

Forman, North Dakota
March 19, 2024

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

Chairman Scott Johnson called the meeting to order.

The Pledge of Allegiance was recited.

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

Motion to approve the March 5, 2024 meeting minutes. (Anderson/Breker) Motion carried.

Duane Peterson, Human Resources Director, brought forth some policy revisions that the personnel board had recommended.

- 1) 318 Bereavement Leave – Motion to adopt the changes recommended. (Anderson/Breker)
Upon further discussion, it was decided that clarification was needed before adoption.
Motion to table the motion until the next meeting. (Anderson/Breker) Upon roll call vote, motion carried unanimously.
- 2) 524 Emergency Closings – not acted on at this time
- 3) 706 Attendance and Punctuality – further clarification needed
- 4) 707 Progressive Discipline Policy – Motion to accept the changes recommended. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

LaJuana Hayen, Tax Director, arrived at the meeting to discuss Sidwell GIS contracts. Motion to approve and accept the three-year contract quote for GIS Mapping Services Parcel Maintenance in the amount of \$22,640 to be paid in three installments of \$7000, \$7,540 and \$8,100. (Breker/Anderson) Upon roll call vote, motion carried unanimously.

Ms. Hayen also presented a quote for Land Use Layer Delineation and Soils Layer Update at a cost of \$50,225. Motion to approve the purchase of the Sidwell program at a cost of \$50,225. (Breker/Bopp) Upon further discussion, the commission would like further information on whether this program is absolutely necessary or if the system the county has in place is sufficient by law. Motion to table the motion until further research is concluded. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Motion to approve a Raffle Permit for CHS Dakota Plains Ag for a raffle to be held at CHS Dakota Plains Ag, 13219 Highway 13, Gwinner ND on March 31, 2024. (Breker/Bopp) Upon roll call vote, motion carried unanimously.

Motion to approve the Grade of C43 for the Road Assistant Supervisor job description. (Breker/Anderson) Upon roll call vote, motion carried unanimously.

Rutland Township has requested cost-share for one culvert 36" x 40' between Sections 2 & 3. Motion to approve the culvert cost-share request from Rutland Township now that the correct hydraulic study has been received. (Bopp/Breker) Upon roll call vote, motion carried unanimously.

Motion to hold a sale of surplus property with bids to be opened April 16, 2024. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Motion to appoint Scott Johnson, Gwinner, to the Southeastern North Dakota Community Action Agency (SENDCAA) Board of Directors. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

Melissa Seykora, NDSU Extension Agriculture and Natural Resources (ANR) Agent; and Amber Hazard, Staff Support; arrived at the meeting. Lesley Lubenow, NDSU Extension East District Director, was present through technology. They presented a Memorandum of Understanding between Sargent County and NDSU Extension Related to 4-H Youth Development Programming. This MOU is intended to clearly describe roles, responsibilities, and expectations between NDSU Extension and

Sargent County related to 4-H youth development programming in Sargent County. The MOU serves as an agreement that sets forth the general terms and conditions under which the parties will coordinate and cooperate in activities that serve the needs of Sargent County Residents. Motion to authorize the chairman to sign the MOU between Sargent County and NDSU Extension Related to 4-H Youth Development Programming. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

The commissioners tabled further discussion regarding the Sargent County Water Resource Board's Drain #11 Cost-Share Reimbursement request until April 16 after the State's Attorney has had time to review the Joint Powers Agreement and other documentation pertaining to this request.

Commissioner Johnson received a phone call from a township regarding a bill he had received from an individual for mowing road ditches. The township nor the county requested the work to be done, so the township, nor the county, would be liable for payment to the individual.

Sheriff Paeper arrived at the meeting to briefly discuss placing large rocks on the west side of the courthouse where the handicapped accessible parking is available. This would help prevent any accidental or intentional driving into the courthouse. This was something that was suggested when the security assessment was done. Commissioners Bopp and Anderson stated that they both have large rocks they could use.

Approve March payroll in the sum of \$274,117.35 and the following bills. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

86577-86589		Health Unit Expenses	3,891.12
86590-86592		Milnor Ambulance Expenses	966.22
86594	Forman City	Water/Sewer/Garbage	209.00
86595	Ottertail Power Company	Electricity	3,143.83
86596	Ransom County	VSO Salary/Benefits	2,553.73
86599	Wex Health Fees	Admin Fee	12.25
86600-86601		JDA Expenses	1,754.49
86602-86606		Milnor Ambulance Expenses	1,008.21
86607-86621		Health Unit Expenses	8,255.74
86631	A-Z Body Shop	Squad Car Deductible	500.00
86632	Aerus Electrolux	Air Purifier Light Bulbs	660.00
86633	AMS, Inc	GPS Rental	100.00
86634	Aramark	Cleaning Services	379.62
86635	Avid Hawk	Website Services	45.00
86636	Cenex Fleet Card	Tax/Health/Sheriff Travel	160.37
86637	Computer Express	On-Site Tech Support/Auditor Laptop & Mouse	5,055.99
86638	Counties Providing Tech.	Computer Tech Services	2,583.00
86639 & 86671	Dakota Plains	Sheriff/Tax Travel/Road Gas & LP	1,519.92
86640	Dakota Water Solutions	5 Gal Water Jugs	32.00
86641	Dickey Rural Networks	Telephone	937.96
86642	EverSpring Inn & Suites	Election Travel	96.30
86643	Gall's, Inc	Sheriff Dept Uniforms	287.20
86644	Gordy's Grill & Fill	Sheriff Car Washes	40.00

86645	Gwinner One-Stop	Sheriff Travel	713.55
86646	Information Tech. Dept.	Adobe Acrobat/Azure/Intune/SSL VPN	1,280.90
86647	Innovative Office Solutions	Custodian Supplies	367.64
86648	Johnson, Bryan	Cellphone Reimbursement Dec-Feb	150.00
86649	Lake Agassiz Regional Council	2024 Pledge	4,000.00
86650	Lee, Teddie	Election Training Travel	124.62
86651	Loffler Companies, Inc.	Copier Overage	32.40
86652	Lyons, Wyatt	Plaster Repair/Remodel	3,800.00
86653	Maloney, Pam	Election Travel & Postage	75.10
86654	ND Ass'n of Counties	2023 Marriage License Program	20.00
86655	ND Clerks Ass'n	2024 Membership Dues	100.00
86656	ND Recorders Ass'n	2024 Ass'n/Conference Dues	400.00
86657	ND Sheriff's & Deputies Ass'n	2024 Ass'n Dues	400.00
86658	ND Workforce Safety & Insurance	Volunteer Coverage	250.00
86659	NDACo Resources Group	Datto Backup Jan & March 2024	1,011.42
86660	Office of Attorney General	SCRAM 24/7	70.00
86661	Otis Elevator Co.	Elevator Odor Inspection	1,602.50
86662	Richland County Corrections	Prisoner Board	11,390.00
86663	Sargent County Fair Ass'n	2024 75% Appropriation	30,996.61
86664	Sidwell	Mapping Services	480.00
86665	Southside Auto	Squad Car Battery	289.13
86666	Streicher's	Practice Ammunition	455.00
86667	The Teller	Publishing Fees	82.70
86668	Verizon Wireless	Sheriff MiFi Cards	240.06
86669	Weaving, Neil	Custodian Supplies	328.79
86670	Wild Rice Soil	2024 March Ext Rent	550.00
86672	Bernard Mahrer	Road Salt-Sand	1,788.50
86673	Bixby Body & Glass	Windshield/Bumper Repairs	1,256.29
86674	Expressway Suites	Road Travel	192.60
86675	Morris Seal Coat	Bit Seal Coat/Patching	162,746.80
86676	ND Ass'n of County Engineers	Conference Registration/NDACE 2024 Membership Fees	150.00
86677	NDLTAP-UGPTI	Asphalt Conference	50.00
86678	Nite Beam Products	Road Flare Kit	425.00
86679	Plunkett's Pest Control	Road Shop Pest Control	66.77
86680	RDO Equipment Co.	Seat Repairs	1,075.84
86681	RDO Truck Center	2003 Sterling Snow Plow	25,000.00
86682	Rutland Oil Co.	Gasoline/Fuel	3,699.74

86683	Sign Solutions	Bridge Marker Sign	3,721.73
86684	Team Laboratory Chemical Corp	50 Bags Fine Road Patch	896.00
86685	Willey Township	Cost Share Culvert	2,741.00
86686	Willprecht, Lyle	Replace Fence Cty#1	4,500.00
86687	Dickey Rural Networks	911 Trunks Rental	231.00
86688	ND Ass'n of Counties	911 Wireless	394.50
86689	Seykora, Melissa	Ext-Ag Agent Travel	152.76
86690	The Teller	Publishing Fees	115.98
86691	Visa	Ext-Pens/Pesticide Supplies	122.13

The board proceeded to open bids for furnishing supplies for the year beginning April 1, 2024, and ending March 31, 2025, as advertised. All bids submitted, including exact wording and amounts, are available for inspection at the office of the county auditor. Bids submitted as follows:

GRAVEL: Crandall Construction Inc., Cayuga; Beaver Trucking, Forman; Bernard Mahrer Construction Inc., Rutland; Lesmeister Gravel, Inc, Lisbon; Mark Sand and Gravel Dakota Co., Fergus Falls, MN; Bear Creek Gravel, Fort Ransom; and, Enderson Construction, Inc. Gwinner. Motion to accept all bids. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

MIXING & DRYING BLACKTOP SURFACING: No bid received.

BITUMINOUS MATERIALS: Flint Hills Resources, Marshall MN. Motion to accept the bid. (Breker/Bopp) Upon roll call vote, motion carried unanimously.

GASOLINE, FUEL, & LP GAS: Rutland Oil Co., Rutland, Lee's Service Station, Milnor; Agtegra Energy Sales, Britton, SD; and CHS Dakota Plains Ag, Kindred. Motion to accept all bids. (Breker/Anderson) Upon roll call vote, motion carried unanimously.

Motion to accept all bids. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

Meeting adjourned at 11:42 a.m.

SCOTT JOHNSON – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR