

Forman, North Dakota
September 15, 2020

The Sargent County Board of Commissioners met at 9:00 a.m. following the Park Board meeting in the Conference Room with the following members present: Bill Anderson, Lyle Bopp, Richard Ruch, and Jerry Waswick. Present through technology was Jason Arth. Also present were Margie Johnson, State's Attorney Legal Assistant; Mary Engst, Sargent County Teller; and Pam Maloney, County Auditor.

Jayne Pfau, State's Attorney, was in and out of the meeting as her court schedule allowed.

Chairman Waswick called the meeting to order.

The Pledge of Allegiance was recited by those present.

Motion to approve the September 1, 2020, minutes as corrected. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

The auditor is still checking on videoconferencing equipment.

No one has come forward to apply for the weed control board vacancy. The commission will keep looking for someone willing to serve on the board.

Discussion continued from the last meeting regarding the CARES Act reimbursement. The commission agreed that the COVID related expenses need to be accounted for first & the purchase of the SORN radio replacements. Once those expenses have been reimbursed, then the commission will determine on the best way to allocate the rest of the funds.

Margie Johnson, State's Attorney Legal Assistant, brought forth the policy change requested at the last meeting regarding all county board's meetings teleconferencing their public meetings. Under the "Meetings" category within the policy, proposed verbiage now reads: Meetings are to be conducted in accordance with current CDC guidelines. The county subscribes to GoToMeeting and all public meetings must be conducted using this service or another video/tele-conferencing service. Video/tele-conferencing must be utilized in order to adhere to social distancing guidelines and allow attendance for vulnerable populations without the risk of exposure; contact the State's Attorney's Office for information. Motion to amend the current policy to incorporate the language suggested by the State's Attorney. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

It was requested that the auditor order a laptop for the new Human Resources Director as soon as possible.

Discussion was held on ancillary insurance choices through NDPHIT. Motion to keep all ancillary insurances as they are, but to offer vision insurance as a voluntary benefit at the employee's expense. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Wendy Willprecht, Emergency Manager, arrived at the meeting. Brenda Peterson, Health Unit Administrator, joined the meeting through technology.

Ms. Willprecht stated that all three county schools are continuing with in person instruction. She also reported on Ransom and LaMoure County Courthouse statuses. Both are open, but with temp readers and sanitizing stations. The Ransom County DMV is still by appointment only. She also stated that the Four Seasons Nursing Home would be tested again today, which has been ongoing every two weeks.

Ms. Peterson reported that we have ten active cases in Sargent County, which is a 2.85 positivity rate. She stated that wearing masks & using physical barriers where possible are highly recommended.

Commissioner Anderson commended Ms. Willprecht, Ms. Peterson and all county employees on the excellent job they are doing throughout these COVID times.

The commission have set the date for a surplus silent auction for November 4, 2020. All departments should be notified to make the auditor's office aware of any surplus property they would like to send to the sale.

Discussion was held on the IRS payroll tax deferral recently authorized by President Trump effective September 1, 2020. It was decided to not do this unless it was made mandatory.

The board discussed the interviews conducted by Jason Arth, Merrill Engquist, Jayne Pfau & Richard Ruch for the replacement of Merrill Engquist as he is resigning the end of the year. Commissioner Arth is recommending to hire Tim Faber for the position. After some discussion, it was decided to bring Mr. Faber in for a second interview with the whole commission present.

Merrill Engquist's letter of resignation was reviewed. Mr. Engquist is planning to retire as of December 31, 2020 and has submitted his resignation to be effective on that date. Motion to accept Mr. Engquist's letter of resignation with regret & appreciation for 27 years of dedicated service to Sargent County. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Commissioners Bopp & Arth reported that the road department will be purchasing a 1989 1 ton 4-wheel drive dually with 25,000 miles for \$2500. It does need tires & some brake work.

Motion to appoint Sherry Hosford as the Inspector for the General Election to be held Tuesday, November 3, 2020 at Forman City Hall and to maintain the polling place hours as in recent years – 8 am to 7 pm. (Anderson/Ruch) Upon roll call vote, motion carried unanimously.

Motion to approve a Sargent County Road Permit to Southeast Water User's for a 2" poly bore across 125th Ave SE for a water hookup – Section 35 in Sargent Township. (Ruch/Bopp) Upon roll call vote, motion carried unanimously.

Travis Paeper, Sargent County Sheriff, arrived at the meeting. He has updated the chief deputy job description and would like to forward it on to the county's pay plan consultant to determine a pay grade. If the new job description warrants an increase in pay, he is requesting the commission to consider making the change in pay retroactive to February when the deputy was appointed to chief deputy. Motion to authorize Alison Toepke, pay plan consultant contact to submit the revised job description for the Chief Deputy Sheriff to Gallagher Benefits for a determination of a pay grade. (Anderson/Bopp) Upon roll call vote, motion carried unanimously. A decision about retro pay will be made when & if the pay grade changes.

Sheriff Paeper also reported that he will be interviewing again today for the vacant deputy position. He stated that the officers have been extremely busy & that a fourth deputy would be a huge relief to the other deputies' work schedules.

Merrill Engquist, Road Supervisor, arrived at the meeting. He stated that Damon DeVillers, Interstate Engineering, is putting together paperwork for the County Road #1 drainage project. Mr. Engquist has gotten addresses and permissions from adjacent landowners and has also been in contact with the NRSCS & U. S. Fish & Wildlife.

He has not gotten the repairs done on Bridge 41-114-20.1 3 miles east of Brampton; or Bridge 41-117-22.0 1 mile north & 2 miles west of Havana. These repairs need to be done by November 17, 2020.

He reported that graveling is going well & if the weather holds, he anticipates that all graveling projects will be done by the October 1 deadline.

The concrete box culvert which was scheduled to be installed the middle of September will not be received until October 1st.

An Application for Drainage Work Within County Road Right-of-Way was received from Trent Stein, Cogswell, for a ditch clean out along the county road along the south side of Section 19-130-57 – Sargent Township. Motion to approve application as requested. (Anderson/Ruch) Upon roll call vote, motion carried unanimously.

Approve September payroll in the sum of \$204,637.07 (Nos. 18220-18272 & 80912-80918) and the following bills: (Anderson/Bopp). Upon roll call vote, motion carried unanimously.

80801-80812		Health Unit Expenses	8,847.98
80813	General Roofing & Construction	CH Dome & Window Project	58,173.00
80815	Forman City	Water/Sewer/Garbage	190.32
80816	Ottertail Power	Electricity	2,864.52
80817	Ransom County	VSO Salary/Benefits	966.61
80831-80839		Health Unit Expenses	2,176.51
80840	Ameri Pride	Building Maintenance	106.72
80841	AMS Alcohol Monitoring	GPS Rental Fee	128.60
80842	Avid Hawk, LLC	Web Service	65.00
80843	Bayer, Vanessa	Sheriff Travel	32.15
80844	Bryant, Rick	Prisoner Transport Gas	26.00
80845	Counties Providing Tech.	Data Processing	1,255.58
80846	CHS-Dakota Plains	Sheriff/Tax Travel	585.88
80847	Dakota Water Solutions	Water Jugs	21.00
80848	Dickey Rural Networks	Telephone/Smoke Detectors	3,688.63
80849	Election Systems & Software	Election Thumb Drives	438.36
80850	Forman Lumber & Fireworks	Building Maintenance	172.91
80851	Gallagher	HR Director Job Evaluation	400.00
80852	Gordy's Grill & Fill	Sheriff Car Wash	12.00
80853	Graham	Sheriff Vehicle Tires	584.00
80854	Gwinner One Stop	Sheriff Travel	240.18
80855	Hansen Lumber & Hardware	Courthouse Offices Painting	410.88
80856	Hexagon	Teletype Rental	982.80
80857	The Home Shop	Fire Extinguisher Maintenance	163.90
80858	Information Technology	WAN Access/Netmotion	710.75
80859	Lexis Nexis-Mathew Bender	Century Codes	47.88
80860	Maloney, Pam	Election Supplies	103.95
80861	ND State Auditor	Examination Fees/Audit	340.00
80862	NDLTAP	Continuing Education Road	300.00
80863	Otis Elevator Company	Contract Service	1,679.76
80864	Pherson, Ione	Building Maintenance/Painting	1,800.00
80865	Quill	Sheriff/Auditor Office Supplies	987.42
80866	Reardon	Tax Director Copier Contract	140.00
80867	Record Keepers, LLC	Treasurer Shredding Service	51.50
80868	Richland Co. Corrections	Prisoner Board	3,449.57
80869	Sargent County Teller	Printing/Publishing	453.28
80870	Shay Walden Construction	Sidewalk Repair	865.35
80871	South Side Automotive	Sheriff Vehicle Maintenance	829.15
80872	Tyler Technologies	Document Pro Support	211.68
80873	Verizon	Sheriff MIFI Cards	200.05
80874	Walock-Johnson Insurance	Insurance	75.00
80875	Wild Rice Soil Conservation	Building Rent	500.00
80876	Ameri Pride	Road Cleaning Services	121.32
80877	Dakota Improvement	Cty # 1 Pit Run Gravel-Fema Site	5,253.00
80878	Ekstrom Repair	Road Equipment Repairs	1,606.64
80879	Enderson Construction	Gravel & Haul	210,647.48
		Cty. #1, Cty. #2, Cty. #2A, Cty. #3, Cty. #4, Cty. #5, Cty. #7, Cty. #12 & Fema Sites	
80880	Forman Lumber & Fire Works	Equipment Repairs	5.99
80881	Jake's Feed & Seed	Road Fuel Additive	473.00
80882	Quill	Road Time Cards	51.16
80883	RDO Power Plan	Motor Grader Repairs	6,052.31
80884	Rutland Oil Company	Road Fuel	2,926.00
80885	South Side Automotive	Equipment Repairs/Tires	139.42
80886	True North Steel	Culverts	404.30

Meeting recessed at 12:07 p.m. until Friday, September 18, 2020 at 8:00 a.m.

The Sargent County Board of Commissioners reconvened at 8:01 a.m. Friday, September 18th, from September 15th, in the Conference Room with the following members present: Bill Anderson, Jason Arth, Lyle Bopp, and Richard Ruch. Present through technology were Jerry Waswick and Jayne Pfau, State's Attorney. Also present was Tim Faber, Road Supervisor Applicant; and Pam Maloney, County Auditor

Chairman Waswick called the meeting to order.

The commissioners proceeded to conduct a second interview with Tim Faber, who has applied for the Road Supervisor position. After a question and answer period, Mr. Faber left the meeting.

Motion to offer Mr. Faber the position at a Grade 61/Step 2 for a probationary period starting October 5 through December 31, pending results of a background check. Upon completing the probation, a job performance review will be completed and if it is favorable, he will be promoted to Grade 61/Step 4. (Arth/Anderson) Roll Call Vote: Yes – Anderson, Arth, Bopp and Waswick. No – Ruch. Motion carried.

Commissioner Arth will contact him immediately and the sheriff's office will be notified to do a background check.

The Sargent County Water Resource Board Office will move upstairs to the middle suite of rooms, which had been previously used for Social Services. The Veteran's Service Office will take the other office in this suite, while the Human Resources Director will occupy the main floor office that currently houses these two departments.

Commissioner Ruch gave a brief report of the September 17th Sargent County Water Resource Board meeting.

Vouchers that had been missed at the September 15th meeting were reviewed. Motion to approve the following bills: (Ruch/Anderson) Upon roll call vote, motion carried unanimously.

80898	Dickey Rural Networks	911 Trunks	231.00
80899	Forman Drug	Extension Office Supplies	14.34
80900	ND Ass'n of Counties	911 Wireless	454.20
80901	NDSU Extension	Ext-Office Supplies	10.20
80902	The Sargent County Teller	HCPF-Printing/Publishing	40.84
80903	Sargent County Treasurer	Ext-Postage	127.55
80904	Seykora, Melissa	Ext-Office Supplies/Travel	507.03
80905	Visa	Extension Office Supplies	243.73

Commissioner Bopp has an interested party for the Sargent County Weed Board vacancy. The auditor will send out an application.

Meeting adjourned at 9:08 a.m.

JERRY WASWICK – CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR