

Proceedings of the Mountrail County Commissioners

January 2, 2018

The Board met in regular session on Tuesday at 9:00 A.M. with Commissioners Arlo Borud, Trudy Ruland, Wayne Olson and Daniel Uran present. Absent was Garry Jacobson. Also present was States Attorney Wade Enget.

Chairman Borud called the meeting to order.

Moved by Comm. Uran, seconded by Comm. Ruland, to review and approve the agenda as is. Upon roll call, all present voted yes. Motion carried.

Discussion was held concerning setting up Portfolios for Department Heads etc. and Wade Enget, State's Attorney, stated that the changes would affect Employee Handbook.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve the Minutes of December 19, 2017 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve the bills totaling \$132,854.71 and December payroll, checks 10450-10465 and direct deposit #7247-7384 totaling \$824,628.07. Upon roll call, all present voted yes. Motion carried. (A complete list of bills is posted on a regular basis on the Mountrail County Website @ www.co.mountrail.nd.us under the County Commissioner's heading.)

Nominations were taken for Chairman for the current year 2018. Moved by Comm. Uran, seconded by Comm. Olson, to nominate Arlo Borud as Chairman. Nominations ceased. Upon roll call, all present voted yes. Motion carried.

Chairman Borud called for nominations for Vice-Chairman for the current year 2018. Moved by Comm. Olson, seconded by Comm. Uran, to nominate Trudy Ruland as Vice-Chairman. Nominations ceased. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Uran, to approve the transfer for Oil & Gas allocations totaling \$1,317,371.70 for current allocations from the General Fund to the County Road & Bridge Fund (70% of Oil & Gas Funds). Upon roll call, all present voted yes. Motion carried.

Discussion on rescheduling the November 6, 2018 Commissioner Meeting since it will interfere with the General Election.

Moved by Comm. Ruland, seconded by Comm. Olson, to reschedule the November 6, 2018 Commissioner meeting to November 2, 2018. Upon roll call, all present voted yes. Motion carried.

Discussion was held on the credit card from the Office Management and Budget and to go ahead and get one for all offices to utilize. Wade Enget, State's Attorney referenced Century code 44-08-05.1.

Moved by Comm. Olson, seconded by Comm. Uran, to have a credit card that will be in the Auditors Office and a credit limit of \$5,000. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 601 from Hiland Crude on 46th St NW, located in Sections 10 & 15 in Township 153 North, Range 93 West (Unorganized Township) to bore for oil. Upon roll call, all present voted yes. Motion carried.

Wade Enget, State's Attorney gave an update on the Ceres Environmental Services Arbitration.

Discussion was held with extra duties and extra pay in all departments. Whether we should be paying additional salaries for the Department Head for Weed Control vs County Agent Salary compared to hours worked.

Discussion was held concerning the City of New Town request for the County to be a sponsor for the NDDOT Transportation Alternative Program Application.

Moved by Comm. Olson, seconded by Comm. Ruland, to approve the signing of the Application. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Ruland, to approve the signing of the Court Facilities Improvement Grant Funds. Upon roll call, all present voted yes. Motion carried.

Laurie Johnson, Jail Administrator, gave an update on the jail facility.

Administrator Johnson gave an update on the inspection report and a copy of the full report is available in the Jail Administrators office.

Administrator Johnson updated the Board on the need of increase for room and board for prisoners from \$70 to \$75.

Moved by Comm. Ruland, seconded by Comm. Uran, to increase the room and board for prisoners to \$75 per day. Upon roll call, all present voted yes. Motion carried.

Lori Hanson, Tax Director along with Susan Spaeth, Stanley City Assessor, met with the Board to discuss an abatement.

Gabe Noller, representing Coborn's Inc. is arguing this should be valued on an income approach and not the cost approach. Gabe Noller is requesting \$2,171,300 instead of the \$3,883,600 that it is currently valued at.

Lori Hanson, Tax Director recommendation is to not make any changes to the properties for the 16-17 years.

Susan Spaeth, Stanley City Assessor, stated that comparing these properties from other states is not comparable and more information was requested and never received for the income information.

Assessor Spaeth, is requesting a denial due to not receiving the income information and due to the same approach and comparable being handled in Tioga City.

Moved by Comm. Uran, seconded by Comm. Ruland, to deny the request for reduced values on property number 61-0094406 for the 2016 tax year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Uran, to deny the request for reduced values on property number 61-0094406 for the 2017 tax year. Upon roll call, all present voted yes. Motion carried.

Stephanie A. Pappa, Auditor, Kenneth Halvorson, Sheriff, Nichole Degenstein, Deputy Treasurer and Corey Bristol, Deputy Sheriff, also present was Lori Hanson, Tax Director met with the Board to discuss additional pay with additional duties and the classification sheet.

Comm. Ruland stated that the extra duties should involve extra time after the 40 hours. Sheriff Halvorson stated that when E911 was outsourced the job was not getting done. Nichole Degenstein stated if all these extra duties were outsourced it would cost the County a lot more money.

Lori Hanson, Tax Director stated that in Century Code 11-28-03 states additional compensation cannot be provided to the County Auditor, Treasurer or State's Attorney to serve as secretary, treasurer of funds and legal services to the Park Board.

Comm. Uran stated it makes sense to leave it alone since most of the extra pay comes out of the particular budgets.

No extra duties will be given the 2% extra salary increase. The amount of salaries will remain the same as the 2017 budget year amounts.

State's Attorney, Wade Enget, stated would need to amend budgets to include these extra pay. Submit a revised budget per the request.

Discussion was held on the extra pay for the Parks. Currently that extra salary is coming-out of the County Parks budget but in order to be compliant with century code 11-28-03 the extra pay being collected should no longer be given to the Auditor.

Stephanie A. Pappa, Auditor did express the concerns stating that the County Park is more than just a secretary for the Board. A lot of extra duties go along with that position and has been paid extra since before Auditor Pappa took office.

Mary Trahan, Administrative Assistant, met with the Board to discuss Road & Bridge issues. Also present were Ann Taylor with Brosz Engineering and Tim Arens with Ackerman-Estfold.

Discussion on 2018 HSIP 751004 for proposals on engineering services and award the 2018 Highway Safety Improvement Project.

Moved by Comm. Uran, seconded by Comm. Ruland, to approve the proposal from Sauber Engineering for the Preliminary and Construction Engineering for 2018 Highway Safety Improvement Project. Upon roll call, all present voted yes. Motion carried.

Discussion on the proposals for engineering services and award 2018 MC Chip Seal Maintenance Project.

Moved by Comm. Uran, seconded by Comm. Ruland, to approve the proposal from Sauber Engineering for the 2018 MC Chip Seal Project. Upon roll call, all present voted yes. Motion carried.

Discussion was held concerning the difference in the change of mileage 69.55 with the original 2018 County Road and Bridge Budget and the current one that was supplied to the board was 58 miles. So Engineer Heberlie will bring back the difference at the next meeting.

Joe Tree Service is asking payment be paid in full with only 90% of the work being complete for tree removal services on CR 4 and is above the cost of the proposal due to additional trees planted. The bid proposal was \$10,900 and is requesting \$19,900.

Further discussion will be held at the next meeting due to the Board requesting Joey Marmon be present along with Engineer Heberlie with the contract.

Discussion on the Missile Road projects extension which is located on CR 11, 67th Ave NW be extended to the bid proposal to January 12th with NDDOT.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the extension of the bid proposal to January 12th. Upon roll call, all present voted yes. Motion carried.

Discussion was continued on classifications and salaries. Shena Wold, Treasurer will be classified under Tax Director, Recorder and Clerk of Court since the extra duties that was being paid was taken back into the Auditor's office.

Discussion was held on the County Park salary and the Title VI position salary. Amend budget for both the Auditor's office and the Treasurer office to include these salaries.

Moved by Comm. Uran, seconded by Comm. Ruland, to amend the budgets for the Auditors Office and the Treasurer Office. The amount of \$84,282 for Auditors Office which includes County Park Salary only and \$2,400 Treasurer's Office for the Title VI position. Upon roll call, all present voted yes. Motion carried.

All the rest of the extra duties/salary will stay within the current budgets and will be maintained by the same officials/department heads as prior.

More research will be done on the County Agent/Weed Control position. Concerning the flex time and the hours added.

APPROVED 01/02/2018-PAYMENT 01/02/2018

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
92834	ADDCO OFFICE SYSTEMS	301.93
	GENERAL FUND	301.93

92835	ADVANCED BUSINESS METHODS GENERAL FUND	387.45 387.45
92836	AMERICAN BANK CENTER SOCIAL WELFARE FUND	363.13 363.13
92837	AMERICAN INSTITUTIONAL SUPPLY GENERAL FUND	288.53 288.53
92838	ANDERSON/NIELS SOCIAL WELFARE FUND	1,213.57 1,213.57
92839	BHG INC SOCIAL WELFARE FUND	72.00 72.00
92840	BOB HAYES ADDICTION SERVICES SOCIAL WELFARE FUND	4,000.00 4,000.00
92841	CBM MANAGED SERVICES GENERAL FUND	2,035.60 2,035.60
92842	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	519.50 370.00 149.50
92843	CITY OF STANLEY GENERAL FUND	674.07 674.07
92844	COMFORT SUITES SOCIAL WELFARE FUND	502.20 502.20
92845	CUMMINS SALES AND SERVICE GENERAL FUND	539.00 539.00
92846	DENNIS/MARY SOCIAL WELFARE FUND	16.91 16.91
92847	ELLVANGER/LINDSEY SOCIAL WELFARE FUND	99.05 99.05
92848	FARMERS UNION LUMBER CO GENERAL FUND COUNTY ROAD & BRIDGE FUND	136.02 96.59 39.43
92849	FIESEL/AMBER GENERAL FUND	197.95 197.95
92850	FRIENDS OF LAKE SAKAKAWEA COUNTY PARKS FUND	250.00 250.00

92851	HALVORSON/KENNETH GENERAL FUND	112.14 112.14
92852	HARTSOCH/MARCIA SOCIAL WELFARE FUND	30.03 30.03
92853	HENNESSY/JIM GENERAL FUND	254.71 254.71
92854	HOLIDAY CREDIT OFFICE GENERAL FUND	3,768.49 3,768.49
92855	INFORMATION TECHNOLOGY DEPT SOCIAL WELFARE FUND	130.40 130.40
92856	JACOBSON/GARRY GENERAL FUND	154.08 154.08
92857	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	247.00 247.00
92858	KINNEY/SHELLY SOCIAL WELFARE FUND	313.85 313.85
92859	KOHLER COMMUNICATIONS INC GENERAL FUND	47.50 47.50
92860	KRONOS INC GENERAL FUND	460.61 460.61
92861	LARSON'S TIRE SERVICE SOCIAL WELFARE FUND	20.00 20.00
92862	LEES/KAITLYN SOCIAL WELFARE FUND	32.90 32.90
92863	LINDLEY/MELANIE SOCIAL WELFARE FUND	166.60 166.60
92864	LITTLE FALLS MACHINE, INC. COUNTY ROAD & BRIDGE FUND	882.57 882.57
92865	LOMMEN/ORVIN SOCIAL WELFARE FUND	1,530.00 1,530.00
92866	LUTTRELL/JANETTE SOCIAL WELFARE FUND	32.20 32.20
92867	MAC'S, INC COUNTY ROAD & BRIDGE FUND	486.40 486.40

92868	MARTINEZ/DELIA SOCIAL WELFARE FUND	105.61 105.61
92869	MCFARLAND/SHAWNA SOCIAL WELFARE FUND	141.40 141.40
92870	MEIERS OIL INC GENERAL FUND	147.50 147.50
92871	MIDSTATE TELEPHONE CO SOCIAL WELFARE FUND	183.90 183.90
92872	MILLS/JAMIE SOCIAL WELFARE FUND	212.63 212.63
92873	MONTANA DAKOTA UTILITIES CO GENERAL FUND COUNTY ROAD & BRIDGE FUND	11,076.61 8,969.87 2,106.74
92874	MOORE MEDICAL LLC GENERAL FUND	360.89 360.89
92875	MOUNTRAIL COUNTY FOOD PANTRY SOCIAL WELFARE FUND	371.16 371.16
92876	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	23.00 23.00
92877	MOUNTRAIL COUNTY PROMOTER SOCIAL WELFARE FUND	32.00 32.00
92878	MOUNTRAIL COUNTY TREASURER GENERAL FUND	13,160.06 13,160.06
92879	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND SOCIAL WELFARE FUND COUNTY PARKS FUND	1,834.34 225.16 279.91 200.00 1,129.27
92880	NAT'L ASSOCIATION OF COUNTIES GENERAL FUND	450.00 450.00
92881	ND ASSOCIATION OF COUNTIES GENERAL FUND	61,982.52 61,982.52
92882	ND DEPT OF HEALTH GENERAL FUND	210.00 210.00

92883	ND STATE RADIO COMMUNICATIONS GENERAL FUND	377.74 377.74
92884	ND WEATHER MODIFICATION ASSN WEATHER MODIFICATION FUND	1,800.00 1,800.00
92885	NELSON/ELMER SOCIAL WELFARE FUND	42.00 42.00
92886	NEOFUNDS BY NEOPOST GENERAL FUND	3,016.68 3,016.68
92887	NEOPOST USA INC SOCIAL WELFARE FUND	180.57 180.57
92888	NORTH DAKOTA TELEPHONE CO SOCIAL WELFARE FUND	96.50 96.50
92889	NORTHERN TESTING SOCIAL WELFARE FUND	199.00 199.00
92890	O'REILLY AUTO PARTS GENERAL FUND	37.16 37.16
92891	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND SOCIAL WELFARE FUND	3,702.57 3,376.10 153.87 172.60
92892	OGDEN/CRYSTAL SOCIAL WELFARE FUND	257.95 257.95
92893	OHNSTAD TWICHELL, P.C. GENERAL FUND	4,067.81 4,067.81
92894	OLSON/WAYNE GENERAL FUND	323.37 323.37
92895	PINNACLE SOCIAL WELFARE FUND	668.82 668.82
92896	PRAIRIE FORD, INC. SOCIAL WELFARE FUND	47.64 47.64
92897	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	8.00 8.00
92898	RESERVATION TELEPHONE GENERAL FUND SOCIAL WELFARE FUND	596.78 204.05 392.73

92899	RULAND/TRUDY GENERAL FUND	309.23 309.23
92900	STEINS INC GENERAL FUND	793.04 793.04
92901	STREICHER'S GENERAL FUND	1,439.72 1,439.72
92902	SVEEN/SHADOE SOCIAL WELFARE FUND	136.15 136.15
92903	SWENSON/JESSICA SOCIAL WELFARE FUND	116.86 116.86
92904	THIRD WATCH COMMUNICATIONS L.L.C. GENERAL FUND	879.00 879.00
92905	TRINSPIN, INC. SOCIAL WELFARE FUND	1,708.73 1,708.73
92906	URAN/DAN GENERAL FUND	200.09 200.09
92907	US POSTAL SERVICE GENERAL FUND	70.00 70.00
92908	VAN WINKLE/ROBERT GENERAL FUND	80.25 80.25
92909	VERIZON WIRELESS GENERAL FUND E 911 EMERGENCY/WIRELESS FUND COUNTY AGENT FUND WEED CONTROL FUND	1,141.04 99.06 915.53 67.39 59.06
	FINAL TOTAL	\$132,854.71

The Board adjourned at 12:30 P.M. to meet in regular session on Tuesday, January 16, 2018 at 9:00 A.M.

After adjournment, Shena Wold, Treasurer, spoke to the Board with concerns that she, as an elected official, was not notified about the Commissioner’s agenda topic of extra duties/pay as her Office was directly affected by any decision made by the Commissioners. Treasurer Wold expressed her interest in keeping the statutory duties. Treasurer Wold discussed the disappointment of not being notified of and involved with the discussion of the extra pay/extra duties discussion.

Stephanie A Pappa, Auditor, spoke stating it was discussed when the transition of the Deputy being no longer shared and thru discussion it was stated that the extra pay and the Oil and Gas spreadsheet was no longer wanted.

Communication needs to be better between offices and Comm. Ruland suggested that the Commissioner agenda be emailed to all Officials in the future.

Accepted and approved this 16th day of January, 2018

Arlo Borud, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor