

Forman, North Dakota
December 15, 2020

The Sargent County Board of Commissioners met at 9:06 a.m. with the following members present: Jason Arth, Lyle Bopp, Mark Breker, and Jerry Waswick. Richard Ruch was absent. Also present were Jill Mulder, Human Resources Director; Mary Engst, the Sargent County Teller; and, Pam Maloney, Sargent County Auditor. Jayne Pfau, State's Attorney, was in & out throughout the meeting.

Pam Maloney, County Auditor, called the meeting to order to organize for 2021.

The Pledge of Allegiance was recited.

Jason Arth & Mark Breker signed Oaths of Office for their new four-year terms.

Nominate Lyle Bopp for Chairman, term ending on December 6, 2021. As there were no more nominations, motion to elect Lyle Bopp as Chairman. (Arth/Breker) Upon Roll call vote, motion carried unanimously. Commissioner Bopp accepted his election, and assumed control of the meeting as Chairman of the County Commission.

Nominate Richard Ruch for Vice-Chairman, term ending on December 6, 2021. As there were no more nominations, motion to elect Lyle Bopp as Vice-Chairman. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Chairman Bopp made the following portfolio appointments: 1 – Jason Arth; 2 – Jerry Waswick; 3 – Mark Breker; 4 – Lyle Bopp; 5 – Richard Ruch, with the change that the Water Resource Board be moved from the #2 Portfolio to the #5 Portfolio, and to add Human Resources Director to #4 Portfolio. Motion to affirm the appointments and the changes made by the chairman. (Arth/Waswick) Upon roll call vote, motion carried unanimously.

Appoint Mark Breker and Lyle Bopp (commissioners-terms to expire 12/4/2023) to the Sargent County Job Development Authority. (Arth/Waswick) Upon roll call vote, motion carried unanimously.

Appoint Jason Arth to the Sargent County Weed Control Board (commissioner-term to expire 12/2/2024; and to appoint Jerry Waswick to the Sargent County Health Board (commissioner-term to expire 12/1/2025. (Breker/Waswick) Upon roll call vote, motion carried unanimously.

Appoint Jason Arth and Mark Breker to the Sargent County Planning Commission (commissioners-terms to expire 12/2). (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Set regular 20201 monthly meeting dates as the first and third Tuesdays of each month. (Breker/Arth) Upon roll call vote, motion carried unanimously.

Authorize Auditor to pay utility bills and withholding taxes; and to authorize the Treasurer to invest county funds. (Arth/Breker) Upon roll call vote, motion carried unanimously.

Approve December 1, 2020 minutes as corrected. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Jill Mulder reported that she has moved the first aid kit on the 2nd floor to a more accessible area; placed a CAUTION sign on the furnace room's door; placed disposable gloves in the county vehicles; and the LMS deadline was met. She is working on the WSI safety findings now implementing changes that are required.

She also requested that she be placed on the employee list who receive cellular phone reimbursements, as she gets calls from employees on her cell phone quite frequently as she is in Sargent County only half time. Other discussion was held whether any other employee should be placed on the list. Discussion tabled until the road supervisor is available later in the meeting.

Ms. Mulder also recommended some policy changes in the Coronavirus policy. These policy changes can be reviewed in the Auditor's Office or the Human Resources Director Office. Motion to adopt the policy changes recommended by Ms. Mulder effective immediately. (Waswick/Breker) Upon roll call vote, motion carried unanimously.

Wendy Willprecht, Emergency Manager/911 Coordinator, arrived at the meeting.

Brenda Peterson, Health Unit Administrator, arrived at the meeting via technology. She stated that the COVID case numbers have been decreasing. As of December 14, 2020, there are 28 active cases, 360

recovered cases & 5 deaths in Sargent County. They are expecting to start receiving vaccine next week which will be administered to healthcare workers, EMS workers and long-term care residents.

Ms. Willprecht stated that the schools are doing an awesome job of keeping the students safe & continuing with in-school learning. Sports are also continuing with each athlete receiving two tickets for spectators at sporting events. She also stated that the third round of the CARES Act reimbursement request has been sent to the state.

Discussion was held on the Court Facilities Grant Application. Commissioner Bopp will continue to try to get a quote before December 31, 2020 for an air purification system for the courtroom, so an application can be sent to the state.

Richard Ruch joined the meeting through technology at 10:15 a.m.

The auditor shared the information she had received from Minn-Kota Communications regarding teleconferencing equipment. A new polycom conference phone with 4 wireless microphones can be purchased for an approximate cost of \$450. This phone also has a microphone in the base, so it would have a total of 5 microphones for use around the room. The auditor will contact Computer Express of Oakes again to see if they have any more/new information. Motion to authorize the auditor to move forward with the purchase of teleconferencing equipment up to \$800. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Policy 516 Roadway Worker Safety Standard Operating Procedure was discussed. There were several items that the commissioners thought should be expanded upon and a few additions. The Human Resources Director will make some revisions for review at the next meeting.

Richard Ruch arrived at the meeting.

Appoint Brenda Peterson, Forman, to the RSR Human Services Zone Board – term to expire December 4, 2023. (Waswick/Arth) Upon roll call vote, motion carried unanimously. Ms. Peterson was the only application received.

Motion to appoint Bryce Carlson, Rutland; Paige Cary, Forman; Carol Peterson, Milnor; & Jessica Peterson, Gwinner to the Job Development Authority Board as Members-at-Large – terms to expire December 31, 2023; and to appoint Bill Anderson, Rutland to the Job Development Authority Board as a Member-at-Large to fulfill the term of Mike Walstead, who has moved out of the area – term to expire December 31, 2021. (Arth/Breker) Upon roll call vote, motion carried unanimously. These applications were the only applications received.

Appoint Michael Mahrer, Rutland to the Job Development Authority Board as the Small Cities Representative to fulfill Ronald Narum's term – term to expire December 6, 2022. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Motion to approve Raffle Permits to the Cogswell Gun Club for two raffles. One raffle to be held February 7, 2021 at Kraft Slough & one on April 13, 2021 at the Richard Ruch residence. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Approve Covid Business Grants for 9 businesses in the county who have submitted applications. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Approve request for CARES act funding from the Sargent County Historical Society. Letter was received stating that their revenues were down considerable due to the pandemic. Motion to allot \$2000 to the Sargent County Historical Society for loss of revenue to the museum. (Waswick/Arth) Roll call vote: Yes – Arth, Bopp, Ruch & Waswick. No – Breker. Motion carried.

Commissioner Arth stated that the \$500 offered for the easement for the County Road #1 drainage project has been rejected. The land manager is requesting \$500 for each landowner (\$1000 total). Motion to approve the additional \$500 for the easement, making the total easement cost \$1000. (Arth/Waswick) Upon roll call vote, motion carried unanimously.

Motion to adopt the following resolution (Waswick/Ruch) Upon roll call vote, motion carried unanimously.

Sargent County Multi-Hazard Mitigation Plan

Whereas, Sargent County recognizes the threat that natural, man-made or technological hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce and/or eliminate the potential for harm to people and property from future hazard occurrences; and

Whereas, an adopted Multi-Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

Whereas, Sargent County participated in the preparation of this plan in accordance with the Disaster Mitigation Act of 2000; and

Whereas, adoption of the Sargent County Multi-Hazard Mitigation Plan demonstrates the commitment to hazard mitigation; and

Now, therefore, be it resolved, that Sargent County adopts the Sargent County Multi-Hazard Mitigation Plan pending final approval by the North Dakota Department of Emergency Services and the Federal Emergency Management Agency.

Alison Toepke, Treasurer/Recorder/Clerk of Court, arrived at the meeting inquiring when the commissioners were looking at opening up the courthouse to the public again. Motion to continue the current policy of the doors locked to the public, only entering the courthouse by appointment until January 31, 2021.

Travis Paeper, Sheriff, arrived at the meeting to discuss the new door/security system. Card badges will be issued soon, but Dickey Rural Networks is waiting on one part to finish up setting up the system. Discussion was also held on the timeframe the doors will be open to the public, once the courthouse is open to the public and when the night security system would activate. Instructions and training will accompany the new card badges.

Approve amending 2020 budgets as follows: (Arth/Breker) Upon roll call vote, motion carried unanimously.

EMERGENCY MANAGEMENT	\$ 21,762.00	TO	\$ 56,472.25
CORONER	\$ 750.00	TO	\$ 4,074.26
GENERAL GOVERNMENT	\$ 52,900.00	TO	\$ 85,543.02
CARES ACT FUNDING	\$ 00.00	TO	\$ 51,000.00
PARK	\$ 109,586.00	TO	\$ 126,486.09
COMP MED INSURANCE	\$ 267,250.00	TO	\$ 290,768.76
AUTOMATION & TECHNOLOGY	\$ 128,843.00	TO	\$ 155,212.93
ROAD	\$1,512,962.00	TO	\$1,545,301.04
HEALTH	\$ 238,546.00	TO	\$ 269,519.96
SENIOR CITIZENS	\$ 66,500.00	TO	\$ 71,258.04
JOB DEVELOPMENT AUTHORITY	\$ 283,600.00	TO	\$ 309,172.88
EXTENSION EDUCATION	\$ 3,500.00	TO	\$ 4,898.07
SARGENT CENTRAL BIKE RACK	\$ 00.00	TO	\$ 601.35
DISASTER ASSISTANCE	\$ 00.00	TO	\$ 320,453.36
SOIL CONS. SERVICE	\$ 30,000.00	TO	\$ 31,919.99
DRAIN #12 I&S	\$ 00.00	TO	\$ 74,843.14
RICHLAND/SARGENT DR #1	\$ 101,029.00	TO	\$ 103,750.17
JACKSON IMP DISTRICT	\$ 184,400.00	TO	\$ 195,261.61
JACKSON IMP DIST MAINT.	\$ 13,400.00	TO	\$ 33,841.73

Approve transfer among the following 2020 budget funds: (Breker/Arth) Upon roll call vote, motion carried unanimously.

From Federal Aid Road to Road	\$ 230,000.00
From General to Extension	\$ 6,500.00
From General to Courthouse Building Improvement	\$ 25,000.00
From Recorder's Document Preservation to General	\$ 7,500.00
From General to Fairgrounds Improvement Fund	\$ 1,130.51

Merrill Engquist, Road Supervisor; and Tim Faber, Road Supervisor-in-Training; arrived at the meeting.

Discussion was held on County Road #12 culverts on Legal Drain #7. It was decided that the commissioners would agree to update this culvert to a box culvert upon the recommendations of the road supervisor and county engineer.

More discussion was held on cell phone reimbursements that had started at the beginning of the meeting. Mr. Engquist stated that the road crew does use their cell phones quite often. Motion to add the Human Resources Director and the Custodian for a full-time reimbursement; change the State's Attorney from two half-time reimbursements to 1 full-time reimbursement; and to add the county road crew all at a half-time reimbursement. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Motion to pay the new cell phone reimbursements retroactive to October 1, 2020 (3 months reimbursements). Employees will have to provide proof of cell service/payment. (Waswick/Arth) Roll Call Vote: Yes – Arth, Bopp, Breker & Waswick. No – Ruch. Motion carried.

Mr. Faber requested permission to purchase a 2000 single axle tilt bed truck to haul the Bobcat and for other uses at a cost of \$16,500. After checking the road budget, motion to allow the purchase of the truck, but it would have to wait until next year to reflect on the 2021 budget. (Arth/Waswick) Upon roll call vote, motion carried unanimously.

Commissioner Breker asked about tree removal south of Cayuga on County Road #12 along the curve by Alkali Lake. Mr. Engquist stated that they would take care of it. Discussion was also held on the semi accident on County Road #12 north of Cayuga.

Mr. Engquist also stated that they had placed rock around the culvert on County Road #7 near Harris Anderson's and Interstate Engineering was doing a hydraulic study to see if a replacement is needed. He also stated that the county might need to facilitate a meeting between Weber Township in Sargent County & Victor Township in Marshall County to find a solution to this water problem.

Approve December payroll in the sum of \$205,626.30 (Nos.18575-18633 & 81226-81233) and the following bills: (Arth/Breker). Upon roll call vote, motion carried unanimously.

81208	Hanson/Trace	Canvass Board Travel	1.15
81209	Mehrer/Hilary	Canvass Board Travel	11.50
81210	Waswick/Jerry	Canvass Board Travel	11.50
81211-81216		Health Unit Expenses	395.23
81219	Forman City	Water/Sewer/Garbage	190.32
81220	Ottetail Power Company	Electricity	2,493.39
81221	Ransom County	VSO Salary/Benefits	936.81
81223-81225		Human Service Expenses	129.99
81234-81240		Health Unit Expenses	1,391.96
81245	Alley Cuts	Cares Act Funding	500.00
81246	Alcohol Monitoring Solutions	GPS Rental Fee	100.00
81247	Aramark	Cleaning Services	243.31
81248	Arth, Jason	Commission Travel	373.75
81249	Avid Hawk, LLC	Website Services	45.00
81250	Bayger, Vanessa	Sheriff Cell Phone	600.00
81251	Bryant, Rick	Sheriff Cell Phone	600.00
81252	Cayuga City	Cares Act Allocation	1,500.00
81253	Cogswell City	Cares Act Allocation	1,500.00
81254	Cole Papers Inc.	Dispensers/Paper Stock	413.78
81255	Counties Providing Technology	Data processing	1,255.58
81256	CHS-Dakota Plains	Gas Purchases	619.99
81257	Dakota Water Solutions	Water Jugs	28.00
81258	Dick, Alex	SCRAM Refund	15.00
81259	Dilly's Bar n Grill	Cares Act Funding	1,000.00
81260	Dooley Enterprises	Sheriff Ammo	649.56
81261	Election System Software, LLC	General Election Cost	3,378.62
81262	Forman City	Cares Act Allocation	2,700.00
81263	Forman Lumber & Fireworks	Hasp & Padlock	21.48
81264	G & R Controls, Inc.	Fall Boiler Start-up	66.40
81265	Galls	Sheriff Supplies	194.12
81266	Gordy's Grill & Fill	Sheriff Carwashes	24.00
81267	Gripper's Sports Trophies	Retirement Plaques	79.90
81268	Gwinner City	Cares Act Allocation	23,800.00
81269	Gwinner One Stop	Gas/ Cares Act Funding	754.60
81270	Gwinner Transfer	Sheriff Oil Change	80.00
81271	Havana City	Cares Act Allocation	1,500.00
81272	Heather's Touch	Cares Act Funding	500.00
81273	Hosford, Sherry	Election School	27.18
81274	Hwy 13 Diner, LLC	Cares Act Funding	500.00
81275	Information Tech. Dept.	WAN Access	727.70

81276	James Valley Lodge #4	Sheriff Dues 2021	46.00
81277	Johnson, Bryan	Sheriff Cell Phone	600.00
81278	Larson, Renee	Election School	36.24
81279	Loffler	Canon C5235 Copies	3.50
81280	Midstates Wireless	Sheriff Radio/Repeaters	79,926.75
81281	Milnor City	Cares Act Allocation	11,000.00
81282	Mulder, Jill	HR Cell Phone	150.00
81283	ND Post Board	License Renewal	45.00
81284	ND Unclaimed Property	Uncashed Warrants	591.28
81285	NDACO Resource Group	Docking Station	181.25
81286	Nelson, Ann	Election School	36.24
81287	Office of Attorney General	SCRAM 24/7	150.00
81288	Overtime Bar	Cares Act Funding	1,000.00
81289	Paeper, Travis	Sheriff Cell Phone	600.00
81290	Pfau, Jayne	St. Attorney License/Supplies	555.31
81291	Pharmchem, Inc	Sweat Patch Analysis	114.20
81292	Quill.Com	Courthouse Supplies	371.64
81293	Record Keepers	CoC Record Destruction	58.00
81294	Richland County Corrections	Prisoner Board	1,210.00
81295	Rock, Paper, Scissors	Cares Act Funding	500.00
81296	Rosi's Delights	Cares Act Funding	500.00
81297	Rutland City	Cares Act Allocation	1,500.00
81298	SC Historical Society	Cares Act Funding	2,000.00
81299	Sargent County Teller	Printing/Publishing	857.81
81300	Schilling, Wyatt	Sheriff Cell Phone	150.00
81301	Sidwell	FARMS Setup/Processing	157.50
81302	Sundquist, Colleen	Election School	36.24
81303	The Chair	Cares Act Funding	500.00
81304	US Postal Service	Postage Envelopes	667.05
81305	Vanguard Appraisals	Tax Program Fees	6,250.00
81306	Verizon Wireless	Sheriff MIFI Cards	200.05
81307	Wild Rice Soil Conservation	Extension Rent	500.00
81308	Wold, Jon	Sheriff Cell Phone	600.00
81309	Dell Marketing	Computer Software	265.24
81310	Dickey Rural Networks	Telephone Services	860.12
81311	A W Diesel	Plow Truck Repair	86.40
81312	Big State Industrial Supply	Thermal Gloves	155.88
81313	Blue Ridge Solutions	Wash & Wax Solution	856.88
81314	Bobcat of Gwinner	Skid steer Trade	2,508.00
81315	Bock, Gloria	Easement County #1	500.00
81316	Dakota Improvement, Inc.	Excavator Repair	300.00
81317	CHS-Dakota Plains	Grease	79.70
81318	Earth Angel Eco-Friendly Ind.	Windshield De-Icer	882.00
81319	Ekstrom Repair	Battery/Clamps	465.38
81320	Enderson Construction	Culvert Replacements & Gravel, Rock & Haul Cty #1, #3, # 9, #10 & #10A	70,740.24
81321	Forman Lumber & Fireworks	Road Shop Supplies	18.97
81322	Green Iron Equipment	Hygard & Trans Fluid	
75.74			
81323	Kustom Machine, Inc.	Trim Yield Sign	16.25
81324	McLaen's Service	Tires 08 Ford F350	734.06
81325	Nationwide Chemical Products	Aluminum Cleaner	647.89
81326	Northern Salt	Road Salt	3,281.90
81327	Rutland Oil Company	Road Fuel	1,845.00
81328	Schultz, Kenneth	Easement, County #1	500.00
81329	Southside Automotive	Shop supplies/Battery	365.50
81330	True North Steel	Culverts	10,680.20
81331	Visto's Carquest	Road Shop Supplies	395.35
81332	Cogswell Fire Department	Cost Share Siren Repair	562.46
81333	Dickey Rural Networks	911 Trunks	231.00
81334	Klapperich, Cindy	FCW Travel/Dues	188.93
81335	NDAAEA	Extension Agent Dues	
75.00			
81336	NDSU	Extension Printing	6.00
81337	Sargent County Teller	Ext Education Printing	78.00
81338	Sargent County Treasurer	Extension Postage	176.25

81339	Seykora, Melissa	Ext. Agent Travel/Supplies	469.91
81340	Universal Services	Ext Copier Supplies	24.95
81341	VISA	Extension Expenses	583.57

Meeting adjourned at 12:31 p.m.

LYLE BOPP- CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR