

Forman, North Dakota
September 19, 2006

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: Bill Anderson, Steve Wyum, Mike Walstead, Maurice Orn and Jerry Waswick. Absent none.

Approve September 5, 2006 minutes as corrected. (Anderson/Walstead, unanimous)

Julie Hassebroek, Extension Agent, met with the Board to explain the ND Horizons Leadership Project, which strengthens the heart of small communities. It will spotlight leadership and poverty-reduction strategies for rural communities under 5,000 in size. The communities of Rutland and Forman have been identified as qualifying communities. A showcase is scheduled in Wahpeton on October 19. She encouraged participation from the commissioner's and other community members. Julie also discussed her preliminary budget for 2007 and questioned some of the line items.

Gina Hillestad, Treas., met with the Board to discuss the 2007 budget line item for deputy treasurer salary. She asked that the salary be allocated 100% to the Treas. budget instead of 80%-Treas. and 20%-Recorder's budget. She indicated that she would work with the Recorder to allocate time from the Treasurer's Office to the Clerk of Court's Office. Approved. Gina also reported on Personnel Board issues including an incentive policy for ambulance volunteers with a recommendation that a volunteer must be an "active" participant, the Dept. Head must approve the schedule and volunteers should receive credit for volunteering whether they are on day or night shifts. The Personnel Board also discussed personal days/hours and recommends that "days" should be hours based on the employees work week – 16 hours for employees working 40 hours per week and 14 hours for employees working 35 hours per week. A definition should be added to the SC Non-Social Service Personnel Policy defining a "day" as 8 hours for an employee working 40 hours per week and 7 hours for an employee working 35 hours per week. These Personal hours can be taken in 15 minute increments. Gina and Steve Wyum will meet with Lyle Bopp, States Attorney to review these changes and provide recommendations to the commissioners.

A conference call was placed to Dorothy Person, Government Management Group (GMG) to discuss a proposal for services to conduct a comprehensive market survey and comparison of salaries of comparable counties of selected benchmark positions for Sargent County. The proposal included a market survey, pay plan preparation and report and recommendation preparation, charts and handouts for a total cost of \$5650. After a lengthy discussion on the proposal a decision was tabled until receipt of additional background information.

The Board recessed at 12:10 for lunch.

The Board reconvened at 1:00 p.m. with Steve Wyum absent.

Joan Lee, Recorder, met with the Board to discuss the non-judicial duties and which office should have responsibilities for them. She feels some of the duties should be transferred from the Clerk of Courts Office to the Recorder's Office including marriage licenses, passports and military discharges and keeping those fees within the county. These two offices have been combined for many years in Sargent County. The Board felt that it is the Recorder's decision and encouraged her to transfer these duties to that office including the fees. Joan also requested information on the 2007 budget and salary allocation. The Board informed her that the salary line items in the budget-her salary and the deputy recorder salary-would be the only salary items in the Recorder budget for 2007 and the treasurer's office would work with her in staffing the Clerk of Courts Office. Sherry Hosford, Auditor indicated that her department would not have manpower to allocate to the Recorder's office in 2007.

June Fritzen, SC Historical Society, met to inform the Board that Sargent County will celebrate 125 years in 2008 and asked if the Board has thought of any plans for a celebration. The Board would like to work with the county fair board, county historical society and county officials to make plans for this event.

Sparky Engquist, Road Supt. met with the Board to discuss road dept. issues and update the Board on proposed projects. Reviewed the road and bridge replacement projects. Approve 2007-2008 Federal Aid Program and bridge replacement program and authorize chairman to execute the same on behalf of the commission. (Anderson/Orn, unanimous)

Approve agreement between Gwinner Farmers Elevator Corporation and Sargent County to store corn at the fair grounds from October 1, 2006 through March 1, 2007. (Walstead/Orn, unanimous)

Approve twelve month Sunday Alcoholic Beverage Permit to Geneseo Bar & Grill, Geneseo. (Orn/Anderson, unanimous)

Approve the following county funds as interest bearing accounts effective October 1, 2006: General fund, Road fund, Federal Aid Road fund, Job Development fund, Weed Board fund, Water Resource fund, and Capital Improvement fund. (Anderson/Walstead, unanimous)

Discussed second floor judge chambers and possibility of making improvements to that office through the Court Facilities Improvement grant funds. Appointed Mike Walstead, county commissioner Lyle Bopp, States Attorney, Joan Lee, Recorder and Judge Richard W. Grosz to a committee to prepare a list and description of improvements and maintenance items that are eligible for grant funding.

Approve payment of the following bills and September payroll in the sum of \$137,916.92 (#s 55554-55556 and 55678-55754): (Anderson/Orn, unanimous)

55540 Travis Paeper	Off-Site Saturation reimbursement	120.00
55541 Scott Buckhouse	Off-Site Saturation reimbursement	120.00
55542 Minnkota Communications	Equipment	470.00
55543 Otter Tail Power Co.	Electricity	1296.39
55547-55553 Health District Expenditures		716.04
55569-55574 Health District Expenditures		1366.05
55576 NDCSW	Registration	470.00
55577 DRTC	Phone service	575.98
55578-55582 Weed Board Expenditures		13461.49
55583-55595 Human Service Expenditures		15524.06
55596 Alliance Management Consult	Annual fee	250.00
55597 Alltel	Sheriff's Dept. cell phone service	128.47
55598 BP Amoco	Sheriff travel	343.54
55599 Brian's Repair & Auto Parts	2004 Durango repairs	156.05
55600 Scott Buckhouse	Meals	190.00
55601 Buhl's	Cleaning service	109.55
55602 Carrot Top Industries	4x6 US Flag	53.43
55603 Case & Bopp	Office rent and cell phone charges	411.98
55604 Chunky's Standard Service	Durango service	32.00
55605 Comfort Inn	TD & Sheriff lodging	200.00
55606 Dakota Communications Inc.	Reprogram radios	225.00
55607 Election Systems & Software	Ballot printing	3624.28
55608 Farmers Union Oil Co.	Gas & grease	1022.36
55609 Forman Drug	Supplies	4.20
55610 Gwinner One Stop	Gas	249.32
55611 Sandra Hanson	Travel	171.12
55612 Hardware Hank	Supplies	44.60
55613 Gina Hillestad	Travel	70.20
55614 Grand International	Recorder lodging	150.00
55615 Ken's Shopping Center	Sheriff travel	52.70
55616 Pam Maloney	Travel	58.72
55617 Martinsen's	Tools and repairs	112.70
55618 McLeod USA	Long distance phone charges	214.57
55619 Minnkota Communications	Phone system backup battery	155.00
55620 NDACo	Registration	185.00
55621 NDACo Resources Group	Monitor	518.00
55622 Office Depot	Supplies	333.40
55623 Officeland	Supplies	9.15
55624 Maurice Orn	Travel	86.24
55625 Otis Elevator	Annual service	1000.32
55626 Brenda Peterson	Travel	177.30
55627 Reardon Office Equipment	Cartridge	129.99
55628 Roosevelt Inn & Suites	Lodging	93.90
55629 Chris J. Sandvig	Travel	32.50
55630 SE Crime Conference	Dues	10.00
55631 Star Business	Tax receipts	301.64
55632 The Teller	Publishing fees	255.02
55633 Universal Services	Ribbons	50.00
55634 Jerry Waswick	Travel	158.34
55635 A W Diesel Service	Repairs	543.34
55636 Arrowhead Transport	Gravel	2001.90
55637 Atco	Repairs	165.00
55638 Auto Value	Tools & repairs	465.68

55639 Crandall Construction	Gravel	49413.12
55640 Dallman Services Co.	Center & edge line paint	12007.52
55641 Dougherty & Company	2006 GO Road Bond fees	3750.00
55642 Dyste's	Supplies	105.14
55643 Economy Oil	Fuel	9920.46
55644 Ekstrom Repair	Repairs	1876.26
55645 Farm Plan	Repairs	470.75
55646 The Home Shop	Medical supplies & fire ext. service	253.44
55647 Johnston Fargo Culvert Co.	Culverts	6206.92
55648 Mark Sand & Gravel	Oil mix	200.64
55649 Ohnstad Twichell P.C.	2006 GO Road Bond fees	3250.00
55650 Ray-Mac Inc.	Repairs	85.06
55651 Starion Bond Services	2006 GO Road Bond fees	750.00
55652 Zep Mfg.	Tar remover	195.65
55653 Barnes Co. Correctional	Prisoner Board	250.00
55654 Cass Co. Treas.	Juvenile Detention	480.00
55655 CPU	Data processing charges & other	2150.80
55656 Lisa Dawson	Travel	196.95
55657 DRN	911 Contracts	279.00
55658 Discovery Benefits, Inc.	Flex funds	1000.00
55659 Hardware Hank	Keys	4.76
55660 Julie Hasebroek	Travel	496.36
55661 ITD	WAN access and anti-virus	406.40
55662 Interstate Eng., Inc.	Eng. Services for roads	27940.04
55663 J & M Cos.	Self inking stamp	26.26
55664 NDACo	911 Wireless & tech support	1109.20
55665 ND Motor Vehicle	Blazer license fee	5.00
55666 NDSU	Supplies	50.00
55667 Nick of Time	NIMS Training	800.00
55668 Oakes Times	HLS Training	18.40
55669 Office Depot	Supplies	246.09
55670 Official Payments Corp.	County website	165.00
55671 Qwest	911 Contracts	287.82
55672 Richland Co. Corrections	Prisoner Board	1620.00

Meeting adjourned at 3:10 p.m.

 JERRY M. WASWICK – CHAIRMAN

ATTEST:

 SHERRY HOSFORD – AUDITOR