

Forman, North Dakota
January 17, 2023

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: Jason Arth, Lyle Bopp, Mark Breker, and Scott Johnson. Wade Anderson was absent. Also present was Jayne Pfau, State's Attorney and Pam Maloney, County Auditor. Pat Olofson, Sargent County Teller, was present through technology.

Chairman Mark Breker called the meeting to order.

The Pledge of Allegiance was recited.

Motion to accept the agenda as amended. (Arth/Bopp) Motion carried.

Motion to approve the December 20, 2022 minutes as presented. (Arth/Anderson) Motion carried.

LaJuana Hayen, Tax Director, arrived at the meeting. Prepaid training hours for the Vanguard program have been used up & she was requesting to purchase an additional sixteen hours that hadn't been included in her 2023 budget. Motion to approve sixteen additional training hours for the Vanguard Appraisal Program for the tax director's office to use. (Arth/Johnson) Upon roll call vote, motion carried unanimously.

Ms. Hayen also requested that a new soils committee be formed. There hasn't been a meeting for a few years and all the members' terms have expired. The auditor will advertise for interested persons.

Michelle Denault, Human Resources Director, arrived at the meeting. She provided an update on Policy 706 – Attendance and Punctuality – adding paragraphs for No Call/No Show and Call in Policy. The commissioners wanted some clarifications and/or an addition regarding disciplinary action for excessive call-ins. Ms. Denault will work on this.

Travis Paeper, Sheriff, arrived at the meeting.

Ms. Denault also stated that she had reached out to the surrounding six counties for information regarding salaries. Three of the six have responded, but she is unsure if the information received will be enough to make an informed decision. Sheriff Paeper and Ms. Denault both stated that there is another consultant available and Ms. Denault has contacted them for a quote. The commissioners, Ms. Denault and Ms. Maloney will meet on February 2 to go over the information received from other counties.

Commissioners Arth and Johnson provided a "Winter Emergency Closings" policy for the Road Department and the Sheriff's Deputies. After much discussion, it was decided that Commissioner Johnson will meet with the state's attorney and the human resources director for further review and clarification.

Commissioner Breker contacted Minn-Kota Communications regarding the tower in Harlem Township. They have no use for the tower. The tower needs to be removed. Motion to advertise for bids for removal of a 300 foot communications tower situated in the NE1/4 of Section 19-131-57 – Harlem Township, with a completion date of July 1, 2023. (Bopp/Johnson) Upon roll call vote, motion carried unanimously.

Discussion was held on installing radios back into the road department equipment. Commissioner Johnson has not received an official quote yet, but during conversation with Minn-kota Communications, it sounded like it could be quite cost prohibitive. He suggested that headsets for the employees' cellphones would be a better option.

Tim Faber, Road Supervisor, arrived at the meeting. There had been an interview for the open position with the road department on Saturday, January 14. Motion to hire Marcus Miller at Grade 32/Step 5, pending drug test and background check. (Arth/Bopp) Upon roll call vote, motion carried unanimously.

Travis Paeper, representing the Personnel Board, asked about improvement projects that need to be done throughout the courthouse. There are several updates that need to be made, such as carpet replacement, painting, dampness/mold in the basement. Commissioner Bopp will visit with departments heads to prioritize the projects and to determine who will be in charge of moving forward with implementing a plan.

Sheriff Paeper also stated that the employees would like to continue with two Non-Agenda Employee Meetings during the year and requested that April 18 be the date for the next meeting.

Some discussion was held regarding emergency weather closings, but no decision was made at this time.

Approve January payroll in the sum of \$255,870.51 and the following bills. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

84701	Nelson Ford	2022 Ford Interceptor	21,335.35
84702-84704		Human Services Expenses	1,172.51
84705-84713		Health Unit Expenses	1,118.67
84716	Forman City	Garbage/Water/Sewer	192.19
84717	Ottertail Power Company	Electricity	5,389.51
84718	Radisson	Sheriff Travel	172.80
84719	Ransom County	VSO Salary/Benefits	2,402.46
84721-84723		Weed Control Expenses	590.48
84724-84736		Health Unit Expenses	18,096.50
84737-84744		JDA Expenses	551.14
84745	Ramkota Hotel	Road Travel	176.40
84746	AMS, Inc.	GPS Rental	100.00
84747	Aramark	Cleaning Services	337.90
84748	Avid Hawk, LLC	Website Services	45.00
84749	Blair, Morgan	Coroner Mileage	42.50
84750	Casual Living	Matron Clothing	80.00
84751	Cenex Fleet	Sheriff Travel	41.97
84752	Code 4	Sheriff 2022 Vehicle Equipment	1,660.45
84753	Computer Express	Jan Support/EM Printer/Back-Up Software	2,360.00
84754	Counties Providing Tech.	Tech Support	2,510.00
84755	Dakota Plains	Treasurer/Health/Sheriff Travel	789.02
84756	Dakota Water Solutions	5 Gal Water Jugs	24.00
84757	Dickey Rural Networks	Telephone Services	3,110.42
84758	Even Law Office, PLLC	Court Appointed Attorney	180.00
84759	Forman Lumber	Sandpapers/Steel Wool	14.43
84760	Gwinner One-Stop	Sheriff Gas Purchases	505.46
84761	Information Tech Dept.	Active Directory/Netmotion/VPN	794.80
84762	Innovative Office Solutions	Custodian Supplies	439.32
84763	Kirk's Ag Repair	Johnson Police Car Pattery	292.95

84764	Maloney, Pam	Auditor Monitor	229.99
84765	Minn-Kota Communications	Phone System Repairs	586.00
84766	National Ass'n of Counties	2023 NACo Dues	450.00
84767	ND Ass'n of Counties	2023 County Dues	7,598.00
84768	ND Ass'n/Counties- WC	Worker's Compensation	32,502.93
84769	ND Community Corrections Ass'n	2023 Dues	200.00
84770	ND County Auditor's Ass'n	2023 Dues	100.00
84771	ND County Commissioner's Ass'n	2023 NDCCA Dues	1,650.00
84772	ND Dept. of Emergency Services	2023 Membership	50.00
84773	ND State Radio Communications	Sheriff 4th Qtr LETS	120.00
84774	NDACO Resources Group	Sheriff Laptop	2,092.74
84775	Office of Attorney General	SCRAM 24/7	465.00
84776	Paeper, Travis	Sheriff Travel	75.33
84777	Peak Yield, LLC	Annual Township Ledger License	1,200.00
84778	Pfau, Jayne	States Attorney Cellphone/GoToMeeting/Acrobat Pro	177.98
84779	PharmChem	Sweat Patch Analysis	677.15
84781	Sargent County Treasurer	2022 Real Estate Taxes	1,802.22
84782	SEMCA	Crime Prevention 2023	10,000.00
84783	Southside Auto.	Sheriff Vehicle Battery/Jump	232.37
84784	Streicher's	Sheriff Radio Holder	48.99
84785	The Sargent County Teller	Publishing Fees	364.96
84786	USPS	Auditor Envelopes	1,088.70
84787	Verizon Wireless	Sheriff MiFi Cards	200.05
84788	Walock-Johnson	Add 2022 Ford Explorer	1,069.00
84789	A W Diesel	Mack Truck/Plow Truck/Trailer Repairs	2,542.47
84790	Bernard Mahrer Construction	Sand	2,584.75
84791	Dakota Plains	Oil/Gloves	227.88
84792	DMC Wear Parts, LLC	Road Scarifier System	13,514.81
84793	General Equipment	2023 Falls Adapter/Cutting Edges/Grader Edge/Safety Lights	6,720.37
84794	Green Iron Equipment	Flex Guard/Hardware	90.72
84795	Lee's Service Station	Ethanol	71.50
84796	Mlnarik, John	DOT Physical	105.00
84797	Northern Salt	Road Salt	3,779.04
84798	Oakes Truck & Trailer	Snowplow Tow	918.75
84799	Plunkett's Pest Control	Pest Control	64.20

84800	RDO Equipment	Cutting Edges/Bolts/Bushing Hitch	849.98
84801	Rutland Oil Co.	Tractor Fuel/Nozzle	6,988.20
84802	Sign Solutions USA	Street Signs/Dead End Sign	566.95
84803	Southside Auto.	Repair Parts	735.13
84804	Triton Mechanical	Road Shop Heater	2,399.00
84805	Visto's Carquest	Mlnarik Boots/Tools	1,235.93
84806	Dickey Rural Networks	911 Trunks	231.00
84807	ND 911 Ass'n	2023 Membership	25.00
84808	ND State Radio Communications	State Radio 3rd Qtr	16,128.24
84809	Seykora, Melissa	ANR Agent Travel	688.00
84810	Visa	ANR Agent Travel/Supplies	227.33

Motion for the chairman to execute the lease agreement with the Wild Rice Soil Conservation District for the facilities used by NDSU Extension's office space at a cost of \$500/month. (Arth/Bopp) Upon roll call vote, motion carried unanimously.

Motion to approve the purchase of a new server backup from Computer Express at a cost of \$629. (Arth/Johnson) Upon roll call vote, motion carried unanimously.

Motion to designate Stock Growers Bank as the depository for county funds. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

Motion to appoint Jerry Waswick to the Sargent County Health Board to fulfill Wade Anderson's term which will expire April 19, 2024. (Johnson/Arth) Upon roll call vote, motion carried unanimously.

Motion to re-appoint Luke Siemieniewski and Roger Zetocha to the Sargent County Water Resource Board for another three year term – term ending February 1, 2026. (Arth/Bopp) Upon roll call vote, motion carried unanimously.

Motion to re-appoint Sandra Hanson and Robert Ptacek as Township Representatives to the Sargent County Job Development Authority Board for another three year term – term ending December 31, 2025. (Johnson/Bopp) Upon roll call vote, motion carried unanimously.

Motion to approve the Sargent Seniors Council Contract for 2023. (Johnson/Arth) Upon roll call vote, motion carried unanimously.

Commissioner Bopp stated that Forman City is interested in purchasing land west of the evergreens at the fairgrounds for residential development. The city will have to come to a commissioner meeting, along with the members of the fair board, to discuss further.

The commissioners had received some information regarding North Dakota Ordinances/Actions from Domina Law Group through a county resident that will be reviewed before the next meeting.

Damon DeVillers, Interstate Engineering, arrived at the meeting. There is additional federal funding for bridge repairs or removal. He will be applying for bridge funding for bridge repair for Bridges 122.23.0, 127-03.0 & 132-18.0.

Mr. DeVillers will also prepare estimates for some road projects now that the county will be receiving approximately 1.3 million in Prairie Dog funds.

Meeting recessed at 12:12 p.m. until February 2, 2023 at 9:00 a.m.

Meeting reconvened February 2, 2023 at 9:00 a.m. with the following members present: Wade Anderson, Jason Arth, Lyle Bopp, Mark Breker, and Scott Johnson. Also present was Michelle Denault, Human Resources Director and Pam Maloney, County Auditor.

Commissioner Johnson presented the commission with information regarding road department wages he had received from neighboring counties. After review and discussion, motion to move Equipment Operator II from Grade B23 to Grade B24, as long as the individual has fulfilled all job description requirements and to move Equipment Operator III from Grade B24 to B25, as long as the individual has fulfilled all job description requirements, effective January 22, 2023. Both grades will follow the current step requirements. (Johnson/Bopp) Upon roll call vote, motion carried unanimously.

Commissioner Johnson has also received information regarding CDL licensing from the North Dakota Safety Council. The course is reasonably priced at \$89, is done online and is self-paced. The CDL drivers we currently have can also be registered as trainers for the driving portion of the training and Mr. Johnson has already registered those on our road crew who qualify.

Meeting adjourned at 9:48 a.m.

MARK BREKER – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR