

Forman, North Dakota
July 19, 2022

The Sargent County Board of Commissioners met at 8:43 a.m. with the following members present: Jason Arth, Lyle Bopp, Mark Breker, Scott Johnson and Richard Ruch. Also present were 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/Breker). Motion carried unanimously.

Approve July 5, 2022 meeting minutes as amended. (Breker/Bopp). Motion carried unanimously.

The adjacent landowner will be present at the next meeting to discuss the abandoned cemetery near Hamlin.

Commissioner Arth reported that he has contacted Kevin Rodine about planting grass seed in the area along County Road #1 where drainage project was done. Mr. Rodine stated that he still does plan on planting the seed, but with the wet year, he hasn't been able to get in there to do it.

Jayne Pfau arrived at the meeting at 9:45 a.m.

Tree removal in road right-of-way was discussed further. Ms. Pfau stated that it is the landowner's responsibility to remove any trees in the right of way.

LaJuana Hayen, Tax Director, arrived at the meeting to introduce the new deputy tax director, Samantha Hoselton. The commission welcomed Ms. Hoselton to Sargent County.

Mr. Hayen also provided the commission with the 2022 Inundated Land Applications. Motion to approve inundated land as recommended by the Tax Director. (Bopp/Breker). Upon roll call vote, motion carried unanimously.

Neil Weaving, Custodian, popped into the meeting to inform the commission that the air conditioner unit in the courtroom was leaking considerably. They informed him that action to purchase a new unit was on the agenda later in the meeting.

Wendy Willprecht, Emergency Manager/911 Coordinator, provided an email regarding the security system project. In an email from Dickey Rural Networks, it is stated that the system is installed and ready to go, it just needs a final testing. They are waiting to hear back from Honeywell for a final testing date.

Michelle Denault, Human Resources Director, arrived at the meeting. Commissioner Breker, Ms. Denault and State's Attorney Pfau had met late last week and are recommending that Marwood Klein be terminated as he did not fulfill his job requirements per his job description. Motion to terminate Marwood Klein effective today, July 19, 2022. (Breker/Ruch) Upon roll call vote, motion carried unanimously.

Commissioner Breker also stated that the Personnel Board had requested that Ms. Denault get quotes from other HR consulting firms to perform the market study in 2023. Ms. Denault has reached out to some already & will continue the process.

Motion to approve the purchase of a new air conditioning unit, with a heat pump, for the courtroom. Triton Mechanical, Gwinner will provide and install the unit and are requesting a down payment of \$4,058. Motion to approve the purchase and the down payment needed. (Ruch/Bopp) Upon roll call vote, motion carried unanimously.

Vicki Berreth, Coroner, arrived at the meeting for her annual report. She provided a report to each commissioner stating that she and/or Morgan Blair, Assistant Coroner, had responded to 10 calls from July 1, 2021 through June 30, 2022. Each of them has completed the UND Forensic Investigation training. She inquired about purchasing a color printer and was told to go ahead & purchase one. Further equipment inquiries were answered. She also stated that she is going through previous processes & years of information, forms and documents and will be consolidating them into a concise updated SOP type file with updated documents. The commissioner expressed their appreciation to Ms. Berreth and Ms. Blair.

Melissa Seykora, NDSU Extension Ag and Natural Resources (ANR) Agent, reported on the activities of the County's Extension Service office personnel from April through June 2022. A written report was delivered to each commissioner and to the county auditor. A copy of the report can be obtained from the Extension Office. Ms. Seykora had worked with numerous projects including: Bulb Bonanza, Progressive Agriculture Safety Day, Tractor Safety Camp and Galactic Quest STEM Challenge. She has also participated in Spring Fever Garden Forums, Township Officer's Meeting, SC Science Fair Judging, Spring Plant Auction, District 4-H Communication Arts, Extension Advisory Council meeting and 4-H consumer Decision Making Contest. Moving forward she will be working on the Sargent County Fair in July and the Sargent County Farmers Union EPIC event in August. The commission thanked her for her service and dedication to the public.

Eric Delahoyde, Duayne Baldwin & Leslie Brezicka, Wild Rice Soil Conservation District; arrived at the meeting. The commissioner had requested information on how the mill money they receive from the county is spent. Ms. Brezicka provided budget figures for 2020, 2021 and 2022. They do receive grant funds from several sources. They also stated that they will need to replace the tree cooler this year, as it has been working improperly for some time. The commissioner thanked them for coming in & explaining their budget request.

Travis Paeper, Sheriff, arrived at the meeting to discuss computer support and COLA requests. He reported that a department head meeting had been held & that they are willing to try Computer Express, Oakes, ND as the county's IT support. Although NRG Technology Services has been a great resource for the county, it would be handier to have someone with response time only thirty minutes versus three hours. Motion to contract with Computer Express for IT services beginning January 1, 2023. (Ruch/Johnson) Upon roll call vote, motion carried unanimously.

He also discussed the COLA increase for the 2023 budget year. When COLA figures were first figured in April, they were considerably less than they would be today. Using the CPI, ECI and Social Security figures, it would average out to almost nine percent. The Personnel Board met and decided to request the commission consider an 8.26% COLA increase. Motion to change the COLA increase from 6.25% to 8%. (Ruch/Breker) Roll Call Vote: Yes – Arth, Breker, Johnson & Ruch. No - Bopp. Motion carried. The commission will revisit the percentages in October before the final budget hearing to determine what the final percentage will be.

Motion to approve an Application for Drainage Work Within County Road Right-of-Way for Rutland Sportsman's Club, Rutland, for a field approach installation with culvert so water would not run over the approach along the SW side of Section 34-130-55 in Rutland Township. (Ruch/Breker) Upon roll call vote, motion carried unanimously.

Alison Toepke, Treasurer/Recorder/Clerk of Court, arrived at the meeting to introduce the department's new employee, Amy Bogart. The commission welcomed her to Sargent County.

Ms. Toepke also requested authorization to add Ms. Bogart to the signature card at the bank. Motion to authorize Amy Bogart, Deputy Treasurer/Recorder/Clerk of Court, to sign signature cards at the local financial institutions to enable her to sign warrants for payment of bills; and, to remove the name of Diane Brown, former Deputy Treasurer/Recorder/Clerk of Court from the signature cards. (Johnson/Bopp) Upon roll call vote, motion carried unanimously.

Motion to appoint Tax Director LaJuana Hayen as NDACo Conference Delegate, fulfilling Denise Ferderer's term, to represent Sargent County at the 2022 NDACo Conferences. (Ruch/Breker) Upon roll call vote, motion carried unanimously.

Approve July payroll in the sum of \$217,829.04 and the following bills. (Johnson/Bopp). Upon roll call vote, motion carried unanimously.

83852-83854		Human Services Expenses	280.85
83857	Forman City	Water/Sewer/Garbage	217.76
83858	Ottertail Power Company	Electricity	1,503.11
83859	Ransom County	VSO Salary/Benefits	2,397.48
83861-83876		Health Unit Expenses	7,894.90
83890-83896		Weed Control Expenses	4,105.41
83897	AMS, Inc.	GPS Rental	100.00
83898	Aramark	Cleaning Services	309.08
83899	Arth, Jason	Primary Election Canvas Travel	29.25
83900	Avid Hawk, LLC	Website Services	45.00
83901	Cenex Fleet Card	Treasurer/Sheriff Travel	91.72
83902	Dakota Plains	Sheriff/Treasurer/Health/911/ Coroner Travel	184.36
83903	Dakota Plains	Sheriff Travel	1,287.30

83904	Dakota Water Solutions	5 Gal Water Jugs	37.50
83905	Dell Marketing	Tax Director Software	291.80
83906	Dickey Rural Networks	Telephone Services	1,093.61
83907	DS Solutions, Inc	Primary Election Test Deck	275.00
83908	Forman Lumber	Building Maintenance Supplies	255.99
83909	FP Mailing Solutions	Postage Machine Maintenance	135.00
83910	Gall's Inc	Sheriff Equipment	84.16
83911	Grossman, Jeremy	SCRAM-47 Refund	154.00
83912	Gwinner One-Stop	Sheriff Gas Purchases	861.02
83913	Hexagon Safety	Sheriff Teletype Rental	1,083.60
83914	Information Tech Dept.	Wan Access/SSL VPN/Netmotion	773.80
83915	Innovative Office Solutions	Sheriff/Courthouse/HR/Recorder Supplies	628.71
83916	Johnson, Scott	Commissioner Travel	196.56
83917	Millerhagen, Jennie	Primary Election Canvass	50.00
83918	ND Ass'n of Assessing Officers	Tax Director Dues/Registrations	140.00
83919	ND Ass'n/Counties-Workers Compensation	1st Qtr. WC Assessment	340.00
83920	ND State Radio Communications	State Radio 2nd Quarter	120.00
83921	NDACo Resources Group	Recorders Laptop/Server Replacement	17,188.90
83922	Office of Attorney General	SCRAM 24/7	435.00
83923	Oster, Kevin	Primary Election Canvass/Travel	79.25
83924	PharmChem	Sweat Patch Analysis	62.90
83925	Positive Promotions	Community Service	99.89
83926	Red River Basin Commission	2022 Pledge	1,512.00
83927	Richland Co. Jail	Prisoner Board	1,980.00
83928	Schott, Barton	Primary Election Canvass/Travel	92.71
83929	Sidwell	Tax Director GIS Services	330.00
83930	Southside Auto	Sheriff/Courthouse Services	1,272.09
83931	Streicher's	Sheriff's Supplies	149.99
83932	The Sargent County Teller	Publishing Fees/Primary Election	1,282.32
83933	Toepke, Alison	Treasurer Travel/Name Plates	193.58
83934	Triton Mechanical	Courtroom AC Downpayment	4,058.00
83935	Tyler Technologies, Inc	Taxwise Training	10,220.00
83936	Uniform Center	Deputy Uniforms	525.00
83937	Verizon Wireless	Sheriff MiFi Cards	200.05
83938	Walock-Johnson	Park Insurance Premium	6.00
83939	Wild Rice Soil Conservation	NDSU Ext July Rent	500.00
83940	AW Diesel	Peterbilt Repairs	1,025.97
83941	Bernard Mahrer Construction	Gravel #1-#2-#3-#4-#5-#10 & Stockpile	5,457.32
83942	Blue Ridge Solutions	Rust Exterminator	388.93
83943	Butler Machinery, Inc	962G Repair Parts	1,197.60
83944	Climate Control	27,599 Gals Mag Chloride	38,498.60
83945	Colonial Enterprises	Shop Door	1,116.00
83946	Enderson Construction	Gravel #1-#2-#2A-#3-#4-#5-#7	94,781.55
83947	General Equipment	Loader Scale	12,235.00
83948	Hansen Lumber	Wrenches	59.91
83949	The Home Shop	Fire Extinguisher Inspection/Charge	382.69
83950	Interstate Engineering	Engineering Services	83,815.41
83951	John Deere Financial	Towels/Socket Set	127.62
83952	Loy Justesen	DOT Physical	146.00
83953	Knife River Materials	County Road #3-#4-#10-#12 Road Projects	2,048,827.9 4
83954	Lee's Service Station	Tire	139.25
83956	ND Dept of Environmental Quality	Tanks Registration	300.00
83957	ND Ass'n of Counties	Drug Testing	12.00
83958	RDO Equipment	Peterbilt/Road Grader Repairs	835.96

83959	Rutland Oil Company	Tractor Fuel	6,887.50
83960	Southside Auto	Repair Parts & Labor	2,214.23
83961	Stock Growers Public Finance	Walk'n'Roll Lease Payment	12,148.03
83962	Team Lab	Road Patch	1,560.00
83963	Tracat Used Equipment	Excavator Trailer	23,900.00
83964	TrueNorth Steel	Culverts	13,002.96
83965	Visto's Carquest	Impact Wrench	487.39
83966	Central Grocery	Ext-STEM Supplies	19.88
83968	Dickey Rural Networks	911 Contract	231.00
83969	Innovative Office Solutions	Ext-Office Supplies	34.39
83970	ND Ass'n of Counties	911 Fees	767.80
83971	ND State Radio Communications	911 Quarterly Billing	16,499.52
83972	Sargent County Treasurer	Ext-June Postage	190.76
83973	VISA	Ext-Communication Arts Supplies	120.18

Tim Faber, Road Supervisor, arrived at the meeting. He stated that the road department has begun work on cleaning out the ditch along County Road #2 in Jackson Township. They are continuing the work on County Road #4, & have installed culverts on County Road #14 in Geneseo.

Discussion was held on the mag chloride/dust control procedure. In the future, the landowner will contact the vendor directly rather than Mr. Faber assembling a list for the vendor.

Motion to approve the crack sealing project quote from Roadway Services, Inc, Fargo, ND in the amount of \$120,700 for the whole county. (Bopp/Ruch) Upon roll call vote, motion carried unanimously.

Discussion was held on the slopes on County Road #12. Mr. Faber was asked to consult with Mr. DeVillers of Interstate Engineering to talk about specifications and a possible bidding project to correct the slopes.

The auditor was instructed to schedule a Non-Agenda Employee meeting for November 1, 2022 for one and a half hours.

Meeting recessed at 12:08 p.m.

Meeting reconvened at 3:05 p.m.

Departmental Budget Hearings were then held.

LaJuana Hayen, representing the Sargent County Fair Board, arrived to talk about the extra funds they had requested for the 100th fair anniversary next year. The board stated that they did approve \$5000 of the \$10,000 they had requested, but the funds would be coming from the ARPA funds, rather than increasing the county mills.

Melissa Seykora, NDSU Extension Ag and Natural Resources (ANR) Agent, arrived at the meeting with questions on her budget. A new job description was provided for support staff to include additional duties and responsibilities with her budget request and she would like it submitted to Gallagher for review. Motion to send the new job description for Administrative Assistant & 4-H Program Assistant to Gallagher for their review and classification. (Ruch/Breker) Upon roll call vote, motion carried unanimously.

Terry Dusek, Sandy Hanson, Carol Peterson, and Bryce Carlson, representing the Sargent County Job Development Authority; and Nathan Berseth, Crossroads Community Advisors; arrived at the meeting to discuss their budget. The commission had cut their budget \$160,000 and they are requesting to have that amount be reinstated. The dollars cut were for the housing program and the board stated that housing is very much needed in the county. The county has jobs available, but a lot of the workforce is commuting from other counties. If Sargent County becomes a commuting county, we lose property tax dollars, along with education funding for our schools. They also stated that they are the gap financing for Riverside Building Center, so the JDA is not actually building the homes, they are providing a loan to a business. The SCJDA's goal is to bring people into the county to support the local businesses. The board agreed to reinstate the \$160,000 cut from the SCJDA budget, with Commissioner Breker in disagreement.

Michelle Denault, Human Resources Director, arrived at the meeting to discuss increasing her position from twenty four (24) hours a week to thirty five (35) hours a week. She has been busy since she

started and believes the work load could easily justify a 35/hour work week. Motion to increase the human resources position from a part time 24 hour work week to full time 35 hour work week. (Bopp/Johnson) Roll Call Vote: Yes – Arth, Bopp, Breker and Johnson. No – Ruch. Motion carried.

Brenda Peterson, Health Unit Administrator, arrived at the meeting. She just wanted the commission to know that some of their grant funds might be increasing, so the health district might go over budget on some of the grant funds budgets.

Meeting adjourned at 11:30 a.m.

JASON ARTH - CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR