

Forman, North Dakota
October 19, 2021

The Sargent County Board of Commissioners met at 9:15 a.m. with the following members present: Jason Arth, Lyle Bopp, Mark Breker, Richard Ruch and Jerry Waswick. Also present was Pam Maloney, Sargent County Auditor. Mary Engst, Sargent County Teller, was present through technology.

Chairman Lyle Bopp called the meeting to order.

The Pledge of Allegiance was recited.

Motion to approve the agenda as amended. (Arth/Waswick) Motion carried unanimously.

Some discussion was held on the Gallagher Market Study that was done for the Road Department. There will be a TEAMS meeting Thursday morning, October 21 at 8:00 a.m. to discuss this with Mr. Mike Verdoorn. The board was not satisfied with the report as they used two year old data and the counties used in the comparison were much larger counties.

Motion to approve out-of-state travel for two road department employees to attend a conference in South Dakota. (Arth/Waswick) Upon roll call vote, motion carried unanimously.

The parking lot has been put on hold until the tiling can be done.

Commissioner Breker stated that the Personnel Board would like to be more involved with new/reviewed policies that the commissioners make. In the future, policies will be referred and reviewed by the Personnel Board before adoption.

Motion to approve the October 7, 2021 minutes as presented. (Waswick/Breker) Motion carried unanimously.

Jayne Pfau, State's Attorney, arrived at the meeting at 10:58 a.m.

More discussion was held on the Cellular Phone Reimbursement policy. Motion made to amend the cell phone policy to reimburse the county commissioners \$25/month (half reimbursement) effective October 1, 2021. (Waswick/Ruch) Roll Call Vote: Yes – Bopp, Breker & Waswick. No – Arth & Ruch. Motion carried.

Motion to pay off the excavator with Cares Act Funding. This money is available to be used at the commissioner's discretion and is not limited to Covid concerns. (Arth/Waswick) Upon roll call vote, motion carried unanimously.

Commissioner Breker gave a brief report on the Crooked Creek Watershed Study informational meeting that he had attended.

Jill Mulder, Human Resources Director, arrived at the meeting.

There was some discussion on whether the Treasurer/Recorder/Clerk of Court job description should be looked at, as the Human Resources Director is now the risk manager, which had previously been a duty of that position. The job descriptions are looked at as a whole and the pay scale is not based on individual duties or jobs, so it is unlikely that there would be a change in the pay grade of the Treasurer/Recorder/Clerk of Court.

Commissioner Breker asked what an employee should do if they are having an issue with the Human Resources Department. The employee should contact the commissioner holding that office's portfolio and together they would approach the Human Resources Department. If the problem persists, it would come before the full board of commissioners.

The NDACo/NDCCA County Tour will be coming to Sargent County on Wednesday, October 27 beginning at 1:00 p.m. and lasting approximately two hours. The purpose of the County Tour is to

increase communications among county officials, NDACo and NDCCA; to hear county concerns and answer any questions the county has about the services and programs the organizations provide.

The commission proceeded to set minimum sales prices on lands and lots within Sargent County forfeited to Sargent County for non-payment of taxes. Eight new parcels were appraised and five parcels that had been forfeited to the county in previous years were re-appraised. Motion to approve appraisals and minimum sales prices set, excluding Parcel #04-1591000 pending further research. (Arth/Breker) Upon roll call vote, motion carried unanimously. The time for hearing objections to the minimum sales price agreed upon was set for 9:00 a.m. on Tuesday, November 2, 2021. A list of properties and appraisals will be posted at the front door of the courthouse by Tuesday, November 9, 2021, and the properties will be offered for sale on Tuesday, November 16, 2021 at 10:00 a.m.

State's Attorney Pfau arrived back at the meeting after researching the parcel mentioned above. Motion to proceed, upon the state's attorney's recommendation, with tax deed proceedings on Parcel 04-1591000 and to send another letter to the affected landowner. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Motion to authorize the Chairman and the Auditor to sign the Certification of Local Match for Bridge Inspection/Load Rating for the ND DOT. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Approve October payroll in the sum of \$215,378.61 (Nos. 19724-19781 & 82671-82678) and the following bills. (Waswick/Arth). Upon roll call vote, motion carried unanimously.

82584-82603		Health Unit Expenses	19,201.11
82604		Human Services Expenses	26.69
82607	Forman City	Water/Sewer/Garbage	191.36
82608	Ottertail Power Company	Electricity	1,692.60
82609	Ransom County	VSO Expenses	1,291.68
82612-82619		Health Unit Expenses	4,396.42
82620	A W Diesel	Semi Repairs	876.42
82621	Beaver Trucking	Gravel #1-#2-#3-#4-#6-#10-#10A-#14	14,699.40
82622	Bernard Mahrer Construction	Gravel #1-#2-#3-#5-#6-#7-#10-#12	12,463.25
82623	Buck's Paving Inc.	Patching Holes	94,000.00
82624	Gordy's Grill & Fill	Hitch Ball Kit/Hose Tools	112.95
82625	Hansen Lumber	Marking Paint	18.98
82626	Lyle Signs, Inc.	Signs	89.30
82627	ND Ass'n of Counties	Drug Testing	70.00
82628	ND DOT	Bridge Inspection	8,721.71
82629	Plunkett's Pest Control	Pest Control Program	60.00
82630	Rutland Oil Co.	Ethanol & Tractor Fuel	10,752.80
82631	Signs Solutions	Road Work Ahead/Speed Limit Signs	1,713.68
82632	Southside Auto	Batteries/Tires/Semi Repairs	3,853.56
82633	Sturdevant's	Gorilla Glue/Vent Plug	96.59
82634	Swanson, Isaac	Cellphone Reimbursement Sept & Oct	50.00
82635	Titan Machinery - Productivity +	Coupler Plug/Adapter	12.03
82636	Visto's Carquest	Driving Gloves/Safety Vest	49.65

82637	CC's	Ext-Lead Local Advertising	50.00
82638	Dickey Rural Networks	911 Trunk Rental	231.00
82639	Gwinner First Responders	2021 Allocation	6,500.00
82640	Klapperich, Cindy	Office Supplies	66.03
82641	ND State Radio	911 Contract	16,597.44
82642	NDSU Budget Office	Ext-Klapperich/Seykora Salaries	8,433.95
82643	ND State University	Ext-Graphics Update	20.00
82644	Oakes Ambulance Service	2021 Allocation	20,949.00
82645	SC Ambulance - Forman Unit	2021 Allocation	5,000.00
82646	SC Ambulance - Milnor Unit	2021 Allocation	5,000.00
82647	Sargent County Teller	Ext-Display Ad	65.00
82648	SC Treasurer	Ext-Postage	11.53
82649	Visa	Ext-Ink Cartridges/Paper Clips	199.35
82650-82658		Weed Control Expenses	889.82
82679	AMS, Inc.	GPS Rental	178.00
82680	Aramark	Cleaning Services	270.83
82681	Arth, Jason	Commissioner Travel	616.70
82682	Avid Hawk, LLC	Website Services	90.00
82683	Cenex-Fleet Card	Tax/Coroner Travel	100.04
82684	Cole Papers, Inc	Paper Products	379.32
82685	Counties Proving Tech	Tech Support	1,255.58
82686	Dakota Plains - CHS	Sheriff/Auditor/Tax Director Gas Purchases	1,013.83
82687	Dakota Water Solutions	5 Gal Water Jugs	30.00
82688	Dickey Rural Networks	Telephone Services	1,075.82
82689	Farm & Home Publishers	Rural Directories	810.41
82690	Ferderer, Denise	Tax Director Travel	296.24
82691	Forman Lumber	Hand Vacuum/Spider Spray	57.21
82692	G&R Controls	Air Conditioner Repairs	860.65
82693	Gwinner One Stop	Sheriff Gas Purchases	382.70
82694	Hayen, LaJuana Anderson	Registrations	302.50
82695	Hexagon Safety & Infrastructure	Mobile Rental	1,032.12
82696	Information Tech Dept.	Wan Access/VPN Client	727.25
82697	J&M Printing	Envelopes-Treas/Tax	559.87
82698	Johnson, Heidi	Animal Boarding	780.38
82699	Johnson, Margie	States Attorney Travel	365.98
82700	LexisNexis	ND Court Rules	300.36
82701	Loffler	Copier Contract Overage	173.41

82702	Maloney, Pam	Auditor Travel	17.50
82703	ND State Radio	Teletype Rental	120.00
82704	NDACo Resources Group	CyberPower UPS Systems	94.90
82705	NDSU Budget Office	Ext-Lead Local Registrations	75.00
82706	NDSU Extension	Continuing Education	50.00
82707	Office of Attorney General	SCRAM 24/7	300.00
82708	Pfau, Jayne	States Attorney Travel	365.98
82709	PharmChem	SCRAM 24/7	342.60
82710	Quality Inn	Tax Director Travel	345.60
82711	Quill.com	Courthouse Office Supplies	1,014.11
82712	Ramkota	NDACo Conference Lodging	691.20
82713	Schilling, Wyatt	Sheriff Travel	70.97
82714	Sidwell	GIS Services	2,193.50
82715	Southside Auto	Human Services/Sheriff Vehicle Repairs	2,234.53
82716	Toepke, Alison	Monitors	309.96
82717	Tyler Technologies, Inc	Software	3,585.00
82718	Universal Services	Printer Toner	918.90
82719	Verizon	Sheriff's Mi-Fi Cards	200.05
82720	Wild Rice Soil Conservation	Extension September & October Rent	1,000.00
82721	Wolfe Ford	County Car Expenses	5.16
82722	Enderson Construction	Road & Culvert Repairs	7,067.67
82723	Lisbon True Value	Gas Can/Coupler	130.55
82724	NAPA Auto Parts	Road Parts & County Car Repairs	341.72
82725	Swanston Equipment	Rental Bobcat Skid	1,526.50

Meeting recessed at 11:49 a.m. until 8:00 a.m. Thursday, October 21, 2021.

Meeting reconvened at 8:00 a.m. Thursday, October 21, 2021. All those present were attending through technology other than the auditor who was at the courthouse. Those present were: Commissioners Arth, Breker & Waswick; Jill Mulder, Human Resources Director; Mike Verdoorn & Greg Mangold, Gallagher Benefits; and Pam Maloney, Auditor.

Commissioner Waswick stated the board was not satisfied with the report as presented, as counties with much higher populations were used. Mr. Verdoorn suggested that they look at the individual responses received to pare down the comparable counties to those with similar populations to Sargent County. He figured that could be done within a week's time. There was also discussion on other recommendations given such as bonuses and/or accelerated step increases for new hires. The board will wait for Gallagher's next report and discuss further at that time.

Meeting recessed at 8:43 a.m. until 1:00 p.m. Wednesday, October 27, 2021.

Meeting reconvened at 1:00 p.m. Wednesday, October 27, 2021. Those attending were Jason Arth, Mark Breker, Lyle Bopp, Richard Ruch & Jerry Waswick, Commissioners; Denise Ferderer, Tax

Director; Alison Toepke, Treasurer/Recorder/Clerk of Court; Wendy Willprecht, Emergency Manager/ 911 Coordinator; Jill Mulder, Human Resources Director; Chad Peterson, Cass County Commissioner & NDCCA Board; Carrie Krause, Wells County Recorder & NDACo Board; Terry Traynor, NDACo Executive Director; Jeff Eslinger, NDACo, Dwight Driscoll, NRG Technology; and Pam Maloney, Auditor.

Discussion was held on many topics including market studies, ND PERS, hiring and retaining employees, ARPA funds, commissioner redistricting and clerk of court services. Questions were fielded by the those from the NDCCA and NDACo and information shared.

Meeting adjourned at 2:50 p.m.

LYLE BOPP– CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR