

Forman, North Dakota
September 15, 2015

The Sargent County Board of Commissioners met at 10:30 a.m., following the park board meeting, with the following members present: Mike Walstead, David L Jacobson, Bill Anderson, Sherry Hosford, and Jerry Waswick. Also present were County Auditor Pam Maloney, States Attorney Lyle Bopp and Jeanne Sexton-Brown, The Sargent County Teller.

Ken Forster, Sargent County Fair Board, arrived at the meeting and gave a brief report on repairs and improvements to the fairgrounds, and on the 2015 Sargent County Fair. There has been drain tile installed, a new electrical panel into the auditorium and the addition of the new horse barn. The Fair Board was very pleased with the attendance at this year's fair and has already booked entertainment for the 2016 fair. The commission thanked Mr. Forster for his report and commended the fair board for the improvements made to the grounds and for another successful fair. Motion to appoint Al Colemer as delegate to the State Fair Association's Annual meeting to be held in Minot on November 9, 2015 at 1:00 p.m. (Waswick/Anderson, unanimous)

Merrill Engquist, Sargent County Road Supervisor; and, Damon DeVillers, Interstate Engineering; arrived at the meeting. Damon reported that Mark Sand & Gravel has started on County Road #2 by Crete, as of Tuesday, September 8, & will move to County Road #14, once the preparation work on #2 is complete. Damon is anticipating a February/March bid letting on the HB1176 surge money projects which will be to finish County Road #14 to the South Dakota border and the rest of the funds will be available for use on County Road #12, or other projects, if sufficient funds are available. There is also some surge money remaining from HB1358 which can be used in these current and future surge bill projects. There is also additional Special Road Fund money that can be applied for through ND DOT for County Road #12. SRF projects are limited to roads that provide access to and/or are within recreational, tourist, and historical areas and County Road #12 is the route to the Tewaukon National Wildlife Refuge so it would be eligible. Damon will start the application process. He also reported that the Hall Township Bridge project is waiting for the Corps of Engineers to determine wetlands jurisdiction. The gravel being tested out of the stockpiles that have been, or are being, put up for the county have all been passing inspection, as of September 15.

Merrill Engquist provided a map & information on the progress that has been made by contractors on the County's graveling projects. Motion to extend the deadline on the contractors' graveling contracts to October 6, 2015, rather than the October 1 deadline written in their contracts. (Waswick/Anderson) Roll Call Vote: Waswick, Anderson & Walstead – YES. Jacobson & Hosford – NO. Motion carried.

The repairs to the highway shop roof have been completed and the bill received.

Motion to advertise the 1994 Ford F350 Crew Cab Pickup and the John Deere lawnmower from the courthouse on sealed bids. Bids to be opened October 20 at 10:30 a.m. (Jacobson/Waswick, unanimous)

The auditor was instructed to contact James Peterson, Park Board Chairman, and ask him to appoint a 3 member committee to write the PIP for Dennis Goltz, Silver Lake Park Manager.

Approve Sunday Permit for the sale of Alcoholic Beverages at Geneseo Bar, Geneseo, ND for twelve months from September 15, 2015. (Jacobson/Anderson, unanimous)

Motion to approve County Deed and to authorize the auditor and chairman to execute such deed for the following sale: Lot 1, Block 13, Milwaukee Addition, City of Cogswell, for \$175 to JEC Land Trust, c/o Eric Herm, Trustee, 290 NW Peacock Blvd #881655, Port St Lucie, FL 34986. (Anderson/Jacobson, unanimous)

Approve minutes of September 1, 2015 meeting as corrected. (Anderson/Waswick, unanimous)

Board members proceeded to review all bills. Motion to approve the September payroll in the sum of \$181,386.57 (Nos. 11203-11263 and 72034-72048) and the following bills: (Waswick/Anderson, unanimous)

71867-71869		Weed Board Expenses	651.83
71900-71912		Health Unit Expenses	2,970.57
71913	NDDOT Motor Vehicle	Vehicle Registration	11.50
71914	Forman City	Water/Sewer/Garbage	144.75
71915	Ottertail Power Co.	Electricity	1,459.54
71916	Nelson Auto	Sheriff Vehicle Purchase	6,547.67
71920	Ransom County	VSO Salary/Benefits	772.39
71921-71922		Human Services Expenses	965.00
71933-71943		Human Services Expenses	9,021.63
71944	Buhl's Inc.	Cleaning Services	207.85
71945	Code 4 Services	Sheriff Car Equipment	4,674.82
71946	Dakota Plains	Gas Purchases	61.37
71947	Dakota Water Solutions	Water Jugs	24.00
71948	Dickey Rural Networks	Telephone	893.20
71949	Forman Drug	Batteries/Memory Cards	66.75
71950	Forman Repair	Lawnmower Blades	25.00
71951	Gjesdahl Law	Guardian AD Litem	1,394.00
71952	Gwinner One Stop	Sheriff Gas Purchases	625.89
71953	Hanson, Sandra	Tax Director Travel/ Cellphone	407.30
71954	Hardware Hank	Supplies	18.97
71955	Information Tech. Dept.	State Attorney CPU Use	7.16
71956	Johnson, Bryan	Sheriff Travel	163.88
71957	Kozok, David	Sheriff Travel	29.00
71958	Midwest Pest Control	Courthouse Pesticide	350.00
71959	Nelson Home Center	Supplies	133.46
71960	Otis Elevator	Service Contract	1,454.44
71961	Paul's Electric	Air Conditioner Repairs	187.40
71962	Peterson, Brenda	Sheriff Travel	38.36
71963	Quill. Com	Auditor Office Supplies	51.98
71964	Ransom County Gazette	Help Wanted Ads	176.00
71965	Reardon Office Equipment	Copier Lease Payment/Envelopes	192.54
71966	Sargent County Teller	Printing/ Publishing	536.19
71967	Stein Chemical, Inc.	Tissues/Towels	269.00
71968	Verizon Wireless	Sheriff MI-FI Cards	160.04
71969	Waswick, Jerry	Commissioner Travel	197.80
71970	AW Diesel	Alternator/ Belt	234.85
71971	Arrowhead Transport	Gravel #1 & #6	17,079.99
71972	Bargen Inc.	½ Sealcoat Project Co. #14	45,750.00
71973	Bernard Mahrer Const. Inc.	Gravel #3 & #5	5,811.20
71974	Bituminous Paving Inc.	Asphalt	3,295.71
71975	Ekstrom Repair	Road Pickup Repair/Parts	800.17
71976	Enderson Construction Inc.	Gravel #1,#2,#3,#5,#7,	22,249.45
71977	Forman Repair	Rake Wheel Repair	189.50
71978	Laker Chemical	Road Patch	1,355.00
71979	NDDOT Financial	Road Projects	218.20
71980	R & A Contracting	County Shop Roof Repair	6,500.00
71981	RDO Equipment	JDLINK Fleet Monitor	500.00
71982	Southside Automotive	Tire Disposal	80.62
71983	Visto's Carquest	Road Shop Supplies	218.18
71984	ZEP Sales & Service	Supplies	367.38
71985	Avid Hawk	Website Hosting	45.00
71986	Blawatt, Melissa	Extension Travel	233.10
71987	Cenex Fleet Card	Extension Travel	41.77
71988	Computer Prof. Unlimited, Inc.	Data Processing	1,106.70
71989	Dakota Plains	Sheriff Gas Purchases	297.35
71990	Dell Company	Software	238.80
71991	Dickey Rural Network	911 Contracts	275.00
71992	Hewlett Packard	Auditor Computer Purchase	1,233.00
71993	Information Tech. Dept.	Lerns User Fee	54.20
71994	Klapperich, Cindy	FCS Agent Travel/Office Supplies	312.53
71995	Lisbon Area Health Services	Blood Alcohol	40.00
71996	NDACO	911 Wireless	1,133.55

71997	ND Dept. Emergency Services	2010 FEMA Disaster	76,711.89
71998	ND Insurance Department	Playground Equipment Insurance	35.18
71999	NDACO Resources Group	Computer Hardware	97.13
72000	NDSU	Extension/Hardware/Software	264.00
72001	Office of Attorney General	Scram 24/7	1,540.00
72002	Pharmchem, Inc.	Sweat Patch Analysis	425.00
72003	Richland County Corrections	Prisoner Board	55.00
72004	SC Treasurer	Extension Postage	128.59
72005	Visa	Extension Office Supplies/Travel	750.82
72006-72020		Health Unit Expenses	8,309.99

Motion to authorize the Treasurer's Office to write off three uncashed checks that are more than 2 years old. The following checks will be written off - #67086 dated 12/19/12 to NDAE4-HYW for \$80.00; #67332 dated 2/20/13 to Caleb Kluck for \$5.00; and #1436 dated 5/14/13 to Island Bar for \$25.00; all written on Sargent County Bank. (Anderson/Waswick, unanimous)

At 1:00 the Board proceeded to meet with department heads on the 2016 budget. Gina Hillestad and Alison Toepke, Treasurer/Clerk of Court/Recorder's Office, met with the board regarding digitizing the record books in the Recorder's Office to make them available for on-line document searches and retrieval. The approximate cost is \$55,000, but if the work is done towards the end of 2016, the fee could be paid in two installments – half from the 2016 budget and then in January of 2017 to come from the 2017 budget. The board requested that Ms. Hillestad and Ms. Toepke find out if it could be paid in three installments and bring that information back to the October 6th meeting. Ms. Hillestad also introduced Vanessa Bayger as the new staff member in her office. She again reiterated the need for a fourth staff member in the Treasurer/Clerk of Court/Recorder Office and wanted to know if the board had considered her request.

Sandra Hanson, Tax Director/911 Coordinator/Emergency Manager, met with the board regarding the staffing in her office. She has interviewed several applicants for deputy's position that has been vacant since August 21st. She is hoping to hire soon, but would like to know whether the board had considered her request for the deputy position to be a 35 hour/week position rather than 28 hours/week, as this will make a difference as to which applicant is offered the position. The board agreed that the deputy should also be certified in assessing. Motion to change the deputy position in the Tax Director/911/EMA office to a 35 hours/week position immediately upon hiring and that such position will be at a Grade 7/Step 1. (Hosford/Waswick) Roll Call Vote: Yes – Jacobson, Waswick, Anderson, Hosford and Walstead. No – None. Motion carried.

Motion to hire a fourth staff member for the Treasurer/Clerk of Court/Recorder office at 35 hours/week effective immediately. Hours for all employees in that department will be 35 hours/week effective October 1, 2015. (Waswick/Anderson) Roll Call Vote: Yes – Waswick, Anderson and Walstead. No – Jacobson & Hosford. Motion carried.

Travis Paeper, Sheriff, met with the board to discuss his request to move Brenda Peterson's, Chief Deputy, position to 40 hours/week instead of 35. The Community Service money he receives can be used for salary to offset the expense. He also asked them to reconsider giving a higher percent than the 1% COLA employees are tentatively receiving for raises in 2016, or to consider paying more of the employee's retirement percentage in lieu of a larger raise. He stated that there are many counties that pay the full percentage of their employees' retirement plan.

Commissioner Waswick stated that the PIP completed for the Social Services Director was mailed by certified mail to her that morning, as she is out of the office until September 21, 2015. She will be on paid administrative leave for 60 days to complete the PIP before coming back to work.

Motion to approve the 2016 preliminary budget in the amount of \$9,256,622. (Anderson/Hosford, unanimous) A public hearing will be conducted on Tuesday, October 6, 2015 at 6:00 p.m. in the commissioner's room, Sargent County Courthouse, Forman.

Meeting adjourned at 3:10 p.m.

MIKE WALSTEAD - CHAIRMAN

ATTEST:

PAM MALONEY - AUDITOR