

Forman, North Dakota  
July 16, 2024

The Sargent County Board of Commissioners met at 8:00 a.m. on July 16<sup>th</sup> with the following members present: Scott Johnson, Mark Breker, and Lyle Bopp. Also present were Tia Bopp, County Auditor, Duane Peterson, Human Resources Director, LaJuana Hayen, Tax Director, and Jayne Pfau, State's Attorney.

Chairman Johnson called the meeting to order.

The Pledge of Allegiance was recited.

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

Motion to approve minutes from the July 2nd meeting. (Breker/Bopp) Motion carried.

Ms. Hayen, Tax Director, stated she was in attendance to talk about increases for her support staff, Deputy Samantha Schilling, and herself. Ms. Hayen had provided a handout to the Commissioners and was willing to answer any questions in regard to the same. Ms. Hayen was requesting to move Ms. Schilling to Chief Deputy Tax and Property as that was what her offer letter stated. After further discussion, it was decided to table the request until the next meeting in order to allow Human Resources and Ms. Hayen time to verify what was offered at the time of hiring to make sure the county complies with what was offered.

Ms. Hayen left the meeting at 9:13 a.m..

Door opening times were discussed as construction is making accessing the keypad entrance difficult. It was decided that the doors will be opened by 8 a.m. during the construction phase to facilitate those that are coming in early and to avoid having to walk through the construction area. Chairman Johnson was also going to talk with Interstate Engineering regarding having access to the handicap entrance available. Chairman Johnson also indicated he was going to contact Forman Mayor, Kevin Bopp, about the possibility of using Forman City Hall for any appointments that aren't able to be conveniently held at the courthouse, specifically those with social services where confidentiality is needing to be maintained.

Resignation was received from Teddie Lee in the Auditor's Office. Motion to hire a replacement person in the Auditor's office. (Bopp/Breker) Upon roll call, motion passed unanimously.

A request was made for Pam Maloney to help out in the Auditor's Office with some training on budgets. Motion to hire Pam Maloney on a contractor basis. (Breker/Bopp) Upon roll call, motion passed unanimously.

Summer fill and prepay propane rates were discussed for the park and county road department shop. Motion to approve summer fill and 1500 gallons prepay for both the park and the county road department shop. (Breker/Bopp) Upon roll call, motion passed unanimously.

While reviewing bills, Commissioner Breker indicated he was not aware that the trailer that was voted on purchasing for sign storage and use was presently owned by a county employee. He felt the same should have been disclosed at the time. The topic of the trailer purchase will be revisited at the August 6<sup>th</sup> meeting.

Richard Ruch, county resident, arrived at the meeting at 10:00 a.m..

Discussion regarding the Julson Accounting firm bill.

Duane Peterson, HR Director, arrived at the meeting at 10:05 a.m..

Commissioner Bopp made a motion to pay the Nadine Julson Accounting firm bill in the amount of \$7200. Commissioner Breker had questions regarding the bill and wanted to wait to ask more questions before approving the bill. Motion died for lack of a second.

The Commission then moved into the budget hearing phase of the meeting. JDA had been requested to be present, however, it was reported that no one was able to attend due to prior commitments.

Courthouse security was reviewed in regards to the budget. A quote had been received from Computer Express to redo the security system presently being used.

Commissioner Bopp outlined the proposed cost share for the upcoming year with the Human Service Zone. Motion to approve Richland Sargent Ransom (RSR) budget for next year (Bopp/Breker) Upon roll call, motion passed unanimously.

A balance sheet was received from the Milnor Airport Authority as supporting documentation for their request.

The budget hearing portion of the meeting concluded at 10:23 a.m..

The first 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 was held. State's Attorney, Pfau, explained changes that were made after hearing back from the state on the first ordinance drafted in this regard. Discussion was held around whether or not to maintain the dedication language in the ordinance. It was agreed to leave it intact.

A recess was taken at 10:29 a.m.

The meeting reconvened at 10:39 a.m.

Motion to approve county deed: Parcel # 288644000 Lot 11, Block 4, Williamson's Second Addition, Havana (Breker/Bopp) Upon roll call, motion passed unanimously.

The Sargent County Museum is requesting to have their measure placed on the ballot again in November. The matter was tabled until the next meeting allowing time for additional research to be done.

October 10<sup>th</sup> is the next five county meeting and Sargent County is the host. Discussion on where to hold the meeting took place. Three venues will be contacted to see if they can facilitate the meeting and meal and it will be further discussed at an upcoming meeting.

Dates to remember were reviewed with those present.

Discussion regarding commissioner computers took place. Commissioner Breker would like to have a computer and indicated that he didn't believe Commissioner Anderson was aware that Commissioners received laptops to be used during their term(s). Further research will be done to determine if more laptops need to be purchased as some of the previously purchased ones have been allocated to other departments.

Sheriff Paeper arrived at the meeting at 10:52 and left at 10:55 a.m.

Custodian, Neil Weaving and Human Resource Director, Duane Peterson arrived at the meeting at 10:55 a.m.

Mr. Weaving talked about the paint proposals the county received. He indicated all the areas to be painted were ready with the exception of the Tax Director's vault. There needs to be some plaster work done in the vault prior to painting. Mr. Weaving has also contacted someone regarding the repair of the front steps, however, he is waiting for them to come give an estimate. Mr. Weaving further reported that one of the small sheds had been moved during the construction project and was now blocking some of the view of the Tax Director's office. There was discussion that the slab the shed was sitting on would be removed. Chairman Johnson was going to talk with the contractors after the meeting. Commissioner Breker wanted to point out that the width of equipment should be taken into consideration when moving things as not to impede on snow removal, etc.. The bench seating was being installed today in the courtroom. Mr. Weaving also reported that an electrician had been in to repair the basement lights.

Ms. Pfau left the meeting at 11:04 a.m..

Motion to proceed with the painting which was outlined on the three bids received by Nelson Paint N Projects (Bopp/Breker) Upon roll call vote, motion passed unanimously.

Mr. Weaving left the meeting at 11:12 a.m..

Tim Faber of the road department arrived at the meeting at 11:13.

Mr. Faber reported that they put in a culvert on County Road 14 and still have two more to install. Mr. Faber also reported that people are mowing over new signs that are being put up. He was interested in knowing if a bill can be sent to the landowners of the property where the signs are being destroyed.

Ms. Pfau returned to the meeting at 11:19 a.m.

Mr. Faber went on to express that he would like to have another truck. He stated there is a pile of gravel in Hankinson that the county has had for awhile that he feels some money could be saved by trucking that themselves. The Hankinson pit would like to have the gravel moved as well. Commissioner Breker indicated he would need to see a cost analysis done to see what the savings would be.

Discussion turned to the mowing of county road ditches. All agreed that it needs to happen. Century codes states that this should be completed by September fifteenth or October first, as prescribed by the board of county commissioners. Century code also sets forth that the expense of cutting shall be certified to the county auditor, and all of the expenses shall be charged against the land of the landowner etc..

A recess was taken at 11:39 a.m..

Trent Mahler arrived at 11:49 a.m.

The meeting reconvened at 11:52 a.m.

Discussion resumed regarding the Julson Accounting bill. Commissioner Breker was questioning why the bill hadn't been presented to the commission previously. Mr. Mahler indicated that when a meeting was held between himself, the accounting firm and Sheriff Paeper that the accounting firm was not going to request the bill to be paid until a decision was made whether to prosecute or not.

Sheriff Paeper arrived at the meeting at 11:58 a.m.. Sheriff Paeper indicated he had never seen the bill.

Motion to pay the Nadine Julson bill in the amount of \$7200 (Bopp/Breker) Upon roll call, motion passed unanimously.

Motion to pay all bills. (Breker/Bopp) Upon roll call, motion passed unanimously.

87135		Weed Control Expenses	800.00
87136		JDA Expenses	47.13
87155	City of Forman Ottetail Power Company	Water/Sewer/Garbage Electricity	231.13 1,091.65
87157	Ransom County Wex Health	VSO Salary/Benefits	2,551.07
87160	Fees	Admin Fee	17.50
87161-87173		Health Unit Expenses	5,904.92
87174-87176		Weed Control Expenses	15,593.58
87190	AMS, Inc	GPS Rental	100.00
87191	Anderson, Wade	Commissioner Miles	476.20
87192	Avid Hawk	Website Services	45.00
87193	Bjork, Valorie	2024 Primary Mileage	28.14
87194	Bopp, Tia	Training Meals & Mileage	171.30
87195	Cenex Fleet Card	Sheriff/Auditor/Treasurer/Health Travel	622.87
87196	Central Business Systems Computer	Copier Overages/Election Color Copies	346.05
87197	Express	Treasurer Desktop Monitor/Onsite Support Auditor/Sheriff/Treasurer/Lawnmower/EMS/	3,014.00
87198	Dakota Plains Dakota Water	Road Gasoline/Health Gasoline	1,677.98
87199	Solutions Dickey Rural	5Gal Water Jugs	32.00
87200	Networks End of the Woods Task	Telephone	927.58
87201	Force	Crime Prevention 2024	10,000.00
87202	Everspring Inn	Visions Training Rooms	192.60
87203	Forman Lumber	Nail Set/Pipe Thread/Sheriff Padlock/LEDs	300.95

87204	Gall's Inc	Sheriff Uniforms/Defense Spray	400.03
87205	Information Tech. Dept.	Adobe Acrobat/Azure/Intune/SSL VPN	1,161.40
87206	Innovative Office Solutions	Copier Toner/Labels/Office Supplies	563.00
87207	Interstate Engineering	CH Parking Lot Construction	13,605.00
87208	J & M Printing Jacobson	Tax Window Envelopes/Sheriff Case Files	356.18
87209	Plumbing	Ch Hydrants Install	2,100.00
87210	Johnson, Bryan Loffler	Cellphone Reimbursement	100.00
87211	Companies, Inc.	Sheriff Copier Overages	25.19
87212	Maloney, Pam	5-Cty Meeting Mileage	44.22
87213	Martinson, Ray	2024 Primary Canvas Mileage	175.04
87214	Mehrer, Hilary Minn-Kota	2024 Primary Canvas Mileage	126.80
87215	Communications Mund, Amy	Sheriff Tech Support	555.50
87216	Melinda Nadine Julson	2024 Primary Mileage	88.44
87217	LLC	Audit F AMBO	7,200.00
87218	NASRO ND Ass'n of Assessing	Dues 1 Year-SR Officer	50.00
87219	Officers ND Dept of	Dues/Conf Registration	225.00
87220	Human Services ND State Radio	PB Meds/Processing Fees	817.66
87221	Communications NDACo Resources	LETS Terminal nd Qtr	120.00
87222	Group Office of Attorney	SmartZone/Backup	505.71
87223	General	SCRAM 24/7	150.00
87224	Peterson, Duane	Cellphone Reimbursement	250.00
87225	Pitney Bowes Richland County	Post Meter	150.00
87226	Corrections	Prisoner Board	5,100.00
87227	Rutland Oil Co Sauder	Sheriff Gas	2,910.00
87228	Manufacturing Southside	Court Grant Benches	18,061.24
87229	Automotive Stutsman County	Sheriff Bug Wash	3.99
87230	Corrections	Prisoner Board	100.00
87231	The Teller Tyler	Publishing/Election Fees	2,058.07
87232	Technologies Verizon	iTax Web Services	1,389.15
87233	Wireless	Sheriff MiFi Cards	240.06
87234	Vestis	Cleaning Services	462.10
87235	Walock-Johnson Insurance	Policy Renewal/Museum Policy Update/Silver Lake Bldg Policy	20,451.00
87236	Waverly's	Laresar Vacuum	120.00
87237	Yagow, Lucinda A W Diesel	Recorder Conference Mileage	360.90
87238	Service Bear Creek	Red Pete Repiar/Tarp Straps/Fluids	4,862.21
87239	Gravel Bernard Mahrer	CR#1/2/4 Crushed Gravel	5,460.95
87240	Construction	CR#1/3/5/7/10 Crushed Gravel & Clay	4,950.28

87241	Braaten, Marshall Butler	CR#7 Culvert Repair	15,772.15
87242	Machinery	CAT Repairs	1,469.70
87243	Dakota Plains	Propane Prepay	2,475.00
87244	Forman Lumber	Screws/Nuts/Sawblade	138.44
87245	Hansen Lumber	Redi Rod/Tow Straps	129.97
87246	The Home Shop	Fire Exting Inspection	514.70
87247	IBBG Lawncare	Mowing	400.00
87248	Innovative Office Solutions	Time Clock Ribbon	19.35
87249	Interstate Engineering	Bridge & Road Repairs	25,364.82
87250	Lee's Service Station	Packer Tires/Gasoline	675.26
87251	NAPA Auto Parts	Air Jack/Engine Stand/Returned Antifreeze/GoJo Fast Wipes	1,196.74
87252	ND Dept of Enviromental Quality	Tank Coverage 2024	750.00
87253	Plunkett's Pest Control	Shop Pest Control	69.44
87254	RDO Equipment Co	Brakes Repair	6,058.42
87255	Rutland Oil Co Sargent County	Red Fuel	3,466.25
87256	Water Resource	DR#12 Crossings	99,997.55
87257	Sign Solutions USA	Cty Rd#1/3/4/5/10A/12 Signs/Detour Signs/Laser Signs	2,693.34
87258	Southside Automotive	6qt Premix Fuel/Spark Plug Repair/Liquid Wrench/Lube	400.89
87259	Titan Machinery	Engine Oil/Filter/Fuel Filters	121.45
87260	TrueNorth Steel	Culverts/Culvert Bands	117,013.88
87261	Visto's Carquest Welton Tire	Chain Lube/Jack Oil	30.37
87262	Service Central Business	Maintainer Tire	1,731.25
87263	Systems	Copier Contract/Overages	198.35
87264	Central Grocery Dickey Rural	Pesticides Meal	49.13
87265	Networks ND State Radio	911 Trunks	231.00
87266	Communications Sargent County	911 Fees	19,358.53
87267	Treasurer Seykora,	Ext-Postage	145.22
87268	Melissa	ANR Agent Travel	337.30

HR Director Peterson was present to discuss the Ambulance Coordinator position. A meeting had been held to lay out expectations, establish office hours and location as well as discussing goals and expectations with Mr. Mahler. Motion to hire Trent Mahler as the Ambulance Coordinator at a grade C45/S11 which is a rate of \$79,991.18 effective July 1<sup>st</sup>. Bopp seconded the motion. Discussion was had about the effective date as we have someone already in that capacity. Commissioner Breker amended his motion to a start date of July 16<sup>th</sup> vs. July 1<sup>st</sup>. Commissioner Bopp seconded the motion. State's Attorney Pfau brought up how positions are advertised and if they include office hours or not. Roll call regarding Commissioner Breker's motion – Breker – no; Bopp – yes; Johnson – yes. Motion carried.

There being no further business, the meeting adjourned at 12:20 p.m.

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SCOTT JOHNSON – CHAIRMAN

ATTEST:

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TIA BOPP – COUNTY AUDITOR