

Proceedings of the Mountrail County Commissioners

September 19, 2017

The Board met in regular session on Tuesday at 9:00 A.M. with Commissioners Trudy Ruland, Wayne Olson, and Daniel Uran present. Commissioner Arlo Borud was absent and Commissioner Garry Jacobson was present at 10 a.m. Also present was States Attorney Wade Enget and Clerk of Court Traci Hysjulien.

Vice-Chairman Ruland called the meeting to order.

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

Moved by Comm. Olson, seconded by Comm. Uran, to approve the Minutes of September 5, 2017 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the bills totaling \$971,808.09. Discussion was also held on the Schulte and Enget bill for the furniture that was approved to pay at the September 5<sup>th</sup> meeting to be taken out of the County Board Contingency Fund. Upon roll call, all present voted yes. Motion carried. (A complete list of bills is posted on a temporary basis on the Mountrail County Website @ [www.co.mountrail.nd.us](http://www.co.mountrail.nd.us) under the County Commissioner's heading.)

Moved by Comm. Olson, seconded by Comm. Uran, to approve the August 2017 fees for the Clerk of Court and Sheriff's Office. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Regular Full-time Agreement for Claudia G. Quintero from the Recorder's Office as a Clerk I totaling \$44,500 per year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Regular Part-time Agreement for Delia Martinez from the Social Service Department as a DCA II totaling \$17.00 per hour and not to exceed 38 hours per week. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Regular Full-time Agreement for Melanie Lindley from the Social Service Department as a parent aide and CDA II totaling \$35,360 per year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the Road Crossing Permit 518 from Oasis Midstream Services LLC., on the section line of Sections 12 and 13 in Township 154 North, Range 94 West (Unorganized Township) to bore for production water. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to oppose the request to put Outlot 4 of the NE¼ and Outlot 10 of the NE¼NE¼ of Section 18, Township 152 North, Range 92 West (Osborne Township) into a trust with Bureau of Indian Affairs. A letter will be sent opposing all trust requests in the future to the United States Department of the Interior stating the impacts of the trust on the County and various services provided by the County. Upon roll call, all present voted yes. Motion carried.

Discussion was held concerning the County housing and the rental comparisons around the City of Stanley.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the rental to non-employees with a 30 day lease at a going rate of \$1,100 per month not including heat or electricity. The change for employees will be the cap of \$1,100 per month and a new lease will be drawn up by State's Attorney Enget. Upon roll call, all present voted yes except Comm. Jacobson who voted no. Motion carried.

Shena Wold, Treasurer, met with the board concerning the advertisement of the Preliminary Resolution to Combine the Offices of the Mountrail County Auditor and Mountrail County Treasurer. Treasurer Wold was concerned with the advertisement of duties as being misleading. Treasurer Wold's recommendation is to vote no on the resolution plan. Treasurer Wold presented the Board with a typewritten letter regarding her concerns with the Plan and the process undertaken by the Board when drafting the plan.

Lori Hanson, Tax Director, met with the Board to discuss the contract with Sidwell to implement the soils data.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Sidwell contract in the amount of \$94,924 and annual maintenance of \$3,599. Upon roll call, all present voted yes. Motion carried.

Don Longmuir, Interim P&Z/DES Administrator and Nathan Sem, P&Z/DES Administrator, met with the Board for the public hearing on the Medical Marijuana Zoning Ordinance Hearing.

Vice-Chairman Ruland opened the 10:00 A.M. public hearing to receive comments on the proposed Medical Marijuana Zoning Ordinance.

Interim Administrator Longmuir stated the recommendation from the Planning and Zoning Commission was to approve the Medical Marijuana Zoning Ordinance as is. No one attended the public hearing and no comments were received.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Medical Marijuana Zoning Ordinance. Upon roll call, all present voted yes. Motion carried.

Mark Schlader, Director of Northstar Technology Group presented an IT Proposal. Also present was Lori Hanson, Tax Director and Traci Hysjulien, Clerk of Court.

Director Schlader presented a proposal to manage the IT system and network.

Moved by Comm. Uran, seconded by Comm. Olson, to open the 11:00 A.M. public hearing on the Mountrail County Preliminary Budget for the 2018 year. No persons appeared to make a comment on any expenditure or tax levy.

Discussion was held concerning the County Road & Bridge budget with the difference in expenses vs. revenues.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the 0% tolerance for the 2018 budget and to close the public hearing on the Mountrail County Preliminary Budget for the 2018 year. Upon roll call, all present voted yes. Motion carried.

Jana Heberlie, Road & Bridge Engineer, met with the Board to discuss issues with the Road & Bridge Department along with Mary Trahan, Administrative Assistant.

Engineer Heberlie along with Charles Ramberg informed the Board that on CR 9 a joint cattle pass is being requested by Ramberg/Hanson. It would be a change order to the design. Discussion took place on whether this road would be paved due to budget cuts.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve a cattle pass only if paving occurs. Upon roll call, all present voted yes. Motion carried.

Engineer Heberlie presented a contract for a permitting database software. The excel program doesn't have enough space to utilize with all the permits. The permit software is IWorkQ in the amount of \$4,150 and annual maintenance of \$2,500.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the purchase and signing of the contract with IWorkQ. Upon roll call, all present voted yes. Motion carried.

Engineer Heberlie discussed the heavy oilfield traffic on CR 4, 74<sup>th</sup> St NW which is leaving the road in poor condition and safety concerns. The Road and Bridge department cannot keep up with the maintenance. Engineer Heberlie stated that a conversation was held with Liberty requesting assistance with the road maintenance. Liberty stated only once a month is all a road grader would be able to assist. Engineer Heberlie requested to reduce the weight limit on the road.

Moved by Comm. Olson, seconded by Comm. Uran, to slow down the truck speed on CR 4 to 35 mph and cars to 45 mph which is approximately 7 miles from CR 5 to CR 9. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve signing an agreement with Joe's Tree Service for the removal of trees in the county right of way on CR 4. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the increase of 2018 Township contract rates for blading from \$125 per mile to \$150 per mile and for snow removal from \$85 per mile to \$100 per mile. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the 2018 Township Maintenance Agreements and Non-Contracted Township Maintenance Agreements for blading and snow removal. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the purchase of 2 Schulte Flex Arms from Border Plains Equipment in the amount of \$40,000. Upon roll call, all present voted yes. Motion carried.

Engineer Heberlie gave an update on the 2018-2022 County Federal Aid program and discussed changing the priorities of different bridges located within Mountrail County on the Federal Bridge Program.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the Road Crossing Permit 519 from Savage Water Solutions on 53<sup>rd</sup> St NW, located in Section 1 and 12 in Township 154 North, Range 94 West (Unorganized Township) to bore for water. Upon roll call, all present voted yes. Motion carried.

Discussion on park roads on how this should be dealt with and the Commission suggested Engineer Heberlie get on the next park board agenda for the 19<sup>th</sup> of October.

Engineer Heberlie is struggling with several employees who haven't obtained the Class A or CDL license within the recommended period of time allotted.

Moved by Comm. Olson, seconded by Comm. Jacobson, to formulate a letter to be hand delivered by Comm. Uran to the certain employees that are non-compliant. Upon roll call, all present voted yes. Motion carried.

Alan Ibach, Account Executive of Armour Interactive presented an IT Proposal. Also present was Lori Hanson, Tax Director and Traci Hysjulien, Clerk of Court.

Executive Ibach presented a proposal to manage the IT system and network.

Garrett Volk, current IT Technician presented an IT Proposal.

Technician Volk stated that the County needs a full-time technician on staff due to all the computers. Technician Volk presented a proposal to manage the IT system and network independently.

The Board received letters of support to retain Garrett Volk as the full-time IT from Wade Enget, State's Attorney, Ken Halvorson, Sheriff, Lori Hanson, Tax Director and verbal support from Traci Hysjulien, Clerk of Court.

Dustin Miller and Steve Kemp, Pro IT, LLC presented an IT proposal.

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Further discussion on the IT proposals will be reviewed on the October 3<sup>rd</sup> meeting.

Discussion on the 2018 County budget before the final budget on October 3<sup>rd</sup> meeting.

Moved by Comm. Olson, seconded by Comm. Uran, to approve a raise for the 2018 budget year of 2% per employee for the extra duties which include Superintendent of Schools, Workers Compensation, Coroner, and E911 that are paid to elected or appointed officials. Upon roll call, all present voted yes. Motion carried.

Stephanie A. Pappa, County Auditor reviewed the 2017 Financials.

**APPROVED 09/19/2017-PAYMENT 09/19/2017**

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
92065	A&W TOWING & RECOVERY, INC.	1,250.00
	GENERAL FUND	1,250.00
92066	ADVANCED BUSINESS METHODS	815.31
	GENERAL FUND	815.31

92067	ALEX AIR APPARATUS,INC. CO. HAZARDOUS CHEMICAL ACCOUNT FUND	1,550.00 1,550.00
92068	AMERICAN INSURANCE CENTER GENERAL FUND	50.00 50.00
92069	AMERICAN WELDING & GAS, INC COUNTY ROAD & BRIDGE FUND	74.15 74.15
92070	AMERIPRIDE LINEN & APPAREL SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	547.84 480.89 66.95
92071	BEARDMORE'S AUTOMOTIVE COUNTY ROAD & BRIDGE FUND	100.00 100.00
92072	BHG INC GENERAL FUND	288.00 288.00
92073	BLUE CROSS BLUE SHIELD GENERAL FUND	160.80 160.80
92074	BLUE TARP FINANCIAL, INC. COUNTY ROAD & BRIDGE FUND	459.73 459.73
92075	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	3,128.93 3,128.93
92076	CARD SERVICES GENERAL FUND	214.49 214.49
92077	CARQUEST OF STANLEY COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	521.41 480.56 40.85
92078	CBM MANAGED SERVICES GENERAL FUND	2,484.10 2,484.10
92079	CDW GOVERNMENT GENERAL FUND	1,834.50 1,834.50
92080	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	52.00 52.00
92081	CITY OF PLAZA COUNTY ROAD & BRIDGE FUND	82.50 82.50
92082	CITY OF STANLEY WEED CONTROL FUND	151.40 151.40
92083	COMPUTER PROFESSIONALS GENERAL FUND	2,476.02 2,476.02
92084	CRAFT ELECTRIC, INC. GENERAL FUND	1,751.83 1,751.83
92085	CULLIGAN WATER CONDITIONING COUNTY PARKS FUND	148.80 148.80
92086	D & L CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	17,665.92 17,665.92
92087	DAKOTA DRUG CO GENERAL FUND	109.91 109.91
92088	DAKOTALAND AUTOGLASS,INC COUNTY ROAD & BRIDGE FUND	1,540.00 1,540.00
92089	DEANS BULK SERVICE, INC COUNTY ROAD & BRIDGE FUND	500.85 500.85

92090	ESTVOLD OILFIELD SERVICES, INC. COUNTY PARKS FUND	15,000.00 15,000.00
92091	FARMERS UNION OIL CO-PLAZA GENERAL FUND COUNTY ROAD & BRIDGE FUND	5,870.84 74.05 5,796.79
92092	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	204.90 204.90
92093	FIRST DISTRICT HEALTH UNIT COUNTY PARKS FUND	88.00 88.00
92094	GCR TIRES & SERVICE COUNTY ROAD & BRIDGE FUND	76.00 76.00
92095	H.A.THOMPSON & SONS INC GENERAL FUND	3,180.00 3,180.00
92096	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	18,842.50 18,842.50
92097	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	5,991.03 2,319.00 3,672.03
92098	J.A.M.S. WELDING SERVICE, LLC COUNTY PARKS FUND	3,200.00 3,200.00
92099	JERRY'S SEPTIC SERVICE COUNTY PARKS FUND	8,200.00 8,200.00
92100	JOHNSON AUTO BODY INC GENERAL FUND	603.57 603.57
92101	JOHNSON/LAURIE GENERAL FUND	313.05 313.05
92102	KRONOS INC GENERAL FUND	491.40 491.40
92103	LANGHANS FUNERAL HOMES INC GENERAL FUND	375.00 375.00
92104	LOWE'S PRINTING INC GENERAL FUND WEED CONTROL FUND	357.66 5.00 352.66
92105	MATTHEW BENDER & CO INC GENERAL FUND	1,321.68 1,321.68
92106	MAYO CONSTRUCTION COMPANY, INC FARM TO MARKET ROADS FUND	722,970.18 722,970.18
92107	MEIERS OIL INC GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	6,932.27 728.13 6,179.85 24.29
92108	MENARDS - MINOT COUNTY PARKS FUND	543.21 543.21
92109	MIDSTATE TELEPHONE CO GENERAL FUND	3,113.72 3,113.72
92110	MINOT DAILY NEWS GENERAL FUND	405.84 405.84
92111	MOORE MEDICAL LLC	136.03

	GENERAL FUND	136.03
92112	MOUNTRAIL COUNTY MEDICAL CENTER COUNTY ROAD & BRIDGE FUND	41.00 41.00
92113	MOUNTRAIL COUNTY 4-H WEED CONTROL FUND	30.79 30.79
92114	NAPA COUNTY ROAD & BRIDGE FUND	235.49 235.49
92115	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	133.22 133.22
92116	ND ASSOCIATION OF COUNTIES E 911 EMERGENCY/WIRELESS FUND	1,598.45 1,598.45
92117	ND ASSOCIATION OF COUNTIES GENERAL FUND	63.00 63.00
92118	ND DEPT OF EMERGENCY SERVICES 2013 FLOOD DISASTER	3,601.71 3,601.71
92119	ND TRUCK WASH GENERAL FUND	30.00 30.00
92120	NDSU - EXTENSION OFFICE COUNTY AGENT FUND	12,000.00 12,000.00
92121	NEOPOST USA INC GENERAL FUND	589.92 589.92
92122	NETWORKFLEET, INC. COUNTY ROAD & BRIDGE FUND	771.95 771.95
92123	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	3,899.10 3,899.10
92124	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
92125	NORTHWEST TIRE INC COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,155.40 660.00 495.40
92126	NR CONSTRUCTION COUNTY PARKS FUND	1,488.30 1,488.30
92127	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	2,741.23 1,001.66 1,623.50 116.07
92128	OHNSTAD TWICHELL, P.C. GENERAL FUND	4,984.90 4,984.90
92129	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	102.04 102.04
92130	PINNACLE COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	30,327.43 30,216.26 111.17
92131	PRAIRIE FORD, INC. GENERAL FUND	1,084.11 1,084.11
92132	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	29.30 29.30
92133	RECORD KEEPERS, LLC	16.00

	GENERAL FUND	16.00
92134	RESERVATION TELEPHONE	1,279.86
	GENERAL FUND	1,061.37
	COUNTY ROAD & BRIDGE FUND	100.39
	COUNTY PARKS FUND	118.10
92135	SAUBER ENGINEERING, INC	50,919.32
	FARM TO MARKET ROADS FUND	48,629.29
	COUNTY PARKS FUND	2,290.03
92136	SAVAGE WATER SOLUTIONS	1,000.00
	COUNTY ROAD & BRIDGE FUND	1,000.00
92137	SELECT ENERGY SERVICES	3,000.00
	COUNTY ROAD & BRIDGE FUND	3,000.00
92138	SHOPKO STORES OPERATING CO.,LLC	70.26
	GENERAL FUND	70.26
92139	SOURIS RIVER TELECOMMUNICATIONS	170.10
	E 911 EMERGENCY/WIRELESS FUND	170.10
92140	STANLEY HARDWARE	681.11
	GENERAL FUND	532.33
	COUNTY ROAD & BRIDGE FUND	118.82
	WEED CONTROL FUND	29.96
92141	STAPLES, INC. AND SUBSIDIARIES	96.04
	COUNTY ROAD & BRIDGE FUND	96.04
92142	STEINS INC	217.36
	GENERAL FUND	217.36
92143	THE SIDWELL COMPANY	3,100.00
	GENERAL FUND	3,100.00
92144	TIOGA HARDWARE	349.98
	WEED CONTROL FUND	349.98
92145	TJ'S CAR WASH	50.00
	GENERAL FUND	50.00
92146	UNITED QUALITY COOPERATIVE	2,983.18
	GENERAL FUND	2,580.07
	COUNTY ROAD & BRIDGE FUND	192.99
	COUNTY PARKS FUND	210.12
92147	VAC-U-JET PORTABLES	3,214.77
	COUNTY PARKS FUND	3,214.77
92148	VOLK/GARRETT	71.69
	GENERAL FUND	71.69
92149	WARD COUNTY AUDITOR	3,200.00
	COUNTY LIBRARY-BOOKMOBILE FUND	3,200.00
92150	WESTERN DAKOTA ENERGY ASSOCIATION	75.00
	GENERAL FUND	75.00
92151	WESTLIE TRUCK CENTER	101.71
	COUNTY ROAD & BRIDGE FUND	101.71
	<b>FINAL TOTAL</b>	<b>\$971,808.09</b>

The Board adjourned at 3:30 P.M. to meet in regular session on Tuesday, October 3, 2017 at 9:00 A.M.

Accepted and approved this 3<sup>rd</sup> day of October, 2017.

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Trudy Ruland, Vice-Chairman  
Mountrail County Commissioner

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Stephanie A. Pappa  
Mountrail County Auditor