

Forman, North Dakota  
August 17, 2004

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

Approve August 3, 2004 minutes. (Wehlander/Anderson, unanimous) The Board also received a copy of the July 2004 financial statement.

Travis Paeper, Sheriff met with the Board requesting a payroll step increase for Deputy Scott Buckhouse effective July 1, 2004 as he has met his county 90 day probationary period. Deputy Buckhouse was hired on April 1 and approved at Grade 11/Step 4. The Board determined at the time of his hire, he was given the step allowed on April 1 and isn't eligible.

Approve one step increase for all eligible employees on pay schedule not at Step 7 effective September 1, 2004. (Brockman/Wehlander, unanimous)

Move to amend the policy established in August 3, 2004 minutes regarding the increase to employee retirement funds. Motion to contribute an additional increase of employees salary to the Nationwide Retirement Solutions compensation plan for each employee who contributes 7% total to either of the approved county retirement plans (NRS or NDPERS). Effective date January 1, 2005. If an employee contributes the maximum 7%, the county will contribute 6%. If an employee contributes less than 7% the county would pay one-half of the employees contribution. (Anderson/Brockman. Roll call: Aye: Anderson, Wehlander, Brockman, Walstead, Wyum. Nay: none. Motion carried)

Karen Anderson made a motion to place a reprimand in the Highway Department Supervisor Merrill "Sparky" Engquist's file regarding the sale of new county bid items, such as cutting edges and culverts, to non-governmental entities, contrary to previously announced county policy. Motion died for lack of a second. Discussion followed to prepare a policy regarding sale of new and used equipment.

Karen Anderson made a motion to place a reprimand in the Highway Department Supervisor Merrill "Sparky" Engquist's file regarding the sale of unadvertised county equipment, i.e. the sale of a motor for a truck with the truck, without announcing to all bidders the inclusion of such motor with the truck. Motion died for lack of a second.

Sandy Hanson reported on administration fees with FEMA funding and she is working on a report for monies not paid out to the townships. She is waiting for a written change of scope of work on some of the projects and some appeals that are pending. Julie Hassebroek arrived at the meeting as per Sandy's request to discuss the Sargent County Fair. Sandy reported financial problems with fair board monies. The fair board is concerned with the lack of funds and payment they are making for the meals for the Extension Staff during the fair. Julie feels that her staff is working the weekend and holiday and reported that years ago the county commission advised her to charge their meals at the foodstand and the fair board has been picking up the cost estimated at \$80-\$200 per year. Sandy is suggesting that the fair board not pay meals for the Extension Staff. Sandy and Julie will visit about a solution.

Gina Hillestad provided revised pay plan charts for each commissioner. She also reviewed the MAXIMUS market review and found some errors. Corrected reports will be requested from MAXIMUS and distributed to the commissioners.

Gina Hillestad presented the pledge of assets with Sargent County Bank (\$4,455,000) and First National Bank (\$2,025,000). Accept pledge of assets as adequate according to law. (Brockman/Walstead, unanimous)

Darlene Colbert and Lyle Bopp reviewed the Sargent County Non-Social Service Personnel policy and revisions and additions as presented with an effective date of August 17, 2004. Approve policy. (Wehlander/Anderson. Roll call: Aye: Anderson, Wehlander, Walstead, Brockman, Wyum. Nay: None. Motion carried)

The courthouse window project is scheduled to begin on August 30 with a completion date of November 1, 2004.

Approve Social Service Dept. use of the former office space vacated by Ransom-Sargent Senior Services. (Brockman/Walstead, unanimous)

Don Wehlander and Lyle Bopp were absent at 1:00 p.m.

Lance Yohe, Red River Basin Commission, met with the Board to review with the commission the mission of RRBC, which is to develop a Red River Basin integrated natural resources framework plan; to achieve commitment to implement the framework plan; and to work toward a unified voice for the Red River Basin. He is requesting funding from Sargent County based on .75% of ¼ mill for a total of \$1920. The commission referred him to the SC Water Board.

Approve payment of the following bills and August payroll in the sum of \$89,318.52. (Anderson/Walstead, unanimous)

Weed Board expenditures		1953.76
Social Service expenditures		9534.52
50010 Cody Bopp	Labor	170.00
50011 BP Amoco	Sheriff travel	157.00
50012 Buhl's	Cleaning service	163.65
50013 Case & Bopp Law Office	Rent and cell phone	411.98
50014 Chunky's Standard	Sheriff car service	54.00
50015 Computer Software	Labels	32.00
50016 Dacotah Paper	Paper supplies	370.68
50017 DataMaxx Applied Tech.	Teletype rental	280.00
50018 DRTC	Telephone service	562.97
50019 DOCS	Labor	165.00
50020 Dyste's	Supplies	2.38
50021 Economy Oil Inc.	Sheriff travel	303.59
50022 Farmers Union Oil Co.	Gas and repairs	306.90
50023 Gwinner One-Stop	Sheriff travel	344.41
50024 Hardware Hank	Supplies	19.85
50025 Sherry Hosford	Travel	123.48
50026 Hospitality Inn	Lodging	135.00
50027 Lorraine Jacobson	Travel	26.83
50028 Main Street Bar & Grill	Homeland Security meals	82.50
50029 Martinsen's Home Center	Repairs and tools	88.51
50030 McLaen's Service	County car tires	301.80
50031 McLeod USA	Long distance calls	197.07
50032 Minn-Kota Communications	5 Kenwood radios for commissioners	1827.00
50033 Moore Medical	3 Trauma kits	1275.00
50034 NDEMA	Dues	40.00
50035 Donald C. Olson	Tree trimming	60.00
50036 Norman Preble	Travel	216.00
50037 Quill	Ink Packs	67.98
50038 Reardon	Ink Cartridges	204.96
50039 Richland Co. Corrections	Prisoner Board	90.00
50040 Sargent County Recorder	Vital Statistics	5.00
50041 SE Propane	Main Street Building propane	223.07
50042 The Teller	Publishing fees	508.72
50043 Universal Services	Copier toner	208.00
50044 Mike Walstead	Travel	110.79
50045 Don Wehlander	Travel	131.50
50046 Steve Wyum	Travel	193.03
50047 Butler Machinery	Repairs	225.49
50048 Crandall Construction	Gravel	50396.60
50049 Ekstrom Repair	Repairs	436.08
50050 Envirotech	Roadsaver	2565.00
50051 Gwinner Oil Bulk	Gasoline and fuel	3795.57
50052 KW Service	Repairs	26.79
50053 Laker Chemical	330 units of Base 1	4600.05
50054 NDDOT	Bridge 105-01	1941.61
50055 Titan Machinery	Repairs	307.71
50056 3D Specialties	Repairs	122.12
50057 Cellular One	Sheriff/EMS cell phone	163.19
50058 CPU	Data processing charges	563.39
50059 Dakota Improvement	Co. # 2 viewing area	931.00
50060 DRT	911 contracts	283.00
50061 The Forum	Ambulance advertising	257.73
50062 Gwinner 1 <sup>st</sup> Responders	2004 allocation	2870.00
50063 Julie Hassebroek	Travel	394.98
50064 ITD	WAN and anti-virus	393.00

50065 Lisa Knox	Travel	25.72
50066 Michael J. Burns, Architects	Courthouse window replacement	373.79
50067 NDACo	Tech. Support	1030.50
50068 Qwest	911 contract	287.82
50069 Forman Ambulance	2004 allocation	10000.00
50070 Milnor Ambulance	2004 allocation	10000.00
50071 Stutsman County	Data processing charges	690.00
50072 Volute Enterprises	Web design tool	165.00

Authorize purchase of pens and notepads to promote Sargent County. (Brockman/Walstead, unanimous)

Discussed the 2004 General Election, reviewed polling places and hours the polls will be open and approved the following: Precinct No. 1 – Milnor Community Building, Precinct No. 2 - Gwinner Community Hall, Precinct No. 3 – Cogswell Community Hall, Precinct No. 4 – Forman City Hall and Precinct No. 5 – Rutland City Hall-approved polling hours from 9:00 a.m. to 7:00 p.m. (Brockman/Anderson unanimous) Some residents have inquired about opening the polls at 7:00 a.m. and it was noted that absentee ballots are available for those who cannot make it to the polls during the regular polling hours.

Approve Notice of Grant Award for 2004 Emergency Management Federal Fund allocation for Fiscal year 2004, an increase of \$789. (Walstead/Anderson, unanimous)

Sherry Hosford presented an audit of the Forman Ambulance records and reviewed the report. Brian Tayer, Coordinator, will be contacted by Karen Anderson to discuss unpaid accounts.

Approve SC Road Permit to Dakota Valley Electric Cooperative to place a buried cable under County No. 5 right-of-way on the south side of Section 6-129-58 (Southwest Township). The line will run north and south from SE1/4-6-129-58 to NE1/4-7-129-58. DVEC is abandoning the cable that currently runs under the road at the centerline on the south edge of Section 6. Permit approved subject to certain terms and conditions. (Brockman/Walstead, unanimous)

Sparky Engquist, Highway Supervisor, met with the Board to discuss purchasing snowplow trucks with pricing beginning at \$22,000-\$34,000. These would update the fleet and be used for paving and chipping. The road crew is paving south of Cayuga, graveling by Hoving and will be graveling in the southwest area of the county. Discussed other areas for magnesium-chloride placement and crack sealing. Karen Anderson asked about magnesium-chloride being applied to the roadway by Daro Crandall's (SE1/4-9-131-53) the road supervisor responded that this road is too far from the county road based on other proximities. Two bridge projects are scheduled to begin on 9-20-04. Work will begin on Co. # 4 and Co. # 10 on 9-13-04. Ray asked about spraying along county roads versus mowing. Dennis Goltz may be available for part-time work with the road department in coordination with the county park duties. Sparky plans to review all policies and procedures within the department. Estimates were received for transmission repairs to the 140G motor grader. Approved notice for Weed Mowing for county and township roadways.

The Board along with Sparky Engquist proceeded to review the 2005-2006 County Federal Aid Program. The Board instructed the County Auditor to schedule Damon DeVillers, Interstate Engineering, Inc. for the September 7<sup>th</sup> meeting to discuss upcoming projects.

Approve right of way easement to the City of Milnor for Lot 8 and a portion of vacated 6<sup>th</sup> Street, Block 11, Original Townsite, Milnor for installation of a sewer main a minimum of six feet below the bottom of the existing county drain subject to terms of the easement and Sargent County Water Board approval. (Walstead/Anderson, unanimous)

Meeting adjourned at 4:50 p.m.

---

STEVEN R. WYUM – CHAIRMAN

ATTEST:

---

SHERRY HOSFORD - AUDITOR