

Forman, North Dakota
September 5, 2018

The Sargent County Board of Commissioners met in the Commissioners' Room at the Sargent County Courthouse at 9:00 a.m. with the following members present: Dave Jacobson, Jason Arth, Mike Walstead, Sherry Hosford, and Bill Anderson. Also present was Lyle Bopp, State's Attorney; Tibby Hinderlie, the Sargent County Teller; and, April Bladow, Sargent County Chief Deputy Auditor.

Approve August 21, 2018 meeting minutes as corrected. (Hosford/Jacobson, unanimous)

Mark Gainor, Milnor Airport Authority (MAA), arrived at the meeting to update the commission on the airport authority. Mr. Gainor stated that the MAA is in the process of purchasing approximately 7 ½ acres on the east end of the airport from Mr. Jim Toyne and plans to extend the runway to 3,060' x 90'. Mr. Gainor stated that the airport has hired someone to mow the runway and grounds, and that it is looking very nice out there. Over the past several years, the MAA has installed runway lights, built a large hangar to house several small airplanes and built a terminal/office building, utilizing grants from the North Dakota Aeronautics Commission as well as property tax revenue from the City of Milnor and Sargent County. The commission thanked Mr. Gainor and the other members of the Milnor Airport Authority for their hard work in making the Milnor Airport a valuable, viable and available transportation asset for the public.

Denise Ferderer, representing the Sargent County Personnel Board, discussed the possibility of placing a lockbox in the courthouse to hold the keys for the county cars, so they would be accessible to the employees at all hours of the day. As of now, the keys are located in the Auditor's office and that office is locked in the evening. After further discussion, no action was taken, and the key arrangements for the county cars will remain as is, for now.

Denise Ferderer, Tax Director, also requested authority to hire a part-time assessor for approximately 100 hours, starting this fall. Ms. Ferderer stated that funds are available in the Tax Director's 2018 budget and that she would like the part-time person to start as soon as possible. Motion to authorize Denise Ferderer, Tax Director, to hire the qualified part-time assessor for up to 100 hours at \$25.00 per hour in 2018, commencing immediately, and terminating on December 31, 2018. (Anderson, Arth) Roll Call Vote: Yes – Arth, Walstead, Anderson & Jacobson. No – Hosford. Motion carried. Funding for hiring a part-time assessor in 2019 has been included in the 2019 proposed County Budget.

Ken Forster, Fair Board member, provided a financial statement and gave a report on the 2018 Sargent County Fair. He reported that the Fair Board has 1 annual payment of \$10,000.00 left on the horse barn. In the opinion of the Fair Board, finances for the County Fair look good. Ken also discussed some improvements to facilities at the fair grounds that the board is planning to make, and also projects that the board would like to see done in the future. There was some discussion on the entertainment for the 2019 fair, and Ken reported that no bands have been booked at this time. Mr. Forster presented an updated list of the current board members, which is on file at the County Auditor's Office. The commissioners commended the Fair Board on a job well done in 2018, and stated that they are looking forward to the Sargent County Fair in 2019.

Alison Toepke, Treasurer/Recorder/Clerk of Court, arrived at the meeting to discuss the implementation of e-recording in the Recorder's Office, and the benefits of e-recording to the county and to the public. Ms. Toepke invited the commissioners to Sargent County's e-recording kick-off Wednesday, September 26th from 9-10 am. Ms. Toepke stated that as of now they are utilizing 4 vendors and will eventually be able to process all documents through e-recording. Ms. Toepke also updated the commissioners on the salary survey being conducted by Gallagher Benefit Services, and informed them that 14 of the 17 county surveys have been returned. She also informed them that a preliminary report should be available early next week.

Office space for the Emergency Manager, Ambulance Coordinator, States Attorney, Extension Service, Social Services and Health District were discussed again. After some discussion, the commission decided to concentrate on the Emergency Manager's space needed for now and will continue to look for further options for the other offices.

A motion was made to rent the larger office space now available in the Jacobson Building on Main Street in Forman from the owner, David Jacobson, for \$300/month, with a 1 year lease starting October 1, 2018 through September 30, 2019. The office for the ambulance coordinator for the Forman Ambulance Squad would occupy Jacobson's office and share ½ that expense with Sargent County. The Emergency Manager's office would occupy the office in the basement of the courthouse that had previously been used by the ambulance coordinator. The States Attorney advised the Commission that the action is within the Commission's authority and that there was no conflict of interest on the part of Commissioner Jacobson,

who would abstain from voting on the matter. (Arth, Anderson) Upon roll call vote: Yes – Arth, Anderson, Hosford & Walstead. No – None. Abstain – Jacobson. Motion carried. It was also suggested that Mr. Jacobson submit an invoice to the Auditor’s office the month prior to the date that the bill is due to make sure payment is received by the due date of the 1st of the month.

Travis Paeper, Sheriff, arrived at the meeting to discuss the transient traveler’s expense matter that was brought up at the August 21 meeting. He stated he will be mailing a letter to the churches in Sargent County, requesting any offer of assistance they may provide.

Sheriff Paeper also thanked the commission for reestablishing the Personnel Board, and expressed his appreciation to the members of the Personnel Board for their active participation.

Discussion was held on the Emergency Managers hours and responsibilities. It has been necessary for the Emergency Manager to put in more than the number of hours authorized due to required training and professional education classes. After a lengthy discussion, motion, effective retroactive to August 1, 2018, to authorize up to 60 hours, in addition to normal work hours previously approved, for the Emergency Manager’s training or educational purposes in 2018; and, authorizing up to 200 hours for the Emergency Manager’s training and education purposes in 2019; was made. (Anderson, Arth) Upon roll call vote, motion carried unanimously.

Motion to approve two applications for Sargent County Road Permits allowing work within the county’s road right of way. One for Southeast Water Users for the installation of rural water pipelines in Weber Township, Sections 18 & 7, 129N-55N – County Road #5. One for Dakota Valley Electric Cooperative for the installation of a single phase underground line for a new home in Weber Township, Section 7, 129N-55N – paralleling County Road #5 (Jacobson/Hosford) Upon roll call vote, motion carried unanimously.

Meeting adjourned at 11:40 a.m.

MIKE WALSTEAD – CHAIRMAN

ATTEST:

APRIL BLADOW – CHIEF DEPUTY AUDITOR