

Forman, North Dakota  
October 7, 2021

The Sargent County Board of Commissioners met at 8:03 a.m. with the following members present: Jason Arth, Lyle Bopp, Mark Breker, and Richard Ruch. Also present was Pam Maloney, Sargent County Auditor.

Chairman Lyle Bopp called the meeting to order.

The Pledge of Allegiance was recited.

Motion to accept the agenda as amended. (Arth/Ruch) Motion carried.

Motion to approve the September 21<sup>st</sup>, 2021 minutes as presented. (Breker/Ruch) Motion carried unanimously.

Jill Mulder, Human Resource Director, arrived at the meeting to discuss two separate policies: Office Pet Policy and Children in the Workplace. She provided the final draft after suggested recommendations to the policies. Motion to accept Policy 525 Office Pet Policy (Ruch/Breker) Upon roll call vote, motion carried unanimously. Policy 527 Children in the Workplace policy was then discussed. Motion to accept Policy 527 Children in the Workplace. (Ruch/Breker) Upon roll call vote, motion carried unanimously.

There was some discussion regarding the Mobile Phone Reimbursement Policy, but no change was made at this time.

Jerry Waswick arrived at the meeting at 9:00 a.m.

Motion to sell the central air conditioner unit from the Fairgrounds Auditorium on sealed bids. Unit must be removed by a licensed electrician at the bidder's cost, and must be removed by November 30, 2021. Bids to be opened Tuesday, November 2 at 10:00 a.m. (Arth/Ruch) Upon roll call vote, motion carried unanimously.

Motion to call for sealed bids for demolition and removal of the Fairgrounds Auditorium, including the foundation, with the job to be done between December 1, 2021 and May 1, 2022. Bids to be opened Tuesday, November 2 at 9:30 a.m. (Arth/Ruch) Upon roll call vote, motion carried unanimously.

Commissioner Breker stated that he had been approached by a citizen who wanted dust control by the farm site. Private parties can have mag chloride applied to county road with prior approval by the county commission. An application would have to be filled out and approved by the board.

Cindy Klapperich, NDSU Extension Family and Community Wellness (FCW) Agent, arrived at the meeting with a 4-H Week Proclamation for consideration by the Commission. Motion to adopt the following resolution. (Arth/Waswick) Upon roll call vote: Yes – Arth, Breker, Bopp, Ruch and Waswick. No – None. Resolution duly declared adopted.

**COUNTY OF SARGENT  
PROCLAMATION  
4-H WEEK  
OCTOBER 3-9, 2021**

**WHEREAS**, since 1902, America's 4-H program has served the youth of our nation, emphasizing the importance of the head, heart, hands, and health; and

**WHEREAS**, 4-H is the youth development program of North Dakota State University, and is implemented locally by Sargent County Extension along with the help of 4-H volunteers, who are outstanding men and women in their communities; and

**WHEREAS**, youth who participate in 4-H achieve positive youth development outcomes based on opportunities for supervised independence, a sense of belonging with a positive group, a spirit of generosity toward others, and a wide variety of opportunities to master life's challenges; and

**WHEREAS**, youth and adults who participate in 4-H activities honor a tradition of youth-led, adult-guided programming, and

**WHEREAS**, young people in 4-H are nearly four times more likely to be engaged in their communities, two times more likely to pursue health behaviors, and two times more likely to engage in Science, Technology, Engineering, and Math (STEM) programs outside of school than their peers!

**NOW, THEREFORE, WE THE BOARD OF COUNTY COMMISSIONERS OF SARGENT COUNTY, NORTH DAKOTA DO HEREBY PROCLAIM OCTOBER 3-9, 2021 TO BE NATIONAL 4-H WEEK.**

Ms. Klapperich also reported on her activities in the County's Extension Service office from July through September 2021. 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. Klapperich has been involved with numerous projects involving county residents, including: Human Development/Family Science Education; 4-H Youth Development; Nutrition, Food Safety & Health Education; & Leadership & Civic Engagement. She also attended 4-H Council meetings and fair board meetings. She is looking ahead to Building Tomorrow's Leaders classes, Powerful Tools for Caregivers classes, Cooking Class for Home School Families, and the Semi-annual Advisory Council meeting. The commission thanked her for her service and dedication to the public.

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

Wendy Willprecht, Emergency Manager/911 Coordinator; arrived at the meeting, to discuss the renewal of the Fire Declaration which terminated on October 1, 2021. The commission decided not to renew the declaration as the area has had sufficient moisture in recent weeks.

The board reviewed the report received from Gallagher regarding market data relating to the Road Department. 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 send a letter to Gallagher requesting a conference call to discuss the matter further. (Ruch/Waswick) Upon roll call vote, motion carried unanimously.

Motion to appoint Richard Ruch as delegate to the State Fair Association's Annual meeting to be held in Minot on November 16, 2021 at 1:00 p.m. (Arth/Breker) Upon roll call vote, motion carried unanimously.

Alison Toepke, Treasurer/Recorder/Clerk of Court, arrived at the meeting. The board proceeded to discuss the Court Facility Improvement Grant application. Ms. Toepke stated that she was planning on applying for funds for carpeting and painting the courtroom. After discussion, she will also add a request for an air purifier. The board will also look at air purifier options for other county offices.

Motion to accept Joe Butler's resignation as custodian effective November 1, 2021 and to advertise the position. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Commissioner Arth and Auditor Maloney gave brief reports on the NDACo conference held earlier in the week.

Motion to approve an Application for Drainage Work Within County Road Right-of-Way from Mark Gainor, Milnor, to build a field approach for safe access along the west side of Section 4-132-54 – Milnor Township. (Arth/Ruch) Upon roll call vote, motion carried unanimously.

Tim Faber, Road Supervisor; Tyler Houge, Equipment Operator; Damon DeVillers, Interstate Engineering; Alison Toepke, Treasurer/Recorder/Clerk of Court; Jill Mulder, Human Resources Director; and Denise Ferderer, Tax Director; arrived at the meeting. Ms. Mulder and Mr. Faber introduced Tyler Houge as the new road department employee. The board introduced themselves and welcomed Mr. Houge to the county.

The existing west parking lot was discussed. The parking lot is very uneven which led to a trip and fall by a county employee. There is also an area where water drains from the building to the west resulting in a larger icy area in the winter. Mr. DeVillers will present options at the next commissioner meeting

to make the necessary repairs. The board will table the expansion of the parking lot at this time, as Mr. DeVillers has been unsuccessful getting quotes from contractors.

There was discussion regarding a cleanout of a natural waterway through Sections 19 & 20 in Hall Township. Mr. DeVillers stated that there would have to be permits acquired before any work could be done. He will do some cost calculations and bring back more information at the next meeting.

Mr. Faber stated that it is time to trade the Bobcat for a newer model and is requesting to get a track machine this time. The Board authorized him to get quotes for both a track machine & wheeled machine for the next meeting.

Brenda Peterson, Health Unit Administrator; and Tracie Ruch, Health Promotional Coordinator; arrived at the meeting. Ms. Ruch is a new employee who started Monday, October 4<sup>th</sup> and was introduced to the commission. Mr. Peterson also reported that there are five active Covid cases in the county at this time.

Meeting recessed at 12:43 p.m. until 6:00 p.m. for the final 2022 budget hearing this evening.

The meeting reconvened at 6:00 p.m. for a public hearing on the proposed 2022 County Budget. Those present were: Mark Breker, Lyle Bopp, Jerry Waswick, Commissioners; Alison Toepke, Treasurer/Recorder/Clerk of Court; and Pam Maloney, Auditor. Jason Arth was absent. No other taxpayers were present.

Chairman Bopp opened the hearing.

**RESOLUTION NO. 1**

Commissioner Waswick offered the following resolution and moved its adoption, seconded by Commissioner Breker:

WHEREAS, it is the duty of the Board to make appropriations for the current year beginning January 1, 2022 and ending December 31, 2022 of money in specific amounts for all offices, officials, improvements, roads, bridges, which are supported wholly or in part by the county.

NOW THEREFORE BE IT RESOLVED, that the Sargent County Commission approve and adopt the 2022 budget in the sum of \$12,409,951, including all programs and projects of the Sargent County Water Resource Board that are in compliance with North Dakota State Law.

Voting aye: Anderson, Bop, Ruch and Waswick.

Voting nay: None

Absent and not voting: Arth.

Resolution was adopted.

The following is a summary of the taxes to be levied for 2022:

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>TOTAL ALL FUNDS</b>
BUDGET REQUEST	2,957,962	9,451,989	12,409,951
BUDGETED TRANSFERS OUT	30,100	910,000	940,100
CASH RESERVE	800,000	615,474	1,415,474
 SUBTOTAL	 <b>3,788,062</b>	 <b>10,977,463</b>	 <b>14,765,525</b>
 ESTIMATED CASH BALANCE (12-31-21)	 1,111,837	 5,117,373	 6,229,210
ESTIMATED TRANSFERS IN	6,000	934,100	940,100
ESTIMATED REVENUE	644,043	3,664,570	4,308,613

TOTAL RESOURCES	<b>1,761,880</b>	<b>9,716,043</b>	<b>11,477,923</b>
LEVY REQUIRED	2,026,183	2,045,271	3,858,375
ALLOWANCE FOR DELINQUENT TAX COLLECTIONS	29,898	17,627	47,525
<b>TOTAL AMOUNT LEVIED</b>	<b>2,056,081</b>	<b>2,062,898</b>	<b>3,905,900</b>

**RESOLUTION NO. 2**

Commissioner Arth offered the following resolution and moved its adoption, seconded by Commissioner Bopp:

WHEREAS, the Lake Agassiz Regional Council strives to assist in the planning and economic development of Sargent County and Lake Agassiz Regional Council as a whole, and

WHEREAS, planning and economic development are among the objectives of the Board of Commissioners of Sargent County,

NOW THEREFORE BE IT RESOLVED, that Sargent County approves and supports the planning and economic development program and budget of the Lake Agassiz Regional Council during the Fiscal year 2022 in the amount of \$3,600.00.

Voting aye: Anderson, Bopp, Ruch and Waswick.

Voting nay: None.

Absent and not voting: Arth.

Resolution was adopted.

Meeting adjourned at 6:14 p.m.

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LYLE BOPP– CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR