

Forman, North Dakota  
June 18, 2024

The Sargent County Board of Commissioners met at 9:05 with the following members present: Wade Anderson, Jason Arth, Lyle Bopp, Mark Breker, and Scott Johnson. Also present was Duane Peterson, Human Resources Director; Jayne Pfau, State's Attorney; Tia Bopp, Auditor's Office and Pam Maloney, County Auditor.

Chairman Scott Johnson called the meeting to order.

The Pledge of Allegiance was recited.

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

Motion to approve the June 4, 2024 meeting minutes. (Anderson/Bopp) Motion carried.

The first reading of Sargent County Ordinance 2024-1: An Ordinance by Sargent County to Establish and Regulate a Sale, Use and Gross Receipts Tax was held. After publication, a second reading will be held at the July 2, 2024 commissioner meeting.

Brian Tayer, EMS Coordinator-Milnor Squad, arrived at the meeting. A recommendation was made by the Human Resources Director to offer the position of EMS Chief Coordinator to Trent Mahler at an annual salary of \$80,000. After much discussion, Mr. Peterson was asked to review the current job description for the position, make necessary changes and submit to DDA Human Resources for a review of the position grade. Upon receiving grade information, Mr. Peterson can propose to the commission a Grade/Step for the position.

Neil Weaving, Custodian, arrived at the meeting. Questions were raised about the removal of the custodian's sheds to prepare for the parking lot project. Mr. DeVillers had stated at a previous meeting that the contractor would remove the sheds. Mr. Weaving is in the process of removing items from the sheds & will be storing some items in Commissioner Bopp's shed off-site.

Motion to authorize the Chairman to sign the Notice of Award forms for the Bituminous Seal Coat & Patching Project – CP-4135(024) to Morris Seal Coat & Trucking; and for the Courthouse Parking Lot Reconstruction and Lighting Project – CP-CH001(024) to Gast Construction. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Motion to appoint Kelsey Martinson to the Sargent County Health Board for a five year term – term ending April 19, 2029. (Breker/Anderson) Upon roll call vote, motion carried unanimously.

Motion to appoint Trent Nelson to the Sargent County Weed Board for an unexpired two year term – term ending August 10, 2026. (Anderson/Breker) Upon roll call vote, motion carried unanimously.

Motion to approve the filing of a building permit with Forman City for the parking lot reconstruction. (Breker/Arth) Upon roll call vote, motion carried unanimously.

The commissioners reviewed an email and invoice from Nadine Julson for accounting services for years ended 2018, 2019, 2020 & 2021 in regards to the Forman Ambulance Squad. Motion to pay the invoice to Nadine Julson, LLC. (Breker/Bopp) Upon further discussion, the board would like a more detailed billing and a findings report before cutting the check. Motion tabled.

Motion to approve and have Chairman sign 2024 Township Road Miles Certification -776 miles. (Breker/Anderson). Upon roll call vote, motion carried unanimously.

Motion to authorize the Chairman to sign a letter to NDDDES giving approval for access to the NDACO portal for the collection and remittance of 911 fees. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Travis Paeper, Sheriff, arrived at the meeting. He is requesting that Logan Peterson be moved up a step, as he has completed his probationary period. Motion to move Logan Peterson to Grade C43/Step3 effective July 1, 2024. (Arth/Bopp) Upon roll call vote, motion carried unanimously.

Sheriff Paeper also stated that he is considering a bulk gas barrel for his department to use, as Gwinner One Stop has sold to Casey's, and he would like to keep his business with locally owned businesses. Security and snow removal were concerns that the commission had, along with purchasing the barrel, rather than renting or borrowing from the business.

Sheriff Paeper reported that his department has had some Telehealth training due to mental health situations they have been involved in. He and the deputies have an iPad that can be used to access mental health providers when needed, instead of having to automatically transport to a facility. He has also received seven body cameras & six tasers from US Fish & Wildlife, as they have upgraded their equipment and the sheriff's department could have the old equipment at no cost. Sheriff Paeper also gave a brief summary to the commission on the Active Assailant Drill that courthouse employees were involved in on Monday, June 17<sup>th</sup>.

Tim Faber, Road Supervisor, arrived at the meeting. He stated that the crew has been graveling & blading.

Commissioner Arth left the meeting at this time.

Mr. Faber would like the county to purchase an enclosed trailer for road signs. Motion to purchase an 8½ x 30 foot enclosed trailer to use to store & travel to sites around the county for a purchase price of \$7000. (Breker/Bopp) Upon roll call vote: Yes – Bopp, Breker & Johnson. No – Anderson. Absent & not voting – Arth.

Approve June payroll in the sum of \$310,369.72 and the following bills. (Breker/Anderson) Upon roll call vote, motion carried unanimously.

87006-87018		Health Unit Expenses	9,506.76
87020	City of Forman	Water/Sewer/Garbage	213.80
87021	Ottertail Power Company	Electricity	1,678.96
87022	Ransom County	VSO Salary/Benefits	2,551.07
87024		Milnor Ambulance Expenses	703.00
87026-87028		Milnor Ambulance Expenses	257.02
87029	Wex Health Fees	Admin Fee	17.50
87030-87043		Health Unit Expenses	3,497.98
87055	AMS, Inc	GPS Rental	100.00
87056	Avid Hawk	Website Services	45.00
87057	Axon Enterprise	Sheriff's Dept Equipment	313.10
87058	Bryant/Rick	Parade Candy	55.25
87059	Cenex Fleet Card	Sheriff/Treasurer Travel	193.31
87060	Central Grocery	Election Day Lunch	76.08
87061	Computer Express	Treasurer Desk/Support/Laptop Battery	1,768.00
87062	Cre8tive TZ	Matron Uniforms	160.00
87063	Dakota Plains	Auditor/EMS/Health/Treasurer/ Sheriff Travel	849.37
87064	Dickey Rural Networks	Telephone	924.96
87065	Election Systems & Software	Ballots/Media Burn/Test Ballots 2024	6,160.58
87066	Forman City	Building Permit/Parking Lot	25.00
87067	Forman Drug	Election Tape/CH Employee Drug Test	155.31

87068	Forman Lumber	Custodian & Election Supplies	97.84
87069	Gall's, Inc	Radio Holder for Johnson & Bryant	77.66
87070	Gwinner One-Stop	Sheriff Travel	1,057.32
87071	Information Tech. Dept.	Adobe Acrobat/Azure/Intune/SSL VPN	1,181.40
87072	Innovative Office Solutions	Courthouse Supplies	236.86
87073	Johnson/Heidi	Sheriff Office Travel	30.82
87074	Lee's Service Station	Sheriff Office Oil Change	81.10
87075	LexisNexis	ND Court Rules/Century Code	156.33
87076	Loffler Companies, Inc.	Sheriff Copier Overages	41.33
87077	Maloney/Pam	Election Seals	10.99
87078	Minn-Kota Communications	Sheriff Tech Support	125.00
87079	ND Dept of Human Services	Prisoner Board/Medical Fees	8,676.30
87080	NDACo Resources Group	SmartZone/Backup	1,011.42
87081	Office of Attorney General	SCRAM 24/7	155.00
87082	Paeper/Travis	Prisoner Board Meals	10.39
87083	Richland County Corrections	Prisoner Board	5,270.00
87084	Schilling/Wyatt	Certified Mail Reimbursement	6.03
87085	Sidwell Co.	Annual Portico Subscription	5,871.24
87086	Southside Automotive	Sheriff Dept Oil Change	94.17
87087	The Teller	Publishing Fees	2,977.81
87088	Verizon Wireless	Sheriff MiFi Cards	240.06
87089	Vestis	Cleaning Services	420.76
87090	Walock-Johnson Insurance	Auto/General Liability/Scheduled Property	69,208.00
87091	Wild Rice Soil Conservation	Ext Rent June 2024	550.00
87092	A W Diesel	Truck/Trailer Repairs	12,758.95
87093	Bear Creek Gravel	Crushed Gravel CR#3 & CR#4	1,613.15
87094	Bernard Mahrer	Crushed Gravel CR#3; CR#10 & Tower Hill	5,416.33
87095	Faber/Tim	Car Wash	33.99
87096	Forman Lumber	Measure Tape/Shovel/Small Tools	185.84
87097	Hansen Lumber	Nuts/Bolts/Anchors	150.03
87098	IBBG Lawncare	Shop Mowing	250.00
87099	Lee's Service Station	Road Dept Starter/Oil Change/Gas/ Battery	1,352.57
87100	Midstates Equipment	Crack Sealing Material	32,332.94
87101	Plunkett's Pest Control	Road Pest Control	66.77
87102	Sign Solutions USA	7 Yield Signs	323.82

87103	Southside Automotive	Tarp Strap/Jumper Cables/Batteries	534.52
87104	Stock Growers Bank	Equipment Loan	197,942.74
87105	Team Laboratory	Fine Road Patch	903.00
87106	TrueNorth Steel	Culverts	35,251.20
87107	Visto's Carquest	Nozzle/Hose Reel/Coupler/Ratchet	526.63
87108	Central Grocery	Ext-Water	3.18
87109	Dickey Rural Networks	911 Trunk Rental	231.00
87110	Sargent County Treasurer	Ext Postage	211.15
87111	Seykora/Melissa	Ext-Potting Soil	28.00
87112	Subway - Lisbon	CAD Training Lunch	151.77
87113	The Teller	911-Sirens Ads	67.50
87114	Visa	Ext-Registration/911 Decals	73.00
87115-87116		Weed Control Expenses	6,273.40
87117	Sargent County Treasurer	Postage & Mailing	20,428.09
87118		Milnor Ambulance Expenses	20,505.69
ACH	J.P. Morgan Bank	Building Maintenance Supplies/ Drinks for CAD Training	549.85
87119		JDA Expenses	3,028.73

Meeting adjourned at 11:44 a.m.

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SCOTT JOHNSON – CHAIRMAN

ATTEST:

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PAM MALONEY – COUNTY AUDITOR