

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, February 1, 2022 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Jason Rice, Wayne Olson present and Trudy Ruland and Daniel Uran present on GoToMeeting. 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. Uran, to approve the minutes of the January 18, 2022 as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Olson, seconded by Comm. Rice, to approve the January fees for Overweight Fines. Upon roll call, Ruland, Olson, Uran, Rice and Hollekim voted yes. Motion carried.

D. APPOINTMENT FOR BOARDS

Moved by Comm. Olson, seconded by Comm. Rice, to approve appointing John Woodbury to the Weed Control Board and Megan Fritel to the Planning & Zoning Board for four year terms. Upon roll call, all present voted yes. Motion carried.

E. VOTING PRECINCTS

Stephanie A. Pappa, Auditor discussed the voting locations for the 2022 election year. Auditor Pappa discussed having voting centers for all locations instead of prohibiting just the certain precincts. The voting centers would be located in Stanley City/Stanley High School Commons Area, New Town City/New Town Civic Center Auditorium, Parshall City/American Legion Building, Palermo City/Palermo City Hall, Stanley/Mountrail County South Complex, Plaza City/Mountrail County Plaza R&B Complex, Ross City/Ross Community Building and White Earth City/White Earth City Hall.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the voting centers located in Stanley City/Stanley High School Commons Area, New Town City/New Town Civic Center Auditorium, Parshall City/American Legion Building, Palermo City/Palermo City Hall, Stanley/Mountrail County South Complex, Plaza City/Mountrail County Plaza R&B Complex, Ross City/Ross Community Building and White Earth City/White Earth City Hall. Upon roll call, all present voted yes. Motion carried.

F. BILLS

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the bills totaling \$679,725.76 and January payroll, checks #11329-11347, direct deposit #15531-15683 totaling \$1,073,513.43 a letter will be sent to WEX bank/Holiday stating that the county will no longer be utilizing due to the finance charges. Upon roll call, Rice, Hollekim, Uran, Olson, 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](http://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 02/01/2022 - PAYMENT 02/01/2022**

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
103197	A&W TOWING & RECOVERY, INC.	500.00
	GENERAL FUND	500.00
103198	ACCURATE CONTROLS, INC.	40,347.70

	GENERAL FUND	40,347.70
103199	ACME TOOLS COUNTY ROAD & BRIDGE FUND	124.95 124.95
103200	ADVANCED BUSINESS METHODS GENERAL FUND	1,857.22 1,857.22
103201	ARAMARK UNIFORM SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	331.22 156.24 174.98
103202	ARMOR INTERACTIVE GENERAL FUND HUMAN SERVICE ZONE	739.34 487.30 252.04
103203	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	42.00 42.00
103204	BLUE CROSS BLUE SHIELD COBRA GENERAL FUND	120.10 120.10
103205	BLUE TARP FINANCIAL, INC. COUNTY ROAD & BRIDGE FUND	149.94 149.94
103206	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	4,760.00 4,760.00
103207	BRAVERA BANK HUMAN SERVICE ZONE	1,671.65 1,671.65
103208	BURKE COUNTY TRIBUNE HUMAN SERVICE ZONE	126.00 126.00
103209	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	305.76 305.76
103210	CARD SERVICES GENERAL FUND	49.19 49.19
103211	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,413.76 311.53 1,102.23
103212	CITY OF STANLEY GENERAL FUND	881.15 881.15
103213	CRUMMIE/KAITLYN HUMAN SERVICE ZONE	261.03 261.03
103214	D & L CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	520.00 520.00
103215	DAKOTA DRUG CO HUMAN SERVICE ZONE	39.98 39.98
103216	DAKOTA FIRE EXTINGUISHERS, INC. GENERAL FUND COUNTY ROAD & BRIDGE FUND	804.36 197.88 606.48
103217	DAKOTA TRUCK & FARM SERVICE COUNTY ROAD & BRIDGE FUND	1,244.30 1,244.30
103218	DAKOTALAND AUTOGLASS, INC COUNTY ROAD & BRIDGE FUND	400.37 400.37
103219	DANKS/LISA HUMAN SERVICE ZONE	22.75 22.75

103220	DEANS DISTRIBUTING	385.92
	COUNTY ROAD & BRIDGE FUND	385.92
103221	DENNIS/MARY	52.70
	GENERAL FUND	22.70
	HUMAN SERVICE ZONE	30.00
103222	EAPC ARCHITECTS ENGINEERS	21,041.22
	GENERAL FUND	21,041.22
103223	EDWARDS/REBECCA	467.69
	HUMAN SERVICE ZONE	467.69
103224	ELLVANGER/LINDSEY	71.00
	HUMAN SERVICE ZONE	71.00
103225	FAIRFIELD INN & SUITES BY MARRIOTT	169.20
	HUMAN SERVICE ZONE	169.20
103226	FARMERS UNION LUMBER CO	185.27
	GENERAL FUND	185.27
103227	FARMERS UNION OIL CO-WATFORD CITY	804.34
	HUMAN SERVICE ZONE	804.34
103228	FENSTER/KAYLA	650.26
	HUMAN SERVICE ZONE	650.26
103229	FULKERSON FUNERAL HOME	2,500.00
	HUMAN SERVICE ZONE	2,500.00
103230	GAEBE/MARILYN	86.11
	GENERAL FUND	86.11
103231	GAFFANEYS OF MINOT INC	68.75
	HUMAN SERVICE ZONE	68.75
103232	GILBERTSON/HEATHER	22.40
	HUMAN SERVICE ZONE	22.40
103233	GRAVEL PRODUCTS INCORPORATED	19,269.59
	COUNTY ROAD & BRIDGE FUND	19,269.59
103234	H.A.THOMPSON & SONS INC	386,215.00
	GENERAL FUND	386,215.00
103235	HARRISON/SADIE M	715.50
	HUMAN SERVICE ZONE	715.50
103236	HDR ENGINEERING, INC	10,085.00
	COUNTY ROAD & BRIDGE CAPITAL PROJECTS	10,085.00
103237	HERMANSON/NANCY	126.47
	HUMAN SERVICE ZONE	126.47
103238	HOMETOWN RADIO GROUP	760.00
	HUMAN SERVICE ZONE	760.00
103239	INFORMATION TECHNOLOGY DEPT	65.00
	HUMAN SERVICE ZONE	65.00
103240	JOHN DEERE FINANCIAL	1,131.06
	GENERAL FUND	577.80
	COUNTY ROAD & BRIDGE FUND	482.39
	WEED CONTROL FUND	70.87
103241	JOURNAL PUBLISHING	175.50

	HUMAN SERVICE ZONE	175.50
103242	JPMORGAN CHASE BANK NA	2,540.15
	GENERAL FUND	1,554.04
	COUNTY ROAD & BRIDGE FUND	1.98
	HUMAN SERVICE ZONE	954.18
	WEED CONTROL FUND	29.95
103243	KINNEY/SHELLY	239.40
	HUMAN SERVICE ZONE	239.40
103244	LARSON'S TIRE SERVICE	185.75
	GENERAL FUND	185.75
103245	LOMMEN/ORVIN	880.00
	HUMAN SERVICE ZONE	880.00
103246	LOWE'S PRINTING INC	623.75
	HUMAN SERVICE ZONE	623.75
103247	LUTTRELL/JANETTE	22.40
	HUMAN SERVICE ZONE	22.40
103248	MARTINDALE/KELSIE	79.95
	HUMAN SERVICE ZONE	79.95
103249	MID-STATES ORGANIZED CRIME INFO CENTER	150.00
	GENERAL FUND	150.00
103250	MIKE'S PLUMBING & HEATING	180.00
	GENERAL FUND	180.00
103251	MILLS/JAMIE	169.50
	HUMAN SERVICE ZONE	169.50
103252	MINOT AUTO SUPPLY-INDUSTRIAL BEARING	274.44
	COUNTY ROAD & BRIDGE FUND	274.44
103253	MONDAK RESTORATION & ABATEMENT	1,950.00
	GENERAL FUND	1,950.00
103254	MONTANA DAKOTA UTILITIES CO	16,351.63
	GENERAL FUND	16,351.63
103255	MOUNTRAIL COUNTY PROMOTER	48.00
	HUMAN SERVICE ZONE	48.00
103256	MOUNTRAIL WILLIAMS ELECTRIC COOP	1,487.68
	COUNTY ROAD & BRIDGE FUND	314.18
	COUNTY PARKS FUND	1,173.50
103257	NAPA AUTO PARTS	65.94
	COUNTY ROAD & BRIDGE FUND	65.94
103258	NARDINI FIRE EQUIPMENT	369.50
	GENERAL FUND	369.50
103259	ND ASSN OF COUNTY ENGINEERS	275.00
	COUNTY ROAD & BRIDGE FUND	275.00
103260	ND ASSOCIATION OF COUNTIES	5,071.50
	GENERAL FUND	5,071.50
103261	ND EMERGENCY MANAGEMENT ASSC	135.00
	GENERAL FUND	135.00
103262	ND ENVELOPE COMPANY	209.18
	GENERAL FUND	209.18

103263	ND SURPLUS PROPERTY WEED CONTROL FUND	40.00 40.00
103264	NDSU - EXTENSION OFFICE COUNTY AGENT FUND	7,911.37 7,911.37
103265	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	446.82 446.82
103266	NELSON/CAROL HUMAN SERVICE ZONE	54.28 54.28
103267	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	20.32 20.32
103268	NORTH DAKOTA ONE CALL COUNTY ROAD & BRIDGE FUND	2.50 2.50
103269	NORTHWEST WATER TRANSFER COUNTY ROAD & BRIDGE FUND	1,000.00 1,000.00
103270	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	202.66 202.66
103271	OAKLAND/TENA HUMAN SERVICE ZONE	187.92 187.92
103272	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND	1,009.52 773.20 167.48 34.43 34.41
103273	OGDEN/CRYSTAL HUMAN SERVICE ZONE	10.50 10.50
103274	OPTOMETRY CLINIC, PC HUMAN SERVICE ZONE	40.00 40.00
103275	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	130.00 130.00
103276	PINNACLE HUMAN SERVICE ZONE	1,187.67 1,187.67
103277	PINNACLE-AGRONOMY DEPARTMENT WEED CONTROL FUND	150.75 150.75
103278	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	457.46 457.46
103279	PRAIRIE FORD, INC. GENERAL FUND	288.25 288.25
103280	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	1,191.59 1,191.59
103281	PROFESSIONAL DEVELOPMENT ACADEMY LLC DOCUMENT PRESERVATION FUND	1,645.00 1,645.00
103282	QUADIENT FINANCE USA INC GENERAL FUND	4,586.25 4,586.25
103283	RAMKOTA HOTEL WEED CONTROL FUND	259.20 259.20
103284	RDO EQUIPMENT CO	2,042.73

	COUNTY ROAD & BRIDGE FUND	2,042.73
103285	RTC NETWORKS GENERAL FUND	2,694.91 2,694.91
103286	RYAN CHEVROLET GENERAL FUND	1,107.54 1,107.54
103287	SHARE CORPORATION GENERAL FUND	213.90 213.90
103288	SIOUXLAND TRAILER SALES COUNTY ROAD & BRIDGE FUND	59,750.00 59,750.00
103289	STANLEY AUTO & TRUCK GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,243.08 183.99 752.17 306.92
103290	STANLEY HARDWARE HUMAN SERVICE ZONE	21.99 21.99
103291	SUMMIT FOOD SERVICE, LLC GENERAL FUND	5,434.80 5,434.80
103292	TDC CONSULTING LLC COUNTY ROAD & BRIDGE FUND	1,000.00 1,000.00
103293	THE KENMARE NEWS, INC HUMAN SERVICE ZONE	189.00 189.00
103294	THE SIDWELL COMPANY GENERAL FUND	8,952.30 8,952.30
103295	THOMAS Y PICKETT INC GENERAL FUND	26,950.00 26,950.00
103296	TRACTOR SUPPLY COMPANY COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	669.78 492.88 176.90
103297	TUCKER/JESSICA A HUMAN SERVICE ZONE	242.26 242.26
103298	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	1,530.04 153.12 297.16 1,048.01 31.75
103299	VISION WEST ND GENERAL FUND	1,500.00 1,500.00
103300	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,200.00 3,200.00
103301	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	8,452.78 8,452.78
103302	WEX BANK GENERAL FUND	639.07 639.07
	<b>FINAL TOTAL</b>	<b>679,725.76</b>

## G. BOARD CONCERNS

Wade Enget, State's Attorney discussed the judgement of dismissal for Zurich vs. Mountrail County on Civil No. 31-2021-CV-00105.

Comm. Hollekim discussed the informative ILG meeting she attended for donations. Comm. Hollekim discussed the American Rescue Plan Act (ARPA) final review for fiscal recovery funds. Comm. Hollekim informed the commissioners of the opportunity to attend a National Association of Counties (NACo) conference with 50% of the expenses up to \$1,500 being covered through the ND County Commissioners Association (NDCCA) for one commissioner out of each of the eight regions in the State.

### 3. APPOINTMENT SCHEDULED

9:30 A.M.

Lori Hanson, Tax Director discussed two abatements on parcels #20-9000501 for 2022 tax year and #46-0019502 for 2021 tax year.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the abatement on parcel #20-9000501 for the 2022 tax year due to mobile home being removed as per the recommendation of Tax Director Hanson. Upon roll call, Rice, Hollekim, Olson, Uran and Ruland voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Uran, to approve the abatement on parcel #46-0019502 for the 2021 tax year due to qualifying for Homestead Credit as per the recommendation of Tax Director Hanson. Upon roll call, Uran, Rice, Hollekim, Ruland and Olson voted yes. Motion carried.

Tax Director Hanson stated that her office has temporarily moved upstairs until the upgrade of the HVAC is complete.

9:35 A.M.

Corey Bristol, Sheriff met with the board to discuss the selling of hand guns to the employees in the Sheriff's Department that have had criminal background checks and are eligible to own a gun. The pistols would be sold for the trade-in value that was offered. Sheriff Bristol stated the cost is below the threshold of \$1,000 as determined in NDCC 11-27-01. Wade Enget, State's Attorney stated under NDCC 11-27-01 the weapons may be sold at private sale upon the proper resolution of the board.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the resolution of selling 15 pistols to eligible employees in the Sheriff's Department in the amount of \$200 per pistol pursuant to NDCC 11-27-01. Upon roll call, Hollekim, Uran, Rice, Olson and Ruland voted yes. Motion carried.

Sheriff Bristol discussed the removal of the west jail cells and stated the billing will be more than the original quote as the job entailed more work than anticipated.

9:40 A.M.

The committee consisting of Stephanie A. Pappa, Auditor, Comm. Ruland, Comm. Hollekim, Candice Grilley and Wade Enget, State's Attorney met with the board to discuss the rental of temporary office space options for the relocation of employees in the Memorial Building. Three options for rental offices were discussed which included CBRE (previously Shopko Building) totaling \$9,900 per month triple net, Gjellstad LLC (previously Car Quest Building) totaling \$14,000 per month plus utilities and Willscot with Williams Scotsman, Inc (mobile offices) totaling \$5,777.25 per month with furniture and \$4,387.25 per month without furniture per unit plus utilities, and other associated costs. The committee recommended leasing portable trailers to be housed at the South Complex due to privacy concerns and cost. Comm. Hollekim ask how long the quote from Willscot would be valid as she felt a decision should not be made until the bidding process for the Memorial Building Renovation Project is complete. Todd Gabriel, with Willscot will guarantee the quote for 90 days. Candice Grilley stated she would like an 8 plex to have everyone within the same building. More discussion will occur once the bidding has been completed for the Memorial Building.

9:50 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge. Also present was Craig Mizera with HDR Engineering.

#### 1. CR9/PHASE II-ROW UPDATE

Engineer Hennessy discussed the request for additional monies for the right of way on CR 9, Phase II (100<sup>th</sup> Ave NW). The Vachal Family LLP were sent a certified letter with the original offer for the right of way easement. The Vachal Family LLP will meet with Dan Vander Vorste, HDR Engineering to sign all right of way easement paperwork. Comm. Hollekim stated she did receive a call from Colin Vachal with

his concerns. A special meeting will occur if the meeting with the Vachal Family LLP does not happen on February 2<sup>nd</sup>.

Engineer Hennessy discussed the engineering contract amendment for the resubmitting of the 404 permit with the US Army Corps of Engineers.

Moved by Comm. Rice, seconded by Comm. Uran, to approve signing the HDR Engineering contract amendment for engineering services for CR 9, Phase II, 100<sup>th</sup> Ave NW for an increase cost of \$65,432. Upon roll call, Rice, Olson, Uran, Hollekim and Ruland voted yes. Motion carried.

## 2. PNC 21875/CR 21 SANISH HILL SAFETY PROJECT UPDATE

Engineer Hennessy discussed the CR 21 Sanish Hill Safety Project which the contractor is no longer in business. Engineer Hennessy stated the project will not be eligible for Federal Aid without the remaining contract requirements being finished. Engineer Hennessy stated if the completion of the TERO payment and certified payroll information is not complete the full contract will have to be paid by the County.

## 3. MARCH BID LETTING/NOTICE OF BIDS

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve advertising the notice of bids for culverts, cutting edges, loading and hauling of gravel, crushing and stockpiling of aggregate, sub-grade repairs and application of dust control product. Upon roll call, all present voted yes. Motion carried.

## 4. OVERLAY PROJECTS # 07(93)22 (CR7-MANITOU ROAD), 10(51)22 (CR10-BELDEN ROAD), 21(92)22 2022 (CR21-WEST LOOP ROAD)

Moved by Comm. Rice, seconded by Comm. Olson, to approve advertising for bids on the following overlay projects: # 07(93)22 (CR7-Manitou Road), 10(51)22 (CR10-Belden Road), and 21(92)22 (West Loop Road). Upon roll call, all present voted yes. Motion carried. Engineer Hennessy also indicated the bumps in the Manitou Road will be addressed and a pull-over lane will be constructed on the West Loop Road at the time overlays are done.

## 5. PLAZA SHOP

Engineer Hennessy updated the board on the leaking roof issues at the Plaza Shop. Leaking windows and usual spots in the community room/bathroom was reported to Shawn Voeller with ICS. Engineer Hennessy also mentioned there is water leaking in the office, damaged window blinds, and modems and computers had to be moved. ICS is placing new insulation over the wet insulation and leaving the damaged drywall. Engineer Hennessy and Comm. Hollekim suggested having a third party inspector be involved to assess the damages. Wade Enget, State's Attorney stated that the building is owned by Bravera Bank and he will reach out to Heath Hetzel.

## 6. 60<sup>TH</sup> ST NW/WILLIAMS COUNTY ROAD

Comm. Rice stated Williams County is moving forward with right of way easements on 60<sup>th</sup> St NW.

## 7. HB 1505

Engineer Hennessy received a denial letter from the NDDOT on the County's applications submitted for funding under House Bill 1505 for a County Bridge Replacement/Rehab Project (BRP)

10:50 A.M.

Discussion was held on COVID-19 concerns. Present were Laurie Johnson, Mary Trahan, Mary Lou Dennis, Melissa Vachal, Lynnette Vachal, Valerie Stammen, Tiffany Thiessen, and Alexis Hill. Wade Enget, State's Attorney discussed the close contact policy and what needs to be taken for vacation vs sick leave. Laurie Johnson, Jail Administrator stated correctional employees are essential workers so the close contact doesn't pertain and they continue working unless they test positive.

## 4. ADJOURN

The Board adjourned at 11:09 A.M. to meet in regular session on Tuesday, February 15, 2022 at 9:00 A.M. Accepted and approved this 15<sup>th</sup> day of February, 2022.

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Trudy Ruland, Chairman

Stephanie A. Pappa

Mountrail County Commissioner

Mountrail County Auditor