

Forman, North Dakota
October 17, 2023

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

Chairman Mark Breker called the meeting to order.

The Pledge of Allegiance was recited.

Motion to accept the agenda as amended. (Johnson/Anderson) Motion carried.

Motion to approve the September 19, 2023 minutes. (Anderson/Johnson) Motion carried.

Approve October payroll in the sum of \$269,147.31 and the following bills. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

85920-85936		Health Unit Expenses	32,232.51
85939	Forman City	Water/Sewer/Garbage	259.33
85940	Ottertail Power Co.	Electricity	1,044.59
85941	Ransom County	VSO Salary/Benefits	3,482.90
85944-85948		Weed Control Expenses	12,930.34
85954	AMS, Inc	GPS Rental September 2023	100.00
85955	Aramark	Cleaning Services	419.08
85956	Avid Hawk	Website Services	45.00
85957	Axon Enterprise	Taser & Supplies	1,998.70
85958	Cenex Fleet	Sheriff/Tax/Health Travel	499.67
85959	Cole Papers	Copy Paper	295.75
85960	Computer Express	Tech Support/Sheriff Computer/ Supplies	5,958.96
85961	Counties Providing Tech	Tech Support	2,510.00
85962	Dakota Plains	Sheriff/Auditor/Tax/Treasurer/EMS/ Health Travel	1,149.74
85963	Dakota Water Solutions	5 Gal Water Jugs	32.00
85964	DDA Human Resources	Market Survey	8,225.00
85965	Dickey Rural Networks	Telephone Services	930.59
85968	Forum Communications Printing	Estimated Tax Notice Mailing	2,102.51
85969	Gall's	Sheriff's Office Uniforms	253.34
85970	Gwinner One-Stop	Sheriff Travel	751.59
85971	Hayen, LaJuana	Tax Director Travel/Registration	424.72
85972	Information Tech Dept.	Adobe Acrobat/ WAN/VPN/ Netmotion	1,222.15
85973	Innovative Office Solutions	Office & Custodian Supplies	908.86

85974	J&M Printing	Treasurer Envelopes/Sheriff Log Books	387.71
85975	Jacobson Plumbing	Courthouse Maintenance	491.95
85976	Johnson, Scott	Commissioner Travel	535.79
85977	Lee's Service Station	Sheriff Oil & Filter	70.00
85978	Lexis Nexis	ND Code 23 Pkg & Index	320.11
85979	Loffler	Sheriff Printer Contract	23.79
85980	NDAAO	Tax Director Registration	600.00
85981	ND Dept of Hman Services	Prisoner Board	393.52
85982	ND Post Board	Bryant License	45.00
85983	ND State Radio	LETS Teletype Rental	120.00
85984	Office of Attorney General	SCRAM 24/7	600.00
85985	PharmChem	Sweat Patch Analysis	63.90
85986	Radisson Hotel	Commissioner Travel	192.60
85987	Richland County Jail	Prisoner Board	2,805.00
85988	SC Historical Society	Insurance Payout	142,969.45
85989	SE Fraternal Order of Police	2024 Dues-Paeper & Wold	80.00
85990	Southside Auto	Sheriff 2019 Dodge Oil Change & Tires	972.40
85991	The Teller	Publishing Fees	470.84
85992	Toepke, Alison	Treasurer Travel	310.45
85993	Uniform Center	Sheriff's Office Uniforms	152.00
85994	Vandervorst, Derek Lee	SCRAM 24/7 Back Pay	24.00
85995	Verizon Wireless	Sheriff MiFi Cards	200.05
85996	Walock-Johnson	Insurance Premiums	557.00
85997	Weaving, Niel	Custodian Supplies	490.37
85998	Wild Rice Soil Conservation	October Ext NDSU Rent	500.00
85999	Yagow, Cindy	Treasurer Travel	304.16
86000	Bobcat of Gwinner	Ram Skidsteer Mount	169.00
86001	Braaten, Marshall	Culvert Installation	22,675.00
86002	Central Grocery	Shop Supplies	14.94
86003	Crossroads Electric	Shop LED Lighting Upgrade	941.14
86004	Faber, Tim	Road Dept Travel	450.79
86005	General Equipment	Cutting Edges	1,932.88
86006	Hansen Lumber	Road Dept Supplies	123.31
86007	IBBG Lawncare	Shop Mowing	50.00
86008	NAPA Auto Parts	Heat Shrink Kit/Electrical Tape	153.62
86009	ND DOT Financial	Bridge Inspection	444.33
86010	Plunkett's Pest Control	Road Pest Control	66.77
86011	Rutland Oil Co.	Road Fuel & Ethanol	6,148.45
86012	Sign Solutions	Trucks Entering Sign CR#5	324.97

86013	Southside Auto	Truck Tire Repair/Headlamp/Gravel Trailer Tire Repairs/Butane Fuel/ Misc Parts	2,166.59
86014	TrueNorth Steel	Culverts & Bands	21,249.08
86015	Visto's Carquest	Shop Supplies	111.99
86016	Dickey Rural Networks	911 Trunk Rentals	231.00
86017	Innovative Office Solutions	Ext-Toner	480.19
86018	ND Ass'n of Counties	911 Wireless	447.80
86019	ND State Radio Communications	911 Quarterly	16,859.31
86020	NDSU Ext. Service Budget Office	Ext-Seykora 3rd Qrt 2023 Salary	4,967.25
86021	Sargent County Treasurer	Ext-Postage	275.28
86022-86033		Health Unit Expenses	2,423.69
86034		Human Services Expenses	2.52
86035	Expressway Suites	Auditor/Tax/Commissioner/Treasurer Conference Rooms	963.00
86036	Forman Lumber	Custodian Supplies	124.28

LaJuana Hayen, Tax Director, arrived at the meeting. There was two applications for abatements that needed to be addressed. Parcel 20-6099006 – Building Assessment on Lot 5 Block 1, Dill Addition, 22-131-58, Verner Township. The applicants, Matthew & Brenda Hill, request that the taxes for 2021 & 2022 be abated as the Park Model RV is exempt as they pay a title fee to NDDOT. The tax director confirmed that the title fee is being paid to NDDOT. Verner Township has approved the abatement application. Motion to concur with Verner Township. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

The commission proceeded to set minimum sales prices on lands and lots within Sargent County forfeited to Sargent County for non-payment of taxes. Eighteen new parcels were appraised. Motion to approve appraisals and minimum sales prices recommended and amended by the tax director. (Johnson/Arth) Upon roll call vote, motion carried unanimously. The time for hearing objections to the minimum sales price agreed upon was set for 8:30 a.m. on Tuesday, November 7, 2023. A list of properties and appraisals will be posted at the front door of the courthouse by Tuesday, November 14, 2023, and the properties will be offered for sale on Tuesday, November 21, 2023 at 10:00 a.m.

Motion to appoint Garrett Hayen, Cogswell, to the Sargent County Soils Committee. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

Motion to re-appoint Wayne Sebens, Milnor, to the Sargent County Weed Control Board – term ending August 10th, 2027.

Motion to re-appoint Dan Bishoff, Cogswell, to the Sargent County School Reorganization Board – term ending June 30th, 2026.

Motion to re-appoint Nancy Planteen, Forman, to the Sargent County Planning Commission – term ending June 15th, 2027.

Trent Mahler, Forman Ambulance Squad; and Wendy Willprecht, Emergency Manager/911 Coordinator; arrived at the meeting. The Forman Squad is asking for financial help in purchasing the radios needed for the upcoming SIRN project update. The quote received was for \$7,832.44 with \$4,500 to be reimbursed by the state with a net cost to the county of \$3,332.44. Motion to purchase the needed radios for the Forman Ambulance Squad out of Cares Act Funds for \$7,832.44 with reimbursement of \$4,500 coming back to the county. (Arth/Johnson) Upon roll call vote, motion carried unanimously.

Brenda Peterson, Health Unit Administrator, arrived at the meeting. Bids were opened for the health building addition. Two bids were received – one from Riverside Building Center of Lisbon and one from M & S Construction of Forman. Ms. Peterson will bring the bids to her next health board meeting who will then make a recommendation to the commission.

Ms. Peterson requested that the commission consider a reclassification of health department employees following the market survey. As all permanent employees are below market according to the survey, she would like the employees below market to be reclassified in order to be in alignment with the market. Motion to approve Ms. Peterson's request to move the employee's current grades to the new grades/steps with the Workforce Grant covering the difference for 2023 and 2024 effective November 1, 2023. (Johnson/Arth) Upon roll call vote, motion carried unanimously. This will move Brenda Peterson from D61/Step 12 to D72/Step 12; Briana Spellerberg from C51/Step 7 to D71/Step 8; Kelsey Nelson from C42/Step 3 to C51/Step 4; and Shaylynn Nelson (as of January 1, 2024) from C42/Step 1 to C51/Step 1.

Ms. Pfau requested that the commission restrict a former employee's access to the courthouse due to criminal charges filed. Motion to restrict the individual's courthouse access allowed only when escorted by law enforcement. (Johnson/Anderson) Upon roll call vote, motion carried unanimously.

Motion to allow out-of-state travel for Tim Faber to attend the Local Road Conference in Sioux Falls, SD next week. (Anderson/Arth) Upon roll vote, motion carried unanimously.

Commissioner Arth stated that he had visited with Eide Bailey at the NDACo conference regarding county audits. The auditor will call for additional information.

Michelle Denault, Human Resources Director; and Wendy Willprecht, Emergency Manager/911 Coordinator; arrived at the meeting, to discuss further the market survey. Along with the Health Department that was addressed earlier in the meeting, Ms. Denault shared other positions that should be reviewed. She provided spreadsheets for each position that should be reviewed. The commissioners would like an approximate dollar amount that these increases would amount to. Ms. Denault will work on that before the next meeting. Ms. Willprecht stated that as her position's salary is partially reimbursed by the state through a grant, she would like to see her position reclassified to be in alignment with the market survey as the health department's had been. Ms. Pfau pointed out that not all departments have the opportunity for grant funds, so other employees shouldn't be considered for increases for that reason. Motion to approve the Emergency Manager/911 Coordinator's grade reclassification from C42 to C44 effective November 1, 2023. (Arth/Anderson) Roll Call Vote: Yes – Anderson, Arth, Breker & Johnson. No – Bopp. Motion carried.

Motion to have another public informational meeting regarding moving the elected positions of the Auditor and the Treasurer/Recorder/Clerk of Court to appointed positions, at Milnor City Hall on November 15, 2023 at 6:00 p.m. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

Motion to put the question on the June 2024 ballot regarding moving the elected positions of the Auditor and the Treasurer/Recorder/Clerk of Court to appointed positions per Sargent County's Home Rule Charter. (Anderson/died for lack of second)

Discussion was held regarding the advertising for an open position in the Auditor's Office on January 1, 2024. Motion to hold off discussion until May, 2024. (Anderson/Johnson) Roll Call Vote: Yes – Anderson, Bopp and Johnson. No – Arth & Breker. Motion carried.

Tim Faber, Road Supervisor; and Paul Mund, Hall Township; arrived at the meeting to discuss further the culverts on the Richland/Sargent County line – 150th Ave SE. It is the recommendation of Mr. Faber and Damon DeVillers, Interstate Engineering, to remove the structure and close the road. As this matter had already been discussed and motion made at that time to remove the structure, the commission decided to move forward with the removal of the culverts.

An Application for Drainage Work within County Road Right-of-Way was received from Quandt Farms, Oakes, to install a tile outlet. Currently they have an aluminum pipe through the culvert and would like to bury a 12" pipe so nothing will be in the ditch on the County Road #2 at 88th St SE ½ mile east of Dickey/Sargent County Line along the south side of Section 19-131-58 – Verner Township. Mr. Faber will look at the project and bring a recommendation to the next meeting.

Meeting adjourned at 11:58 a.m.

MARK BREKER – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR