

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, December 20, 2022 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Jason Rice, Trudy Ruland, Wayne Olson and John DeGroot present. Also present was State's Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the minutes of the December 6, 2022 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the November fees for Correctional, Sheriff, Recorder and Clerk of Court; October fees for Recorder and September fees for Planning & Zoning. Upon roll call, Degroot, Hollekim, Rice, Ruland and Olson voted yes. Motion carried. (A complete list of fees is available for review in the Auditor's Office during normal business hours).

D. PAYROLL

Moved by Comm. Rice, seconded by Comm. Olson, to approve the salary increase for a promotion for Kimberly Savage with the Tax Director's Office as a Deputy 2 to the amount of \$5,908.25 per month/\$70,899 per year effective January 1, 2023. Upon roll call, Rice, Ruland, Olson, DeGroot and Hollekim voted yes. Motion carried.

E. TRANSFERS

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the transfer out of Emergency Human Service Fund totaling \$67.07 and Human Service Fund totaling \$5,350.60 to the General Fund. Upon roll call, Rice, DeGroot, Hollekim, Ruland and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to table the transfer out of General Buildings Capital Assets to the Capital Projects Memorial Building Restorations totaling \$3,000,000 until the December 30th meeting. Upon roll call, all present voted yes. Motion carried.

F. LIQUOR LICENSE

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the liquor licenses for the 2023 year for The Rlv, Superpumper, Belden Chuckwagon and T&T Investments. Upon roll call, DeGroot, Olson, Rice, Hollekim and Ruland voted yes. Motion carried.

G. TAX DEED PROPERTIES

Discussion was held on the properties not sold for the tax deed auction held on November 15th. The properties that didn't sell are as follows: Section 4, Township 156 North, Range 88 West, Outlot 1 of SWSW appraisal value of \$2,142.56; Lot 27, Replat of John Rian Addition Phase 1, Stanley City appraisal value of \$12,825; Lot 28, Replat of John Rian Addition Phase 1, Stanley City appraisal value of \$299,267; Lot 29, Replat of John Rian Addition Phase 1, Stanley City appraisal value of \$68,947; Lot 30, Replat of John Rian Addition Phase 1, Stanley City appraisal value of \$21,029; Lot 31, Replat of John Rian Addition Phase 1, Stanley City appraisal value of \$5,750; Lot 41, Replat of John Rian Addition Phase 1, Stanley City appraisal value of \$5,755 and Lot 42, Replat of John Rian Addition Phase 1, Stanley City appraisal value of \$6,689. The board was in consensus to invite the City of Stanley to discuss at the next Commissioner meeting.

H. SPECIAL MEETING

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve a special meeting to be held on December

30th at 8:15 a.m. Upon roll call, all present voted yes. Motion carried.

I. 2023 MEETING DATES

The Commissioner meetings will be 1st and 3rd Tuesdays of every month. The July 4th meeting will need to be rescheduled closer to the time.

J. STORM DAY

Chairman Ruland discussed the procedure of announcing a closing during a weather event. The consensus of the board was to approve the Chairman and Sheriff Bristol to make the call for closing the buildings for the storm day closure.

Moved by Comm. Hollekim, seconded by Comm. Rice, to grant county employees paid leave for their regular scheduled hours for Friday, December 16, 2022 from 8:00 a.m. to 4:30 p.m. during the time of closure not exceeding their regular scheduled hours. Upon roll call, Ruland, Rice, DeGroot, Olson and Hollekim voted yes. Motion carried.

K. BILLS

Moved by Comm. Rice, seconded by Comm. Olson, to approve the bills totaling \$1,060,319.85. Upon roll call, DeGroot, Hollekim, Olson, Rice and Ruland 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 and/or are available for review in the Auditor’s Office during normal business hours).

APPROVED 12/20/2022 - PAYMENT 12/20/2022

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
105707	A&W TOWING & RECOVERY, INC. GENERAL FUND	250.00 250.00
105708	ACME TOOLS COUNTY ROAD & BRIDGE FUND	1,191.99 1,191.99
105709	ADVANCED BUSINESS METHODS GENERAL FUND COUNTY ROAD & BRIDGE FUND	4,248.66 4,054.66 194.00
105710	AMAZON CAPITAL SERVICES GENERAL FUND	250.84 250.84
105711	AMERICAN TRUCK AND TRAILER, LLC COUNTY ROAD & BRIDGE FUND	94.11 94.11
105712	ARAMARK UNIFORM SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	905.17 663.05 242.12
105713	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	10,521.44 9,981.44 540.00
105714	AXON ENTERPRISE, INC. GENERAL FUND	7,799.83 7,799.83
105715	BANNER TOWNSHIP COUNTY ROAD & BRIDGE FUND	0.40 0.40
105716	BERT'S TRUCK EQUIPMENT OF MOORHEAD COUNTY ROAD & BRIDGE FUND	3,024.50 3,024.50
105717	BERT'S TRUCK EQUIPMENT, INC COUNTY ROAD & BRIDGE FUND	1,149.48 1,149.48
105718	BLUE CROSS BLUE SHIELD COBRA GENERAL FUND	162.60 162.60

105719	BLUE TARP FINANCIAL, INC. COUNTY ROAD & BRIDGE FUND	123.20 123.20
105720	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	259.02 259.02
105721	CHORD ENERGY GENERAL FUND	1,000.00 1,000.00
105722	COLE PAPER INC. GENERAL FUND	592.05 592.05
105723	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,920.00 3,920.00
105724	DAKOTA DRUG CO GENERAL FUND	425.61 425.61
105725	DAKOTA DUST-TEX, INC GENERAL FUND	257.50 257.50
105726	DAKOTA FLUID POWER, INC. COUNTY ROAD & BRIDGE FUND	666.15 666.15
105727	ENERBASE GENERAL FUND COUNTY ROAD & BRIDGE FUND	26,824.42 1,499.50 25,324.92
105728	EXPRESSWAY SUITES GENERAL FUND	185.22 185.22
105729	FARMERS UNION OIL CO-WILTON GENERAL FUND	162.94 162.94
105730	GAFFANEYS OF MINOT INC GENERAL FUND	46.45 46.45
105731	GENERAL ROOFING & CONSTRUCTION GENERAL FUND	46,236.00 46,236.00
105732	GJELLSTAD, LLC GENERAL FUND	10,000.00 10,000.00
105733	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	13,414.25 13,414.25
105734	HOLIDAY INN FARGO COUNTY AGENT FUND	160.00 160.00
105735	HUNTER FIREARMS LLC GENERAL FUND	8,010.16 8,010.16
105736	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	13,457.50 6,576.42 6,881.08
105737	INTEGRITY ENVIRONMENT LLC GENERAL FUND	4,200.00 4,200.00
105738	JOHN DEERE FINANCIAL GENERAL FUND	5,297.10 5,297.10
105739	JOHNSON/LAURIE GENERAL FUND	22.57 22.57
105740	JPMORGAN CHASE BANK NA GENERAL FUND DOCUMENT PRESERVATION FUND COUNTY AGENT FUND	2,525.35 1,985.42 395.00 144.93

105741	KOHLER COMMUNICATIONS INC GENERAL FUND	3,891.25 3,891.25
105742	L-TRON CORPORATION GENERAL FUND	963.33 963.33
105743	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	489.80 489.80
105744	MAERTENS-BRENNY CONSTRUCTION C GENERAL FUND	389,934.11 389,934.11
105745	MATERIAL TESTING SERVICES, LLC GENERAL FUND	620.00 620.00
105746	MCALMOND TOWNSHIP COUNTY ROAD & BRIDGE FUND	0.65 0.65
105747	MEIERS OIL INC GENERAL FUND	49.89 49.89
105748	MENARDS - MINOT GENERAL FUND	102.39 102.39
105749	METROPOLITAN COMPUNDS INC GENERAL FUND	798.50 798.50
105750	MIKE'S PLUMBING & HEATING GENERAL FUND	130.00 130.00
105751	MILLER/JANELLE GENERAL FUND	86.00 86.00
105752	MINOT RESTAURANT SUPPLY CO GENERAL FUND	70.91 70.91
105753	MISSOURI RIVER CONTRACTING INC GENERAL FUND	49,617.81 49,617.81
105754	MODEL TOWNSHIP COUNTY ROAD & BRIDGE FUND	1.55 1.55
105755	MOUNTRAIL BUILDERS, INC. COUNTY PARKS FUND	75,540.00 75,540.00
105756	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	800.00 800.00
105757	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	14,000.00 14,000.00
105759	ND DEPARTMENT OF WATER RESOURCES GENERAL FUND	12,459.00 12,459.00
105760	ND DEPT OF HEALTH-MICROBIOLOGY GENERAL FUND	54.00 54.00
105761	NDDHS FISCAL ADMINISTRATION GENERAL FUND	1,170.07 1,170.07
105762	NELSON AUTO CENTER GENERAL FUND	28,312.68 28,312.68
105763	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	3,029.09 3,029.09
105764	NEW TOWN CITY COUNTY ROAD & BRIDGE FUND	66,923.69 52.00

	COUNTY AIRPORT FUND	66,871.69
105765	NORTH COUNTRY SPORTSWEAR INC COUNTY ROAD & BRIDGE FUND	5,875.00 5,875.00
105766	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
105767	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	557.62 557.62
105768	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND	1,848.51 984.13 498.66 315.64 50.08
105769	OFFICE OF THE STATE AUDITOR GENERAL FUND	3,500.00 3,500.00
105770	OTIS ELEVATOR COMPANY GENERAL FUND	990.00 990.00
105771	OTTER TAIL POWER COMPANY GENERAL FUND	975.67 975.67
105772	OVERHEAD DOOR COMPANY OF MINOT COUNTY ROAD & BRIDGE FUND	774.00 774.00
105773	OXENTENKO, INC GENERAL FUND	1,097.00 1,097.00
105774	PARSHALL CITY COUNTY AIRPORT FUND	66,871.69 66,871.69
105775	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	300.00 300.00
105776	PINNACLE GENERAL FUND	2,870.32 2,870.32
105777	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	1,702.96 1,702.96
105778	PROCONTROLS MIDWEST GENERAL FUND	606.46 606.46
105779	PURCHASE POWER GENERAL FUND	878.17 878.17
105780	QUADIENT FINANCE USA INC GENERAL FUND	719.35 719.35
105781	R & T WATER DISTRICT COUNTY PARKS FUND	50.00 50.00
105782	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	4,294.09 4,294.09
105783	RECORD KEEPERS, LLC GENERAL FUND	17.50 17.50
105784	RTC NETWORKS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND COUNTY AGENT FUND WEED CONTROL FUND	5,752.25 5,026.47 223.69 364.96 94.26 42.87

105785	SAFARI FUELS #103 GENERAL FUND	955.40 955.40
105786	SATERMO TRUSTWORTHY HARDWARE COUNTY ROAD & BRIDGE FUND	45.98 45.98
105787	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	47,314.20 47,314.20
105788	SCHOCK'S SAFE & LOCK INC GENERAL FUND	5.00 5.00
105789	SORENSEN/FRED COUNTY ROAD & BRIDGE FUND	560.00 560.00
105790	SOURIS RIVER TELECOMMUNICATIONS E 911 EMERGENCY/WIRELESS FUND	168.00 168.00
105791	STANLEY AUTO & TRUCK COUNTY ROAD & BRIDGE FUND	121.93 121.93
105792	STANLEY CITY COUNTY AIRPORT FUND	66,871.69 66,871.69
105793	STANLEY COMMERCIAL CLUB GENERAL FUND	1,000.00 1,000.00
105794	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND	852.24 714.36 137.88
105795	STANLEY LUMBER & SUPPLY GENERAL FUND	687.65 687.65
105796	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
105797	STEINS INC GENERAL FUND	284.15 284.15
105798	STRAIGHT UP CONSTRUCTION GENERAL FUND	480.00 480.00
105799	SUMMIT FOOD SERVICE, LLC GENERAL FUND	5,903.63 5,903.63
105800	THE MUFFLER SHOP & REPAIR COUNTY ROAD & BRIDGE FUND	649.95 649.95
105801	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	180.59 180.59
105802	TOMLINSON/HEATHER COUNTY AGENT FUND	71.25 71.25
105803	TRACTOR SUPPLY COMPANY GENERAL FUND COUNTY ROAD & BRIDGE FUND	2,343.88 56.99 2,286.89
105804	UNIFORM CENTER GENERAL FUND	1,311.39 1,311.39
105805	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND	4,859.80 3,541.01 1,318.79
105806	US POSTAL SERVICE GENERAL FUND	198.00 198.00

105807	US RECORDS MIDWEST DOCUMENT PRESERVATION FUND	5,085.69 5,085.69
105808	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	769.56 769.56
105809	VERIZON WIRELESS GENERAL FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	1,210.96 120.79 1,058.44 31.73
105810	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	1,500.09 1,500.09
	FINAL TOTAL	1,060,319.85

3. APPOINTMENT SCHEDULED

9:10 A.M.

Chairman Ruland opened the 9:10 A.M. public hearing for the purpose of receiving comments on an amendment to zoning request, to rezone a tract of land from Commercial to Agricultural filed by Daniel & Becky Johnson for the purpose of bringing back to grassland described as a tract of land 20.20 acres more or less, known as Outlot 1 located in Gov't Lot 2 of Section 7, Township 154 North, Range 91 West (**Sikes Township**).

Melissa Vachal, Planning & Zoning Administrator, presented the information from the November 28, 2022 Planning & Zoning Commission recommending to the Mountrail County Commissioners to approve zoning request filed by Daniel & Becky Johnson.

Moved by Comm. Olson, seconded by Comm. Rice, to approve the zoning request filed by Daniel & Becky Johnson for an amendment to change land zoned Commercial to Agricultural for the purpose of bringing back to grassland described as a tract of land 20.20 acres more or less, known as Outlot 1 of Gov't Lot 2 of Section 7, Township 154 North, Range 91 West (**Sikes Township**) as Daniel and Becky Johnson have met all criteria as set forth in the Mountrail County Land Development Code and is further contingent upon Daniel & Becky Johnson complying with all other terms and conditions of the Mountrail County Land Development Code. Upon roll call, all present voted yes. Motion carried.

9:15 A.M.

Laurie Johnson, Correctional Administrator met with the board to discuss a new position created for a Jail Nurse. Comm. Hollekim would prefer to bring Dr. Longmuir, Medical Director to see how this would be handled on the medical side. The Board also suggested looking into the possibility of nurse contracting.

9:30 A.M.

Discussion on Airport Authority and the contract renewals. No contracts were received from the cities so will be discussed on December 30th special meeting.

9:40 A.M.

Lori Hanson, Tax Director discussed the abatement on parcel #16-0024300 for the 2022 year.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the abatement on parcel #16-0024300 for the 2022 tax year due to house burning down as per the recommendation of Tax Director Hanson. Upon roll call, Ruland, Rice, DeGroot, Olson and Hollekim voted yes. Motion carried.

9:45 A.M.

Nichole Degenstein, Human Resource Director met to discuss the results from the Armor Survey monkey, the hiring of the Facilities Manager, donated leave, update on HRAC meeting and reimbursement for the CPR training.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve hiring Tammy Leupp as the Facilities Manager. Upon roll call, Olson, Rice, DeGroot, Hollekim and Ruland voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the changes to Policy 214 Telecommuting (Outstationing) Program of the Mountrail County Employee Handbook as recommended by the Human

Resource Advisory Committee and as presented by Director Degenstein. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the changes to Policy 511 Alcohol & Controlled Substance Workplace Policy of the Mountrail County Employee Handbook as recommended by the Human Resource Advisory Committee and as presented by Director Degenstein. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the new position for the Ag Weed Technician as a B23 as recommended by the Human Resource Advisory Committee and as presented by Director Degenstein. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the new position for the Medical Care Coordinator/Correctional Nurse as a B31 as recommended by the Human Resource Advisory Committee and as presented by Director Degenstein. Upon roll call, all present voted yes. Motion carried.

Director Degenstein discussed the survey monkey for the Armor Interactive services that came back as majority satisfactory.

Moved by Comm. Olson, seconded by Comm. Rice, to approve the request for donated leave totaling 80 hours for Kenneth Trail beginning on 12-16-22. Upon roll call, Rice, Ruland, Olson, DeGroot and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve reimbursing the cost of the CPR cards which is \$17 per card per employee with payment to come from the Human Resources Fund. Upon roll call, Hollekim, Rice, Olson, Ruland and DeGroot voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the salary for Tammy Leupp as the Facilities Manager at a banding/grading of C42 step 5 effective December 20th. Upon roll call, Rice, DeGroot, Hollekim, Olson and Ruland voted yes. Motion carried.

10:05 A.M.

Rory Porth, Tax Assessor met to discuss the approval of allowing AE2S to supply the New Town City aerial photography for the New Town Aerial GIS Contract.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve signing the New Town Aerial GIS Contract at no cost subject to a Memorandum of Agreement and approval of the State's Attorney. Upon roll call, Ruland, Hollekim, Rice, DeGroot and Olson voted yes. Motion carried.

10:10 A.M.

Jana Hennessy, Road & Bridge (R&B) Engineer met to discuss Road & Bridge.

1. 2022 GRAVEL CRUSHING UPDATE

Engineer Hennessy discussed an update on the gravel crushing. Engineer Hennessy stated the gravel crushing was not fulfilled so nothing was expended in the 2022 budget.

2. 2022 PURCHASE OF EQUIPMENT-YEAR END UPDATE

Engineer Hennessy discussed the equipment for 2022/ 2021 budgets that were approved but not expended. The snow-plow truck in the amount of \$280,000, the front-end loader in the amount of \$300,000, walk-n-roll in the amount of \$30,000 and 2 motor graders in the amount of \$520,300 did not come in.

3. MISCELLANEOUS

Engineer Hennessy discussed concerns with snow removal on the north four miles of 66th Ave NW. This section of road is a school bus route for the Kenmare School District. The blade is plowing and clearing off the snow currently and the Road & Bridge Department will add this section of township road to their mapping as a designated school bus route.

Engineer Hennessy updated the board on the construction projects.

10:45 A.M.

Mark Schneider, Chief Meteorologist updated the weather modification contract for the current year. Tim Johnson was also present for the discussion. Tim Johnson stated the Weather Modification is very controversial but believes it is very beneficial to the county.

4. ADJOURN

The Board adjourned at 12:13 P.M. to meet in special session on Friday, December 30, 2022 at 8:15 A.M. Accepted and approved this 3rd day of January, 2023.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor