

Forman, North Dakota
February 21, 2023

The Sargent County Board of Commissioners met at 8:30 a.m. with the following members present: Jason Arth, Mark Breker, and Scott Johnson. Wade Anderson and Lyle Bopp were absent. Also present was Richard Ruch, County Resident; 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. (Arth/Johnson) Motion carried.

Motion to approve the February 7, 2023 minutes as presented. (Johnson/Arth) Motion carried.

Commissioner Anderson arrived at the meeting.

Michelle Denault, Human Resources Director, arrived at the meeting. She provided a "New Hire" letter she had composed for the Sargent County Ambulance-Milnor Squad new employee that will be signed by the employee, county commission board chairman, ambulance coordinator and the human resources director. The commissioners approved the letter.

Travis Paeper, Sheriff; and Heidi Johnson, Deputy Matron; arrived at the meeting. Discussion was held regarding payroll errors for three employees when receiving a step increase in 2022. This resulted in an overpayment to these employees. The auditor explained what had happened within the software program. A request was made to forgive these overpayments. The Sargent County Employee Handbook states that overpayments will be corrected either in the next paycheck or over a schedule of repayments to minimize the burden to the employee. The commissioners would like to see additional information/documentation on how the error had happened before making a decision.

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

The commissioners opened the bids for the tower demolition in Harlem Township. The bid was for the demolition and removal of a communications tower situated on the NE1/4 of Section 19-131-57. The tower and cables will be demolished, cleaned up and removed by July 1, 2023. One bid was received from Isaiah Throener in the amount of \$5,000. Motion to accept the bid from Mr. Throener in the amount of \$5,000, contingent upon landowner approval to access the tower for removal and that the bidder signs a contract. (Johnson/Arth) Upon roll call vote, motion carried unanimously.

The commissioners proceeded to open the bids for surplus property that was advertised for sale. Motion to accept all high bids for those items and that those items need to be picked up by March 1st; items not sold should be disposed of as soon as possible. (Anderson/Arth) Upon roll call vote, motion carried unanimously. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

Sheriff Paeper requested permission to sell surplus handguns to his staff. These guns cannot be sold to the public as surplus property. Motion to allow the sheriff to sell surplus handguns to members of the Sargent County Sheriff's Department (Arth/Johnson) Upon roll call vote, motion carried unanimously.

Commissioner Johnson stated that he had drafted a policy regarding pay for essential workers during times when county buildings are closed due to weather related or other emergencies. Ms. Pfau has approved the draft – it will now go to Ms. Denault for her to present it to the Personnel Board for their approval.

Emergency and weather closing notifications will continue as they have in the past with the sheriff making the calls to department heads.

Approve February payroll in the sum of \$249,089.52 and the following bills. (Arth/Johnson) Upon roll call vote, motion carried unanimously.

84826-84842		Health Unit Expenses	11,634.65
84844	NDEMA	EMS Dues	500.00
84846	Forman City	Garbage/Water/Sewer	209.13
84847	Ottertail Power Company	Electricity	5,458.16
84848	Ransom County	VSO Salary/Benefits	2,456.47
84850-84851		Human Services Expenses	4,304.23
84853		JDA Expenses	4,252.98
84854-84866		Health Unit Expenses	5,553.18
84886	Aerus Electrolux	Air Purifier Filters	1,740.00
84887	AMS, Inc.	GPS Rental	100.00
84888	Aramark	Cleaning Services	316.49
84889	Avid Hawk, LLC	Website Services	45.00
84890	Central Grocery	Road Dept Paper Towels/CH Salt	17.05
84891	Computer Express	Service Contract/Server Backup/SA Laptop	6,365.97
84892	Counties Providing Tech.	CPU - Staff Support	2,510.00
84893	Dakota Plains	Sheriff/Tax/Health Travel	424.74
84894	Dakota Water Solutions	5 Gal Water Jugs	40.00
84895	Dickey Rural Networks	Telephone Services	1,131.93
84896	Forman Drug	Auction Envelopes/Cotton Swabs/ Panic Button Batteries	31.65
84897	Forman Repair	Snowblower Repair/Health Bldg. Gen. Battery	518.75
84898	Gall's, Inc	Sheriff Dept. Boots	130.99
84899	Gwinner One-Stop	Sheriff Gas Purchases	1,036.44
84901	Hayen, LaJuana	Tax Director Travel	45.50
84902	Hoselton, Samantha	Tax Director Travel	45.50
84903	Information Tech Dept.	Sheriff Teletype/SS Adobe/WAN- ITD	1,912.15
84904	Innovative Office Solutions	Office & Custodian Supplies	1,019.74
84905	Loffler	Copier Maintenance Contracts	1,063.73
84906	ND Ass'n of Counties	Special OP County Share	400.00
84907	ND Clerk Ass'n	2023 Membership Dues	100.00
84908	ND County Treasurers Ass'n	2023 Membership Dues	100.00
84909	ND Records Ass'n	2023 Membership Dues	200.00
84910	NDACo Resource Group	Jan-March 2023 Backup/Smart Zone	1,547.13
84911	Office of Attorney General	SCRAM 24/7	420.00
84912	PharmChem	Sweat Patch Analysis	95.85
84914	Quality Inn-Bismarck	States Attorney Travel	176.40
84915	Ramada - Bismarck	Sheriff/Tax Director Travel	352.80

84917	Southside Auto.	Sheriff Vehicle Repairs/Oil Change	336.12
84918	The Sargent County Teller	Publishing Fees	794.94
84919	Tyler Technologies	Taxwise Implementation	1,120.00
84920	Vanguard Appraisals, Inc	Remote Service Fees/Service Plus	3,530.00
84921	Verizon Wireless	Sheriff MiFi Cards	200.05
84922	Walock-Johnson	Scheduled Property Premiums	151.00
84923	Weaving, Neil	Building Maintenance Supplies	165.18
84924	Wild Rice Soil Conservation	Jan 2023 Ext. Rent	500.00
84925	Dakota Plains	Road Gear Lube	4.95
84926	Ekstrom Repair	Repair IH Snowplow	3,855.32
84927	Faber, Tim	Boots/Travel	799.19
84928	General Equipment	Cutting Edges	5,493.16
84929	Graham Tires	IH Plow Truck Tires	642.48
84930	Hansen Lumber & Hardware	Road Paint/Brushes	268.14
84931	Interstate Engineering	Engineering Services	23,426.12
84932	Jake's Feed & Seed	275 Gal Tote of Def	956.25
84933	John Deere Financial	Snowplow Repairs	648.73
84934	Kustom Machine	JCB Tractor Repair	690.96
84935/84948	Lee's Service Station	Oil Changes/Gasoline	213.70
84936	Little Falls Machine	Pins Mac Snowplow	222.61
84937	NAPA Auto Parts	Tools/Stools	594.02
84938	ND Ass'n of Counties	Drug Test Fee	132.30
84939	ND DOT Financial	SC-CVD-4100 Seal Coat Project	137.98
84940	ND DOT-Motor Vehicle Division	Title 1979 Semi-Trailer	11.50
84941	Northern Salt, Inc	24.77 Ton De-Icing Salt	3,871.02
84942	Plunkett's Pest Control	Pest Control	128.40
84943	RDO Equipment	Hardware	50.49
84944	Rutland Oil Co.	Gasoline/Fuel	13,225.00
84945	Sign Solutions	Bridge Signs	394.94
84946	Southside Auto.	Truck Repairs/Gloves	2,277.48
84947	Titan Machinery	JD Blade Bolts	24.28
84949	Central Grocery	Ext-Cheese Plate/Andes/Crackers	24.02
84950	Dickey Rural Networks	911 Trunks	231.00
84951	Minn-Kota Communications	911 Gwinner Siren Cost Share	352.95
84952	ND Ass'n of Counties	911 Fees	616.80
84953	NDSU	Ext-Weed/Fungus/Insect 2023 Guides	45.00
84954	NDSU Ext. Service Budget Office	Ext- Seykora Salary	5,649.98

84955	Sargent County Ambulance-Milnor	911 Black Box Paging System-Cost Share	1,225.00
84956	Sargent County Treasurer	Ext- Postage	145.38
84957	Seykora, Melissa	Ext-ANR Agent Travel/Supplies	386.99
84958	Visa	Office Supplies/Dues/Equipment	370.30
84959	Willprecht, Wendy	EMS Travel	124.58
84960-84972		Health Unit Expenses	3,704.55
84973-84974		Health Unit Expenses	148.25

Ms. Pfau will be reaching out to other counties to see if any have a Road Use and Maintenance Agreement form that can be used for SCS Carbon Transport, LLC. She and Damon DeVillers, Interstate Engineering, have concerns with the form provided by SCS Carbon Transport, LLC.

Tim Faber, Road Supervisor; and Scott Wermerskirchen, Minn-Kota Communications, arrived at the meeting to discuss radios for the highway department. He provided a quote for 22 mounted in-vehicle radios for a cost of \$56,274.75. The county would receive reimbursement from the state in the amount of \$33,000, leaving a net cost of \$23,274.75. Mr. Wermerskirchen stated that handheld radios are somewhat cheaper, but would require more maintenance, such as charging and replacing batteries. After further discussion, it was decided to request a new quote to discuss at the next meeting. Commissioners Johnson & Arth, along with Mr. Faber, will determine how many mount-in and handhelds should be quoted.

LaJuana Hayen, Tax Director, arrived at the meeting. There was one application for abatements that needed to be addressed. Parcel 31-0000020 – 1971 Dekco 14 x 67 Mobile Home. The applicant, Robert Hamman, requests that the taxes for 2023 be abated as the mobile home has been destroyed. The tax director confirmed the demolition in January with a drive-by. Gwinner City has approved the abatement application. Motion to concur with Gwinner City. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

Further discussion was held regarding reimbursement to the Milnor Ambulance Squad for the ambulance they gifted to the Gwinner First Responders. Brian Tayer, Sargent County Ambulance-Milnor Squad, sent an email showing a trade-in value of \$65,000 for the Horton Type 1 4x4 ambulance unit that he had received from Premier Specialty Vehicles. Motion to deny the request for reimbursement as proper procedure wasn't followed. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Further discussion was held regarding the estimates provided by Interstate Engineering for different road projects that the county would be able to use Prairie Dog Funds for. Motion to move forward with Patching, Crack Filling and Seal Coat on County Road #12 from County Road #1 south 6 miles to ND State Highway 11; and on County Road #4 from ND State Highway 13 south 8.5 miles to ND State Highway 11 for an approximate cost of \$1,398,010.92. (Anderson/Johnson) Upon roll call vote, motion carried unanimously. The county has received \$1,297,648.50 in Prairie Dog funds.

Commissioner Arth stated that he had received several questions and comments regarding dust control on county roads. The auditor will check the letter that went out to the townships in their annual packet & make sure there is information on the letter regarding the dust control in the future.

Mr. Faber stated that he had taken the Hoving road home recently and there was a train blocking the road. There are no warning lights or other safety equipment at that crossing. The commission directed him to talk with Wendy Willprecht, Emergency Manager/911 Coordinator.

Ms. Denault provided further information regarding Policy 706 – Attendance and Punctuality. She provided some clarification regarding the “No Call/No Show” and the “Call-in Policy” that she had received from another county. She will take the policy change back to the Personnel Board for their approval before bringing back for the commissioners to act on.

Motion to approve a Raffle Permit for the Tewaukon Rod and Gun Club, Geneseo, for a raffle to be held February 21, 2023 through April 4, 2023, drawing date. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Motion to authorize the chairman to sign an Audit Engagement letter from the Office of the State Auditor. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

Motion to approve and authorize the chairman to sign EAP Full-Service Contract for Services with The Village Business Institute for the term of January 1, 2023 to December 31, 2025 at a cost of \$1500/year. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

Motion to re-appoint Julie Colemer to the Sargent County Park Board – term ending January 1, 2026. (Anderson/Johnson) Upon roll call vote, motion carried unanimously. No other applications were received.

Commissioner Breker requested clarification on who is responsible for road signs within the county. Signs on county roads are the responsibility of the county – signs on township roads are the responsibility of the township.

State's Attorney Pfau stated that some pharmacies are wanting to settle their opioid lawsuits. She has received a letter from our opioid litigation attorneys and they are recommending that we take the settlement. Motion to accept the settlement and to grant Ms. Pfau permission to sign any documents needed for this settlement action. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Meeting adjourned at 12:00 p.m.

MARK BREKER – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR