

Forman, North Dakota
August 1, 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 Jayne Pfau, Assistant State's Attorney; Tibby Hinderlie, the Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

Approve July 18, 2017 meeting minutes as corrected. (Hosford/Walstead, unanimous)

Ms. Pfau brought in a Quit Claim Deed prepared by Lyle Bopp, State's Attorney. This would convey streets & alleys previously vacated by Milnor City back in the 1920's that had never been added to the tax rolls, to the current owner of the adjacent platted lots. There was a question as to whether the vacated rights of way in question may be part of a legal drain right-of-way. Consideration of the Quit Claim Deed was tabled to a future meeting, after the drain right of way question has been answered.

Jesse Mastenbrook, Sargent County Insurance Agent, arrived at the meeting. He provided the commission with a list of claims from January 1, 2016 through the present. Agency total losses to this point are \$20,202.74, a good loss ratio. He also informed the board that NDIRF is proposing to raise its premiums by 10-15% in 2018, as the Commissioners should be aware of that when preparing the 2018 budget. He also recommended that, if there are boards shared with other entities, each county should have the other county as an additional named insured on its policy, unless the board itself has its own coverage. Mr. Mastenbrook also informed the Commission that higher liability limits are now available, and that he will provide premium quotes for increased County liability limits.

Commissioner Anderson reported that he, along with Alison Toepke, Treasurer/Recorder/Clerk of Court; Lyle Bopp, State's Attorney; & Jayne Pfau, Assistant State's Attorney; met in the treasurer's office in the Courthouse at 11:00 a.m. on July 31 to reconstitute the Sargent County Personnel Board. Sandy Hanson, Tax Director/911 Coordinator/Emergency Manager, participated in the meeting by phone. They took the following actions: named Ms. Toepke to temporarily replace Gina Hillestad as an elected member of the board; named Trilby Lawrenson to replace Clara Rebel as an elected member of the board; named Brenda Peterson to replace Colleen Sundquist as an elected member of the board; and, scheduled a board meeting following the Presidents' Tour on Thursday, August 3, to organize an election for board members as prescribed in the Standing Rules. All of the prior Board members who were replaced are no longer employed by Sargent County in any capacity. Motion to accept the appointments as presented. (Walstead, Arth) Upon roll call vote, motion passed unanimously.

Motion to appoint Deborah Banish, Rutland, to the Sargent County Planning Board, to fill the position vacated by Lori McLaen. Term to expire June 15, 2021. (Anderson/Walstead) Upon roll call vote, motion carried unanimously.

The auditor was instructed to figure a 2% COLA salary increase for 2018 budget purposes. This is based on the Consumer Price Index (CPI) of 1.6%, and the Employment Cost Index (ECI) of 2.6%, averaged out and rounded to the nearest whole number.

Discussion was held regarding payment for the new road department snowplow truck. Motion to pay 25% down out of road department funds budgeted for equipment, and to finance 75% through a lease with Sargent County Public Finance for a term of three years with an interest rate of 2.75%. The first payment will be due December 31, 2017. (Walstead, Anderson) Roll Call Vote: Yes – Arth, Walstead and Anderson. No – Hosford & Jacobson. Motion carried.

Motion to authorize the chairman and the auditor to execute all documents needed for the above lease, pending review and approval by the state's attorney. (Anderson, Walstead) Yes – Arth, Walstead and Anderson. No – Hosford & Jacobson. Motion carried.

Alison Toepke, Treasurer/Recorder/Clerk of Court, arrived at the meeting to discuss E-Recording of documents delivered to the Recorder's Office in electronic format. NDRIN is paying for the initial set-up for this process, so there will be no costs incurred until 2019, at which time there will be maintenance agreement costs. The system will also interface with the Auditor's Office. A separate server will be needed for implementation, and the county will be responsible for maintenance after the initial three year contract is up, and for equipment replacement approximately every three to five years after that. Commissioner Anderson commended Ms. Toepke for keeping Sargent County up with the changing world of technology. The new system will allow persons who wish to have documents recorded to send them to the Recorder via e-mail, and to have the entire procedure completed without using any paper at all.

Janelle Heuton, Chief Operating Officer (COO) of GIS Workshop, Fridley MN, arrived at the meeting. Also present was: Liz Fulin, Sargent County Weed Control Officer Assistant; Sandra Hanson, Tax Director/911 Coordinator/Emergency Manager; Denise Ferderer, Assistant Tax Director; Alison Toepke, Treasurer/Recorder/Clerk of Court; Brenda Peterson, Health District Administrator; & Vanessa Bayger, Sheriff's Deputy Matron. Ms. Heuton provided the board with a handout outlining the advantages and features of her company's Global Information System (GIS) program. There are many tools available to a variety of departments within the county, including the tax director, treasurer, road department, emergency manager, and weed control. Much of the data that is already in the County's existing systems, such as soil types, residential appraisals and commercial appraisals is compatible with GIS Workshop's software. The commission thanked Ms. Heuton for her informative presentation and will take it under advisement when preparing the 2018 budget.

Brian Tayer, Sargent County Ambulance-Milnor Squad Coordinator, arrived at the meeting. He reported that 2017 ambulance runs are down from 2016; the squad has received a staffing grant of approximately \$24,000 that is based on the number of runs; the Milnor Squad's equipment is working well and there is nothing additional needed at this time; Milnor Squad might have to cover some of Wyndmere Ambulance's district as the Wyndmere Ambulance Squad is losing its daytime personnel; and, that the company doing the billing for the Milnor Squad will no longer be in service and, the Squad is looking for a new billing service provider.

Marwood Klein, Sargent County Ambulance-Forman Squad Coordinator, arrived at the meeting. He reported that the Forman Squad has received a staffing grant of approximately \$14,000, however, the amount is considerably less than it has been in other years; ambulance runs have increased; the Forman Squad had two rigs available during the Sargent County Fair, as one was needed at the fairgrounds during the rodeo, motocross & demolition derby; the company doing the billing for the Forman Squad will no longer be in service, and the Squad is looking for a new billing service provider; equipment is working well and nothing additional is needed at this time; and, the Forman Squad is considering replacement of the ambulance that is currently in service, as there have been extensive, and expensive, engine issues with the 6.0 Ford Diesel.

The commissioners thanked Brian and Marwood for their reports, and commended them and the members of the ambulance squads for their work on behalf of the people of Sargent County.

Meeting recessed at 11:50 a.m. until Monday, August 14, 2017 at 9:00 a.m.

The meeting reconvened at 9:00 a.m. on Tuesday, August 14, with the following members present: Dave Jacobson, Jason Arth, Mike Walstead, Sherry Hosford, and Bill Anderson. Also present was Pam Maloney, Sargent County Auditor.

Mark Gainor, Milnor Airport Authority, arrived at the meeting to discuss the airport authority's 2018 budget. As of now, the Milnor Airport Authority received 1/3 of a mill if Milnor City levies 4 mills for an airport levy. He stated that he would like that to be increased to half a mill. The commissioners suggested that the airport authority provide a financial statement to the board. The commission thanked Mr. Gainor and the rest of the Milnor Airport Authority for their hard work in making the Milnor Airport available and viable for the public.

The commissioners proceeded to work on the 2018 budget, reviewing requests from various departments.

Meeting adjourned at 4:00 p.m.

DAVID L JACOBSON – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR