

The Sargent County Board of Commissioners met at 10:20 a.m. following the meeting of the Sargent County Park Board. The following members were present: David L Jacobson, Jerry Waswick, Mike Walstead, Steven Wyum and Bill Anderson. Absent: None. Also present was Paige Cary, The Sargent County Teller.

Approve minutes of the August 7, 2012, commission meeting as corrected. (Waswick/Walstead, unanimous) Board members also received a copy of the July 2012 financial statement.

Motion to rescind the August 7, 2012 motion authorizing the issuance of the Games of Chance permit # SC2012-02 pursuant to advice of the Sargent County States Attorney. (Waswick/Walstead, unanimous)

Approve August payroll in the sum of \$155,784.51 (Nos. 7332-7396 and 66484-66500) and the following bills: (Wyum/Walstead, unanimous)

66309-66317		Health Unit Expenses	2,937.60
66344	City of Forman	Water/Sewer/Garbage	146.30
66345	ND Game & Fish Dept.	Gaming Certifications	7,057.00
66346	Ottertail Power Co.	Electricity	1,240.18
66347	Ransom County	VSO Benefits	722.35
66348-66353		Health Unit Expenses	886.58
66356-66366		Health Unit Expenses	4,901.81
66367-66372		Weed Board Expenses	896.87
66388-66400		Human Service Expenses	6,735.61
66401	B & K Electric	Fairgrounds/Wiring	1,802.52
66402	Bernard Mahrer Const. Inc.,	Fairgrounds/Rock & Gravel	833.65
66403	Bopp Law Office	St Atty. Phone and Rent	411.98
66404	Bopp, Casey	Fairgrounds/Lawn Mowing	405.00
66405	Brian's Repair & Auto Parts	Oil Change/Air Filter	93.66
66406	Buhl's Inc.	Cleaning Services	182.41
66407	Code 4 Services	Radios & Equipment	3,585.96
66408	Dakota Mailing	Postage Supplies	40.92
66409	Dakota Plains Co-op	Gas	1,186.30
66410	Dickey Rural Networks	Telephone	893.04
66411	DOCS	Lawn Care	360.00
66412	Election Systems & Software	Ballots	1,279.91
66413	Gall's LLC	Equipment Purchase	138.45
66414	Gwinner One Stop	Gas	384.54
66415	Hanson, Sandra	Travel, Tax Director	127.28
66416	Hardware Hank	Office Supplies	56.19
66417	Hosford, Sherry	Auditor Travel	419.55
66418	Information Tech. Dept.	Lerns User Fee	50.00
66419	Jacobson, David	Commissioner Travel	135.12
66420	LexisNexis-Matthew Bender	Century Codes	215.95
66421	Martinsen Home Center, Inc.	Fairgrounds/Supplies	1,105.79
66422	McLaen's Service, Inc.	County Car Maintenance	38.90
66423	Minn-Kota Communications	Radios	9,151.20
66424	NDEMA	Registration	50.00
66425	ND Newspaper Assoc.	Printing & Publishing	169.50
66426	ND Post Board	Peace Officer License	45.00
66427	Otis Elevator	Service Contract	1,334.52
66428	Paeper, Travis	Travel	40.90
66429	PCS Mobile	Supplies	67.50
66430	Public Employment HR Consulting	Job Descriptions	600.00
66431	Quill	Office Supplies	218.93
66432	Ramada	Auditor Room Lodging	207.90
66433	Reardon Office Equipment	Office Supplies	55.27
66434	Sargent County Teller	Printing & Publishing	855.18
66435	Sargent County Treasurer	Postage Reimbursement	6,495.70
66436	Sheyenne Valley Tree Service	Tree/Stump Removal & Trimming	4,575.00
66437	Shoplet	Office Supplies	66.42
66438	Southeast Crime Conference	Dues	50.00
66439	Streicher's	Ammunition	382.99

66440	Toepke, Derek	Travel	128.99
66441	Universal Services	Ribbons	82.50
66442	Verizon Wireless	Wi-Fi Mobile Cards	160.04
66443	Wild Rice Soil Cons. District	Trees	179.24
66444	Arrowhead Transport	Gravel	8,268.00
66445	Bowes Const. Inc.,	Bridge & Road Repairs	19,687.50
66446	Butler Machinery Co.	Equipment Repairs	
436.12			
66447	Carton Excavating	Trackhoe Work	875.00
66448	Climate Control	Dust Control	48,602.76
66449	Ekstrom Repair	Equipment Repairs	1,244.93
66450	Enderson Construction	Gravel	47,160.80
66451	Forman Repair	Equipment Repair	138.75
66452	General Equipment & Supplies	Fan	550.50
66453	Hansen Lumber & Hardware	Supplies	58.96
66454	Kinetic Leasing	Walk-n-Roll Packer Lease	9,546.00
66455	Kirk's Ag Repair	Equipment Repair	225.00
66456	Martinsen Home Center	Flat Washers	10.75
66457	Michael Todd & Co. Inc.,	Equipment Repairs	7,741.27
66458	Rutland Oil Co.	Fuel	5,145.00
66459	Sanford	Medical Supplies	9.00
66460	Serocki Excavating, Inc.,	Asphalt	908.05
66461	Share Corp.	Towels, wax, cleaner	699.00
66462	Swanston Equipment	Equipment Repairs	1,265.00
66463	Visto's Carquest	Supplies	45.14
66464	Barnes County Corrections	Prisoner Board	390.00
66465	Century Link	911 Contracts	191.88
66466	Computer Prof. Unlimited, Inc.,	Staff Support	1,303.84
66467	Dickey Rural Telephone	Contracts & Database Updates	255.00
66468	Gwinner First Responders	2012 Allocation	6,500.00
66469	Information Tech. Dept.	WAN	454.40
66470	Lisbon Area Health Services	Blood Alcohol	42.00
66471	ND Workforce Safety & Insurance	Community Service	28.54
66472	NDACO Resources Group	Equipment	573.18
66473	NDSU Ag Communications	Office Supplies	10.00
66474	Oakes Ambulance Service	2012 Allocation	22,000.00
66475	Richland County Corrections	Prisoner Board	4,211.53
66476	Sargent County Ambulance/Forman	2012 Allocation	14,000.00
66477	Sargent County Ambulance/Milnor	2012 Allocation	14,000.00
66478	Sargent County Insurance	Insurance Premiums	34,086.00
66479	VISA	Credit Card Purchases/Ext.	85.96
66480	Dell Marketing, L.P.	New Server	2,683.38
66481	Hewlett-Packard Co.	New Server	5,581.16

Lyle Bopp, States Attorney arrived at 10:45 and requested that the Commission authorize the execution of an Admission of Service for a Quiet Title action concerning Lot 1, Block 1, Williamson's Addition, City of Havana. Authorize Chairman to sign the Admission of Service. (Jacobson/Walstead, unanimous)

Sandy Hanson, Tax Director/ Emergency Manager met with the Board and gave an update on the 2012 ND State Board of Equalization (SBOE) meeting regarding new values for residential property in Sargent County. A representative of Vanguard Appraisals, Inc. had also attended the SBOE meeting and informed the SBOE that the reappraisal resulted in a \$76,673,066 True and Full value for all residential classed property for 2012. This is an increase of \$21,027,922 or 37.8% above the 2011 True and Full value. Additional documentation was shared with the SBOE and a request that no adjustment of the sales ratio median of 94.7 be necessary for 2012. The SBOE will be in contact with Sargent County in late September with their decision.

Sandy discussed her 2013 budget and requested that the travel amount be reinstated from \$750 to \$1,000 as she has not attended training sessions due to other work and commitments and in 2013 she will be doing more travel and also to allow an additional \$4550 to the Automation and Telecommunication budget for 2013 for a Remote Edit License and service fees for the Vanguard Appraisals, Inc. Both amounts were approved.

Sandy Hanson discussed the results of her Job Description and also Shannon Jablonsky, her deputy and that she was very disappointed in the Grade that was determined. Currently she is a Grade 11/Step 9 and the previous Tax Director was 13/9 and the new classification for her combined job was listed as

Grade 12. She is asking to appeal the job description for both her and Shannon and will continue with her appeal. She is recommending that Shannon's job be classified as a Grade 7/Step 7.

Mike Walstead discussed the possibility of applying for an energy efficiency grant for new lighting in the courthouse. Courthouse Custodian Roz Amerman has reported that the 4 foot and 8 foot fluorescent bulbs & fixtures currently in use in the Courthouse are being discontinued, and she suggests that a plan for replacing the light fixtures now in use throughout the Courthouse be developed. Courthouse Commissioner Jerry Waswick will include as many of the rooms in the courthouse in the Court Facilities improvement grant application due in December 2012 for lighting replacement.

The Board recessed for lunch.

The Board reconvened after lunch.

Gina Hillestad, Treasurer/Recorder/Clerk of Court met to discuss her 2013 budget and requested that her department be increased to 40 hours per week as 35 hours is not enough time to get the work completed. She also indicated that Deputy Darlene Colbert plans to retire in August 2013, and the department will need to allow funds for training a replacement in the 2013 budget.

Steve Wyum made a motion to: calculate the cost of implementing a salary plan with step increases based on years of service, pursuant to the draft pay plan schedule he submitted; and, increase the Treasurer/Recorder/Clerk of Court and the Tax Director/Emergency Manager's office hours to 40 hours per week (8 hours per day, 5 days per week); and, use a Grade 14/Step 9 for Sandy Hanson and Grade 7/Step 7 for Shannon Jablonsky for 2013 budget computation purposes; and, to place all these adjustments into a contingency fund for 2013 budget planning purposes the, the contingency budget being sufficient for all phases of the motion to be implemented effective January 1, 2013. Jerry Waswick seconded the motion. Discussion followed on implementing this plan and changing courthouse hours for the offices concerned. Jerry Waswick left the meeting to keep an emergency dental appointment at this time. The Chairman called for a vote on the motion. The voice vote was apparently a tie, so a roll call vote was called for. Commissioner Waswick rejoined the meeting by telephone. Voting Aye: Waswick, Wyum and Anderson. Voting Nay: Jacobson and Walstead. Motion carried 3-2.

Damon DeVillers, Interstate Engineering; Sparky Engquist, Road Supt and Lyle Bopp, States Attorney arrived at the meeting at 1:50. Damon explained a letter requesting an extension for submission of funding requests for the 2010 ER projects in Sargent County. NDDOT is getting pressure from the Federal Highway Administration (FHA) to close out on these projects, but the paper work is not complete. Sparky stated that he is in the process of compiling the information and it will be submitted to NDDOT for reimbursement for the emergency work that has been completed. Motion to authorize the Chairman to sign the letter to NDDOT requesting an extension for the submission of reimbursement requests for the Repairs completed on three 2010 ER projects. (Walstead/Jacobson, unanimous) Also discussed the recent completion of the County Road #4 Micro-Surfacing project north of ND Highway #13, and other potential improvement projects, as well as possible sources of funding. The weed mowing notice will be placed in the paper to inform the landowners of the deadline for mowing road ditches. Also discussed faded road signs and possible sources of funding available for replacing signs.

Motion to authorize the Treasurer's Office to write off two uncashed checks that are more than 2 years old. The following checks will be written off - #62237 dated 4/16/10 to Janet Schroeder for \$250 and #28596 dated 11/2/09 to Tina Mohs for \$8.71. (Jacobson/Wyum, unanimous)

Meeting adjourned at 3:10 p.m.

BILL ANDERSON – CHAIRMAN

ATTEST:

SHERRY HOSFORD - AUDITOR