

Proceedings of the Mountrail County Commissioners

March 10, 2017

The Board met in regular session on Friday at 9:00 A.M. with Commissioners Arlo Borud, Trudy Ruland, Garry Jacobson, Daniel Uran and Gary Johnson present. Also present was States Attorney, Wade Enget and Rory D. Nelson with Governor's office.

Chairman Borud called the meeting to order.

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

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the Minutes of the February 21, 2017 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Ruland, to approve the bills totaling \$1,545,151.94 and February payroll, checks #10292-10304 and direct deposit #5748-5882 totaling \$792,425.64. 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](http://www.co.mountrail.nd.us) under the County Commissioner's heading.)

States Attorney Enget informed the Board that the McGee Law Firm was unable to handle the arbitration in the Ceres Environmental Services Inc. case due to a conflict and recommended Ohnstad Twichell.

Moved by Comm. Ruland, seconded by Comm. Johnson, to approve Ohnstad Twichell to handle arbitration for the Palermo South road project. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Johnson, to rescind the motion approving McGee Law Firm to represent Mountrail County in arbitrations. 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 \$1,177,796.38 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.

Moved by Comm. Johnson, seconded by Comm. Ruland, to approve the Regular Full-Time Agreement for Troy Jacobson for the Road Department as a road worker totaling \$47,000 per year. Upon roll call, Uran, Johnson, and Ruland voted yes. Comm. Jacobson took no part in the discussion or vote. Motion carried.

Moved by Comm. Johnson, seconded by Comm. Uran, to approve the Regular Full-Time Agreement for Nathan Story for the Road Department as a road worker totaling \$47,000 per year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Uran, to untable the discussion on adding a cell phone policy to the employee handbook. Upon roll call, all present voted yes. Motion carried.

States Attorney Enget stated a cell phone policy draft will be written and presented at the March 21, 2017 meeting.

Moved by Comm. Ruland, seconded by Comm. Uran, to approve the Village Business Institute Employee Assistance Program Contract. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Jacobson, to approve the Public Works Antenna Agreement with the City of Stanley. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Jacobson, to approve the transfer for preliminary engineering expenses for the White Earth Valley road totaling \$14,365.00 from the Farm to Market Fund to the County Road & Bridge Fund. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Uran, to approve the annual leave payment of 18 hours at the salary from 2012-2013 for a Social Service employee to correct a mistake. Upon roll call, all present voted yes. Motion carried.

The oil and gas production tax was reviewed.

Darla Juma, Domestic Violence Coordinator, met with the Board to request using the carpet left over from the construction of the new justice center for the new Domestic Violence office.

Moved by Comm. Jacobson, seconded by Comm. Johnson, to approve installing carpet in the Domestic Violence office. Upon roll call, all present voted yes. Motion carried.

Karen Babbitt, Head Custodian, met with the Board to discuss employee scheduling. Custodian Babbitt stated there are no issues with scheduling and overtime has not been accrued.

Jim Hennessy, Ag Agent, met with the Board to discuss flex time. Agent Hennessy was informed of the new flex time policy which states it must be used within 120 days.

Discussion was held on the new weed building. Agent Hennessy stated the project has not been completed and the keys have not been turned over. The Board requested Ackerman & Estvold be present at the March 21 meeting to discuss the matter.

Lisa Lee, Planning & Zoning Administrator, met with the Board to present the Snow Emergency Declaration for the March 6-7, 2017 blizzard.

Moved by Comm. Ruland, seconded by Comm. Jacobson, to approve the Declaration of Snow Emergency. Upon roll call, all present voted yes. Motion carried.

Administrator Lee recommended Brittany Uran to represent the City of Stanley to replace Chase Lindberg on the Planning & Zoning Board. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, Jacobson, to accept the recommendation of Administrator Lee to appoint Brittany Uran to the Planning & Zoning Board. Upon roll call, all present voted yes. Motion carried.

Jana Heberlie, Road & Bridge Engineer, met with the Board to discuss issues with the Road and Bridge Department along with Mary Trahan, Administrative Assistant. Present from Brosz Engineering was Zach Gaaskjolen and Donavan Breen. Also present for the bid openings were Todd Pendleton with Roadworx, Tom Broadbent with Envirotech Services, and Dave Abel with Sundre.

Chairman Borud opened the 11:00 A.M. bid letting for culverts, cutting edges, loading and hauling of gravel, gravel crushing and stockpiling, dust control, and subgrade prep repairs.

Engineer Heberlie stated a couple of bids were received late due to the blizzard. The board agreed to accept bids that were postmarked by March 9, 2017.

Moved by Comm. Jacobson, seconded by Comm. Ruland, to approve all qualified bidders starting with the lowest bidder. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Ruland, to approve the change order for additional engineering services on 3.6 miles on Old Hwy 2 with the price to not exceed \$5,500. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Ruland, to approve the final pay estimate to Border States Paving in the amount of \$102,275.15 on CR 2. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Ruland, to approve Pay Application #4 to Central Specialties Inc. in the amount of \$142,779.66 for the Tagus reconstruction and paving project. Upon roll call, Comm. Uran and Comm. Ruland votes yes. Comm. Jacobson and Comm. Johnson voted no. Chairman Borud voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve signing the Final Certification of Local Match with the NDDOT for the Plaza CR 12 rail road crossing. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Jacobson, to approve the transfer for road expenses related to the snow disaster declaration totaling \$151,331.30 from the Emergency Fund to the County Road & Bridge Fund. Upon roll call, all present voted yes. Motion carried.

Engineer Heberlie stated the frost law permitting may require some overtime.

Discussion was held on a 2011 Chevy Silverado pick up.

Shawna McFarland, Social Services Director, met with the Board to discuss paying the Social Services Board Chairman if absent from the meeting. Director McFarland stated that in March of 1980 the Social services Board approved to pay the Chairman of the Board even if not present for the meetings.

Moved by Comm. Ruland, seconded by Comm. Johnson, to approve paying the Chairman of the Social Services Board even if absent from the meetings. Upon roll call, all present voted yes. Motion carried.

Laurie Johnson, Jail Administrator, met with the Board to give an update on the new jail facility. Discussion was held on the ongoing policies. Administrator Johnson stated the jail staff and Sheriff's Department are working together to keep prisoners in the present facility until the new jail facility is open. Administrator Johnson stated the jail did not open on March 1 and hopes to open April 1.

Lori Hanson, Tax Director, and Rory Porth, Property Assessor, gave a soils type implementation update.

Stephanie Pappa, Auditor, reviewed the financials.

**APPROVED 3/10/2017 - PAYMENT 3/10/2017**

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
90799	ACME TOOLS COUNTY ROAD & BRIDGE FUND	69.33 69.33
90800	ADVANCED BUSINESS METHODS GENERAL FUND	2,248.87 2,248.87
90801	AMERICAN BANK CENTER SOCIAL WELFARE FUND	771.01 771.01
90802	AMERIPRIDE LINEN & APPAREL SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	754.92 702.24 52.68
90803	ANDERSON/NIELS SOCIAL WELFARE FUND	1,091.94 1,091.94
90804	AP MIDWEST LLC GENERAL FUND	1,078,815.77 1,078,815.77
90805	ASI SIGNAGE INNOVATIONS GENERAL FUND	4,113.30 4,113.30
90806	BANK OF NORTH DAKOTA GENERAL FUND	21,435.12 21,435.12
90807	BOB HAYES ADDICTION SERVICES SOCIAL WELFARE FUND	4,050.00 4,050.00
90808	BORDER STATES PAVING, INC. COUNTY ROAD & BRIDGE FUND	102,275.15 102,275.15
90809	BOTTINEAU COUNTY SOCIAL SERVICES SOCIAL WELFARE FUND	332.50 332.50
90810	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	651.62 651.62
90811	CDW GOVERNMENT GENERAL FUND	261.09 261.09
90812	CENTRAL SPECIALTIES, INC. COUNTY ROAD & BRIDGE FUND	142,779.66 142,779.66
90813	CHARM-TEX, INC. GENERAL FUND	410.00 410.00
90814	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	2,428.50 327.00 106.50 1,995.00
90815	CITY OF PLAZA COUNTY ROAD & BRIDGE FUND	91.50 91.50
90816	CITY OF ROSS SOCIAL WELFARE FUND	185.55 185.55
90817	CITY OF STANLEY GENERAL FUND	353.86 353.86
90818	COMFORT INN BISMARCK GENERAL FUND	163.80 163.80

90819	COMFORT SUITES SOCIAL WELFARE FUND	409.50 409.50
90820	COMPUTER PROFESSIONALS GENERAL FUND	2,376.02 2,376.02
90821	DAKOTA FIRE EXTINGUISHERS, INC. GENERAL FUND	18.99 18.99
90822	DUERRE/SCOTT COUNTY ROAD & BRIDGE FUND	532.10 532.10
90823	ELECTRONICS COMMUNICATIONS INC GENERAL FUND	29,410.00 29,410.00
90824	EXPRESSWAY SUITES FARGO SOCIAL WELFARE FUND	163.80 163.80
90825	FASTENAL COMPANY COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	2,018.08 94.47 1,923.61
90826	FERN/PATRICIA C SOCIAL WELFARE FUND	165.00 165.00
90827	GAEBE/MARILYN GENERAL FUND	600.00 600.00
90828	HACTC GENERAL FUND	12,044.83 12,044.83
90829	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	3,678.59 3,678.59
90830	HENNESSY/JIM GENERAL FUND	289.62 289.62
90831	HENRICKSEN PSG GENERAL FUND	3,551.06 3,551.06
90832	HOLIDAY CREDIT OFFICE GENERAL FUND	3,972.58 3,972.58
90833	INFORMATION TECHNOLOGY DEPT SOCIAL WELFARE FUND	119.80 119.80
90834	KINNEY/SHELLY SOCIAL WELFARE FUND	18.73 18.73
90835	LAWSON PRODUCTS, INC COUNTY ROAD & BRIDGE FUND	654.68 654.68
90836	LEES/KAITLYN SOCIAL WELFARE FUND	103.52 103.52
90837	LOMMEN/ORVIN SOCIAL WELFARE FUND	1,260.00 1,260.00
90838	LONIER/RACHEL SOCIAL WELFARE FUND	507.45 507.45
90839	LUTTRELL/JANETTE SOCIAL WELFARE FUND	56.64 56.64
90840	LYSTAD/GRACE SOCIAL WELFARE FUND	34.24 34.24
90841	MATTHEW BENDER & CO INC GENERAL FUND	76.10 76.10

90842	MCFARLAND/SHAWNA SOCIAL WELFARE FUND	534.10 534.10
90843	MEIERS OIL INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	3,045.40 63.00 2,982.40
90844	MENARDS - MINOT GENERAL FUND	191.77 191.77
90845	MIDSTATE TELEPHONE CO GENERAL FUND SOCIAL WELFARE FUND	471.09 148.00 323.09
90846	MONTANA DAKOTA UTILITIES CO GENERAL FUND COUNTY ROAD & BRIDGE FUND	12,060.28 9,839.78 2,220.50
90847	MOUNTRAIL COUNTY PROMOTER SOCIAL WELFARE FUND	35.00 35.00
90848	MOUNTRAIL COUNTY RECORDER GENERAL FUND	59.00 59.00
90849	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,821.56 241.64 479.00 1,100.92
90850	MRC GLOBAL (US) INC. COUNTY ROAD & BRIDGE FUND	162.53 162.53
90851	ND ASSOCIATION OF COUNTIES E 911 EMERGENCY/WIRELESS FUND	1,570.92 1,570.92
90852	ND ASSOCIATION OF COUNTIES GENERAL FUND	63.00 63.00
90853	ND CLERKS ASSOCIATION GENERAL FUND	100.00 100.00
90854	ND COUNTY AUDITORS ASSN GENERAL FUND	250.00 250.00
90855	ND COUNTY TREASURERS ASSN GENERAL FUND	250.00 250.00
90856	ND NEWSPAPER ASSOCIATION COUNTY AGENT FUND	191.40 191.40
90857	NDACSSD SOCIAL WELFARE FUND	50.00 50.00
90858	NELSON/CAROL SOCIAL WELFARE FUND	114.10 114.10
90859	NELSON/ELMER SOCIAL WELFARE FUND	41.20 41.20
90860	NEOFUNDS BY NEOPOST GENERAL FUND	80.42 80.42
90861	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	3,550.63 3,550.63
90862	NORTH COUNTRY SPORTSWEAR INC GENERAL FUND	714.70 714.70
90863	NORTH DAKOTA TELEPHONE CO	132.20

	SOCIAL WELFARE FUND	132.20
90864	NORTHERN TESTING SOCIAL WELFARE FUND	153.00 153.00
90865	NORTHWEST COLLISION AND CUSTOM, INC SOCIAL WELFARE FUND	7,233.93 7,233.93
90866	NORTHWEST LANDOWNERS ASSOCIATION GENERAL FUND	250.00 250.00
90867	O'REILLY AUTO PARTS GENERAL FUND	196.55 196.55
90868	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND SOCIAL WELFARE FUND COUNTY AGENT FUND	1,693.05 1,268.57 209.07 163.58 51.83
90869	OGDEN/CRYSTAL SOCIAL WELFARE FUND	292.87 292.87
90870	OSTDAHL/JOANN SOCIAL WELFARE FUND	42.82 42.82
90871	OTTER TAIL POWER CO COUNTY ROAD & BRIDGE FUND	277.18 277.18
90872	PAULSON/JANINNE SOCIAL WELFARE FUND	64.40 64.40
90873	PINNACLE SOCIAL WELFARE FUND	687.19 687.19
90874	PRAIRIE FORD, INC. SOCIAL WELFARE FUND	19,639.56 19,639.56
90875	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	324.94 324.94
90876	RACERS STORE 301 GENERAL FUND	235.77 235.77
90877	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	5,551.24 5,551.24
90878	RESERVATION TELEPHONE GENERAL FUND SOCIAL WELFARE FUND	959.57 524.32 435.25
90879	ROHDE/COLLEEN SOCIAL WELFARE FUND	35.31 35.31
90880	SHOPKO STORES OPERATING CO.,LLC GENERAL FUND	22.36 22.36
90881	SMITH/ALEXIS COUNTY ROAD & BRIDGE FUND	15.00 15.00
90882	SOURIS BASIN PLANNING COUNCIL GENERAL FUND	5,166.00 5,166.00
90883	STANLEY HARDWARE SOCIAL WELFARE FUND	21.99 21.99
90884	STEINS INC GENERAL FUND	1,611.46 1,611.46
90885	STENBAK/FRANCES	37.53

	SOCIAL WELFARE FUND	37.53
90886	SVEEN/SHADOE SOCIAL WELFARE FUND	366.47 366.47
90887	SWENSON/JESSICA SOCIAL WELFARE FUND	643.76 643.76
90888	TRACTOR SUPPLY COMPANY GENERAL FUND COUNTY ROAD & BRIDGE FUND	51.96 11.98 39.98
90889	TRUST LAND OIL FIELD SERVICES SOCIAL WELFARE FUND	500.00 500.00
90890	ULINE GENERAL FUND	970.88 970.88
90891	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND	41,231.71 2,979.04 38,252.67
90892	UNIVERSAL HOSPITAL SERVICES GENERAL FUND	1,845.00 1,845.00
90893	VERIZON WIRELESS GENERAL FUND	40.01 40.01
90894	VOLK/GARRETT GENERAL FUND	51.36 51.36
90895	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,200.00 3,200.00
90896	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	904.95 904.95
	<b>FINAL TOTAL</b>	<b>\$1,545,151.94</b>

The Board adjourned at 3:10 P.M. to meet in regular session on Tuesday, March 21, 2017 at 9:00 A.M.

Accepted and approved this 21<sup>st</sup> day of March, 2017.

---

Arlo Borud, Chairman  
Mountrail County Commissioners

---

Stephanie A. Pappa  
Mountrail County Auditor