

Proceedings of the Mountrail County Commissioners

December 4, 2017

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

Chairman Borud called the meeting to order.

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

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

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the bills totaling \$778,197.93 and November payroll, checks 10433-10449 and direct deposit #7096-7246 totaling \$810,583.99. 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.)

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the transfer for Oil & Gas allocations totaling \$1,096,542.02 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. Jacobson, seconded by Comm. Ruland, to approve the Regular Full-Time Agreement for Lenell Jepsen for the Clerk of Courts Office as a Clerk I totaling \$44,040 per year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve the salary increase for Thomas Porth from the Tax Equalization office totaling \$4,194 per month effective December 1, 2017 for successful completion of Class I Assessor. Upon roll call, all present voted yes. Motion carried.

Discussion was held concerning the rental fees being waived at the South Complex for Pee Wee Wrestling.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve waiving the South Complex rental fee for the Pee Wee Wrestling program, if it is offered County wide. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 593 from River Water, LLC on 102nd Ave NW, located in Section 36 in Township 155 North, Range 95 West (Williams County Line) and in Section 31 in Township 155 North, Range 94 West (Unorganized Township) to bore for water. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 594 from River Water, LLC on 101st Ave NW, located in Sections 31 and 32 in Township 155 North, Range 94 West (Unorganized Township) to bore for water. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 595 from River Water, LLC on 99th Ave NW, located in Sections 33 and 34 in Township 155 North, Range 94 West (Unorganized Township) to bore for water. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 596 from River Water, LLC on 98th Ave NW, located in Sections 34 and 35 in Township 155 North, Range 94 West (Unorganized Township) to bore for water. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 597 from River Water, LLC on 97th Ave NW, located in Sections 35 and 36 in Township 155 North, Range 94 West (Unorganized Township) to bore for water. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 598 from River Water, LLC on 54th St NW, located in Section 36 in Township 155 North, Range 94 West (Unorganized Township) and in Section 1 in Township 154 North, Range 94 West (Unorganized Township) to bore for water. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 599 from River Water, LLC on 96th Ave NW, located in Section 1 in Township 154 North, Range 94 West (Unorganized Township)

and in Section 6 in Township 154 North, Range 93 West (Rat Lake Township) to bore for water. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Road Crossing Permit 600 from Andeavor Field Services, LLC on 36th St NW, located in Section 35 in Township 152 North, Range 93 West (Unorganized Township) and in Section 2 in Township 151 North, Range 93 West (Big Bend Township) to bore for gas. Upon roll call, all present voted yes. Motion carried.

Wade Enget, State's Attorney, presented a revised draft of the Annual Leave Policy, No. 303 in the Employee Handbook Manual. The change will remove the word "years" of service to "months" of service.

Discussion was held by Comm. Ruland concerning the portion where it states "employees who have satisfied all eligibility requirements may submit vacation requests to their supervisor" so Comm. Ruland stated all appointed officials should be receiving approval from the Commissioners. Comm. Ruland would like more communication with all officials including elected officials. Attorney Enget stated the employee handbook should be changed or looked at being changed. Further discussion will be held in the future meetings.

Nichole Degenstein, Deputy Treasurer, brought a listing that would affect the certain employees on the annual leave. Some of them would be over the 80 hours carry over for certain employees for the year. For those certain employees a request will be made at the next meeting.

Moved by Comm. Uran, seconded by Comm. Ruland, to accept the increase for the certain employees that would be affected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve the revised word in the Annual Leave Policy, No. 303 in the Employee Handbook Manual from "years" of service to "months" of service. Upon roll call, all present voted yes. Motion carried.

Wade Enget, State's Attorney on Tax Deed Action property letter that will be sent from the Dakota West Credit Union wanting the mortgage satisfied. The Auditor will be in contact with NDIRF concerning this property on Lot 13, Block 2 in Riverview Estates Subdivision.

Potluck for all employees on December 19th and all offices will be closed for an hour from 12 to 1:00 p.m.

Discussion was held on the metes and bounds description on who will pay the engineering fees for the surveying on First Lutheran Church on CR 9 that is being refused to be paid by the First Lutheran Church. Stephanie Pappa, Auditor will discuss with HDR to see why this wasn't done before hand.

Garrett Volk, IT Administrator, presented a proposal from RTC to upgrade the warranty on the phone systems due to expiring.

Moved by Comm. Uran, seconded by Comm. Ruland, to approve the warranty of the phone system to do a 5 year warranty in the amount of \$129.27 per month for all systems. Upon roll call, all present voted yes. Motion carried.

Administrator Volk stated will bring all iPads to the next Commissioner meeting for training.

Lori Hanson, Tax Director met with the Board to discuss 3 abatements and a letter drafted to the Office of State Tax Commissioner concerning the soils implementation being compliant as of 2019 assessment year.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the removal of the 2013-2017 mobile home taxes on property number 56-1002900 due to home being removed. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the removal of the 2017 mobile home tax on property number 61-1500300 due to home being moved out of state. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the removal of the 2013-2017 mobile home taxes on property number 46-9100800 due to home being removed. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve sending the letter to the Office of State Tax Commissioner on when compliance will take effect on the soils implementation. Upon roll call, all present voted yes. Motion carried.

Tax Director Hanson discussed how the Unorganized Townships meeting for soils and how it would be handled. Comm. Ruland stated it would be good to invite the residents from those townships and Comm. Ruland and Comm. Uran will also take in the meetings.

Attorney Enget gave an update on the Ceres Arbitration meeting that was held with the lawyers, Jana Heberlie, Engineer; Mary Trahan, Administrative Assistant; and John Sauber with Sauber Engineering on Tuesday, November 28th at the South Complex.

Jana Heberlie, Road & Bridge Engineer, met with the Board to discuss Road & Bridge issues. Also present was John Sauber, Sauber Engineering and Zach Gaaskjolen, Brosz Engineering.

Zach Gaaskjolen, Brosz Engineering, presented the proposal to the board on the Reconstruction of CR 1 and Tagus and the segment of Old Highway 2 from Tagus to Ward County Line with asphalt paving. Engineer Gaaskjolen stated if a culvert is on Old Highway 2 would be replaced if any are located in the area. Comm. Ruland stated the Board requested a do not exceed amount in the proposal. Engineer Gaaskjolen will bring back a do not exceed amount in the future.

John Sauber, Sauber Engineering, presented the proposal to the board on the Reconstruction of CR 1 and Tagus and the segment of Old Highway 2 from Tagus to Ward County Line with asphalt paving. Engineer Sauber stated in the proposal the subgrade preparation was included in the cost but the previous construction season the subgrade preparation already had been done. The base needs to be good before paving begins. So the cost estimate would decrease if comfortable with the base.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve Sauber Engineering for the proposal on the Reconstruction of CR 1 and Tagus and the segment of Old Highway 2 from Tagus to Ward County Line. Upon roll call, all present voted yes except for Comm. Jacobson who voted no. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve from NDDOT recommendation Martin Construction Inc. for the in slope repairs on Missile Projects as the lowest bidder and to execute the Resolution. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Ruland, to approve the final payment on CR 9, White Earth Valley Road. Upon roll call, all present voted yes. Motion carried.

Engineer Heberlie gave an update on the employment status and is requesting an additional salary for Mary Trahan due to increase work load and duties. The increase would be an additional \$3,340 per year. The board decided with the classification listing it wouldn't be fair to the other employees to grant an increase at this time that share that classification.

Jim Gray, NDSU Director, and Lynnette Vachal, Extension Agent met with the Board concerning the revamping of the NDSU budgets and policy.

Director Gray presented the proposed changes to the base policy which is being brought by SBARE (State Board of Agricultural Research and Education) review and the 14% decrease from State funding. Questions arose whether the smaller counties should have extension agents. So asking Counties do we want an agent? This policy would go in effect January 1, 2019. Our County would have to pay 40% of total compensation and 100% of operating expenses for the Extension Agent and State would pay 60% of total compensation. Under this proposed base policy it would increase the budget of the County by \$4,210 a year.

Director Gray gave funding options when the County is unable to meet financial obligations. 1) Merge county Extension programs. 2) Identify other roles within the County government that extension could take on in order to enhance funding from the general monies. 3) Possibly charge more fees for service such as workshops fees, pesticide certification fees, etc. 4) Solicit sponsorships, grants, partnerships or affiliated membership fees from groups who utilize ongoing Extension programs. 5) Put to a vote of the people the option of increasing the mill levy used to support their extension program.

Comm. Ruland brought forth the question that the youth 4H is requesting a yearly participation fee of \$20.00 per year with a cap of \$60 maximum per family. Comm. Ruland would like a sponsorship to help cover the cost for the 4H groups due to some of the families that cannot afford the cost. Director Gray said would bring back to the board with that suggestion.

The Board is in favor of keeping the program and going forward will look at the increase of the budget for 2019 budget year.

Mark Schneider and Darren Langerud, ND Atmospheric Board gave an update on the budget.

Darren Langerud stated the 2017 budget was under budget due to the drought conditions. The chemicals left over from the 17 budget year will be cost savings for the 18 budget year. Discussion was held if Ward County is not funding the full budget for 18 budget year how does this affect the county budget for Mountrail County. The air craft would go from 6 to 5 and the balance reserve left from the 17 year will also help cover the cost. There is no percentage or division with all counties that partake in the program for the cost of the service.

APPROVED 12/04/2017-PAYMENT 12/04/2017

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
92646	A&W TOWING & RECOVERY, INC. GENERAL FUND	200.00 200.00
92647	AMERICAN ARBITRATION ASSOCIATION GENERAL FUND	15,665.00 15,665.00
92648	AMERICAN BANK CENTER SOCIAL WELFARE FUND	1,522.45 1,522.45
92649	ANDERSON/NIELS SOCIAL WELFARE FUND	567.37 567.37
92650	BLUE TARP FINANCIAL, INC. WEED CONTROL FUND	1,536.88 1,536.88
92651	BOB HAYES ADDICTION SERVICES SOCIAL WELFARE FUND	3,936.00 3,936.00
92652	BORDER PLAINS EQUIPMENT LLC. COUNTY ROAD & BRIDGE FUND	159,000.00 159,000.00
92653	CBM MANAGED SERVICES GENERAL FUND	3,337.60 3,337.60
92654	CDW GOVERNMENT GENERAL FUND SOCIAL WELFARE FUND COUNTY AGENT FUND	3,456.97 3,052.01 48.46 356.50
92655	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	2,428.50 327.00 106.50 1,995.00
92656	CITY OF STANLEY GENERAL FUND	727.53 727.53
92657	COMFORT SUITES SOCIAL WELFARE FUND	167.40 167.40
92658	CREATIVE FORMS & CONCEPTS INC GENERAL FUND	189.85 189.85
92659	DAKOTA FLUID POWER, INC. COUNTY ROAD & BRIDGE FUND	43.65 43.65
92660	DAKOTA TRUCK & FARM SERVICE COUNTY ROAD & BRIDGE FUND	10,877.55 10,877.55
92661	DAKOTALAND AUTOGLASS,INC COUNTY AGENT FUND	225.00 225.00
92662	DENNIS/MARY SOCIAL WELFARE FUND	39.48 39.48
92663	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	615.00 615.00

92664	DOMBEN/ANDY SOCIAL WELFARE FUND	50.00 50.00
92665	DUNN COUNTY GENERAL FUND	1,500.00 1,500.00
92666	ELLVANGER/LINDSEY SOCIAL WELFARE FUND	99.94 99.94
92667	FARMERS UNION LUMBER CO COUNTY ROAD & BRIDGE FUND	38.50 38.50
92668	HOBART SALES & SERVICE GENERAL FUND	677.85 677.85
92669	HOLIDAY CREDIT OFFICE GENERAL FUND	3,625.88 3,625.88
92670	INFORMATION TECHNOLOGY DEPT SOCIAL WELFARE FUND	130.40 130.40
92671	JOHN DEERE FINANCIAL GENERAL FUND COUNTY ROAD & BRIDGE FUND	229.77 19.24 210.53
92672	JOHNSON AUTO BODY INC GENERAL FUND	3,260.86 3,260.86
92673	K SQUARED ELECTRIC INC GENERAL FUND	110.00 110.00
92674	KERN COUNTY SUPERIOR COURT GENERAL FUND	37.52 37.52
92675	KINNEY/SHELLY SOCIAL WELFARE FUND	218.69 218.69
92676	KRONOS INC GENERAL FUND	456.02 456.02
92677	LEES/KAITLYN SOCIAL WELFARE FUND	56.35 56.35
92678	LEGAL SERVICES OF ND GENERAL FUND	12,405.71 12,405.71
92679	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	35.00 35.00
92680	LINDLEY/MELANIE SOCIAL WELFARE FUND	116.89 116.89
92681	LOMMEN/ORVIN SOCIAL WELFARE FUND	1,395.00 1,395.00
92682	LYSTAD/GRACE SOCIAL WELFARE FUND	125.53 125.53
92683	MAGHAKIAN/TINA SOCIAL WELFARE FUND	93.10 93.10
92684	MARTINEZ/DELIA SOCIAL WELFARE FUND	40.46 40.46
92685	MAYO CONSTRUCTION COMPANY, INC FARM TO MARKET ROADS FUND	87,785.65 87,785.65
92686	MCFARLAND/SHAWNA SOCIAL WELFARE FUND	342.30 342.30

92687	MEIERS OIL INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	3,757.80 75.00 3,682.80
92688	MIDSTATE TELEPHONE CO SOCIAL WELFARE FUND	183.24 183.24
92689	MILLS/JAMIE SOCIAL WELFARE FUND	179.20 179.20
92690	MONTANA DAKOTA UTILITIES CO GENERAL FUND COUNTY ROAD & BRIDGE FUND	10,379.47 8,561.18 1,818.29
92691	MOUNTRAIL COUNTY FOOD PANTRY SOCIAL WELFARE FUND	750.00 750.00
92692	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,907.97 104.83 210.88 1,592.26
92693	MRC GLOBAL (US) INC. COUNTY ROAD & BRIDGE FUND	12.59 12.59
92694	ND ASSOCIATION OF COUNTIES GENERAL FUND	23,865.00 23,865.00
92695	ND ASSOCIATION OF COUNTIES GENERAL FUND	413.00 413.00
92696	ND TRUCK WASH GENERAL FUND	30.00 30.00
92697	NDACO SOCIAL WELFARE FUND	3,981.00 3,981.00
92698	NDACSSB SOCIAL WELFARE FUND	35.00 35.00
92699	NELSON/ELMER SOCIAL WELFARE FUND	10.50 10.50
92700	NEOFUNDS BY NEOPOST GENERAL FUND	803.20 803.20
92701	NEWMAN TRAFFIC SIGNS COUNTY ROAD & BRIDGE FUND	5,940.41 5,940.41
92702	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,287.47 1,287.47
92703	NORTH COUNTRY SPORTSWEAR INC GENERAL FUND	492.00 492.00
92704	NORTH DAKOTA TELEPHONE CO SOCIAL WELFARE FUND	121.90 121.90
92705	NORTHERN TESTING SOCIAL WELFARE FUND	40.00 40.00
92706	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	12.90 12.90
92707	OFFICE DEPOT INC GENERAL FUND SOCIAL WELFARE FUND COUNTY AGENT FUND WEED CONTROL FUND	2,332.65 1,544.49 392.94 333.30 61.92

92708	OGDEN/CRYSTAL SOCIAL WELFARE FUND	228.90 228.90
92709	OSTDAHL/JOANN SOCIAL WELFARE FUND	52.50 52.50
92710	PINNACLE COUNTY ROAD & BRIDGE FUND SOCIAL WELFARE FUND WEED CONTROL FUND	9,958.41 3,008.08 950.33 6,000.00
92711	PORTH/THOMAS GENERAL FUND	140.00 140.00
92712	PRAIRIE FORD, INC. SOCIAL WELFARE FUND	47.64 47.64
92713	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	3,151.83 3,151.83
92714	QUIGLEY/BRYAN SOCIAL WELFARE FUND	120.00 120.00
92715	RESERVATION TELEPHONE GENERAL FUND SOCIAL WELFARE FUND	596.78 204.05 392.73
92716	SEM/NATE GENERAL FUND	115.00 115.00
92717	SHOPKO STORES OPERATING CO.,LLC GENERAL FUND	257.92 257.92
92718	SIMPLEXGRINNELL GENERAL FUND	384.00 384.00
92719	SPRINGANS FURNITURE SOCIAL WELFARE FUND	75.00 75.00
92720	STANLEY HARDWARE SOCIAL WELFARE FUND	20.92 20.92
92721	STANLEY LIONS CLUB SOCIAL WELFARE FUND	50.00 50.00
92722	STATE BOARD OF LAW EXAMINERS GENERAL FUND	380.00 380.00
92723	STATE TREASURER GENERAL FUND	455.00 455.00
92725	SVEEN/SHADOE SOCIAL WELFARE FUND	101.10 101.10
92726	SWENSON/JESSICA SOCIAL WELFARE FUND	188.88 188.88
92727	TEXAS DEPARTMENT OF PUBLIC SAFETY GENERAL FUND	20.00 20.00
92728	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	136.06 136.06
92729	TOMLINSON/HEATHER GENERAL FUND	47.13 47.13
92730	TRACTOR SUPPLY COMPANY COUNTY ROAD & BRIDGE FUND	150.82 150.82

92731	TRINSPIN, INC. SOCIAL WELFARE FUND	13,846.81 13,846.81
92732	TYLER TECHNOLOGIES, INC DOCUMENT PRESERVATION FUND	1,203.93 1,203.93
92733	UNITED TRUCK & EQUIPMENT COUNTY ROAD & BRIDGE FUND	34.00 34.00
92734	VERIZON WIRELESS GENERAL FUND	63.63 63.63
92735	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	113,048.22 113,048.22
92736	HESS CORPORATION GENERAL FUND ORPHAN MINERAL TRUST FUND	258,616.62 115,888.75 142,727.87
	FINAL TOTAL	\$778,197.93

The Board adjourned at 2:15 P.M. to meet in regular session on Tuesday, December 19, 2017 at 9:00 A.M.

Accepted and approved this 19th day of December, 2017

Arlo Borud, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor