

Forman, North Dakota
August 4, 2015

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: Mike Walstead, David L Jacobson, Jerry Waswick, Bill Anderson, and Sherry Hosford. Also present were County Auditor Pam Maloney, and Paige Cary, the Sargent County Teller.

Commissioner Waswick reported that a freestanding room air conditioner has been purchased for the Extension Staff Support Office and seems to be working well.

Commissioner Walstead reported on the letter received from Houston Engineering regarding turn lanes for the new CHS facility east of Gwinner. There will be a conference call on Monday, August 10 at 10:30 a.m. to receive further information.

Gina Hillestad, Treasurer/Recorder/Clerk of Court arrived at the meeting at 9:30 a.m. She has submitted her resignation effective October 1, 2015. Motion to accept said resignation, with regret. (Jacobson/Anderson, unanimous) Ms. Hillestad is also requesting another full time staff member in the Treasurer/Recorder/Clerk of Court's office. There has been a considerable increase in the caseload in the clerk's office which is very time consuming. Motion to advertise for 2 full time positions immediately to start work as soon as possible. (Waswick/Anderson, motion withdrawn following discussion) Ms. Hillestad is recommending that the commission appoint Alison Toepke, Chief Deputy, as Treasurer/Recorder/Clerk of Court, until the next General Election when that position would be placed on the ballot for a two year unexpired term. Ms. Toepke has been in the office for 5 ½ years and has considerable knowledge of the position. Motion to appoint Alison Toepke as Treasurer/Recorder/Clerk of Court effective October 1 until the next General Election. (Waswick/Jacobson, motion carried) More discussion was held on additional staffing and it was decided to advertise for one position at this time and additional staffing would be considered when approving the department budgets. Motion to advertise for one staff member immediately to start as soon as possible. (Waswick/Anderson, unanimous)

Upon receipt of his application, motion to re-appoint Wayne Sebens to the Sargent County Weed Control Board. Term ending August 10, 2019. (Anderson/Hosford, unanimous)

Lyle Bopp arrived at the meeting at 10:30.

Merrill Engquist, Road Supervisor, met with the commission. He stated that the Road Department had received three applications for the open position on the road crew, and he recommends that the Road Department offer the position to Michael Claeys. Motion to authorize the Road Supervisor to offer the position to Michael Claeys at a Grade 6/Step 4. (Anderson/Waswick, unanimous) Motion to authorize the road supervisor to hire one part time help employee at \$15/hour for 40 hours/week until freeze-up. (Waswick/Anderson, motion carried)

While attending a North Dakota DOT meeting in Fargo on Monday, July 27, Merrill Engquist & Mike Walstead, Road Commissioner; had also looked for a different road pickup. They had found two possibilities at Ringdahl Motors in West Fargo, one a 2011 Dodge, gasoline engine, with 128,000 miles; and, the other, a 2008 Ford 6.4 diesel with 113,000 miles. Both were ¾ ton with extended cab and long box. Motion to authorize the purchase of a 2008 Ford F250 XL with a 6 month/6000 mile warranty at a cost of \$15,125, and have the previously authorized GPS unit installed in it before it goes into service. (Anderson/Waswick, unanimous) Motion to authorize the auditor to release the funds when needed. (Waswick/Anderson, unanimous)

There was additional discussion concerning bad spots on County Road #4 and about graveling progress. The Road Supervisor reported that the damaged areas on County #4 will be patched with hot mix paving, when the hot mix becomes available, and that spot graveling has been done in all quadrants of the County, with the maintenance graveling now underway in all but the southwest quadrant. Commissioner Walstead had also received an email from Damon DeVillers, Interstate Engineering, stating that Mark Sand & Gravel had informed him that the company intended to be starting on the County #2, #10 & #14 paving projects the week of August 17th.

Sandra Hanson, Tax Director/Emergency Management/911 Coordinator, arrived at the meeting. She informed the commissioners that her deputy would be moving and has resigned as of August

21. Motion to advertise to replace said deputy, which position is 28 hours/week. (Jacobson/Hosford, unanimous) Ms. Hanson is planning on retiring herself sometime in 2016 and is suggesting that they budget next year for 2 full time staff in the office along with a part-time assessor. The commission will consider her request when the proposed department budgets are worked on.

Brian Tayer, Milnor Ambulance Coordinator, met with the commission to report on Milnor Ambulance Squad activity. He stated that the new employee, Michael Werner, is working out very well. At present, the Milnor Ambulance Squad is adequately staffed and equipped to perform its duties. The Commissioners thanked Brian for the good report, and commended him and the members of the Milnor Ambulance Squad for their work on behalf of the people of Sargent County.

Gina Hillestad, Treasurer/Recorder/Clerk of Court; Rod Olson, Court Administrator for the Southeast (SE) and East Central (EC) Judicial Districts; and, Chris Iverson, Assistant Court Administrator for the SE & EC Judicial Districts; arrived at the meeting. Mr. Olson commended Ms. Hillestad on the fine job that she and her staff have been doing. He commented that he was skeptical when the three offices were combined, but as Ms. Hillestad had many years of experience, he agreed to the combination. He reported that they appreciate all of her hard work, along with that of her office staff. He agreed that Alison Toepke would be well qualified to replace Ms. Hillestad upon her resignation.

Motion to approve out-of-state travel for Wendy Jacobson, Social Services Director, for a one day SE CSS Director's Meeting in Richville, MN on August 14. (Anderson/Hosford, unanimous)

Travis Paeper, Sheriff, reported that Deputy Bryan Johnson's car has been totaled out, after striking a deer, with a \$22,000 value. They are ordering another car immediately to replace it.

Commissioner Waswick has received a pest control quote for \$350 and will have the courthouse building and grounds sprayed for insects. There have been some issues with wasps inside the building.

Approve minutes of July 21, 2015 meeting as corrected. (Hosford/Waswick, unanimous)

The board recessed for lunch at 12:10.

The board reconvened at 1:30 with Commissioner Walstead absent. The Board proceeded to work on the 2016 budget, reviewing requests from various departments.

Upon receipt of the faxed invoice from Ringdahl Motors for the 2008 Ford Pickup, the board amended the original motion to remove the warranty. Instead of the charge for the warranty being \$325, as originally quoted, the invoice billing was \$730. Motion to amend the original motion so as to authorize the purchase of a 2008 Ford F250 XL at a cost of \$14,800 and have the previously authorized GPS unit installed in it before it goes into service. (Anderson/Jacobson, unanimous)

Meeting adjourned at 4:25 a.m.

MIKE WALSTEAD - CHAIRMAN

ATTEST:

PAM MALONEY - AUDITOR