

Forman, North Dakota
October 18, 2022

The Sargent County Board of Commissioners met at 9:00 a.m. with the following members present: Jason Arth, Lyle Bopp, Mark Breker, Scott Johnson and Richard Ruch. Also present was Pam Maloney, County Auditor.

Chairman Jason Arth called the meeting to order.

The Pledge of Allegiance was recited.

Motion to approve the agenda as amended. (Johnson/Bopp). Motion carried unanimously.

Approve October 5, 2022 meeting minutes as presented. (Breker/Johnson). Motion carried unanimously.

The courthouse parking lot was discussed again. Commissioner Bopp has contacted Forman City to see if they still had crushed asphalt that could be used.

Jayne Pfau, State's Attorney, arrived at the meeting.

Motion to appropriate three (3) trial Purchasing Cards from the Office of Management and Budget, appoint the Auditor's Office as Card Administrator and adopt the Sargent County Credit Card Policy as written below: (Breker/Johnson) Upon roll call vote, motion carried unanimously.

SARGENT COUNTY
CREDIT CARD POLICY & PROCEDURES
(Approved by Sargent County Commission October 18, 2022)

Authority

The Sargent County Auditor will approve the issuance and credit card limit of all Sargent County credit cards. The Auditor's Office is designated to be responsible for Sargent County credit card accounting, monitoring, retrieval, and for general oversight of compliance with this Credit Card Use Policy.

Responsibility

Only those who are authorized and who have signed the Credit Card User Agreement may use Sargent County credit cards. Credit cards will be kept in the Auditor's Office or by an appointed designee in some departments. Credit cards will be checked out and returned by the user to the Auditor's Office or their appointed designee. Credit cards must only be used to purchase goods or services for the official business of Sargent County.

All authorized users of Sargent County credit cards must submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased. If supporting documentation is not received, the cardholder will be personally responsible for the purchase.

Authorized employees using a credit card are responsible for its protection and custody and must immediately notify Sargent County if the credit card is lost or stolen.

Internal Accounting Controls

A current list of all credit cards, authorized users, and credit limits must be kept on file in the Auditor's Office. The Department Head for the Department wherein the credit card purchase was made must review and approve all invoices received for payment prior to the submission to the Auditor's Office for approval for payment.

Any employee or elected official of Sargent County who violates the provisions of this policy shall be subject to disciplinary measures, up to and including, dismissal and appropriate criminal and/or civil action.

Motion to approve an Application for Drainage Work Within County Road Right-of-Way for Eric Delahoyde, Cogswell, to move an approach fifty (50) feet to the south on County Road #2. He will use fill from the old approach & install the new approach fifty (50) feet south. No culvert will be needed – a tile outlet will be installed near the approach outside of the county road right-of-way, along the west

side of Section 36, 131-58 – Verner Township. (Ruch/Johnson) Upon roll call vote, motion carried unanimously.

Brenda Peterson and Margie Johnson, representing the Sargent County Personnel Board, met to request that the county pay for the employee's & guest's meal at the holiday party to be held at The Springs in Gwinner December 2nd, 2022. Motion to pay for the employee & guest meals at the holiday party to be held at The Springs in Gwinner December 2nd, 2022 out of Cares Act Funds. (Johnson/Bopp) Upon roll call vote, motion carried unanimously.

Motion to approve a Raffle Permit for the Cogswell Gun Club, Cogswell, for a raffle to be held October 20, 2022 through February 19, 2023, drawing date. (Breker/Johnson) Upon roll call vote, motion carried unanimously.

Motion to approve Dakota Valley Electric Cooperative's application to install a single 1/0 220 mil URD line within County Road #2 right-of-way in the NW1/4 of Section 36-31-58 – Verner Township. (Ruch/Bopp) Upon roll call vote, motion carried unanimously.

LaJuana Hayen, Tax Director, arrived at the meeting. The commission proceeded to set minimum sales prices on lands and lots within Sargent County forfeited to Sargent County for non-payment of taxes. Fifteen new parcels were appraised. Motion to approve appraisals and minimum sales prices recommended by the tax director. (Johnson/Breker) Upon roll call vote, motion carried unanimously. The time for hearing objections to the minimum sales price agreed upon was set for 10:30 a.m. on Tuesday, November 1, 2022. A list of properties and appraisals will be posted at the front door of the courthouse by Tuesday, November 8, 2022, and the properties will be offered for sale on Tuesday, November 15, 2022 at 10:00 a.m.

Motion to enter into a 5 year contract with Vanguard Appraisals for website renewal in the amount of \$2,200/year. Payment will only need to be paid yearly, but will save the county \$550/year with the contract. (Johnson/Ruch) Upon roll call vote, motion carried unanimously.

The commissioners were also made aware that the State Board of Equalization has increased residential property an additional six (6) percent.

Alison Toepke, Treasurer/Recorder/Clerk of Court, arrived at the meeting. She has requested to bring her pet to work on occasion. Motion to allow the request for a pet in the workplace. A Waiver of Liability Form has been submitted. (Johnson/Ruch) Upon roll call vote, motion carried unanimously.

Commissioner Arth asked about the information on the brochure that is being developed regarding the EMS mill rate increase on the General Election ballot. Mr. Pfau has been in contact with Wendy Willprecht, Emergency Manager, on changes that will have to be made in order to comply with the NDCC.

Discussion was held on whether to continue a boiler maintenance contract with G & R Controls, Fargo, when their contract ends April 30, 2023. If possible, it would be better to find someone locally.

Motion to authorize the chairman to sign the Certifications of Local Match for Bridge Inspection/Load Rating. (Bopp/Ruch) Upon roll call vote, motion carried unanimously.

Tim Faber, Road Supervisor; and Damon DeVillers, Interstate Engineering, arrived at the meeting.

Mr. DeVillers provided preliminary plans for County Road #1 realignment where the Wild Rice River is cutting into the road. The surveyors are working on the easements. He also stated that Bob Marohl of Lidgerwood might be a great resource for this project. Motion to approve the project once all the easements are completed, put up 3000 feet of fence for the Willprecht's and to approve working with Marshall Braaten & Bob Marohl, as needed. Project to be paid out of the Federal Aid Road funds. (Ruch/Breker) After further discussion, it was decided that more estimates on equipment rental, land purchase, fencing materials and borrow should be obtained before an educated vote can be made. Motion tabled.

Mr. DeVillers will talk to his structural engineer about the retaining wall in the parking lot.

Mr. DeVillers also suggested setting aside some time in the future to go over the Federal Aid Program Project Sheet and set priorities for road projects.

Summit Carbon Solutions again inquired whether they could go with thicker pipe, rather than casing the pipe, under county roads. Mr. DeVillers doesn't believe this is the best practice. The commission will defer to Mr. DeVillers' recommendation. He also suggested that the county wait to issue any permits until Summit receives a permit for the Public Service Commission.

Approve October payroll in the sum of \$226,891.58 and the following bills. (Ruch/Bopp). Upon roll call vote, motion carried unanimously.

84277-84278		JDA Expenses	23,016.66
84279	Cenex Fleet	Sheriff/Tax Director/Coroner Travel	172.37
82481	Forman City	Water/Sewer/Garbage	192.19
84282	Ottertail Power Company	Electricity	1,656.78
84283	Ransom County	VSO Salary/Benefits	3,307.60
84284		Human Service Expenses	17.50
84287-84301		Health Unit Expenses	4,984.96
84372-84379		Weed Control Expenses	1,048.14
84305	AMS, Inc.	GPS Rental	100.00
84306	Aramark	Cleaning Services	474.43
84307	Arth, Jason	Commissioner Travel	890.25
84308	Avid Hawk, LLC	Website Services	45.00
84309	Cenex Fleet	Sheriff/Tax Director/Health Travel	191.35
84310	Counties Providing Tech.	Tech Support	2,510.00
84311	Dakota Plains	Sheriff/Health/Tax Director Travel	1,706.95
84312	Dakota Water Solutions	5 Gal Water Jugs	22.50
84313	Dell Marketing	Sheriff Dept Software	291.80
84314	Denault, Michelle	HR Travel	455.99
84315	Dickey Rural Networks	Telephone Services	1,093.22
84316	Forman Lumber	Roof Flashing Caulk/Drip Edge	229.13
84317	FP Mailing	Postage Meter Qtrly. Expense	135.00
84318	Grotberg Electric	AC Units	24,091.00
84319	Gwinner One-Stop	Sheriff Gas Purchases	1,121.06
84320	Hayen, LaJuana	Tax Director Travel	291.24
84321	The Home Shop	Fire Extinguisher Maintenance	71.60
84322	Information Tech Dept.	Wan Access/SSL VPN/Netmotion	770.15
84323	Johnson, Bryan	2023 SEFOP Dues	40.00
84324	Maloney, Pam	Auditor Travel	56.23
84325	ND Ass'n of Assessing Officers	Tax Director Continuing Ed	175.00
84326	ND State Radio Communication	Sheriff 3rd Qrtly. LETS	120.00
84327	NDACO Resources Group	Computer Server Install	3,925.00
84328	Office of Attorney General	SCRAM 24/7	460.00
84329	Owens, Timothy	Payroll Reimbursement	4.99
84330	Paeper, Travis	Parade Candy/2023 SEFOP Dues	86.50
84331	PharmChem	Sweat Patch Analysis	157.25
84332	Ramkota Hotel & Conference Center	NDACO Conference Lodging	1,382.40
84333	Richland Co. Jail	Prisoner Board	1,100.00
84334	Southside Auto	Key Cut	5.38
84335	Streicher's	LED Flashlight	174.99
84336	The Sargent County Teller	Publishing Fees	1,499.24
84337	Toepke, Alison	Treasurer Travel	251.13
84338	Tyler Technologies, Inc	Doc Pro Support Contract	233.37
84339	Vanguard Appraisals, Inc	Appraisal Services/Exemption License	5,550.00
84340	Verizon Wireless	Sheriff MiFi Cards	200.05
84341	Walock-Johnson	Insurance Premiums	1,051.00
84342	Weaving, Neal	Courthouse Supplies	133.69
84343	Wild Rice Soil Conservation	Extension Sept & Oct Rent	1,000.00
84344	Wolfe Ford	County Car Repairs	147.84
84345	Beaver Trucking	Gravel #1-#2-#4-#5-#6-#8 & Stockpile	51,411.72
84346	Bernard Mahrer Construction	Gravel #2 & #5	296.62
84347	Braaten, Marshall	Cty Rd #2 Ditch Cleaning	33,875.00
84348	Ekstrom Repair Shop	2005 Peterbuilt Repairs	1,250.84
84349	Gordy's Grill & Fill	Sign Supplies	129.98
84350	Green Iron Equipment	Grade 8 Hardware	4.95
84351	Hansen Lumber & Hardware	Bolts/Flags/TP/Zip Ties	85.59
84352	The Home Shop	Road Fire Extinguisher Maint.	57.50

84353	Interstate Engineering, Inc.	Engineering Fees	5,554.24
84354	J&M Printing	Road Vehicle Decal	151.69
84355	ND DOT Financial	Bridge Inspection/Load Ratings	12,439.21
84356	ND DOT Motor Vehicle Dept.	2016 Chevy Silverado K2500 License	11.50
84357	ND DOT Motor Vehicle Dept.	1999 Dodge Ram 3500 License	10.00
84358	North Dakota One Call	3rd Qtr. Locate	6.50
84359	Olsen, Mason	2008 Ford F250 Repair	690.00
84360	Plunkett's Pest Control	Pest Control	66.20
84361	RDO Equipment Co.	Payloader/Grader/Semi Truck AC Repairs	4,088.79
84362	Rutland Oil Co.	Fuel & Gasoline	15,003.94
84363	Southside Auto	Hitch Pins/Tire Repair	73.94
84364	Visto's Carquest	Snow Plow Repair/Packup Pads	95.07
84365	Dickey Rural Networks	911 Trunks	231.00
84366	Johnson, Ryan	Zoom Meeting Webcam & Mic	57.53
84367	ND Ass'n of Counties	911 Fees	605.40
84368	ND State Radio Communication	911 Quarterly Billing	20,563.20
84369	NDSU Extension	Ext-Klapperich/Seykora Salary	15,078.90
84370	Seykora, Melissa	Ext-Travel	224.25
84371	Visa	Ext- Postage/Travel/Dues/Supplies	457.30

Meeting recessed at 12:00 p.m. until Monday, October 24th, 2022 at 9:00 a.m.

Meeting reconvened at 9:00 a.m. Monday, October 24th, 2022. Members present were Jason Arth, Mark Breker, Scott Johnson and Richard Ruch. Lyle Bopp was absent. Also present were Tim Faber, Road Supervisor; and Pam Maloney, County Auditor. Damon DeVillers, Interstate Engineering, was present through technology.

Further discussion on the motion on the table: Motion to approve the project once all the easements are completed, put up 3000 feet of fence for the Willprecht's and to approve working with Marshall Braaten & Bob Marohl, as needed. Project to be paid out of the Federal Aid Road funds. (Ruch/Breker) Mr. DeVillers has provided two cost estimates: 1) for the county to do the work themselves, hiring a subcontractor to help out with backhoe & dozer work & renting equipment needed – approximate cost \$153,324; & 2) bidding out the project – approximate cost \$326,397. Commissioner Ruch stated that the approximate cost of the fencing would be \$6,000, bringing project cost to approximately \$160,000 if the county did the work themselves. Upon roll call vote, motion carried unanimously.

Meeting adjourned at 9:20 a.m.

JASON ARTH - CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR