

Forman, North Dakota  
September 17, 2019

The Sargent County Board of Commissioners met at 9:10 a.m. in the Commissioner's Room with the following members present: Bill Anderson; Jason Arth; Lyle Bopp; Richard Ruch; and, Jerry Waswick. Absent – none. Also present was Joe Butler, Custodian; Wendy Willprecht, Emergency Manager/911 Coordinator; Jayne Pfau, State's Attorney; Jeanne Sexton-Brown, Sargent County Teller; and Pam Maloney, Sargent County Auditor.

The Pledge of Allegiance was recited.

Ms. Willprecht & Mr. Butler were present to discuss the water seepage in the Emergency Manager's office in the basement. The carpet has been ripped out & disinfectant applied to the floor. Water also leaks into the custodian's office, as well. The surfaces of some walls are deteriorating in other areas of the Courthouse basement, too. It was decided that Commissioner Bopp look into finding a company to provide an estimate on repairs and also to look into possible tiling around the east and north sides of the courthouse.

Ms. Willprecht also requested that the commission approve the Hazardous Materials Response Plan renewal that she had submitted for consideration. Motion to approve the Hazardous Materials Response Plan as presented by Ms. Willprecht. (Waswick/Anderson) Upon roll call vote, motion carried unanimously.

Carol Peterson, Milnor City Economic Development Director, arrived at the meeting. She was here to discuss Census 2020 and the importance of having a complete count in all communities. She is requesting that the following resolution be adopted:

### **SARGENT COUNTY RESOLUTION**

#### **RESOLUTION ESTABLISHING SARGENT COUNTY COMPLETE COUNT COMMITTEE FOR 2020 CENSUS**

WHEREAS, the Constitution of the United States of America requires an enumeration, or "census," of the population every 10 years; and

WHEREAS, the next decennial census of the population will be taken on April 1, 2020; and

WHEREAS, the decennial census data compiled in the 2020 Census will be used to determine the apportionment of seats in the State Legislature and the allocation of billions of dollars of federal, state and county funds for social and other programs for the next decade until the next decennial census is taken; and

WHEREAS, it is vitally important that every person in Sargent County, North Dakota, is counted in the 2020 Census; and

WHEREAS, Sargent County, North Dakota, will establish a Complete Count Committee that will develop and implement an awareness campaign that motivates residents to respond to the 2020 Census and encourages participation by population groups that are often undercounted; and

WHEREAS, the County Auditor will have full authority to appoint government and community leaders to serve as members of the Complete Count Committee and to partner with the U.S. Census Bureau to provide training to the members of the Complete Count Committee;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Sargent County, North Dakota, as follows:

1. The Sargent County Complete Count Committee is hereby established to develop and implement an awareness campaign that motivates residents to respond to the 2020 Census and encourages participation by population groups that are often undercounted; and

2. The County Auditor of Sargent County, North Dakota, is hereby authorized to appoint government and community leaders to serve as members of the Sargent County Complete Count Committee, to partner with the U.S. Census Bureau to provide training to the members of the Sargent County Complete Count Committee, and to take all steps necessary to accomplish these purposes.
3. This Resolution shall go into effect upon approval and passage by the Board of Commissioners.

Commissioner Anderson introduced the foregoing Resolution and moved for its adoption. The motion was duly seconded by Commissioner Bopp. Upon vote being taken thereon, the following Commissioners voted "AYE": Anderson, Arth, Bopp, Ruch and Waswick; and the following Commissioners voted "NAY": None. Absent and not voting: None. Motion carried and resolution adopted.

Ms. Peterson also stated that there will be a meeting on Wednesday, November 6<sup>th</sup> at 5:30 pm at the Gwinner Community Center to organize and have a 1 to 2 hour training session on Census 2020.

Approve September 3, 2019 meeting minutes as corrected. (Bopp/Waswick, unanimous)

The auditor requested authorization to add the new deputy auditor, Heidi Johnson, to the signature card at the bank. Motion to authorize Heidi Johnson, Deputy Auditor, to sign signature cards at the local financial institutions to enable her to sign warrants for payment of bills; and, to remove the name of April Bladow, former Auditor deputy from the signature cards. (Anderson/Waswick, unanimous)

The custodian had provided a quote for a new snow blower. Action was tabled pending receipt of additional information.

The wheelchair accessible door on the west side of the courthouse has not been working for some time and has been inspected by House of Glass, Aberdeen, SD. The mechanism is not repairable, and a quote in the amount of \$2,676 to purchase and install a new opener mechanism was received from House of Glass, Aberdeen. Motion to accept the quote and move forward with installing the new mechanism. (Bopp/Anderson) Upon roll call vote, motion carried unanimously.

It was brought to the attention of the board that there is a piece of Rosemeade pottery in one of the display cases in the basement. There is someone interested in purchasing it. Motion to offer it to the Sargent County Museum for display purposes, only, and if the museum has no interest, it will be offered for sale on bids. (Waswick/Bopp) Upon roll call vote, motion carried unanimously.

Discussion was held on a property in Cogswell which was forfeited to the county for delinquent taxes last November. There is an abandoned church building on the property. The State's Attorney was requested to provide an opinion as to whether the county is legally obligated to obtain ownership of these properties during the Delinquent Tax Forfeiture proceedings.

The commissioners agreed to put a link on the county's website to Senior Living Help, which is an organization that provides senior living assistance to the elderly.

A letter of resignation was received from Stephanie Rufsvold, Deputy Tax Director. Motion to accept the resignation, with regret. (Waswick/Anderson) Upon roll call vote, motion carried unanimously. An exit interview will be provided to Ms. Rufsvold.

Commissioners Arth, Ruch and Waswick, presented a concise report on the Washington DC White House Conference that they had attended on September 10. Commissioner Waswick reported that all of the Federal officials seemed to be receptive to the input received from the county commissioners in attendance. He also stated that the National Association of Counties is well respected and has a very strong presence in Washington.

Congratulations were extended to Bill Anderson, for being selected to receive the NDACO 2019 Excellence in County Government Award in the County Commissioner Category. Commissioner Anderson will be presented with the award at the NDACO Conference in October.

Commissioner Bopp reported that the elements have finally been ordered for the heating system, but have not yet been received.

Commissioner Bopp also reported that he had conferred with Richland County and that he had received a job description for a Human Resources Director. He will be meeting with Commissioner Steve Dick in Ransom County soon to draft a Joint Powers Agreement between the two counties. It is the intention that the position be in place by January 1, 2020.

Merrill Engquist, Road Supervisor; & Damon DeVillers, Interstate Engineering; arrived at the meeting. There was discussion on Federal Aid Projects scheduled for 2020 and beyond. Projects mentioned were the north six miles of County Road #12; six miles of County Road #12 south of Cayuga beginning at County Road #3; County #14 from ND Highway #11 to ND Highway #13; and County Road #1 between ND Hwy 32 and County Road #10; the 3 miles of County Road 10A; and two miles of County Road #10 from County Road #1 south. Bridge 122-23.0 on County Road #7, aka the Anderson Bridge, was also added to the list of possible projects. Mr. DeVillers will help the auditor fill out the Federal Aid Program Sheet in preparation for the meeting between ND DOT and the county at the October NDACO conference.

Some of the commissioners and the road supervisor will be attending the Sargent County Water Resource Board meeting on Thursday, September 19 at 9:30 a.m. to discuss a potential surface drainage project near Brampton. This meeting is being held to gather information on the existing drainage issues in the area and to discuss potential improvements.

Motion to retain Interstate Engineering to prepare plans and specifications for a parking lot expansion at the courthouse, after which the county shall advertise for quotes and get the project moving forward. (Anderson/Waswick) Upon roll call vote, motion carried unanimously. Mr. DeVillers was also given a listing of concerns and suggestions from courthouse employees regarding the project and was requested to include them, as much as possible, in the project's plans and specifications.

Commissioner Bopp provided the commission with quotes for grinding the stumps left behind after the tree removal process last month. Kurt Breker provided a quote of \$40-\$50 a stump, but is unable to haul away the wood chips as his truck is unavailable at this time. Mark Bopp provided a quote of 40 cents per inch of circumference. Commissioner Bopp will make a determination & get the project completed.

Motion to finance the lease/purchase of the Caterpillar 140M Motor Grader acquired from Butler Machinery through SCB Public Finance with a seven year financing option with a yearly payment of \$40,000. (Waswick/Ruch) Upon roll call vote, motion carried unanimously.

Approve September payroll in the sum of \$219,508.16 (Nos. 16807-16867 & 79370-79379) and the following bills: (Anderson/Waswick) Upon roll call vote, motion carried unanimously.

79232-79242		Health Unit Expenses	7,813.93
79243	Forman City	Water/Sewer/Garbage	166.31
79244	Ottertall Power Company	Electricity	2,293.86
79245	Ransom County	VSO Salary/Benefits	911.73
79249-79261		Health Unit Expenses	17,722.25
79262-79268		Human Services Expenses	1382.52
79282	Ameripride Linen	Cleaning Services	163.36
79283	AMS Alcohol Monitoring	GPS Rental Fee	100.00
79284	Avid Hawk, LLC	Web Services	63.00
79285	Bayger, Vanessa	Sheriff Travel	57.07
79286	Bryant, Rick	Sheriff Travel	152.91
79287	Counties Providing Tech.	Data Processing	1,255.58
79288	Crossroads Electric	CH/Air Conditioning	317.36
79289	CHS-Dakota Plains	Gas Purchases	871.04
79290	Dakota Water Solutions	Water Jugs	21.00
79291	Dickey Rural Networks	Telephone Service	1164.60
79292	Forman Lumber	Batteries	11.98
79293	Galls	Sheriff Supplies	127.92
79294	Gordy's Grill & Fill	Sheriff Car Washes	48.00
79295	Graham	Sheriff Car Tires	584.00
79296	Gwinner One Stop	Sheriff Gas Purchases	327.03

79297	The Home Shop	Inspect Extinguishers	155.65
79298	House of Glass	Transom Repair	620.00
79299	Information Tech. Dept.	WAN Access/Netmotion	618.12
79300	LexisNexis Matthew Bender	Century Codes	577.22
79301	NDAAO	Region 6 Dues	30.00
79302	ND Ass'n of Counties	Continuing Education	210.00
79303	NDACO Resources Group	Toughbook/Supplies	4,060.15
79304	Office of Attorney General	SCRAM 24/7	1,950.00
79305	Otis Elevator Company	Service Contract	1,660.84
79306	Pharmchem, Inc	Sweat Patch Analysis	142.75
79307	Presort Plus	Estimated Tax Statements	2,148.71
79308	Professional Development Academy	Continuing Education	495.00
79309	Quill	Maintenance/Supplies	128.01
79310	Reardon Office Equipment	Copier Charges	194.04
79311	Richland County Correction	Prisoner Board	987.12
79312	Roberts Co Detention Center	Juvenile Attendant	840.00
79313	Sargent County Insurance	Renewal Policy	51,292.00
79314	Sargent County Teller	Printing/Publishing	615.05
79315	SC Treasurer	Postage/ACH Fees	2,788.04
79316	Software Solutions	Pat Program Updates	890.00
79317	Southside Auto	Vehicle Maintenance	1,494.49
79318	Tyler Tech	E Recording Support	201.60
79319	Uniform Center	Sheriff Uniform	429.17
79320	Verizon Wireless	Sheriff MIFI Cards	200.05
79321	Jerry Waswick	Commissioner Travel	1,341.12
79322	Wild Rice Soil Conversation	Extension Office Rent	500.00
79323	Willprecht, Wendy	Em Mgr Travel Expense	32.02
79324	A W Diesel	Equipment Repairs	98.18
79325	AmeriPride Linen	First Aid Supplies	225.50
79326	Bernard Mahrer Const.	Gravel/Haul Only	
		Cty #3 & #5 + Gravel	
		& Haul #5	28,328.03
79327	Brian's Repair & Auto Parts	Ford Pickup Repairs	807.94
79328	Butler Machinery	Cat Motor Grader	229,204.18
79329	Climate Control	Dust Road Saver	25,196.02
79330	CHS-Dakota Plains	Oil	111.56
79331	Enderson Construction	25,000 T Gravel & Haul Only,Cty Shop,	
		Cty, #1, #2, #3, #5, #12	164,739.66
79332	Forman Lumber	Screws	18.38
79333	General Equipment	Repairs	829.34
79334	Interstate Engineering	Cty #4 Seal Coat	456.00
79335	John Deere Financial	Road Tractor Lease	7,996.00
79336	Michael Todd & Company	Road Safety Lights/Vests	1,826.96
79337	RDO Powerplan	Renewal JDLINK	273.03
79338	Rutland Oil Company	Road Fuel/Gasoline	3,825.00
79339	SCB Finance	Lease Interest Payment	611.56
79340	Southside Auto	Equipment Repairs	39.50
79341	Swanson, Swanson	CDL Permit	45.00
79342	True North Steel	Culverts	6,102.60
79343	Visto's Carquest	Equipment/Repairs	239.59
79344	Welton Tire Service	Tires	4,466.72
79345	Western Dakota Energy	Load Pass Permits Program	1,500.00
79346	Dicky Rural Network	911 Trunk Rental	231.00
79347	Jacobson, David	EMS Office Rent	150.00
79348	Klapperich, Cindy	Travel/Postage	27.57
79349	ND Association of Counties	911 Wireless	465.10
79350	SC Treasurer	Extension Postage	140.85
79351	Universal Services	Ink Toner	462.60
79352	Visa	Extension Education	139.98
79353-79360		Weed Control Expenses	1,578.38

Meeting adjourned at 12:17 p.m.

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JASON ARTH – CHAIRMAN

ATTEST:

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PAM MALONEY – AUDITOR