

Forman, North Dakota
July 2, 2024

The Sargent County Board of Commissioners met at 8:00 a.m. on July 2nd with the following members present: Scott Johnson, Wade Anderson, Mark Breker, Lyle Bopp and Jason Arth. Also present were Tia Bopp, County Auditor, Duane Peterson, Human Resources Director, Scott Christianson, and Julie Colemer of the Park Board.

Chairman 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 minutes from the June 18th meeting and the June 25th budget meeting. (Anderson/Bopp) Motion carried.

Park board members Scott Christianson and Julie Colemer were present to work with the Commission on a preliminary budget for the Park. S. Christianson is going to complete the explanation worksheet for any changes. A request was made for a log to be kept of the gas that is being used at the park.

Cindy Yagow, Treasurer/Clerk of Court/Recorder, arrived at the meeting at 8:27 a.m.

LaJuana Hayen, Tax Director, arrived at the meeting at 8:28 a.m.

Discussion took place regarding the moving of Deputy Clerk of Court, Amy Bogart to Chief Deputy Clerk of Court and Deputy Recorder, Bobbi Maly to Chief Deputy Recorder. Both positions would be a deputy to the other and would allow for Yagow to delegate some administrative tasks to the Chief Deputies for their given departments. This would move the positions from a current B23 grade to a C41 grade keeping them at the appropriate step for years of service. Yagow indicated that she is not looking to add a fourth person, and over all this would be a cost savings to the county. Duane Peterson, HR Director, had been consulted and was in agreement with the proposal stating he feels it makes business sense. Yagow reminded the Commission that the bulk of Bogart's position would be covered with the contract with the state. Motion to promote Amy Bogart to Chief Deputy Clerk of Court and Bobbi Maly to Chief Deputy Recorder effective July 1st, 2024, at a grade C41 and at their current respective steps. (Breker/Bopp) Upon roll call vote, motion carried unanimously.

Cindy Yagow, and LaJuana Hayen left the meeting.

State's Attorney, Jayne Pfau arrived at the meeting at 8:48 a.m.

Peterson visited with the Commission about the Ambulance Coordinator position and the conversation he had with the David Drown Associates Company, an HR consulting firm from Minneapolis. A new job description was created and presented to the Commission. The recommendation was to classify this position as a C45 as that category is currently vacant. A salary of \$79,991.18 would be a C45/S11-Y17.

Brian Tayer, EMS Coordinator-Milnor Squad and Wendy Willprecht, Emergency Manager/911 Coordinator arrived at the meeting at 8:52 a.m.

Discussion continued regarding the topic of conflict of interest in regard to secondary outside employment for the potential Ambulance Coordinator as well as the desire to have the Ambulance Coordinator present with office hours in the courthouse.

Jennie Millerhagen, Forman resident, arrived at the meeting at 9:02 a.m.

Motion to accept the job description as was proposed by HR Director, Duane Peterson. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

It was decided to table the topic and that a meeting should be held between the candidate, Commissioner Breker, State's Attorney Pfau, Wendy Willprecht, HR Director, Duane Peterson, and Milnor EMS Coordinator, Brian Tayer to lay out all expectations and to come back to the commission at the July 16th meeting.

In regard to some old business, discussion was held regarding the response received from Nadine Julson regarding the review her firm did of the Sargent County Ambulance bank accounts. State's

Attorney, Pfau is going to call and get a more detailed explanation of the firm's findings before the county will approve the bill for payment.

A short recess was taken and the meeting reconvened at 9:32 a.m.

Neil Weaving, Custodian, arrived at the meeting. Weaving informed the Commission that the two exterior sheds were ready to be moved in preparation of the parking lot project. He further informed the Commission he has a community service worker for the next three weeks. From Weaving's perspective, everything is ready to go for the parking lot project.

Weaving left the meeting at 9:38 a.m.

Motion was made to appoint Glen Hill to the Sargent County Health Board for a five-year term - term ending April 19, 2029. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

The second reading of Sargent County Ordinance 2024-1: An Ordinance by Sargent County to Establish and Regulate a Sales, Use and Gross Receipts Tax was held. Motion was made approving of the second reading of Sargent County Ordinance 2024-1: An Ordinance by Sargent County to Establish and Regulate a Sales, Use and Gross Receipts Tax and placing the same on the ballot in November. (Breker/Anderson) Upon roll call vote, motion carried unanimously.

Discussion was held on state rate for motels becoming increasingly difficult to get.

Discussion took place regarding the proposed round about at the intersections of Highways 13 & 32. Any Commission input needs to be received by the North Dakota Department of Transportation Design Division prior to July 24th.

A service and repair order from OTIS for the changing of the hydraulic oil in the elevator was received and discussed. Weaving returned to the meeting and stated the oil is at the end of its life, and the oil change is warranted. Motion to proceed with the Service and Repair Order – New Hydraulic Oil without the option of OTIS removing the oil. The waste oil will be removed by the County. (Arth/Bopp) Upon roll call vote, motion carried unanimously. Weaving left the meeting.

Motion to authorize Chairman Johnson to sign the Memorandum of Agreement with the State of North Dakota, Department of Emergency Services' Division of State Radio. (Breker/Arth) Upon roll call vote, motion carried unanimously.

Motion to remove Alison Toepke and Pam Maloney from the signature cards at Stock Growers Bank and replace with Cindy Yagow and Tia Bopp, respectively. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

Motion to approve the following as designees on the state surplus property application Scott Johnson, Wade Anderson, Jason Arth, Lyle Bopp, Mark Breker, Tim Faber, Tia Bopp, Cindy Yagow, Melissa Seykora, Susan Seelye, Brenda Peterson, LaJuana Hayen, Jayne Pfau and Wendy Willprecht; as well as removing the following: Bill Anderson, Merrill Engquist, Denise Ferderer, Sandra Hanson, David Jacobson, Cindy Klapperich, Marwood Klein, Pam Maloney, Virgil Nogowski, James Peterson, Richard Ruch, Alison Toepke, Mike Walstead and Gerald Waswick. (Anderson/Arth) Upon roll call vote, motion carried unanimously.

Melissa Seykora arrived at 9:57 a.m. and provided her quarterly report to the Commission. She also asked the Commission to consider adding herself and her support staff to the cell phone reimbursement plan. It was requested that she channel her request through the personnel board so the policy can be changed and brought before the Commission for approval.

Motion authorizing Chairman Johnson to sign the Agreement Between Sargent County and Gwinner First Responders Regarding Financials. (Arth/Breker) Upon roll call vote, motion carried unanimously.

Auditor Bopp shared that quotes are being looked into for different platforms for use of streaming meetings with the ability to record the same. More information will be coming on this. It was also discussed that the TV in the Commissioner's room should be mounted and possibly a camera mounted for video purposes.

Motion to approve an Application for Drainage Work Within County Road Right-of-Way as submitted by Chris Mathias. (Bopp/Arth) Upon roll call vote, motion carried unanimously.

A short break was taken from 10:20-10:25 a.m.

Upon reconvening at 10:25 representatives from Walock-Johnson Insurance (WJI), LouAnn Waliser and Courtney Jacobson joined the meeting to talk about the insurance renewals.

Pat Olafson joined the meeting at 10:27 a.m.

Details of the policies were reviewed and questions were answered. All departments will be asked to review their respective equipment on said policies for accuracy. Motion to approve the renewals that are due on July 15, 2024. (Arth/Anderson) Upon roll call vote, motion carried unanimously.

WJI representatives and Pat Olafson left the meeting at 10:59 a.m.

Tim Faber, Jeff Breker, Steve Burian of Burian & Associates, Brian Orn and Jay Anderson joined the meeting to talk about the Red River Valley Water Supply Project. A presentation was shared by Mr. Burian with the Commission of the proposed project. Mr. Breker stated he would like to see the Commission look at giving a mill or two to the project.

Zach Hatting and Aaron Medenwaldt from Interstate Engineering along with Michael Kirsch and Jon Strege of Gast Construction joined the meeting for a preconstruction conference in regard to the parking lot project. The project is scheduled to begin the week of July 8th with a completion date of November 1st, however, if all goes as planned, completion may be as early as mid-September.

Commission recessed at 12:25 and reconvened at 1:30 for the purpose of additional budget work. Commission Arth was not present for the budget portion of the meeting.

LaJuana Hayen, appeared before the Commission to discuss an increase for her support staff. It was requested that she return to the next Commission meeting to request the same.

Cindy Yagow was present at the meeting briefly to provide clarification on document retention.

The Commission is requesting the Chairman of the JDA to attend the July 16th Commission Meeting to provide further information regarding the JDA budget that was submitted.

Important dates were reviewed by the commission.

There being no further business, the meeting adjourned at 2:25 p.m.

SCOTT JOHNSON – CHAIRMAN

ATTEST:

TIA BOPP – COUNTY AUDITOR