

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, December 1, 2020 at 9:00 A.M. with GOTOMEETING with Commissioners Joan Hollekim and Trudy Ruland in person, Daniel Uran, Garry Jacobson and Wayne Olson all present via GOTOMEETING. Also present were States Attorney, Wade Enget and Jason Rice.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the minutes of the November 17, 2020 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Olson, seconded by Comm. Uran, to approve the bills totaling \$1,255,469.18 and November payroll, checks #11078-11098, direct deposit #13268-13421 totaling \$1,003,463.14. Upon roll call, Hollekim, Ruland, Uran, Olson, and Jacobson 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 heading.

APPROVED 12/01/2020 - PAYMENT 12/01/2020

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
100222	AMERICAN BANK CENTER COUNTY ROAD & BRIDGE FUND	1,022,877.02 1,022,877.02
100223	AMERICAN BANK CENTER GENERAL FUND HUMAN SERVICE ZONE	2,336.00 99.77 2,236.23
100224	ARAMARK GENERAL FUND COUNTY ROAD & BRIDGE FUND	609.99 462.88 147.11
100225	ARMOR INTERACTIVE GENERAL FUND	1,084.96 1,084.96
100226	AVI SYSTEMS, INC CIVIL ASSET FORFEITURE FUND	1,531.75 1,531.75
100227	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	2,487.00 2,487.00
100228	BHG INC HUMAN SERVICE ZONE	74.63 74.63
100229	BLUE TARP FINANCIAL, INC. COUNTY ROAD & BRIDGE FUND	339.98 339.98
100230	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	4,315.00 4,315.00
100231	CARQUEST OF STANLEY COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	2,118.12 1,017.69 1,100.43
100232	CARSTENS/JILL M	11.71

	HUMAN SERVICE ZONE	11.71
100233	CAWS NORTH DAKOTA GENERAL FUND	13,255.59 13,255.59
100234	CHARM-TEX, INC. GENERAL FUND	3,215.56 3,215.56
100235	CHECKERS, INC HUMAN SERVICE ZONE	415.00 415.00
100236	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,583.03 533.03 80.00 970.00
100237	DAKOTA TRUCK & FARM SERVICE COUNTY ROAD & BRIDGE FUND	663.34 663.34
100238	DAKOTALAND AUTOGLASS,INC COUNTY ROAD & BRIDGE FUND	650.00 650.00
100239	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	15,947.16 15947.16
100240	ELECTION SYSTEMS & SOFTWARE INC GENERAL FUND	3,825.90 3,825.90
100241	ENGET/WADE GENERAL FUND	63.25 63.25
100242	ERICKSON/BETTY GENERAL FUND	92.55 92.55
100243	FARDEN CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	39,741.00 39,741.00
100244	FARMERS UNION OIL CO-WATFORD CITY HUMAN SERVICE ZONE	199.43 199.43
100245	FENSTER/KAYLA HUMAN SERVICE ZONE	503.12 503.12
100246	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	209.95 209.95
100247	GAFFANEYS OF MINOT INC GENERAL FUND	24.95 24.95
100248	GROTTE/RAYMOND GENERAL FUND	50.00 50.00
100249	H.A.THOMPSON & SONS INC GENERAL FUND	803.92 803.92
100250	HERMANSON/NANCY HUMAN SERVICE ZONE	42.00 42.00
100251	HOME OF ECONOMY COUNTY ROAD & BRIDGE FUND	104.02 104.02
100252	INFORMATION SYSTEMS CORP GENERAL FUND	250.00 250.00
100253	INFORMATION TECHNOLOGY DEPT HUMAN SERVICE ZONE	145.40 145.40
100254	INTOXIMETERS, INC.	900.00

	GENERAL FUND	900.00
100255	JOB SERVICE OF NORTH DAKOTA GENERAL FUND	48.33 48.33
100256	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	429.36 297.77 131.59
100257	JPMORGAN CHASE BANK NA GENERAL FUND HUMAN SERVICE ZONE	695.85 25.96 669.89
100258	KINNEY/SHELLY HUMAN SERVICE ZONE	191.62 191.62
100259	KOENIG/KAYLA GENERAL FUND	77.60 77.60
100260	LARSON'S TIRE SERVICE GENERAL FUND	46.60 46.60
100261	LEES/KAITLYN HUMAN SERVICE ZONE	369.72 369.72
100262	LEGAL SERVICES OF ND GENERAL FUND	9,470.94 9,470.94
100263	LOMMEN/ORVIN HUMAN SERVICE ZONE	1,925.00 1,925.00
100264	LONIER/RACHEL HUMAN SERVICE ZONE	3.85 3.85
100265	LOWE'S PRINTING INC WEED CONTROL FUND	18.00 18.00
100266	MEIERS OIL INC GENERAL FUND	20.84 20.84
100267	MENARDS - MINOT GENERAL FUND	23.97 23.97
100268	MILLER STARR/MARY A COUNTY ROAD & BRIDGE FUND	9.33 9.33
100269	MILLS/JAMIE HUMAN SERVICE ZONE	305.90 305.90
100270	MONTANA DAKOTA UTILITIES CO GENERAL FUND	9,189.21 9,189.21
100271	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	800.00 800.00
100272	MOUNTRAIL WILLIAMS ELECTRIC COOP COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	360.38 281.99 78.39
100273	ND ASSN OF COUNTY ENGINEERS COUNTY ROAD & BRIDGE FUND	100.00 100.00
100274	ND ASSOCIATION OF COUNTIES GENERAL FUND	63.00 63.00
100275	ND DEPT OF HEALTH GENERAL FUND HUMAN SERVICE ZONE	225.00 210.00 15.00

100276	ND DEPT OF HEALTH-MICROBIOLOGY GENERAL FUND	10.00 10.00
100277	NDSU AG COMMUNICATION COUNTY AGENT FUND	32.00 32.00
100278	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	64.08 64.08
100279	NORTH DAKOTA TELEPHONE CO GENERAL FUND	160.80 160.80
100280	NORTHERN PUMP & COMPRESSION, INC COUNTY ROAD & BRIDGE FUND	735.55 735.55
100281	NORTHWEST COLLISION AND CUSTOM, INC GENERAL FUND	554.75 554.75
100282	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND	1,797.99 1,324.86 158.99 275.15 38.99
100283	OGDEN/CRYSTAL HUMAN SERVICE ZONE	31.50 31.50
100284	OSLOE TOWNSHIP 2019 FLOOD DISASTER FUND	7,115.46 7,115.46
100285	OTIS ELEVATOR COMPANY GENERAL FUND	5,292.84 5,292.84
100286	OVERHEAD DOOR COMPANY OF MINOT COUNTY ROAD & BRIDGE FUND	670.00 670.00
100287	PENNINGTON/STEVEN B COUNTY ROAD & BRIDGE FUND	6.16 6.16
100288	PETERSON/LILLY D COUNTY ROAD & BRIDGE FUND	17.25 17.25
100289	PINNACLE HUMAN SERVICE ZONE	536.57 536.57
100290	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	1,123.99 1,123.99
100291	PREBLE MEDICAL SERVICES INC HUMAN SERVICE ZONE	90.00 90.00
100292	QUADIENT FINANCE USA INC GENERAL FUND	2,227.44 2,227.44
100293	QUADIENT LEASING GENERAL FUND	210.42 210.42
100294	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	25,852.33 25,852.33
100295	RESERVATION TELEPHONE COUNTY ROAD & BRIDGE FUND	116.93 116.93
100296	ROBY/MELISSA HUMAN SERVICE ZONE	13.65 13.65
100297	RYAN GMC	2,014.29

	COUNTY ROAD & BRIDGE FUND	2,014.29
100298	SAFARI FUELS #103 GENERAL FUND	65.79 65.79
100299	SAFETY WORKS, LLC HUMAN SERVICE ZONE	70.00 70.00
100300	SCHOCK'S SAFE & LOCK INC GENERAL FUND	144.00 144.00
100301	SEACHANGE PRINT INNOVATIONS GENERAL FUND	210.75 210.75
100302	SR CARLSON CONSTRUCTION INC GENERAL FUND	11,445.00 11,445.00
100303	STANLEY AUTO & TRUCK COUNTY ROAD & BRIDGE FUND	423.27 423.27
100304	STANLEY HARDWARE GENERAL FUND HUMAN SERVICE ZONE	16.96 10.98 5.98
100305	STAPLES CREDIT PLAN GENERAL FUND	51.50 51.50
100306	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	194.18 194.18
100307	STEINS INC GENERAL FUND	2,883.08 2,883.08
100308	STUBSTAD/BRENDA GENERAL FUND	84.50 84.50
100309	SUMMIT FOOD SERVICE, LLC GENERAL FUND	8,310.60 8,310.60
100310	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	163.80 163.80
100311	TOLLEFSON/KRYSTLE GENERAL FUND	76.45 76.45
100312	TURNKEY CORRECTIONS GENERAL FUND	380.54 380.54
100313	TYLER TECHNOLOGIES, INC DOCUMENT PRESERVATION FUND	1,393.71 1,393.71
100314	UNIFORM CENTER GENERAL FUND	3,326.70 3,326.70
100315	VACHAL/LYNETTE COUNTY AGENT FUND	138.25 138.25
100316	VAN HOOK ASSOCIATION COUNTY PARKS FUND	4,423.50 4,423.50
100317	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	1,520.01 31.08 344.01 1,113.83 31.09
100318	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,200.00 3,200.00

100319	WARD COUNTY TREASURER GENERAL FUND	9,306.00 9,306.00
100320	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	6,551.68 6,551.68
100321	YODER ELECTRIC COUNTY PARKS FUND	7,569.08 7,569.08
	FINAL TOTAL	1,255,469.18

D. TRANSFER

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the transfer from Oil and Gas allocation totaling \$903,743.52 for current allocations from the General Fund to the County Road & Bridge Fund (70% of Oil & Gas Funds). Upon roll call, Olson, Hollekim, Jacobson, Ruland and Uran voted yes. Motion carried.

E. PAYROLL

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the elected official employee agreement for Jason Rice with the Commissioners in the amount of \$2,480 per month/\$29,760 per year. Upon roll call, Hollekim, Ruland, Olson, Jacobson and Uran voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the temporary employee agreement for Richard (Derick) McCloskey with the County Buildings Department as a facilities technician in the amount of \$19.038 per hour not to exceed 40 hours per week/280 hours per year. Upon roll call, Uran, Jacobson, Olson, Hollekim and Ruland voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the temporary employee agreement for Rigoberto Vergara with the Corrections as a Correctional Officer in the amount of \$21.418 per hour with the dates beginning 11-19-2020 and ending 1-31-2021, not exceeding 40 hours per week. Upon roll call, Ruland, Jacobson, Olson, Uran and Hollekim voted yes. Motion carried.

F. UNORGANIZED TOWNSHIP BALANCES & LEVIES

The Commissioners reviewed the 2020 balances for the Unorganized Townships and the 2020 mill levy numbers. Jana Hennessy, Engineer discussed that the revenues for Unorganized Townships Load Pass comes back as a grand total amount. Comm. Ruland discussed decreasing the levies for some of the unorganized townships for the 2020 tax year/2021 budget year. Wade Enget, State's Attorney stated the levies would be able to be lowered.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve lowering to 0 mills for Unorganized Township 150-92 effective for 2020 tax year/2021 budget year. Upon roll call, Jacobson, Ruland, Uran, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve lowering to 0 mills for Unorganized Township 150-93 effective for 2020 tax year/2021 budget year. Upon roll call, Hollekim, Jacobson, Ruland, Uran, and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve lowering to 0 mills for Unorganized Township 152-93 effective for 2020 tax year/2021 budget year. Upon roll call, Olson, Hollekim, Jacobson, Ruland, and Uran voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve lowering to 0 mills for Unorganized Township 153-93-effective for 2020 tax year/2021 budget year. Upon roll call, Uran, Olson, Hollekim, Jacobson, and Ruland voted yes. Motion carried.

Discussion was held on the road projects specifically 96th Ave NW with all expenses, excluding Rat Lake and Debing Township's share, being paid out of the Unorganized Township 154-94 and 155-94 Funds . Comm. Ruland stated not all the townships were totally expected to take on the full payment for the 96th Ave NW road project. Comm. Ruland states that the County should assume some of the cost on 96th Ave NW road project. More discussion will be held on the negative balances and if Unorganized Townships 154-94 and 155-94 will need further assistance with the balances. The levies for Unorganized Township 154-94 and 155-94 will remain at 18 mills for the 2020 tax year/2021 budget year.

Discussion was held on the Flood Aid funding designated for Unorganized Township 153-94 that is underwater and being able to utilize these monies elsewhere. The County Auditor would refigure the fund balance in this township from the time funds were being left in each unorganized township fund. Currently the funds for Unorganized Township 153-94 are being deposited with Unorganized Township 153-93.

3. APPOINTMENT SCHEDULED

9:30 A.M.

Lori Hanson, Tax Director met with the board for abatement hearing on parcel #16-0020101 for a reduction in value for tax year 2019. Tax Director Hanson recommended doing a part reduction with the land going from \$17,300 to \$7,300 and the building value from \$51,600 to \$57,200 for a total true and full value being \$64,500 instead of \$68,900. Chris Miller was also present and stated the structure is a mobile home and he paid \$40,000 for the property. Tax Director Hanson stated some of the properties in Blaisdell do need to be re-evaluated. Discussion was held on the values for Mr. Miller's property. McGahan Township's recommendation is to deny the abatement. Tax Director Hanson will go out to the property and measure the structures before the next Commissioner meeting.

Moved by Comm. Hollekim, seconded by Comm. Olson, to table the abatement on parcel #16-0020101 for the 2019 year until the December 15, 2020 meeting. Upon roll call, all present voted yes. Motion carried.

9:32 A.M.

Lori Hanson, Tax Director met with the board for abatement hearing on parcel #16-0020101 for a reduction in value for tax year 2020.

Moved by Comm. Hollekim, seconded by Comm. Olson, to table the abatement on parcel #16-0020101 for the 2020 year until the December 15, 2020 meeting. Upon roll call, all present voted yes. Motion carried.

9:35 A.M.

Lori Hanson, Tax Director met with the board for abatement hearing on parcel #61-0081300 for an exemption as a parsonage for four months out of the year. Tax Director stated the last few years this property has not been used as a parsonage. Matt Evans, President of Bethlehem Lutheran Church discussed the house being empty for several months until the Pastor was on board.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the abatement on parcel #60-0081300 for the 2020 year for four months of the year being exempted as recommended by Tax Director Hanson. Upon roll call, Hollekim, Olson, Jacobson, Ruland and Uran voted yes. Motion carried.

9:40 A.M.

Stephanie A. Pappa, Auditor met with the board to discuss the purchase of a new copy/scanner/printer machine. Auditor Pappa supplied the two quotes from Advanced Business Methods and Clute Office Equipment. Auditor Pappa recommended going with Advanced Business Methods due to the maintenance agreement being a monthly charge instead of the per copy charge with Clute Office Equipment.

Moved by Comm. Olson, seconded by Comm. Uran, to approve purchasing a new copy/scanner/printer machine from Advanced Business Methods in the amount of \$10,933.60 due to maintenance contract. Upon roll call, Jacobson, Uran, Olson, Hollekim and Ruland voted yes. Motion carried.

9:45 A.M.

Corey Bristol, Sheriff met with the board to discuss the radios. Comm. Hollekim is wondering if any money is left for the funding for the cities for the emergency radios. The Commissioners discussed the monies left over could be possibly utilized for the cities. Sheriff Bristol stated he doesn't want this to be a wish list for the cities. Sheriff Bristol would evaluate the budgets in regards to the radios and meet with the Board at their next meeting to further discuss the County assisting with radio upgrades. Sheriff Bristol discussed purchasing an SUV due to getting a dog next year. The Commission had no objections to obtaining quotes for an SUV and presenting them at their next meeting since the monies are in the 2020 budget for the Sheriff's office.

10:00 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge. Also present were Ryan Farden, Zach Gaaskjolen and Craig Mizera.

1. CR18-UTILITIES IN COUNTY ROW

Engineer Hennessy discussed the installation of a sewer force main system to tie into the City of Stanley's sewer system that is north of parcel 61-0053661 which is located in ROW by 61st St NW/CR 18. Duane Haugen with Kemper Construction discussed the direction and the manhole being utilized to install the sewer.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve signing the Memorandum of Agreement with DSI and Kemper Construction along with the City of Stanley to install a sewer line in the ROW on 61st St NW/ CR 18 subject to defining a specific location in the MOA and the County not being responsible for any reclamation costs. Upon roll call, all present voted yes. Motion carried.

2. 96th AVE NW-FENCING ISSUE

Engineer Hennessy discussed the issues with fencing in the ROW on 96th Ave NW. Several landowners have the wrong fencing materials and/or also located in the Right of Way. Jeff Ruud, Chairman of Rat Lake Township and Charlie Sorenson, Chairman of Debing Township were present and discussed the un-necessary fencing and gates installed inappropriately. Also present were Zach Gaaskjolen, Jeff Ebsch and Ann Taylor with Brosz Engineering. Zach Gaaskjolen, Brosz Engineering, discussed the budget allocated for the project and to try and keep the lower cost without buying additional right of way. Discussion was held on the lack of communication with the landowners and engineers. Ann Taylor with Brosz Engineering stated the 4 wire red brand barb wire is not being installed due to the same manufacture being utilized and meeting the DOT standards. Ryan Farden with Farden Construction stated would be a change order of \$85,780 to relocate the fence already installed or partially installed. Ann Taylor with Brosz Engineering stated Farden Construction was asked to stop and move north to finish the fencing there. The subcontractors stated they would not use the fence materials currently in place and would purchase all new materials for the fence. Comm. Uran discussed the old material be left with the County since it has been paid for already. The change order will be looked at on the December 15th meeting but the fence that hasn't been installed will be able to keep going forward.

3. CR 19

Engineer Hennessy discussed the bids for CR 19 and stated that the Baranko Brothers was the lowest bidder at \$4,173,538. Craig Mizera with HDR Engineering gave an update on the 404 permit with the Corp of Engineers.

4. ROM – 0300(139) AGREEMENT

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve signing the Cost Participation, Construction and Maintenance Agreement with the NDDOT for ROM-0300(139) Minuteman Missile Project consisting of gravel surfacing, inslope repair and culvert repair for various locations at no cost to Mountrail County. Upon roll call, all present voted yes. Motion carried.

5. MWEC

Engineer Hennessy discussed an invoice received from Mountrail Williams Electric for moving poles on 101st Ave NW road project. Chris Meiers with MWEC wrote an email with the explanation on why the extra cost compared to the estimate. The one landowner did not want an overhead line so an underground line was installed which is more expensive and then realigning an approach so the poles needed to be relocated. Comm. Hollekim stated the County has not allowed underground wiring in the past and wondered if a precedent is being set with allowing it for one person. Comm Ruland stated this was not brought in front of the commissioners for the change order. This will be brought forward at the next Commissioner meeting.

6. TRANSPORTATION ALTERNATIVE PROGRAM GRANT APPLICATION

Engineer Hennessy discussed the Transportation Alternative Program Grant Application and is applying for vegetation management (seeding, mulching and topsoil) on CR 4, Lostwood road project.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve signing the Transportation Alternative Program Grant Application for vegetation management on CR 4, Lostwood road project. Upon roll call, all present voted yes. Motion carried.

7. PLAZA SHOP-CAPITAL PAYMENT

Discussion was held on the Capital Payment for the Plaza Shop with American Bank Center.

8. 2021 TOWNSHIP MAINTENANCE CONTRACTS

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve and sign the 2021 Township Maintenance Contracts. Upon roll call, Olson, Ruland, Hollekim, Uran and Jacobson voted yes. Motion carried.

9. ROAD STUDY

Engineer Hennessy went through the responses being sent back to the NDLTAP road study.

11:20 A.M.

Discussion was held with Departments Heads concerning COVID-19 issues. Present for the discussion were Mary Trahan, Nichole Degenstein, Corey Bristol, Jana Hennessy, Traci Hysjulien, Karen Babbitt, Melissa Vachal, Lori Hanson, Candice Grilley, Laurie Johnson, Lisa Lapica, Lynnette Vachal, Valerie Stammen, Tiffany Thiessen, Mary Dennis, Heather Tomlinson, and Linda Wienbar. No new updates.

4. ADJOURN

The Board adjourned at 12:40 P.M. to meet in regular session on Tuesday, December 15, 2020 at 9:00 A.M. Accepted and approved this 15th day of December, 2020.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor