

Forman, North Dakota
September 16, 2014

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

Motion to approve the revised draft of the minutes of the September 2 and 9, 2014 meetings and August Financial report. (Waswick/Jacobson, unanimous)

Board members proceeded to review all bills. Motion to approve the September payroll in the sum of \$171,052.30 (Nos. 9946-10003. And 70153-70170) and the following bills: (Anderson/Walstead, unanimous)

70003	Ransom County	VSO Benefits	774.49
70004	SC Treasurer	Inundated Corrections	3,198.13
70005-70010		Health Unit Expenses	1,196.46
70018		Human Service Expense	660.00
70019	City of Forman	Water/Sewer/Garbage	131.30
70020	Ottertail Power Co.	Electricity	1,427.07
70021-70031		Health Unit Expenses	4,019.60
70032-70039		Weed Board Expenses	9,993.33
70053-70065		Human Service Expenses	5,774.36
70066	Brian's Repair & Auto Parts	Tire & Repair	301.45
70067	Bryant, Rick	Travel	209.35
70068	Buhl's Inc.	Cleaning Services	133.25
70069	Code 4 Services	Patrol Unit up-fit	2,635.51
70070	Dacotah Paper Co.	Copier Paper	662.84
70071	Dakota Plains Co-op	Gas Purchases	596.32
70072	Dickey Rural Networks	Telephone	991.30
70073	Gwinner One-Stop	Gas Purchases	866.87
70074	Gwinner Transfer, Inc.,	Oil Change/Wash	76.09
70075	Hanson, Elida	Janitorial Duties	375.00
70076	Hanson, Sandra	Dues/Registration	180.00
70077	Hardware Hank	Supplies	104.17
70078	Hewlett-Packard Company	Monitor	149.00
70079	The Home Shop	Fire Extinguisher Inspection	151.60
70080	Kozok, David	Travel	26.00
70081	Lee's Service Station	Tires/Oil Change	617.64
70082	Lexis-Nexis/Matthew Bender	Century Codes	74.87
70083	Martinsen Home Center Inc.,	Health Unit New Door	498.62
70084	NDEMA	Registration	60.00
70085	Otis Elevator Co.	Contract	1,408.60
70086	Quill	Supplies	132.43
70087	The Sargent County Teller	Printing/Publishing/Adv.	422.21
70088	Sheyenne Valley Tree Service	Tree & Stump Removal	3,875.00
70089	Southeast Cellular	Car Charger	24.95
70090	Verizon Wireless	Wi-Fi Mobile Cards	160.04
70091	Waswick, Jerry	Commission Travel	292.88
70092	Wenck Associates	Hazard Mitigation Plan	9,799.00
70093	Arrowhead Transport	Gravel	23,077.74
70094	Bernard Mahrer Const. Inc.,	Gravel	9,427.24
70095	Dakota Plains Co-op	Gas/Fuel Purchases	6,464.76
70096	Dust Control LLC.	Magnesium Chloride	40,039.65
70097	Enderson Const. Inc.,	Gravel	11,696.22
70098	Forman Repair	Equipment Repairs	461.08
70099	John Deere Financial	Supplies	3.03
70100	Lycox Enterprises Inc.,	Walk n Roll packer	26,665.00
70101	Marfell, Ben	Grease	259.80
70102	Martinsen Home Center, Inc.	Tools & Supplies	442.89
70103	NDDOT	Engineering Services	3,963.55
70104	RDO/Powerplan OIB	Cutting Edges/Parts	3,095.90
70105	Sanford Occupational Med. Clinic	Drug Screening	43.00
70106	Southside Automotive	Tire Repairs	67.39
70107	Sturdevant's Auto Parts	Tools	43.68

70108	Ti-Zack Concrete Inc.,	Valley Gutter Removal/ Replacement-Milnor City	7,700.00
70109	True North Steel	Culvert/ Cutting Edges	11,001.06
70110	Welton Tire Service	Tires	351.00
70111	Zep Sales & Service	Supplies	818.83
70112	Alcohol Monitoring Systems Daily	Monitoring Fees	120.90
70113	Avid Hawk	County Webpage	45.00
70114	Barnes County Corrections	Prisoner Board	325.00
70115	Century Link	911 Contracts	191.88
70116	Comfort Inn	911 Travel	148.00
70117	Computer Prof. Unlimited Inc.,	Staff Support	1,064.13
70118	Dakota Plains Co-op	Gas Purchases	162.69
70119	Dickey Rural Networks	911 Contracts & Database Charges	247.00
70120	Forman Drug	Supplies	37.54
70121	Hanson, Sandra	Travel	281.12
70122	Hewlett-Packard Company	New Switch	449.46
70123	Information Tech. Dept.	WAN/LERMS	583.90
70124	Intergraph Corp. SGI Div.	I/Mobile	756.00
70125	Klapperich, Cindy	FCS Agent Travel	670.42
70126	Lisbon Area Health Services	Blood Alcohol	80.00
70127	NDACO	911 Wireless	1,040.68
70128	ND Workforce Safety & Ins.	Community Service	23.90
70129	NDACO Resources Group	Equipment Backup	377.93
70130	NDSU Ext. Service	Extension Salary	17,726.50
70131	Office of Attorney General	SCRAM 24/7	1,330.00
70132	Pharmchem, Inc.	Sweat Patch	105.00
70133	Progressive Ag. Foundation	Training Fee	50.00
70134	Richland County Corrections	Prisoner Board	4,343.17
70135	Sargent County Insurance	Insurance premium	589.00
70136	The Sargent County Teller	Printing & Publishing	242.12
70137	SC Treasurer	Postage reimbursement	187.46
70138	Vanguard Appraisals Inc.	Contracts	6,150.00
70139	Visa	Credit Card Purchases/Ext.	269.98
70141-70142		Human Service Expenses	1,730.70

Bill Anderson reported on behalf of the Emergency Medical Services Advisory Board regarding the new full-time EMT employee for the Forman Ambulance Squad. Two applications have been received, and the interview committee will offer interviews in the next two weeks. The Advisory Board also plans to establish an ongoing recruitment and retention process for squad members, and will have ongoing meetings. The Advisory Board requested a per diem and mileage allowance for the members of the Board. Motion to approve a per diem and mileage to members of the Emergency Medical Services Advisory Board for meetings they attend effective September 16, 2014. (Anderson/Waswick, unanimous)

Motion to authorize the Chairman to sign the contracts by Vanguard for Service Contract and License Agreement subsequent to review of said documents by the States Attorney and recommendation of the Tax Director. (Anderson/Walstead, unanimous)

Discussed briefly the County Deferred Compensation Plan and IRA's. Lyle Bopp will continue to research the implementation for the county employees.

Approve Sunday Permit for the sale of Alcoholic Beverages at Geneseo Bar, Geneseo, ND for twelve months through September 16, 2015. (Jacobson/Anderson, unanimous)

Ken Forster, Sargent County Fairboard updated the commission on the 2014 fair. The proceeds from the gate for 2013 and 2014 were very comparable. A bank balance as of 8/31/14 was \$47,000.00. Income was up approximately \$5,000.00, and expenses were approximately \$21,000.00 higher, due to the cost of entertainment, purchase of corral panels for the horse arena and other repairs. The 2015 fair will be held on July 23, 24, 25 and 26, with the rodeo and 2 Mile Final band on Friday night; the demolition derby and 32 Below dance on Saturday; and Sunday undecided at this time. Plans and specification are still being reviewed for a new horse barn that is planned to be built between the poultry barn and grandstand.

The Board proceeded to meet with department heads on the 2015 budget. Gina Hillestad, Treasurer, Recorder/Clerk of Court met to discuss her budget and a request to continue with her department working 8 months at 40 hours and 4 months at 35 hours per week. She provided dollar amounts based on the proposed salaries for 2015 and the cost would be \$11,755 for her department. She also requested that Alison Toepke, Deputy in her office be promoted to Chief Deputy Treasurer/Recorder/Clerk of Court. Discussion on the county pay plan followed with concerns about when an employee's years of service in a specific pay grade trigger a

step increase based on longevity, and about how the plan was being implemented. The Board will look over the existing plan and decide what, if any, action needs to be taken. Digitizing of the Recorder books was the next discussion and an estimate of \$55,000 has been received to digitize all of the books in the Recorder's Office and make them available for on-line document searches and retrieval. The Board concluded that revenue sources must be found to get the books digitized, but funds are not available at this time. The Document Preservation Fund, which receives \$2.00 from the recording fee collected for each document recorded will be allowed to build up a balance that can be used to help pay for digitizing recorded documents, and the expense for the update of Recorder's computer programs that had been paid from the Document Preservation Fund will, henceforth, be paid from the Automation & Technology Fund.

Travis Paeper, Sheriff stopped by with letters which he had sent to both Gwinner and Milnor City regarding the Police Contracts and changes in dollar amounts for 2015. Both cities were asked to allocate \$1,000 towards the local drug task force for 2015. Gwinner City contract also addressed the purchase of a new vehicle, with approximately \$19,000.00 being the responsibility of Gwinner City.

The Board placed a call to Sandy Hanson, Tax Director, and Emergency Manager/911 Coordinator who was in Bismarck attending a training session at the State Tax Department. Sandy asked questions about her departments' budgets, and also noted that she thinks that the salary Grade for the three departments that she oversees should be higher.

Motion to approve the 2015 preliminary budget in the amount of \$7,952,948. (Walstead/Anderson, unanimous)
A public hearing will be conducted on Tuesday, October 7, 2014 at 6:00 p.m. in the commissioner's room, Sargent County Courthouse, Forman.

Meeting adjourned at 3:30 p.m.

STEVEN WYUM – CHAIRMAN

ATTEST:

SHERRY HOSFORD – COUNTY AUDITOR