

Forman, North Dakota
September 5, 2017

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; Jayne Pfau, Assistant State's Attorney; Tibby Hinderlie, the Sargent County Teller; and, April Bladow, Sargent County Chief Deputy Auditor.

Approve August 15, 2017 meeting minutes as corrected. (Hosford/Arth, unanimous)

Lyle Bopp, State's Attorney, and Jayne Pfau, Assistant State's Attorney, asked the commission to review the proposed 2018 payroll amount for the States Attorney's Office. Mr. Bopp requested the commission include ½ time for an Assistant State's Attorney, and also an increase in the salary of the States Attorney's Legal Secretary/Legal Assistant. Mr. Bopp stated that, with more than 30 years of service, the States Attorney's Legal Secretary is the lowest paid employee in Sargent County. The States Attorney's office caseload has increased substantially in recent years, with prosecution of numerous drug cases, preparing documents and providing advice for the County Job Development Authority (JDA), Social Services Department and County Health Department, as well as for other County Boards and Departments. Mr. Bopp suggests a contingency fund be provided for the additional payroll for those two employees. Discussion was also held on the States Attorney's current pay grade and step. It was decided that job descriptions should be reviewed prior to the end of 2017. Commissioner Jacobson stated that the commission should select a new pay plan consultant and submit the 3 job descriptions from the States Attorney's Office for review and reclassification, if justified. No decision was made at this time concerning the States Attorney's budget requests.

Travis Paeper, Sheriff, arrived at the meeting to present the board with a personnel board request to recommend changes to the Standing Rules of the personnel board. He stated that the Personnel Board's Standing Rules require that the employees vote on proposed amendments first, and then the proposed amendments must be submitted to the commission for consideration. No amendment to the Standing Rules is effective until it has been approved by both the employees and the County Commission. The all employee meeting will take place on Tuesday, October 3rd, 2017 between 9:00 a.m. & 9:30 a.m. Brenda Peterson, personnel board secretary, will send out the proposed changes in the Standing Rules to the employees and commissioners prior to the meeting. Sheriff Paeper then proceeded to discuss the Sheriff's Department's proposed 2018 budget with the commissioners. Sheriff Paeper is requesting to retain the services of Deputy Sheriff Matt O'Brien as fourth deputy. Discussion was held on whether or not funds were available to pay for this position and necessary equipment, including an additional squad car. The Sheriff presented the commission with figures from the department's 2017 budget and also proposed figures for the 2018 budget. Comparing these figures, including the additional fourth deputy, indicates a 13% reduction in the Sheriff's Department's budget from 2017 to 2018. Questions were raised as to whether or not Forman City has decided to contract with the Sargent County Sheriff's Office for municipal law enforcement services; Deputy Rick Bryant's return status from deployment overseas with the North Dakota National Guard; and, also on the possibility of contracting with the 3 public schools in Sargent County to provide a School Resource Officer. No decision was made at this time concerning the Sheriff's budget requests.

Sandy Hanson, Emergency Manager/911 Coordinator; and Denise Ferderer, Tax Director, arrived at the meeting to discuss some clarifications concerning the proposed 2018 budget for their departments. Ms. Hanson also was inquiring on several different items concerning her position after the 1st of the year. Ms. Ferderer informed the commission that she had hired Trudy Peterson from Gwinner as Deputy Tax Director at Grade 7, Step 1 on the County's Pay Plan. Ms. Ferderer also requested to provide compensation for Ms. Hanson in 2018 if she had to help her with any job duties, as Ms. Ferderer will not be State Certified for appraisal work until November 2018. Ms. Hanson also gave a briefing on the City of Gwinner's appeal from the decision of the 2017 County Board of Equalization, stating that the ND Tax Commissioner had requested 2016 & 2017 assessment books for all of Sargent County, and they have been sent to the state. Ms. Hanson also reported that Dan McKeever, Gwinner, is the owner of property that has been omitted from the tax rolls, and the commission advised her to get the paperwork started to rectify that situation, immediately.

Alison Toepke, Treasurer/Clerk of Court/Recorder, arrived at the meeting with questions concerning the guardian ad litem and the court appointed attorney line items on her budget. The proposed budget amount had been reduced based on actual expenditures in recent years. The Commissioners advised Ms. Toepke that, if expenditures in excess of the budgeted amount are required, the expenditures will be made and the budget will be adjusted upward in the future.

Ken Forster, Fair Board member, provided a financial statement and gave a report on the 2017 Sargent County Fair. He reported that attendance was down a little this year but that may have been because of extreme heat that weekend. Finances also look good. Discussion was held on the 2018 fair which dates have been set for July 26-29, 2018. Also, Ken stated they are planning on installing a cement strip outside of the exhibit building for the pedal tractor pull. The commissioners commended the Fair Board on a job well done, and stated that they are looking forward to the Sargent County Fair 2018.

Commissioners discussed proposals from 2 prospective pay plan consultants. Proposals had been received from two firms: Fox Lawson & Associates, a Division of Gallagher Benefit Services, Inc.; and, Bjorklund Compensation Consulting. After some discussion, Commissioner Walstead made a motion to choose Fox Lawson & Associates, a Division of Gallagher Benefit Services, Inc. for the pay plan consultant, Commissioner Hosford seconded the motion, upon roll call vote, motion carried unanimously.

The commission reviewed the "Application for Drainage Work within County Road Right-Of-Way" and the hydraulic/hydrology study prepared by Interstate Engineering that had been received from Chris Mathias, for ditch cleaning, driveway installation & culvert installation in NW1/4 of 9-131-57 in Harlem Township. Mr. Mathias proposes to install a new culvert in Janice Swanson's driveway to make it wider for easier equipment access. He would also slope the field side of the road ditch to make it safer. This application had been tabled until a hydrology study was completed and submitted. Bill Anderson made the motion to approve the permit with the conditions that Alternate #2 be followed, that all recommendations made by the engineering firm in the H & H study be complied with, and that riprap be installed at the inlet and outlet of the project. Sherry Hosford seconded the motion, upon roll call vote, motion carried unanimously.

Commissioner Anderson made a motion to transfer \$10,853.00 from the Capital Improvement fund to the Job Development fund. Commissioner Walstead seconded the motion, this amount constituted payments of principal on JDA loans that had inadvertently been credited to the Capital Improvements Fund. Upon roll call vote, motion carried unanimously.

Commissioner Arth presented a quote from Northside Implement in Lidgerwood on trade in values for a JD 4020 w/loader and also an Eagle Ditcher Model 4A for a Vermeer M7070 Disc Mower. A decision was deferred until the Road Supervisor could be present. The Commission also discussed the NDACo Program rental of a John Deere tractor by the Road Department that will expire at the beginning of December. Bruce Peterson of Green Iron Equipment, Milnor, will be contacted for information about renewing, extending or terminating the rental agreement at the expiration of its term.

Commissioner Hosford reported that she had attended the Milnor picnic for the Milnor ambulance Squad at the new Milnor Fire Hall on Wednesday, August 30, and that she had also toured the new JDA spec home in the new residential subdivision in Milnor.

The commissioners proceeded to work on the 2018 preliminary budget, reviewing budget proposals from various departments, approving the 4th officer requested by the Sheriff's Department, and also authorizing a contingency fund for salaries as a separate line item for the State's Attorney's budget. The Preliminary Budget will not be considered for adoption until the September 19, 2017 meeting, after County Auditor Pam Maloney has reviewed the amounts proposed and projected required mill levies.

Meeting adjourned at 12:00 p.m.

DAVID L JACOBSON – CHAIRMAN

ATTEST:

APRIL BLADOW – CHIEF DEPUTY AUDITOR