

Forman, North Dakota
April 15, 2025

The Sargent County Board of Commissioners met on Tuesday, April 15, 2025, at 9 a.m. The meeting began in the community room of the courthouse with the employee non-agenda meeting.

Those in attendance for the employee non-agenda meeting were: Commissioners, Jerry Waswick, Scott Johnson, Jason Arth, Lyle Bopp, and Chairman, Wade Anderson. Also in attendance were: Duane Peterson, HR Director; Jayne Pfau, State's Attorney; Travis Paeper, Sheriff; Rick Bryant, Deputy Sheriff; Samantha Schilling, Chief Deputy Property Tax and Assessment Director; Lindsay Bosse, Deputy Auditor; LaJuana Hayen, Tax Director; Sharon Halmrast, Chief Deputy Auditor; Wendy Willprecht, EM/911 Coordinator/Dickey-Sargent Water Resource District; Cindy Yagow, Recorder/Treasurer/Clerk of Court; Amy Bogart, Deputy Treasurer/Recorder/Clerk of Court; Bobbi Maly, Chief Deputy Recorder/Deputy Treasurer/Clerk of Court; Neil Weaving, Custodian; Melissa Seykora, NDSU Extension Agent; and Tia Bopp, Auditor.

Chairman Anderson called the meeting to order.

The pledge of allegiance was recited.

Discussion was held regarding payroll frequency as well as pros and cons with the time keeping program currently being utilized called Work Easy. Discussions also included recruitment and retention options such as higher percentage of family health insurance paid or stipends for not taking the county health insurance. Currently those that don't take the county health insurance are able to take advantage of an Aflac policy of up to \$125.00. The Christmas party was also discussed. Turnout was low. Commissioner Johnson expressed his gratitude to all employees for what they do.

There being no further business brought forth to discuss, the commission recessed at 9:40.

The Commission reconvened in the commissioner room at 9:49 a.m. for the regular meeting. Those in attendance were Commissioners Jerry Waswick, Scott Johnson, Lyle Bopp, Jason Arth and Chairman, Wade Anderson. Also in attendance were Jayne Pfau, State's Attorney; Tia Bopp, Auditor; and Melissa Seykora, NDSU Extension Agent.

Motion to accept the agenda with additions. (Arth/Bopp) Motion carried.

Motion to accept the minutes from the April 1, 2025, meeting. (Bopp/Arth). Motion carried.

Ms. Seykora gave her quarterly update to the commission. She outlined several workshops she has facilitated over the last quarter as well as 4H contests. Ms. Seykora left the meeting at 10:03 a.m.

Cindy Yagow arrived at the meeting to talk about her plans to hire summer help to work on indexing of the scanned documents prior to 2020. Ms. Yagow presented the Commission with her proposal on how the help would be paid and the schedule that would be followed. Funding for this help will come from the document preservation fund. Ms. Yagow left the meeting at 10:12 a.m.

Discussion moved on to the window that needs replacing on the second floor. A bid was received for replacing 3, 4, 10, or 15 windows all on the north side of the courthouse. A decision on this was tabled until an office remodel bid is secured to know how much budgeted money is left to determine how many windows to replace.

Motion to approve Application for a Local Permit or Restricted Event Permit for both the Lisbon Youth Trap Club and the Sargent Central Trap League. (Arth/Johnson). Upon roll call vote, motion carried unanimously.

Motion to approve Roxanne Johnson's application to serve on the Sargent County Health Board with her term expiring in April 2030. (Johnson/Arth). Upon roll call vote motion carried unanimously.

Motion to proceed with obtaining a Director's Permit for muskrats through the North Dakota Game and Fish Department. (Arth/Bopp). Upon roll call vote, motion carried unanimously.

A reminder was shared to make sure when speaking in public, it is clear to the public whether you are conveying a message on your own behalf or that of the entire commission.

Damon DeVillers, Interstate Engineering and Tim Faber, Road Supervisor, arrived at the meeting at 10:33 a.m.

Mr. DeVillers reviewed the bids that were opened on April 7, 2025. Motion to approve bid projects CP 4100 (025) Sargent County Pavement Marking Project on County Roads 2, 4, 10 and 14; CP 4101 (025) Sargent County Road Hot Bituminous Pavement Patching Project on County Roads 2, 4, 7, 10 & 14; CP 4125 (025) Sargent County Mastic Crack Repair Project on County Road 10; and CP 4124 (025), CP 4125A (025), CP 4135 (025), Sargent County Rubberized Crack Seal and Repair Project on County Roads 7, 10 and 14 with the lowest bidder for a total of \$464,424.50. The county will supply the material for two of the projects with the estimated total of all projects with material to be approximately \$560,000.00. Said projects will be paid for out of the Prairie Dog Funds received. (Arth/Waswick). Upon roll call vote, motion carried unanimously.

Mr. DeVillers advised the commission that there is bidding taking place to repave highway 11 from Oakes to Forman this summer. He also informed the commission that the right of way on county 12 is 65 feet.

Discussion was held regarding the moving of a part-time employee to a temporary employee to allow the employee to have more hours for a duration of time. It was decided the employee will stay as the part-time status for now.

Burn ban clarification was the next topic of discussion. Travis Paeper arrived at the meeting at 11:21 and Wendy Willprecht arrived at the meeting at 11:28 to offer input. There was a previous misunderstanding on the wording on the ban. Motion to revise the wording on the ban to read “All controlled burns at a rating of high or higher must be called in for permission to the County Sheriff or Fire Chief”. (Waswick/Bopp). Upon roll call vote, motion carried unanimously. Ms. Willprecht and Sheriff Paeper left the meeting at 11:42.

Discussion was held on road equipment needs. Commissioners Arth and Waswick met with the road department and inquired about needs and work capacity. The top three desires of the road department are a semitruck and trailer, rock retriever and a plow truck. It was decided that the Road Supervisor should obtain quotes for a semitruck and trailer, rock retriever, plow truck and a sign retriever truck. Additionally, the Road Supervisor has been requested to put together a proposal of how much gravel would be hauled on a daily/yearly basis with the requested truck. Upon receipt of quotes and consideration of the Commission a decision can then be made on how to proceed.

Information was shared about a grant seminar on May 6th, however, that is also a commission meeting day.

Mr. Faber notified the Commission that McIntosh County has material for the previously approved projects that they are willing to sell at a discounted price to Sargent County. Mr. Faber will get more information on the amount available before a decision is made. Mr. Faber left the meeting at 11:57.

A recess was taken from 11:57 a.m. – 12:01 p.m.

Upon reconvening a discussion was held regarding a large purchase made by a county employee without following protocol. Duane Peterson arrived at the meeting at 12:10 p.m. to help the Commission and State's Attorney come to an agreement on proper steps to take which may include disciplinary action.

Another short recess was taken from 12:40 p.m.-12:42 p.m. Discussion continued regarding what action to take regarding the unauthorized purchase. In following the recommendation of Duane Peterson, Human Resources Director, a motion was made to have the HR Director conduct an investigation into the situation, and to remind the employee that his purchasing authority is limited to \$500.00 or less. (Waswick/Johnson). Upon roll call vote, motion carried unanimously. Any disciplinary action will be discussed after said investigation is complete.

Motion to pay bills and April payroll in the amount of \$313,253.50. (Johnson/Bopp). Upon roll call vote, motion carried unanimously.

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| 88445-88460 | | Health Unit Expenses | 4,399.09 |
| 88470 | | Health Unit Expenses | 363.00 |
| 88471-88472 | Computer Express | | |
| 88473 | Fargo Glass & Paint Company | South Door Installed | 3,740.00 |
| 88474-88477 | | Ambulance Squads Expenses | 757.95 |
| 88479 | City of Forman | CH/Road Water/Sewer/Garbage | 219.39 |
| 88480 | Ottertail Power Company | Electricity | 3,931.25 |
| 88481 | Ransom County | VSO Salary/Benefits | 2,744.32 |
| 88486 | Advanced Business Methods | Copier Contract/Overages | 388.03 |
| 88487 | Alcohol Monitoring Systems, | GPS Monthly Fee | 100.00 |

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| | Inc. | | |
| 88488 | Avid Hawk | Website Services | 45.00 |
| 88489 | Bernard Mahrer Construction | Fairgrounds-Gravel | 177.04 |
| 88490 | Bopp, Mark | Snow Removal | 98.00 |
| 88491 | Cenex Fleet | Health -Travel | 9.31 |
| 88492 | Dakota Plains Cooperative | Sheriff/CH/Health Travel | 610.06 |
| 88493 | Dakota Water Solutions | CH/Road 5 Gallon Water Jugs | 128.00 |
| 88494 | Dickey Rural Networks | Telephone Services | 928.80 |
| 88495 | End of the Woods Task Force | Crime Prevent Grant 2025 | 10,000.00 |
| 88496 | Everspring Suites | Auditor/Commissioner Travel | 297.00 |
| 88497 | Farm & Home Publishers | Plat Books | 310.00 |
| 88498 | Grotberg Electric, Inc. | CH Maintenance | 475.00 |
| 88499 | Information Technology Dept. | WAN Access/Netmotion/Office365 | 1,363.80 |
| | | CH Supplies/HR Toner/Tax Office | |
| 88500 | Innovative Office Solutions | Supplies | 983.66 |
| 88501 | Intoximeters | Sheriff Supplies | 50.00 |
| 88502 | Loffler | Sheriff Copier Overages | 22.31 |
| | ND State Radio | LETS Terminal 1st Qt/License | |
| 88503 | Communications | Renewal | 263.00 |
| 88504 | NDACo Resources Group | SmartZone | 50.00 |
| 88505 | Pitney Bowes | Postage/Rental | 150.00 |
| 88506 | Richland County Corrections | Prisoner Board | 170.00 |
| 88507 | Rutland Oil Company | Sheriff Gas | 1,106.00 |
| 88508 | Sidwell Company | Tax-Mapping Services | 7,540.00 |
| 88509 | Southside Automotive | Sheriff/County Car Maintenance | 187.67 |
| 88510 | The Sargent County Teller | Publishing Fees | 2,245.38 |
| 88511 | Verizon | Sheriff Mifi Cards | 240.06 |
| 885112 | Vestis | CH/Road Cleaning Services/Supplies | 434.89 |
| 88513 | Wild Rice Soil Conservation | NDSU Extension Rent- April | 550.00 |
| 88514 | Wold, Jon | General Assist-Meals | 31.00 |
| 88514 | Wold, Jon | Training | 46.00 |
| 88515 | A W Diesel | Bug Screen | 56.12 |
| 88516 | Bobcat of Gwinner | Carbide Tooth | 21.94 |
| 88517 | Butler Machinery | Cat Repairs | 814.86 |
| 88518 | Central Grocery | Office Supplies | 22.23 |
| 88519 | Crossroads Electric | Shop Floor Heat Repair | 208.00 |
| | | Engine Air Filter Kit/Air Recirc | |
| 88520 | General Equipment | Filter/Air Element | 885.00 |
| 88521 | John Deere Financial | Flange Bolt | 17.30 |
| 88522 | Lee's Service Station | Gasoline | 63.00 |
| | Midstates Equipment and | | |
| 88523 | Supply | Gap Mastic/Primer | 70,480.60 |
| | | JD Backhoe Parts/Band Saw Blades | |
| 88524 | Napa Lidgerwood | Shipping | 237.97 |
| | ND DOT Financial | | |
| 88525 | Management Division | Bridge Inspection/Load Rating | 286.05 |
| 88526 | Newman Signs, Inc. | Signs/Stickers | 48.86 |
| 885267 | Parts Supply, Inc. | Battery Charger | 145.00 |
| 88528 | Plunkett's | Shop Pest Control | 69.44 |
| 88529 | RDO Equipment | V-Belt | 62.79 |
| 88530 | Rutland Oil Company | Red Fuel/Gasoline | 4,271.38 |
| 88531 | Southside Automotive | Hitch Pin/Oil Filter | 89.94 |
| 88532 | Advanced Business Methods | Ext. Copier Contract/Overages | 673.34 |
| 88533 | Hazard, Amber | Phone Reimbursement | 200.00 |
| 88534 | Lake Agassiz Regional Council | 2025 Pledge | 4,000.00 |
| | ND State Radio | | |
| 88535 | Communications | State Radio-Nov.-Jan. | 19,601.78 |
| 88536 | The Sargent County Treasurer | Postage | 56.82 |
| 88537 | Seykora, Melissa | Travel/Phone Reimbursement | 516.58 |
| 88537 | The Sargent County Teller | Sirens | 67.50 |
| 88539-88550 | | Ambulance Squads Expenses | 3,954.53 |

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| 88551-88560 | | Health Unit Expenses | 4,484.90 |
| 88562 | Office of Attorney General | SCRAM 24/7 | 370.00 |
| 88563 | TC Window Tint | Sheriff Window Tint | 1,334.93 |
| ACH | JP Morgan | Various Department Expenses | 2,903.67 |

There being no further business, the meeting adjourned at 12:57 p.m.

WADE ANDERSON - CHAIRMAN

ATTEST:

TIA BOPP – COUNTY AUDITOR