). (Hosford/Arth) Upon roll call vote, motion carried unanimously.

Approve the Silver Lake Park Rules and Regulations adopted by the Sargent County Park Board at the June 20<sup>th</sup> park board meeting. (Hosford/Walstead) Upon roll call vote, motion carried unanimously.

The auditor informed the board that there have been changes to the muskrat control permit that the county has been obtaining on an annual basis from the ND Game and Fish Department. This year, the Auditor has been informed, the permit will be issued only after Sargent County has provided the names of the agents who will be authorized to shoot muskrats in the road right of way pursuant to the permit. Those names and contact information will appear on the permit in an alleged effort to assist law enforcement with the process of identifying who is authorized to shoot muskrats, and who is not. The states attorney will contact the ND Game and Fish Department to discuss this further, as there was no prior notice of the change taking place.

The commission received notification that the Federal Lands Access Program (FLAP) Project submitted by Tewaukon National Wildlife Refuge and Sargent County has been approved for construction in 2020, if funding is available. The purpose of this project is to provide safe travel and allow consistent access by the public to federally owned lands across the Wild Rice River (136<sup>th</sup> Ave SE), north of Sprague Lake, and LaBelle Creek (145<sup>th</sup> Ave SE), southeast of Lake Tewaukon. Estimated cost of the project to replace 2 bridges and improve township road grades is \$1.3 million, with the Federal Highway Administration providing 80.93% of the funding. Sargent County has committed \$15,000 to the project, and the Tewaukon Refuge will make up the remainder of the 19.07% matching funds. County Engineer Jesse Sedler, Interstate Engineering, prepared the application and cost estimates.

Commissioner Jacobson reported that he and Ken Forster had picked up and sold numerous metal items that had been found around the county shop. He had turned in a check for \$1,110.70 for the net proceeds for scrap metal sold. Ken Forester had received 40% of the gross proceeds for his assistance. Commissioner Jacobson also stated that there are several pieces of equipment that, in his opinion, could be sold, and, if possible, he would like to have a sale after the fair to dispose of surplus items. There are also several barrels of Base 1 left over from other projects. He intends to contact Interstate Engineering for some recommendations of possible uses.

Commissioner Jacobson also reported that he had contacted Boyer Trucks, the company previously contacted by Road Supervisor Engquist, regarding purchasing a different snowplow truck to replace the 1984 International. If provided with specifications on what we're looking for, the company will contact

the County when trucks become available. They will work with Sargent County regarding payment and will deliver if needed.

Commissioner Hosford reported that Jeff Breker, Havana, had contacted her regarding cleaning out a road ditch on County Road #7. She will send him an application.

Commissioner Arth reported that Hall Township had informed him that the Township had received a check from the Five-Star Dairy for the renewal of the dairy's conditional use permit. The check will need to be presented to the Sargent County Treasurer for apportionment to the correct funds/entities. He also stated that the Hall Township Supervisors would possibly be attending a commission meeting to discuss renegotiating the dairy's permit.

Tony Hoisington, Silver Lake seasonal site renter, called the auditor's office stating that he has been having issues with breakers and 110 volt ground faults at his seasonal site. The auditor was instructed to contact Sue Schweitzer, Silver Lake Park Manager, to have B & K Electric check it out.

Merrill Engquist, Road Supervisor; & John Quandt, Oakes; arrived at the meeting at 11:35 a.m. Mr. Quandt had previously sent an "Application for Drainage Work within County Road Right-Of-Way", proposing to install a 36" arched culvert to replace an existing 24" culvert approximately 2,350' east of the Dickey/Sargent county line through County Road #3, also add length and deepen present 24" culvert at the intersection of County Road #3 and 115<sup>th</sup> Ave SE on the south side of County Road #3, on the south side of Section 18-130-58 in Jackson Township. Consideration of the application had been tabled until hydrology & hydraulic studies were done. Mr. Quandt provided the commission copies of the hydrology & hydraulic study that had been completed by Houston Engineering. The study confirmed that the proposed culvert sizes and depths complied with North Dakota Stream Crossing Standards. Motion to approve the application. (Arth/Walstead) Upon roll call vote, motion carried unanimously.

Mr. Engquist inquired about the purchase of a different snowplow truck. He plans to be going to Minneapolis this weekend and could bring a truck home at that time. There are three trucks in Boyer Trucking's inventory at this time that meet the specifications required by Sargent County. The commission encouraged him to test drive the trucks and bring home a recommendation for the Board to act on. If needed, a special meeting will be held for the purpose of considering the purchase of a newer snowplow truck to replace the 1984 International.

Meeting adjourned at 12:05 p.m.

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DAVID L JACOBSON – CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR