

Forman, North Dakota
August 20, 2013

The Sargent County Board of Commissioners met at 10:00 a.m., following the meeting of the Sargent County Park Board, with the following members present: David L Jacobson, Mike Walstead, Jerry Waswick, Bill Anderson and Steven Wyum. Absent: None. Also present was Paige Cary, the Sargent County Teller and Lyle Bopp, States Attorney.

Lyle Bopp presented information to the Board regarding Per Diem for various boards in the county. According to HB1177 which states specifically that the commission shall set the per diem for the Job Development Authority, (currently set at \$35); Park Board, (currently set at \$25); Social Service Board, (currently set at \$45); and, Weed Board, (currently set at \$45); and may set the per diem for the Health Board, (currently set at \$40); Planning Commission, (currently set at \$35); Redistricting Board, (currently set at \$0); School Reorganization Board, (currently set at \$0); and, Soils Commission, (currently set at \$40). Motion to set the current per diem rates of those specific Boards that the commission is required to set for the remainder of 2013, and to increase the per diem rate to \$50/meeting commencing January 1, 2014. (Wyum/Anderson, unanimous) Motion to recommend to all remaining boards to leave the same rate as is now being paid for the remainder of 2013, and to set the same per diem rate of \$50 per meeting as has now been set for other boards for 2014. (Wyum/Anderson, unanimous)

Mark Gainor, Chairman of the Milnor Airport Authority, and his son, Jason, met with the Board to discuss improvements and activities at the Milnor Airport, and to inform the Board of the upcoming Milnor Fly-In Barbeque Supper from 4 pm to sunset on Sunday, August 25, at the Airport's hangar building. He stated that hangar space is now being provided for 4 aircraft at the Milnor Airport. Mr. Gainor also presented a blueprint of a 36' by 30' building that will be built to use as a meeting room/pilots lounge as well as being made available for use by the community for other functions. A \$24,000 grant from the North Dakota State Aeronautics Commission, plus funds from the county levy and from the proceeds of a raffle will be used to construct this building.

Sandy Hanson was present to discuss an Application for Abatement and Refund of Taxes from Sharon Thomas (25-7628000) in Milnor City. Ms. Thomas is asking for a reduction in the true and full value of her residential structure from \$14,900 to \$2,000 based on a market value estimate provided by Results Realty. This request includes a reduction in valuation and an abatement of 2012 taxes. The City of Milnor approved the application. Motion to deny the application based on the facts that the realtor's estimate of market value was not based upon the same appraisal criteria used to appraise the value of all other residential property in Sargent County; and, that at the time all other residential property was subject to appraisal by Vanguard Appraisals, Inc.; Cedar Rapids, IA, an inspection of the residence was not allowed by the homeowner. (Waswick/Anderson, unanimous) In this case, the property owner may request a re-appraisal by the County Tax Director's Office, using the same appraisal criteria used for all other residential property in Sargent County.

Discussed the Omitted property for Roy Hildebrandt (22-6582001). Sandy Hanson, Tax Director reported that she had visited the property several times, talked with Mr. Hildebrandt and concluded that several changes were made to the property prior to the newer residence being moved in. Sandy will make the new calculations based on the changes, add the new home and report back at the next meeting.

Discussion followed regarding the Grade/Step for Sandy Hanson's Tax Director/Emergency Manager/911 Coordinator position. In August 2012 Sandy had appealed the recommended Pay Plan classification of Grade 12, which had been submitted by the County's Pay Plan consultant. The appeal was based on the fact that the previous Tax Director had been classified at Grade 13 for Pay Plan purposes. Sandy had presented more information relevant to her job to the Pay Plan consultant and the classification was changed to a Grade 13. Information was not delivered to the commission on this classification change until earlier this month. Motion to approve Grade 13/Step 11 retroactive to January 1, 2013. Wyum/Waswick. Bill Anderson commented that the County Pay Plan Policy states that a job classification change increase shall be placed at the pay level that provides a pay increase which would be Grade 13/Step 8 and Sandy's appeal began in August 2012 so the retroactive date should be August 2012 instead of January 2013. Motion withdrawn. Motion to establish the new salary for the Tax Director/Emergency Manager/911 Coordinator at Grade 13/Step 11 retroactive to August 2012 as per the recommendation contained in a letter from the Sargent County Pay Plan Consultant dated July 26, 2012. Discussion followed on deviating from the pay plan policy and whether there is justification to change the step from 8 to 11. Motion to amend the previous motion to change Step 11 to Step 8. (Anderson. Died for lack of a second.) Vote on the original motion. (Wyum/Waswick. Roll call: Aye: Wyum, Waswick, Anderson, Walstead and Jacobson. Nay: None. Motion carried)

Approve minutes of the August 6, 2013 commission meeting as revised and July financial statement.
(Walstead/Wyum, unanimous)

Approve August payroll in the sum of \$164,522.84 (Nos. 8594-8662 and 68148-68161) and the following bills: (Wyum/Anderson, unanimous)

68059	SC Treasurer	Abatements	260.70
68060	ND Game & Fish Dept.	Gaming Certifications	3,927.00
68097	Ransom County	VSO Benefits	706.80
68098-68104		Health Unit Expenses	799.79
68105	City of Forman	Water/Sewer/Garbage	137.30
68106	Ottertail Power Co.	Electricity	1,120.76
68107-68117		Health Unit Expenses	1,955.70
68118	SC Treasurer	Abatements	927.24
68137-68142		Weed Board Expenses	538.12
68143-68147		Human Service Expenses	1,293.56
68162	Bernard Mahrer Const. Inc.	Gravel/FG	491.21
68163	Big D Communications	Office Supplies	19.90
68164	Bopp Law Office	St Atty. Phone and Rent	411.98
68165	Bopp, Casy	Mowing/FG	750.00
68166	Bryant, Rick	Car Charger	21.99
68167	Buhl's Inc.	Cleaning Services	217.55
68168	Carton Excavating	Trackhoe/FG	500.00
68169	Coast to Coast Computer Products	Toner	304.96
68170	Dakota Plains Co-Op	Gas	2,286.41
68171	Dickey County Coroner	Coroner Travel	332.09
68172	Dickey Rural Networks	Telephone	905.45
68173	Best Western Fargo Dblwood	Auditor's Travel	207.90
68174	Fargo Rubber Stamp	Desk Seal	83.20
68175	Forster, Ken	Mowing& Labor/FG	447.28
68176	Galls Quarter Master	Radio Supplies	303.94
68177	Gwinner One-Stop	Gas	554.63
68178	Hanson, Sandra	Conference Registration	30.00
68179	Hardware Hank	Supplies	274.10
68180	Hillestad, Gina	Office Supplies	100.20
68181	Information Systems Corp.	Office Supplies	77.31
68182	Kozok, Dave	Travel	24.93
68183	LexisNexis-Matthew Bender	Century Codes	957.47
68184	Lisbon Body Shop, Inc.	Tow	150.00
68185	Martinsen Home Center	Supplies/FG	957.05
68186	NDACo	Continuing Ed.	50.00
68187	NDEMA	Dues/Registration	90.00
68188	Norman County Sheriff's Dept.	Sheriff's Service	60.00
68189	Orth, Dennis	Courtroom Work	768.46
68190	Paeper, Travis	Travel	267.95
68191	Paul's Electric Inc.	A/C Maintenance	1,451.40
68192	Pearson, Roger	Water Heater Hook-up	50.00
68193	Quill	Office/Computer Supplies	502.14
68194	Reardon Office Equipment	Office Supplies	66.96
68195	The Sargent County Teller	Printing & Publishing	1,180.76
68196	Secure Software Solutions	Soils Program	3,115.00
68197	SEL Lumber	Supplies/FG	12.65
68198	Stein's Inc.	Supplies	161.40
68199	Universal Services	Toner	223.30
68200	Verizon Wireless	Wi-Fi Mobile Cards	160.04
68201	Waswick, Jerry	Travel	497.20
68202	White Banner	Uniforms	79.98
68203	AW Diesel	Equipment Repairs	76.65
68204	Arrowhead Transport	Gravel	29,378.40
68205	Bernard Mahrer Const. Inc.	Gravel	37,361.78
68206	Dyste's	Supplies	33.35
68207	Enderson Construction	Gravel	26,595.36
68208	Environmental Dust Control	Dust Control	75,238.50
68209	Forman Repair	Equipment Repairs	235.00
68210	Interstate Engineering	Bridge & Road Repairs	16,369.40
68211	John Deere Financial	Tools	326.76
68212	Kustom Machine	Bearings	108.12
68213	Martinsen Home Center	Supplies	122.15

68214	Midwest Testing	Gravel Testing	114.00
68215	Minn-Kota Communications	Radios	4,755.65
68216	Nelson Bulk Oil Co.	Fuel	5,592.72
68217	RDO Equipment/Powerplan OIB	Equipment Repairs	525.74
68218	Schaeffer's Specialized Lubricants	Gear Lube	438.00
68219	Serocki Excavating, Inc.	Asphalt	5,153.66
68220	Sheehan Mack Sales & Equip, Inc.	Equipment Repairs	9,195.94
68221	Sturdevant's Auto Parts	Grease Kit	49.89
68222	True North Steel	Culverts	11,106.60
68223	Zep Sales & Service	Equipment Repairs	271.14
68224	Avid Hawk	County Webpage	45.00
68225	Century Link	911 Contracts	191.88
68226	Computer Professionals Unlimited	Staff Support	1,023.19
68227	Dickey Rural Networks	911 Contracts & Database	279.00
68228	Gwinner First Responders	2013 Allocation	6,500.00
68229	Information Tech. Dept.	WAN	541.70
68230	Intergraph	LERMS/CAD	720.00
68231	NDACo	911 Wireless Fees	2,183.55
68232	NDDOT	FAR	887.83
68233	ND Workforce Safety & Ins.	Community Service	98.92
68234	NDACo Resources Group	Tech. Support	300.00
68235	Oakes Ambulance	2013 Allocation	22,000.00
68236	Oakes Community Hospital	Blood Alcohol	25.00
68237	Office of Attorney General	SCRAM 24/7	620.00
68238	Peterson, Brenda	Travel	28.25
68239	Pharmchem, Inc.	Sweat Patch	42.00
68240	Richland County Corrections	Prisoner Board	2,018.70
68241	SC Ambulance/Forman Unit	2013 Allocation	14,000.00
68242	SC Ambulance/Milnor Unit	2013 Allocation	14,000.00
68243	Sargent County Insurance	Renewals	34,685.00
68244	SC Treasurer	Postage	52.44
68245	Visa	Credit Card Purchases/Ext.	218.51
68246	Wayne Trophies	Plaque	19.50
68247	Ransom County	VSO Benefits	756.80

Sparky Engquist, Road Supt.; Emeric Erickson, Milnor; and, Bruce Speich, Milnor; arrived at the meeting. Mr. Erickson is requesting permission to install a drain tile under County Road 14 in Section 9-132-53 in two places. He proposes to place a 12 inch bore under the paved portion and the other location would be an open channel excavation of the gravel surfaced portion of the County road. Mr. Erickson was asked to complete the Application for Drainage work within County road right-of-way for the Board to review. Sparky will inspect the location and work with Mr. Erickson on this project.

Bruce Speich presented an Application for Drainage work within County road right-of-way to install a pump outlet on the south side of County # 14 between Section 9/10-132-53 and bore under county Road # 14 to the north for a tile outlet pump to discharge through on the north side of the road. The tile outlet would have good rip rap to prevent erosion. Dirt would be built up over the discharge pipe with a gentle slope to prevent damage to the pump when maintaining the ditch. This project would also include installing a 10 inch bore as a discharge under County # 14. The work is proposed to begin August 20, 2013 and be completed on September 1, 2013. Motion to grant permission for the work to be done as described in the application. (Walstead/Wyum, unanimous)

The Board recessed at 12:15 for lunch.

The Board reconvened at 1:00.

Sandy Hanson stopped in at the meeting to introduce 2 gentlemen, Derek Hanson & Jesse Beckers from the Mandan office of Wenck & Associates, an engineering and consulting firm, to the Board. They will be working on preparing the updated Hazard Mitigation Plan for Sargent County.

Wendy Jacobson, Sargent/Ransom County Social Service Director called into the meeting via conference call to discuss proposed new hire salaries and adjustments to current employees. Wendy asked the commissioners to reconsider a motion passed on June 18, 2013 concerning SWI Kari Gilje. Kari was hired on July 15, 2013, and was offered the position at the minimum allowed on the State Merit System. All other employees in the Social Service Department are currently paid at a grade and step level on the county pay plan. The Family Focus Social Worker position is a Social Worker III (SWIII) position. State regulations require that the minimum salary that may be paid to the employee filling this position is that of SWII on the State Merit system. Motion that effective 7-15-13 the salary

for the Family Focus SWII position be classified as a Grade 12/Step 7, which is the next step higher than the State minimum for a SWII position. (Wyum/Walstead, unanimous) Wendy next asked the Board to approve hiring an Eligibility Worker to replace the position vacated by Janel Smith at Grade 6/Step 8 as the person being considered leaves her present job on very good terms and comes with high recommendations from that County Director. Motion to authorize the Social Service Director to offer Grade 6/Step 8 to a seasoned EW if one applies and the Social Service Director determines they are appropriate for Sargent County. (Anderson/Wyum, unanimous) Wendy has offered another Social Worker II position to Darci (Roeder) Weber and she will start on September 5, 2013. Motion to approve Grade 12/Step 7 on the effective hire date. (Wyum/Anderson, unanimous)

Motion to appoint David Jacobson to a committee composed of the States Attorney, County Auditor and one County Commissioner to meet with the 4-H Council/Extension Staff to review the audit conducted of the 4-H Council financial records. (Anderson/Waswick, unanimous)

The following RESOLUTION was introduced by Commissioner Wyum and seconded by Commissioner Walstead:

Whereas, License For Emergency Drainage #3523 was obtained from the State Water Commission on April 12, 2010, authorizing construction and installation of an emergency drain to remove excess sheet drainage water from Buffalo Lake, in Shuman Township, the purpose of the emergency drain being to divert floodwaters from the primary channel to an alternate diversion channel in order to protect County roads and private residences from damage by said floodwaters;

Whereas, to allow for the installation of said emergency drain and for the flow of water from the drain across private lands, construction and flowage easements across the following described privately owned real property were obtained: NE¼ S-17 T-131N R-54W, Sargent County, North Dakota, from Edwin A. Erickson and Marlys Erickson, dated April 9, 2010; S½NW¼ S-16 T-131N R-54W, Sargent County, North Dakota, from J. Clarice Renschler, Orvis and Alphie Pearson and Randy Pearson, dated April 9, 2010; and, SW¼ S-16 T-131N R54W Sargent County, North Dakota, from Norma A. Brekke and Karen Krause, dated April 9, 2010;

Whereas, said easements, dated April 9, 2010, were temporary easements, to be in effect for a period of two (2) years, with the provision that the easement holder was authorized to extend the term of the easements for another two (2) year term in the event that the conditions existing at the time the easement was granted, that is, the risk of imminent flooding with the potential for damage to public infrastructure and private property, still existed at the end of the initial two (2) year term on April 15, 2012;

Whereas, after investigating and examining the source of potential flooding, Buffalo Lake, and upon consideration of relevant information from local residents, the County Engineer and County Road Superintendent, The Sargent County Board of Commissioners has determined, as a finding of fact, that the conditions requiring the installation of the emergency drain and the acquisition of the temporary easements described above, remained in existence as of April 15, 2012 and as of April 15, 2013, justifying and requiring that the easements be extended, according to their terms, for an additional period of two (2) years, to the final date of expiration on April 15, 2014;

NOW, THEREFORE, BE IT RESOLVED BY THE SARGENT COUNTY COMMISSION at its regularly scheduled meeting on Tuesday, August 20, 2013, that the above described easements were, and hereby are, extended NUNC PRO TUNC according to their terms for an additional period of two (2) years from and after April 15, 2012, due to the continuing existence of the danger of imminent flooding from Buffalo Lake that could, without the continuing existence of the emergency drain, endanger and damage County roads and private property, including private residences of citizens of Sargent County and Shuman Township.

All Commissioners voting in the affirmative, the RESOLUTION was duly approved and adopted by the Sargent County Commission, meeting in the Sargent County Courthouse, Forman, North Dakota, on the 20th Day of August 2013.

County Auditor Sherry Hosford reviewed the Annual Weed Mowing notice with the Commission. Commissioner Walstead moved to increase the mowing rate from \$135/half mile to \$150/half mile. (Walstead/Wyum, unanimous)

Approve Games of Chance Permit #SC2013-03 to Cogswell Gun Club, Cogswell, ND for a raffle to be held on September 8, 2013 at Cogswell Gun Club Trap Grounds. (Anderson/Waswick, unanimous)

Commissioner Mike Walstead discussed with the Board a culvert that is under County Road # 10 and part of Drain No. 7 on the north end of Milnor City Main Street. The culvert is deteriorated and needs

to be replaced. The cost to the county would be 40% and the Water Board 60%. Mike plans to meet with the Water Board on September 19 to discuss replacing this culvert.

The Board proceeded to continue working on the 2014 budget, reviewing request from various departments and making preliminary allocations of county funds.

The last order of business was to discuss the Sargent County Employee Salary Pay Plan based on length of service. The employee 15 step pay grade progression (2.5% increase per step) was proposed as follows: Beginning year of service – 1 year – Step 1; 2 years – Step 2; 3 years – Step 3; 4 years – Step 4; 5 years – Step 5; 6 years – Step 6; 7 years – Step 7; 8 years – Step 8; 11 years – Step 9; 14 years – Step 10; 17 years – Step 11; 20 years – Step 12; 24 years - Step 13; 28 years – Step 14; 32 years – Step 15. "Employees who are on probation will not be eligible for a pay plan step increase or pay raise during the period of probation. All pay raises due to a pay plan step increase shall be effective on the first day of the first pay period following the employee's employment anniversary date, or on the first day of the first pay period following the end of a period of probation during which an employee would have become eligible for a pay raise due to a pay plan step increase. Sargent County reserves the authority to suspend all advances of employee pay steps for all employees, by resolution of the County Commission, and at its sole discretion." Motion to implement the Sargent County Employee Salary Pay Plan as stated above for regular, full-time regular and part-time employees based on length of service on calendar year or equivalent effective September 1, 2013. Roll call. Aye: Waswick, Anderson, Walstead, Wyum. Nay: Jacobson. Motion carried.

Motion to establish the 1.7% COLA recommendation from the Personnel Board for the 2014 salaries. (Anderson/Walstead, unanimous)

Meeting adjourned at 4:05 p.m.

DAVID L JACOBSON – CHAIRMAN

ATTEST:

SHERRY HOSFORD - AUDITOR