

Forman, North Dakota  
August 6, 2024

The Sargent County Board of Commissioners met at 8:00 a.m. on August 6<sup>th</sup> with the following members present: Scott Johnson, Wade Anderson, Mark Breker, Lyle Bopp and Jason Arth. Also present were Tia Bopp, County Auditor, and Jerry Waswick, Gwinner resident.

Chairman Johnson called the meeting to order.

The Pledge of Allegiance was recited.

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

Motion to approve minutes from the July 16<sup>th</sup> meeting. (Bopp/Anderson) Motion carried.

Human Resources Director, Duane Peterson, arrived at 8:03.

Discussion was held on where to hold the Five County Meeting which Sargent County is hosting on October 10<sup>th</sup>. A decision was tabled until next meeting.

The Auditor's office will be closed on August 21<sup>st</sup> so staff can participate in general election training in Bismarck.

Motion to approve Tyler Speich's Application for Drainage Work Within County Road Right of Way. (Anderson, Arth) Upon roll call vote, motion passed unanimously.

Motion to approve Sargent County Road Permit submitted by Dickey Rural Networks for the burying of fiber optic, pending the additional approval of the City of Milnor. Proposed project is in Milnor-County Road 10. (Breker/Anderson) Upon roll call vote, motion passed unanimously.

Motion to approve Sargent County Road Permit submitted by Cass County Electric to bore County Road 4A to provide power to a drain tile pump for Robert Orn. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

Custodian, Neil Weaving arrived at the meeting at 8:26 a.m. Mr. Weaving updated the Commission on the various projects going on at the courthouse and repairs needing to be done along with timelines. Mr. Weaving requested permission from the Commission to purchase a key cutting machine. There are numerous types of keys used in the courthouse and some local vendors don't always have the needed blanks. The key cutting machine would allow Mr. Weaving to make keys on site.

Motion to approve the purchase of a key cutting machine for the courthouse. (Bopp/Breker) Upon roll call vote, motion carried unanimously.

September 11<sup>th</sup> representative from the North Dakota Association of Counties and the North Dakota County Commissioners Association will be in Forman at 1 p.m. for a visit and tour of the courthouse. This is open to the public.

Mr. Weaving left the meeting at 8:47 a.m..

Tax Director, LaJuana Hayen arrived at the meeting at 8:49 a.m..

HR Director, Peterson informed the Commission he had researched what the Commission had asked of him in regards to the hiring of Samantha Schilling. After much discussion, a motion was made to make Samantha Schilling a Chief Deputy Tax Director effective August 1<sup>st</sup> with a grade of C41. (Breker/Bopp) After roll call vote, motion passed unanimously.

HR Director Peterson also informed the Commissioners that the personnel board had met and was recommending the NDSU Extension staff be given cell phone reimbursement retroactive to January 1, 2024. Motion approving the NDSU Extension staff being added to the cell phone reimbursement retroactive to January 1<sup>st</sup>. (Anderson/Arth) Discussion followed. Upon roll call vote, motion carried unanimously.

Emergency Manager/911 Coordinator, Wendy Willprecht arrived at the meeting at 8:57 a.m.

Discussion regarding the Living Local App. The app has been used for a year now. Mr. Peterson and Ms. Willprecht will update more at the next meeting.

Discussion took place regarding the area of a liquid fertilizer spill north of Rutland that transpired earlier this year. Ms. Willprecht stated she would put a note into the Department of Environmental Quality (DEQ) website requesting that they reevaluate the site sooner rather than later.

A recess was taken from 9:22 a.m. to 9:30 a.m..

Ambulance Coordinator, Trent Mahler arrived at the meeting at 9:30. Brian Tayer, Assistant Coordinator/Milnor Ambulance, was in attendance via phone.

Mr. Mahler summarized the runs for the Forman Ambulance. He summarized classes given, upcoming classes, office hours, staffing and financial status. The Forman ambulance is the only ambulance left to sign the agreement with the county as Forman is waiting on a signature.

Mr. Tayer report his run count for the year. He stated he is still working on trying to get patient revenues switched to a direct deposit for ease with getting funds to the county and to avoid him having to get checks to the courthouse. Mr. Tayer indicated he would like to see if a way could be identified that would allow him to drop the money off at the Milnor Stock Growers location versus bringing it to the courthouse. Mr. Tayer reported they are doing more CPR certifications.

Both Mahler and Tayer left the meeting at 9:42 a.m..

Discussion around the budget was had. After much discussion a motion was made to accept the preliminary budget as presented. (Anderson/Arth)

Coroner Morgan Blair arrived at the meeting. Ms. Blair stated Vanessa Bayger has replaced Vicki Berreth as Assistant Coroner. Ms. Blair stated that she would really like to see a different vehicle for coroner use and transportation for autopsies. Discussion was held regarding adding the request to the budget for a different vehicle.

Ms. Blair left the meeting at 10:17 a.m..

Road Supervisor Tim Faber arrived at the meeting at 10:17 a.m..

A short recess was taken at 10:17 a.m.

Upon reconvening at 10:29, Damon DeVillers of Interstate Engineering, arrived at the meeting.

Mr. Faber reported everything was looking good. He further reported on other projects he would like to complete with the county staff versus contracted. Discussion on letting a vendor out of their contract so the same could be completed by county employees.

Discussion took place regarding a trailer purchase and processes to follow.

Damon DeVillers was onsite and was asked about the National Bridge Inspection report that was sent to the county. Mr. DeVillers stated the DOT will send out a plan of action and they will want it signed and returned to monitor the bridges for scour.

Bridge railings and liabilities were discussed. Mr. DeVillers is going to have his staff look into a bridge in question.

Discussion then turned to the parking lot renovation project. Mr. DeVillers stated some interesting things had been found. The retaining wall was sinking in one spot and the contractor was on site presently fixing it. There were six change order requests presented for approval. Change order No. 6 was in relation to some outside outlets, but given the cost, it was not approved. Motion to approve change order requests 1-5. (Breker/Bopp) Upon roll call vote, motion carried unanimously.

Motion to approve Progressive Estimate #1 for Payment to Gast Construction for the courthouse parking lot project in the amount of \$90,120.00. (Bopp/Breker) Upon roll call vote, motion passed unanimously.

Motion to sign Construction Agreement for Bituminous Seal Coat and Patching as well as the Notice to Proceed for CP-4135 (024). (Anderson/Breker) Upon roll call vote, motion carried unanimously.

Motion to sign Construction Agreement for Courthouse Parking Lot Reconstruction and Lighting project and the Notice to Proceed for the same project. (Anderson/Breker) Upon roll call vote, motion carried unanimously.

Mr. DeVillers encouraged the commission to consider funding for the Red River Valley Water supply Project.

Damon DeVillers and Tim Faber left the meeting at 11:17 a.m.

Discussion then turned to the second reading of the Sargent County Ordinance: 2024-2: An Ordinance to Establish and Regulate a Sales, Use and Gross Receipts Tax under the Home Rule Charter of Sargent County. Gwinner resident, Jerry Waswick was in attendance and had come questions regarding the Ordinance. Jerry Waswick left the meeting at 11:30.

Recalls regarding the county vehicles were discussed.

Discussion returned to the budget. A couple of line items that need changing were the general fund adding in the money needing to be paid regarding drain 7; an adjustment to the county vehicle line item to account for a county car for coroner use; and a change to the tax director budget as a result of the change in pay grade for Samantha Schilling. With the proposed changes included and a motion on the table, roll call vote was taken. Upon roll call vote, motion to approve the preliminary budget with three changes as outlined was approved unanimously.

State's Attorney, Jayne Pfau arrived at the meeting at 11:42 a.m..

Ms. Pfau did not find any language stating the museum measure could not be put on the ballot again for the general election. Motion to approve the adding of the museum measure as previously listed on the primary ballot to the general election ballot. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

After clarification of some wording on the ordinance, motion as made to approve the second reading of Sargent County Ordinance 2024-2: An Ordinance by Sargent County to Establish and Regulate a Sales, Use, and Gross Receipts Tax under the Home Rule Charter of Sargent County and for placement on the ballot for the general election. (Breker/Bopp) Upon roll call vote, motion passed unanimously.

There being no further business, the meeting adjourned at 11:53 a.m..

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SCOTT JOHNSON, CHAIRPERSON

ATTEST:

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TIA BOPP – COUNTY AUDITOR