

Forman, North Dakota  
April 20, 2021

The Sargent County Board of Commissioners met at 9:08 a.m. with the following members present: Jason Arth, Lyle Bopp, Mark Breker, Richard Ruch, and Jerry Waswick. Also present was Jill Mulder, Human Resources Director; Mary Engst, the Sargent County Teller; and, Pam Maloney, Sargent County Auditor.

Chairman Lyle Bopp called the meeting to order.

The Pledge of Allegiance was recited.

Brian Tayer, Sargent County Ambulance-Milnor Squad Coordinator, joined the meeting through technology. The Milnor Squad has been looking for a new ambulance for some time, and he had received information from the North Dakota EMS Association regarding Savvik Buying Group. Through this group, the squad would be able to purchase a rig for a base unit price, but that price would increase with any additional features requested. According to NDCC, any items purchased in excess of \$100,000 must be bid. Mr. Tayer will move forward with the bidding process for a new ambulance for the Milnor Squad.

Approve April 6 & April 13, 2021 minutes as presented. (Arth/Breker) Upon roll call vote, motion carried unanimously.

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

Melissa Seykora, NDSU Extension Ag and Natural Resources (ANR) Agent; and, Cindy Klapperich, NDSU Extension Family and Community Wellness (FCW) Agent; reported on the activities of the County's Extension Service office personnel from January through March 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; & Personal and Family Finance Education. She also did parent education classes, a cash flow budgeting class, several weekly news columns & social media posts. She is looking ahead to Caregiver classes, 4-H Communication Arts, club visits & youth education. Ms. Seykora had worked with numerous projects including: 4-H Crop Judging; 4-H Stem Crime Scene Kits; Pesticide Trainings & a Southeast Wheat Update meeting. She has also participated in Spring Fever Garden Forums; Farm Bill visits; 4-H Council Meeting, visits with Mick Kjar, CCA Exams & SC hog barn open house. Moving forward she will be working on Progressive Agriculture Safety Day, Pollinator Workshop & the Kids, Compost, Crops & Consumption program. The commission thanked them for their service and dedication to the public.

The commissioners acted on the request from the park board to include the park manager as a full reimbursement of \$50 on the list of personnel that could be reimbursed for their personal cell phone use. Motion to include the park manager on the cell phone reimbursement list for the seven months that the park is open. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

There was an inquiry from Ransom County wondering if Sargent County would be agreeable to start meeting in person again for Five-County Meetings. The commission stated they are willing to meet in-person again.

The auditor has done some research regarding a bill for Dickey Rural Networks for some moving of fiber by Crete done in December 2020. She did not find any easements on file for the area in question, nor did she find any utility permit for it. She was instructed to contact DRN to find out if they had a permit on file for this area, as usually the permit reflects that the utility company is responsible for any moving of fiber when it is in the county road right-of-way.

At the October 1, 2019 commissioner meeting, the Emergency Manager reported that there were underrun funds remaining in the Disaster Assistance account, and the county needed to provide documentation showing that the dollars were actually spent in order to access those funds. The auditor has gone back through vouchers for graveling of various non FAS routes and has made copies of all such vouchers. Therefore, a motion was made to transfer the \$113,876.03 from Disaster Assistance to

the Courthouse Building Improvement fund. (Waswick/Arth) 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. Peterson reported that the health unit will resume testing by appointment. They are still vaccinating and anyone over 16 is eligible to receive a vaccine. They are anticipating that the age limit will be lowered to 12 around mid-May. There are nineteen active cases in the county as of yesterday, April 19<sup>th</sup>.

Ms. Willprecht stated that Sargent Central and North Sargent schools will be dropping the mask mandate on April 23. She also stated that her state Emergency Manager meetings will be starting to meet in person again, rather than virtual.

Tim Faber, Road Supervisor, arrived at the meeting.

Discussion on what month the Human Resources Director's hours will shift from a 40-hour work week to 24 hours a week. Motion for the Human Resource Director to start working 24 hours a week effective May 1, 2021. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Motion to approve an Application for Drainage Work Within County Road Right-of-Way received from Quandt Brothers, Oakes, ND. Description of work: add an approach on the quarter line of the north side to Sargent County Road #5 of NE1/4 7-129-58 – Southwest Township. This is where the high spot of field is and we do not believe there is a need for culvert, but if it holds back water they will install a culvert. There is presently a culvert on both sides of this new approach that empties into Lovell Drain on north side of Sargent County Road #5 (Arth/Waswick) Upon roll call vote, motion carried unanimously.

Discussion was held to get clarification regarding culverts and bands to be billed out to Vivian Township (Ron Greenmeyer) on County Road #4. The 24" culvert will be county cost, but the 18" culvert should be paid by the township.

Mr. Faber stated that the roads are looking good. The commissioners asked him to check on a few areas of county roads where they had noticed issues. Discussion was held on tree removal in the road right-of-way. It was suggested always to check with the landowner before removing any trees, but if the tree is in the county road right-of-way, the county has the authority and obligation to remove it.

Mr. Faber was instructed to provide information on gravel load tickets stating the county road and locations where the gravel has been hauled.

Mr. Faber requested that Isaac Swanson, Equipment Operator, be promoted to Assistant Road Supervisor. The board requested that Mr. Faber provide Mr. Swanson with the job description, so he fully understands the responsibilities of the position. A decision will be made at a later meeting.

The board reviewed the changes in Policy 106 – Equal Employment Opportunity, presented by the Human Resources Director. Motion to approve the changes to Policy 106. (Waswick/Breker) Upon roll call vote, motion carried unanimously.

Motion to authorize the chairman to sign & return the North Dakota Insurance Reserve Fund (NDRF) proxy form appointing the NDRF Board Chairperson to vote for Scott Ouradnik to the Board of Directors on behalf of Sargent County at the Annual Meeting of members of the NDRF to be held on May 19, 2021, in Bismarck. (Waswick/Breker) Upon roll call vote, motion carried unanimously.

Sheriff Travis Paeper arrived at the meeting to discuss the coroner bill he had submitted last month. The board asked for further explanation of the bill. Sheriff Paeper stated that he acted only as coroner, not as a sheriff, while on scene. Deputies Bryant and Wold were there on behalf of the sheriff's office. The bill submitted was figured at the sheriff's hourly rate, but all agreed that it should reflect the coroner's hourly rate. Motion to pay the coroner bill to Travis Paeper for nineteen and a half hours at \$25/hour. (Breker/Arth) Roll Call Vote: Yes – Arth, Breker, Ruch and Waswick. No – Bopp. Motion carried. Sheriff Paeper will call the surrounding counties regarding their coroner pay, as he believes \$25/hour is not sufficient for the work involved. The auditor was requested to re-advertise the position.

Approve April payroll in the sum of \$212,678.87 (Nos. 19078-19139 & 81775-81782) and the following bills . (Arth/Breker). Upon roll call vote, motion carried unanimously.

81739-81753		Health Unit Expenses	3,232.17
81754	I-29 Trailer Sales	2022 Midland Trailer	37,325.00
81755	RGM	2021 Road Groomer	19,160.00
81757	Forman City	Water/Sewer/Garbage	191.36
81758	Ottertail Power Company	Electricity	5,247.58
81759	Ransom County	VSO Salary/Benefits	907.74
81762-81769		Health Unit Expenses	1,732.43
81770		JDA Expenses	130.30
81771	ND DOT	Title/Registration	11.50
81772	ND DOT	Title/Registration	11.50
81773	ND DOT	Title/Registration	11.50
81786	AMS, Inc	GPS Monitoring	280.60
81787	Aramark	Cleaning Services	246.73
81788	Avid Hawk, LLC	Web Services Package	45.00
81789	Breker, Mark	Travel	157.36
81790	Cole Papers, Inc	Hand Soap & Dispensers	172.78
81791	Counties Providing Tech	Tech Support	1,255.58
81792	Dacotah Paper Co.	Copier Paper	689.20
81793	Dakota Plains	Auditor/Sheriff Gas Purchases	1,683.88
81794	Dakota Water Solutions	5-Gal Water Jugs	37.50
81795	DRN	Telephone Services	1,274.49
81796	Ferderer, Denise	Travel	50.40
81797	FP Mailing Solutions	Postage Machine Rental	135.00
81798	G & R Controls	Boiler & Air Compressor Repairs	2,513.90
81799	Gordy's Grill & Fill	Sheriff Car Wash	48.00
81800	Gwinner One Stop	Sheriff Gas Purchases	1,098.79
81801	Hansen Lumber	Sheriff Tow Rope	75.00
81802	Information Tech. Dept.	Wan Access/Netmotion	732.70
81803	Loffler	Copier Maintenance Contract	1,085.81
81804	Minn-Kota Communications, Inc	SBX Handset/Install Extension	515.30
81805	ND Ass'n of Counties	Continuing Ed/911 Wireless	807.90
81806	NDCCA	VIS Policy Renewal	9.85
81807	Office of Attorney General	SCRAM 24/7	155.00
81808	PharmChem	Sweat Patch Analysis	171.30
81809	Popp Binding & Laminating	Binding Supplies	48.75
81810	Quill.com	Office Supplies/Covid Supplies	282.05
81811	Richland County Corrections	Prisoner Board	110.00

81812	Ruch, Richard	Travel	409.92
81813	Sargent County Teller	Publishing Fees	531.00
81814	Schilling, Wyatt	Prisoner Transport	32.80
81815	Southside Auto	Sheriff's Vehicle Tire Repair	23.54
81816	Stein's, Inc	Hand Towels	51.56
81817	Streicher's	Johnson Nameplate/Schilling Badge	119.99
81818	Tyler Technologies, Inc	License Fees	1,950.00
81819	Vanguard Appraisals	Network Services	3,700.00
81820	Verizon	Sheriff MiFi Cards	200.13
81821	Walock-Johnson	Insurance Premiums	421.00
81822	West Central Regional Center	Juvenile Detention	3,300.00
81823	Wild Rice Soil Conservation District	Extension Rent April	500.00
81824	A&W Diesel	Truck Repairs	5,598.59
81825	Beaver Trucking	Gravel	3,281.25
81826	Blue Ridge Solutions	Disinfectant Spray	662.02
81827	Butler Machinery	Cat Repairs	1,406.63
81828	Crossroads Electric	Shop Service Call/LED Lighting Upgrade	4,582.14
81829	Ekstrom Repair Shop	Ford Pickup Repairs	1,123.86
81830	Enderson Construction	Shop Bathroom Repairs	5,425.00
81831	Halmrast, Cole	Cellphone Reimbursement	25.00
81832	Hansen Lumber	Shop Repairs	2,521.47
81833	Jacobson Plumbing & Heating	Shop Renovations & Repairs	4,260.16
81834	Johnson, Steve	Small Tools	500.00
81835	Lee's Service Station	Oil Changes	151.00
81836	NAPA Auto Parts	Shop Tools & Supplies	941.50
81837	ND Motor Vehicle Dept	Title/Registration	11.50
81838	ND DOT Financial Management	SC-4100(005) Final Billing	424.18
81839	North Dakota One Call	Rd Line Locates	2.40
81840	Plunkett's Pest Control	Pest Control Program	62.00
81841	RDO Equipment Co.- Powerplan	Grader Repairs	1,248.30
81842	Southside Auto	Keys/Parts	77.85
81843	Swanson, Isaac	Cellphone Reimbursement	25.00
81844	Team Lab	Fine Road Patch	667.00
81845	True North Steel	Culverts	48,660.92
81847	DRN	911 Trunks	231.00
81848	ND State Radio	911 Contract/Teletype Rental	14,689.20

81849	NDSU Extension Service Budget	Extension Salaries-1st Qtr	10,022.52
81850	Sargent County Treasurer	Extension-Postage	81.58
81851	Seykora, Melissa	Registration Fee	25.00
81852	Visa	Postage	11.00
81867-81870		Weed Control Expenses	407.00

Meeting recessed for lunch break at 12:30 p.m.

Meeting resumed at 1:30 p.m. with individual departments having short non-agenda discussions with the board.

Meeting adjourned at 4:45 p.m.

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LYLE BOPP– CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR