

Forman, North Dakota
July 6, 2021

The Sargent County Board of Commissioners met at 8:05 a.m. with the following members present: Jason Arth, Lyle Bopp, Mark Breker, Richard Ruch, and Jerry Waswick. Also present was Dave Jacobson, County Resident; and, Pam Maloney, Sargent County Auditor. Mary Engst, the Sargent County Teller, was present through technology.

Chairman Lyle Bopp called the meeting to order.

The Pledge of Allegiance was recited.

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

Approve June 15, 2021 minutes as corrected. (Waswick/Ruch) Motion carried unanimously.

Vicki Berreth & Morgan Blair have accepted the positions of Coroner & Assistant Coroner, respectively. They will complete paperwork needed & start training.

Jayne Pfau, State's Attorney, arrived at the meeting.

Motion to accept the changes to Policy 306 Vacation Benefits effective July 1, 2021. This change will implement an increase in accrual at the completion of an employee's 7th and 14th year. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Vacation
Benefits Policy

After further information, discussion and consideration, it was decided to table sending the letter to Victor Township in South Dakota that was discussed at the last meeting. There is something in Weber Township's old minutes that might affect this situation.

A discussion was held regarding the county again using a credit card for departmental purchases. Motion to apply for a P-Card through JPMorgan Chase which is administered by the Office of Management & Budget. The auditor will amend the policy that Richland County has adopted for the commissioner's review. Motion to apply for a P-Card with one credit card per department. (Waswick/Ruch) Upon roll call vote, motion carried unanimously.

P-Card

More discussion was held on the Flap Bridges Project. After a tour with the Tewaukon National Wildlife Refuge Manager, it was decided that Bridge 122-18 in Rutland Township was not deficient, is rated at a 59.6 and is just in need of a railing. Motion to rescind a prior motion that made Bridge 122-18 the priority. (Waswick/Ruch) Upon roll call vote, motion carried unanimously. The Board will contact Interstate Engineering for further information and guidance regarding the other bridge in Tewaukon Township that has already been removed and should be the Flap project request.

Bridge
122-18

Commissioner Waswick stated that there have been complaints of a mailbox in Stirum that is on the driving side of the white line edging the road. There is another mailbox that might be a safety hazard as well, as it is quite large & heavy & could be dangerous if hit by a motorcycle. Motion to request the state's attorney to send a letter to one party informing them that their mailbox must be placed back off the road, and to the other party that theirs needs to be replaced with a safer mailbox as it is too heavy. Both mailboxes present safety hazards to the motoring public. (Waswick/Ruch) Upon roll call vote, motion carried unanimously.

Mailboxes

Dave Jacobson stated that the area affected with the County Road #1 Drainage Project has not been repaired yet. The area has been disked once and has volunteer grass & weeds growing. As it is such a dry year, it was decided to let it be hayed once and then wait until fall to work it up & seed it.

Restraining
Order

Discussion was held regarding the incident in the state's attorney's office last week. Margie Johnson, State's Attorney's Legal Assistant arrived at the meeting to discuss the incident with Ms. Pfau and the commission. After the discussion, a motion was made to apply for a restraining order and also the individual must have the sheriff or deputy provide escort to the individual if conducting business at the courthouse. (Ruch/Waswick) Upon roll call vote, motion carried unanimously. Other security measures were also discussed and will be addressed at a future meeting.

Alison Toepke, Treasurer/Recorder/Clerk of Court, arrived at the meeting. She will be out of the office at the next meeting, July 20th when the departmental hearings will be held, so wanted to touch

base with the board regarding her budget requests. She did provide price quotes for the desks she had budgeted for and stated that the current desks do need to be replaced. The commissioners approved her budget as submitted.

Commissioners Arth and Breker stated that they had done some emergency repair work on a bridge on County Road #10 north of Rutland. Commissioner Breker had noticed a hole in the pavement and was unable to contact the road supervisor. He and Commissioner Arth proceeded to patch the hole, but it will need further repairs done. Mr. Faber was able to be reached later & a road department employee did go out & flag the area.

Geri Christiansen, Sargent County Ambulance-Milnor Squad, arrived at the meeting. Brian Tayer, Sargent County Ambulance Coordinator was present through technology. The board proceeded to open bids for a new ambulance for the Milnor Squad. Two bids were received from Premier Specialty Vehicles, Fergus Falls, MN; and two bids were received from North Central Ambulance, Lester Prairie, MN. After opening the bids, it was decided to let the Mr. Tayer & Ms. Christiansen review the bids and make a recommendation to the commission at or before the next meeting, July 20th.

Covid
Emergency Paid
Leave

Wendy Willprecht, Emergency Manager, arrived at the meeting. Brenda Peterson, Health Unit Administrator, joined the meeting through technology. Ms. Peterson stated that there are 0 active Covid cases in the county since June 24th. The county currently has a 57.3% vaccination rate and are hoping to get to 60%. Ms. Willprecht inquired about changing the mask requirements on the county website and was given the go-ahead. The Covid Emergency Paid Sick Leave expired on June 30th & will not be extended.

Health
Promotion
Coordinator

Jill Mulder, Human Resources Director, arrived at the meeting.

Ms. Peterson stated that Gallagher Human Resources & Compensation Consulting has recommended that the new health employee be rated at a Grade C42. She is requesting to offer the position at a Step 4 given the experience & knowledge that the applicant has. Motion to allow Ms. Peterson to offer the position of Health Promotion Coordinator to the applicant at a Step 4 on her recommendation and to continue Taylor Chapin in her current role. (Waswick/Arth) Roll Call Vote: Yes – Arth, Bopp, Breker & Waswick. No – None. Abstaining from the vote: Ruch.

Commissioner Breker asked about a pet policy in the courthouse, as he is aware of a puppy in the auditor's office. He was informed there is no policy at this time. Ms. Mulder will check with other counties and NDACO regarding pet policies.

Commissioner Ruch stated that on the crossings that the county will be responsible for on Drain #7 under County Road #12 two miles south of ND Highway #13, the county share will be between \$60,000 and \$170,000 depending on the type of culvert installed. The board will request the Sargent County Water Resource Board to bid the project both ways and then bring it to the commissioners for approval.

Project
SC-CVD-4100(0
21)
Planning
Commission

Motion to authorize the chairman and auditor to sign the Federal Aid Contract for Project SC-CVD-4100(021) Seal Coat and Patching. (Waswick/Breker) Upon roll call vote, motion carried unanimously.

School
Reorganization
Board

Motion to re-appoint LeeAnn Even to the Planning Commission with term expiring July 15, 2025. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

Mobile Food
Pantry

Motion to re-appoint Brian Bussman and Brenda Peterson to the School Reorganization Board with terms expiring June 30, 2024. (Arth/Breker) Upon roll call vote, motion carried unanimously.

The Sargent County Food Pantry has requested to hold a Mobile Food Pantry in the courthouse parking lot on July 21 from 5-6 pm. Motion to allow the Food Pantry to use the courthouse parking lot. (Waswick/Ruch) Upon roll call vote, motion carried unanimously.

The Sargent County Food Pantry has also inquired about garnering liability insurance through the county. This may be allowed if NDIRF allows it and the Pantry pays the increase in premium. The auditor will check into this.

Holidays Policy
Updates

Ms. Mulder presented the changes to Policy 308 Holidays to reflect the new federal holiday signed into law by President Biden. This holiday is on June 19th and called Juneteenth. The commissioners requested a few other changes in the policy as well that will be implemented, including changing "Christmas Eve Day (December 24 – 12:00 noon)" to read "Christmas Eve Half Day"; and to change "Every day appointed by the President of the United States, except Columbus Day, the Governor of

SC-CVD-4100(0
21)

North Dakota, or as by resolution of the Sargent County Commission for a public holiday” to read “Every additional day by resolution of the Sargent County Commission for a public holiday”. (Waswick/Arth) Upon roll call vote, motion carried unanimously.

The committee of Commissioners Jason Arth and Mark Breker have reviewed the proposal from Interstate Engineering for Construction Engineering for Project SC-CVD-4100(021) Seal Coat and Patching. This was the only proposal received and they are recommending to award the Construction Engineering contract to Interstate Engineering. Motion to award the contract to Interstate Engineering for Construction Engineering on the SC-CVD-41-(021) Seal Coat and Patching project. (Arth/Ruch) Upon roll call vote, motion carried unanimously.

Surface Permit
No. 5503

Discussion regarding the request by Micheal Harty for written permission to discharge into, or otherwise utilize, the ditch constructed under Surface Permit No. 5503 or County Road 3 right of way. After a phone call to John Quandt further clarifying the request, motion was made to grant permission providing they cover the pipe in the ditch meeting the road supervisor’s approval and that if the culvert needs replacement, it will be at the landowner’s expense. (Breker/Ruch) Upon roll call vote, motion carried unanimously.

Road
Equipment Bids

Tim Faber, Road Supervisor, arrived at the meeting. The board proceeded to open sealed bids for the road equipment that was put up for sale. Motion to accept all high bids and let the road supervisor dispose of the rest of the equipment as he sees fit. (Arth/Waswick) Upon roll call vote, motion carried unanimously.

New Excavator
Bids

Discussion was held regarding the purchase of a new excavator. Mr. Faber has gotten quotes from RDO and Bobcat of Gwinner. Motion to call for bids for a new excavator using the county’s track hoe as a trade-in value. Bids to be opened at 11:30 a.m. July 20th, 2021, provided the specs for the excavator are to the auditor’s office by noon Wednesday, July 7th, 2021. Otherwise, bid opening will be Tuesday, August 3, 2021 at 11:30 a.m. (Breker/Arth) Upon roll call vote, motion carried unanimously.

Protective
Footwear
Reimbursement
Policy

Motion to approve Policy 503 Protective Footwear Reimbursement for Road Department recommended by Ms. Mulder, with the addition of the employee needing to use the Sales Tax Exempt Number when purchasing the footwear, as the county will not reimburse for sales tax. However, if an employee has already purchased footwear before the approval of this policy, the county will reimburse this one time. (Waswick/Breker) Upon roll call vote, motion carried unanimously.

Sell Alcohol at
Special Events

Motion to approve the Application for Special Permit to Sell Alcoholic Beverages at a Special Event at Designated Premises for Dilly’s Bar N Grill of Stirum for an All School Reunion at the Stirum Hall. (Breker/Arth) Upon roll call vote, motion carried unanimously.

Meeting adjourned at 1:29 p.m.

LYLE BOPP– CHAIRMAN

ATTEST:

PAM MALONEY – COUNTY AUDITOR