

Forman, North Dakota  
January 21, 2020

The Sargent County Board of Commissioners met at 8:35 a.m. in the Commissioner's Room with the following members present: Bill Anderson; Lyle Bopp; Richard Ruch; and, Jerry Waswick. Absent – Jason Arth. Also present was Pam Maloney, Sargent County Auditor.

The Pledge of Allegiance was recited.

Mary Engst, Sargent County Teller, arrived at the meeting at 8:45 a.m.

Approve January payroll in the sum of \$195,223.94 (Nos. 17296-17348 & 79879-79887) and the following bills: (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

79828-79840		Health Unit Expense	10,430.41
79841-79843		Human Services Expense	35,761.74
79844	Forman City	Water/Sewer/Garbage	211.97
79845	Ottertail Power Company	Electricity	4,674.68
79846	Ransom County	VSO Salary/Benefits	891.66
79848-79854		Health Unit Expenses	1,753.98
79855	Paul Lugert	Liquor License Refund	389.62
79856-79859		Health Unit Expenses	2,161.63
79860	Ottertail Power Company	JDA Expenses	82.29
79862	SENDCCA	2020 Membership	350.00
79863		Health Unit Expenses	172.80
79865-79867		Health Unit Expenses	6,106.01
79888	Adamson Industries Corp.	Sheriff Jump Packs	1,404.80
79889	Ameripride Linen	Cleaning Services	233.98
79890	AMS Alcohol Monitoring	GPS Rental Fee	100.00
79891	Avid Hawk, LLC	Web Service	45.00
79892	B & K Electric, Inc.	Building Maintenance	237.30
79893	Brian's Repair & Auto Parts	Sheriff Vehicle Mtn.	157.50
79894	Counties Providing Tech.	Data Processing	4,255.58
79896	CHS-Dakota Plains	Gas Purchases	1886.69
79899	Dakota Water Solutions	Water Jugs	21.00
79900	Dickey Rural Networks	Telephone	1,209.37
79901	Emergency Training Associates	CPR Cards	40.00
79902	Even Law Office, PLLC	Court Appointed Attorney	912.00
79903	FedEx	Sheriff Shipping	17.25
79904	Ferderer, Denise	Tax Travel	29.00
79905	Forman Drug	Batteries	33.07
79906	FP Mailing Solutions	Postage Machine Rental	135.00
79907	Gordy's Grill & Fill	Sheriff Car Wash	12.00
79908	Gwinner One Stop	Sheriff Gas Purchase	1,152.43
79909	Halmrast, Cole	Custodian Replacement	30.00
79910	Heitkamp, Josh	Scram Refund	147.00
79911	House of Glass	Automatic Door Repairs	477.65
79912	Information Tech Dept.	WAN Access/Netmotion	637.02
79913	J & M Printing	Sheriff Office Supplies	48.62
79914	Lexis Nexis-Mathew Bender	Century Codes	130.86
79915	Maloney, Pam	Auditor Travel	33.35
79916	National Association of Counties	2020 Membership	450.00
79917	ND Ass'n of Counties	2020 Dues/Marriage License	7,866.00
79918	ND Association of Counties	Workers Compensation	27,569.32
79919	ND Clerks Association	2020 Membership	100.00
79920	NDCCA	2020 Membership	200.00
79921	ND County Commissioner Ass'n	2020 Membership	1,650.00
79922	ND Emergency Management	2020 Membership	30.00
79923	ND Recorder's Ass'n	2020 Membership	200.00
79924	ND State Radio	LETS Terminal Rental	120.00

79925	NDACo Resources Group	Tech. Support/Equipment	35,616.15
79926	Office of Attorney General	SCRAM 24/7	1,400.00
79927	Paeper, Travis	Sheriff Travel	24.50
79928	Perales, Ricardo	Scram Refund	45.00
79929	Pharmchem	Sweat Patch Kit/Analysis	142.75
79930	Quill	Office Supplies Sheriff/Court House	376.03
79931	Reardon	Sheriff Coper Fees	65.16
79932	Record Keepers, LLC	Treasurer Shredding Service	47.00
79933	Ruch, Richard	Commissioner Travel	251.86
79934	The Sargent County Teller	Publishing	655.74
79935	Secure Software Solutions	License Renewal for 2020	2,500.00
79936	Streicher's	Deputy Sheriff Uniform	133.99
79937	USPS Stamp Fulfilment Services	Postage/Election	2,599.35
79938	Verizon Wireless	Sheriff MIFI Cards	310.02
79939	Waverly's Detailing	Sheriff Patrol Car	180.00
79940	West Central Regional Juv. Center	Juvenile Detention	1,800.00
79941	Wild Rice Soil Conservation	NDSU Ext. Rent	500.00
79942	Wold, Jon	Sheriff Travel	397.24
79943	AW Diesel	Equipment Repairs	7,253.45
79944	Bobcat of Gwinner	Bobcat	5,870.75
79945	Breker, Kurt	Snow Removal	880.00
79946	Crandall Construction	Crush Gravel & Haul Only	33,121.38
		#1, #8, #10, #14	
79947	Ekstrom Repair	Equipment Repair	350.24
79948	Engquist, Merrill	Cell Phone Reimbursement	650.00
79949	Forman Lumber & Fireworks	Shop Supplies & Repairs	104.44
79950	Hansen Lumber	Shop Office Supplies	49.94
79951	Interstate Engineering	Engineering Services	71,631.93
79952	McLean's Service, Inc.	Tires	780.31
79953	ND Ass'n of County Engineers	2020 Membership	200.00
79954	ND DOT	Seal Coat/HMA Overlay	20,425.51
79955	North Star Safety, Inc.	Signing & Rumble Strips	10,467.00
79956	RDO Equipment	Moto Grader Service	3,819.42
79957	Rutland Oil Company	Fuel W/M & #1	3,510.00
79958	Sanford	Drug Testing	111.00
79959	Dickey Rural Telephone	911 Trunks	231.00
79960	ND Ass'n of Counties	911 Wireless	644.30
79961	ND State Radio	State Radio-4 <sup>th</sup> Qtr.	9,318.96
79962	ND 911 Ass'n	2020 Membership	25.00
79963	NDSU Ag Budget Office	Extension Salaries-Klapperich/Seykora	13,736.41
79964	Sargent County Teller	HCPF-Printing & Publishing	26.00
79965	SC Treasurer	Ext-Postage	11.05
79966	Seykora, Melissa	Ext-Office Supplies	2.75
79967	Visa	Ext-Education/Travel	492.80

Jayne Pfau, State's Attorney, arrived at the meeting at 9:05 a.m.

Cindy Klapperich, NDSU Extension Family and Community Wellness (FCW) Agent; & Rita Ussatis, NDSU Extension Interim Assistant District Director; arrived at the meeting to answer questions regarding a proposal regarding Cindy Klapperich. NDSU Extension is proposing to increase her time by 10% for state duties in orientation/mentoring for our county support staff across the state. In this new proposal, the state would pay for 30%, rather than the current 20%, of her FTE and continue to still cover half of her county/state work (70%-previously 80%). Motion to accept the proposal and Ms. Klapperich's promotion. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Approve January 7, 2020 meeting minutes as corrected. (Ruch/Bopp) Upon roll call vote, motion carried unanimously.

Commissioner Bopp reported on and presented a draft agreement between Ransom and Sargent Counties for a Human Resources Director. Once a job description has been created, the position will be sent to Gallagher for a grade determination.

Commissioner Bopp reported that G & R Controls has replaced the elements in two of the heating banks. The custodian has turned off the other two banks and once they have cooled down, G & R Controls will be down to replace those elements as well.

Commissioner Bopp has started to grind down the concrete floor in the Emergency Manager's Office. He is approximately  $\frac{3}{4}$  done and then will etch & apply epoxy. Shay Walden will be digging out a sump pump hole, under the direction of Commissioners Bopp and Waswick.

There was discussion on the charter commission that needs to be appointed in order to adopt a Home Rule Charter. Commissioner Waswick has appointed the following members: Lyle Bopp, Bill Anderson, Jayne Pfau, Mark Bopp and Mary Engst. Bill Anderson has been designated as Chairman of this Charter Commission. This Charter Commission will review the existing draft, suggest revisions as necessary and bring back to the Board of County Commissioners before any further proceedings continue.

Commissioner Ruch stated that a new soils committee will be formed, as quite a few members are either deceased or have moved out of the county. He will bring recommendations to the next meeting for consideration of appointment.

More discussion was held on upgrades/renovations to courthouse offices. It was decided that the auditor will send an email request to all departments for their input on needs for upgrades, paint, carpet, etc. in their individual offices and also in common areas. After receiving information from the offices, the commission will set up an ongoing maintenance/upgrades rotation schedule and budget appropriately for it yearly.

Approve Games of Chance Permit SC-2020-1 to Cogswell Gun Club, Cogswell for a raffle on February 1, 2020 at Kraft Slough, rural Cogswell. (Ruch/Anderson) Upon roll call vote, motion carried unanimously.

Merrill Engquist, Road Supervisor, arrived at the meeting. He stated that Isaac Swanson is now CDL certified and requested to move Mr. Swanson to Grade B22/Step 4. Motion to change Mr. Swanson's pay rate from Step 2 to Step 4. (Anderson/Ruch) Upon roll call vote, motion carried unanimously.

Mr. Engquist stated that he has reviewed maintainer specifications and will be sending out bid notices to suppliers.

Mr. Engquist also stated that all four trucks have had DOT inspections done on them.

Motion to approve and authorize the State's Attorney, Commission Chairman, and the Auditor to sign the Bridge Inspection and Load Rating Services Agreement with ND DOT. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

Motion to instruct the county auditor to call for sealed bids in the official newspaper for furnishing supplies for the period beginning April 1, 2020 and ending March 31, 2021. Bids shall be opened on March 17, 2020 as follows: Gravel (with the stipulation that all graveling be done by October 1, 2020)-11:00 a.m.; Mixing & Drying Blacktop Surfacing-11:20 a.m.; Bituminous Materials-11:25 a.m.; Bulk purchase of 10% Blended Ethanol gasoline, Fuel, Diesel Exhaust Fluid (DEF), Biodiesel Blend/10% bio-diesel with 90% petroleum diesel or "B10" & LP Gas-11:30 a.m. (Ruch/Bopp) Upon roll call vote, motion carried unanimously.

Lake Agassiz Regional Development Corporation (LARDC) needs a guaranty from the parent entity, Sargent County, in order to release loan funds to the Sargent County JDA for the Gwinner spec home project. Motion to authorize the Commission Chairman and the County Auditor to sign the guaranty. (Anderson/Ruch) Upon roll call, motion carried unanimously.

Motion to re-appoint James Peterson and Julie Colemer to the Sargent County Park Board. Terms ending January 1, 2023. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

The commissioner reviewed two Omitted Property adjustments. The first property is Parcel 05-2066000 which had a farm exemption in 2018, but does not qualify in 2019. The taxpayer did not contest the addition. The second properties are Parcel 31-9773000 & 31-9774000. These have an exemption on the

buildings, but shouldn't have an exemption on the lots themselves. The omitted property is for the 2017-2018-2019 tax years. The letter sent to the taxpayer giving notice of this omitted property to be assessed was returned as undeliverable. Motion to add the omitted properties to the tax rolls for 2017-2018-2019 at the values determined by the tax director and the auditor. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Motion to advertise for Request for Proposal for Insurance Agents to handle the county's policies. Proposals shall be opened at 10:00 a.m. on March 3, 2020. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

There was discussion on job descriptions and pay grades for chief deputy and sergeant deputy sheriff. A phone call was made to Sheriff Paeper to gather some more information, but the commission was unable to reach him. Tabled for the next meeting.

Meeting adjourned at 12:14 p.m.

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JERRY WASWICK – CHAIRMAN

ATTEST:

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PAM MALONEY – AUDITOR