

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, February 16, 2021 at 9:00 A.M. with GOTOMEETING with Commissioners Joan Hollekim, Jason Rice and Trudy Ruland in person, and Wayne Olson and Daniel Uran present via GOTOMEETING. Also present was States Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Olson, seconded by Comm. Rice, to approve the minutes of the February 2, 2021 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the fees for December for the Sheriff and Planning & Zoning and fees for January for the Planning & Zoning and Records Office. Upon roll call, Ruland, Rice, Hollekim, Uran, and Olson voted yes. Motion carried.

D. PAYROLL

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the part time Employee Classification from a three quarter to half time position for Travis Richardson as a part time Correctional Officer with the corrections in the amount of \$26.017 per hour not to exceed 29 hours per week and also no more than 1508 hours per year. Upon roll call, Rice, Ruland, Uran, Hollekim and Olson voted yes. Motion carried.

E. 2020 BUDGET AMENDMENTS

Stephanie A. Pappa, Auditor presented the 2020 year end totals and the budget amendments.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the 2020 budget amendments. Upon roll call, Ruland, Uran, Olson, Hollekim and Rice voted yes. Motion carried.

F. POLICY

Discussion was held on the adoption of policies as recommended by the State Auditor's Office. State's Attorney Enget reviewed the policies to be added.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the adoption of policies for GASB 54, Capital Assets, Fraud Risk Assessment and Fraud with the suggested changes as recommended by State's Attorney Enget. Upon roll call, all present voted yes. Motion carried.

G. LEGISLATIVE BILLS

Discussion was held on several different bills.

Moved by Comm. Hollekim, seconded by Comm. Rice, to sign and send a letter to oppose SB 2324 relating to installation of culverts. Upon roll call, all present voted yes. Motion carried.

H. BILLS

Moved by Comm. Olson, seconded by Comm. Uran, to approve the bills totaling \$174,328.06. Upon roll call, Olson, Rice, Hollekim, Ruland, and Uran 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 02/16/2021 - PAYMENT 02/16/2021

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
100740	A&W TOWING & RECOVERY, INC. GENERAL FUND	250.00 250.00
100741	ADVANCED BUSINESS METHODS GENERAL FUND	470.08 470.08
100743	AFSETH/DANIEL COUNTY ROAD & BRIDGE FUND	107.71 107.71
100744	AFSETH/DENNIS COUNTY ROAD & BRIDGE FUND	107.71 107.71
100745	ALEX/CAROL COUNTY ROAD & BRIDGE FUND	107.71 107.71
100746	AMERICAN TRUCK AND TRAILER, LLC COUNTY ROAD & BRIDGE FUND	51.00 51.00
100747	ARAMARK GENERAL FUND COUNTY ROAD & BRIDGE FUND	291.79 144.68 147.11
100748	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	7,530.86 6,990.86 540.00
100749	BAKKEN COMMERCIAL TRUCK WASH GENERAL FUND	35.00 35.00
100750	BATTERIES PLUS BULBS #639 GENERAL FUND	555.50 555.50
100751	BBH INSURANCE, INC GENERAL FUND	100.00 100.00
100752	BIWER/CHERLYN COUNTY ROAD & BRIDGE FUND	172.50 172.50
100753	BROSZ ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	2,407.50 2,407.50
100754	CAMINO/RYAN GENERAL FUND	868.00 868.00
100755	CHARM-TEX, INC. GENERAL FUND	165.80 165.80
100756	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	52.00 52.00
100757	COLBENSON/JOANNE B COUNTY ROAD & BRIDGE FUND	372.50 372.50
100758	COLE PAPER INC. GENERAL FUND	112.81 112.81
100759	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,453.88 3,453.88
100760	DAKOTA DRUG CO GENERAL FUND	261.11 261.11
100761	DAKOTA FIRE EXTINGUISHERS, INC. COUNTY ROAD & BRIDGE FUND	297.15 297.15

100762	DAKOTA PRAIRIE VETERINARY SERVICE GENERAL FUND	276.32 276.32
100763	DEANS DISTRIBUTING COUNTY ROAD & BRIDGE FUND	220.44 220.44
100764	DEPT OF CORRECTIONS & REHAB GENERAL FUND	5,699.60 5,699.60
100765	ENERBASE GENERAL FUND COUNTY ROAD & BRIDGE FUND	885.61 880.14 5.47
100766	ENGET/WADE GENERAL FUND	61.60 61.60
100767	FARMERS UNION LUMBER CO GENERAL FUND	47.40 47.40
100768	GERDAU AMERISTEEL CORP COUNTY ROAD & BRIDGE FUND	298.73 298.73
100769	GIVING HEARTS HOME CARE LLC GENERAL FUND	1,120.00 1,120.00
100770	GRAVEL PRODUCTS INCORPORATED COUNTY ROAD & BRIDGE FUND	10,968.22 10,968.22
100771	H.A.THOMPSON & SONS INC GENERAL FUND	1,412.88 1,412.88
100772	HANSON/EUGENE COUNTY ROAD & BRIDGE FUND	372.50 372.50
100773	HANSON/KELLY COUNTY ROAD & BRIDGE FUND	871.25 871.25
100774	HOLMEN/TIMOTHY A. TRUSTEE COUNTY ROAD & BRIDGE FUND	183.75 183.75
100775	HOME OF ECONOMY COUNTY ROAD & BRIDGE FUND	2,409.95 2,409.95
100776	HOVE/THOMAS COUNTY ROAD & BRIDGE FUND	492.50 492.50
100777	HUSEBY/DEAN W. COUNTY ROAD & BRIDGE FUND	375.00 375.00
100778	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	75.30 75.30
100779	JOHNSON/DEVIN COUNTY ROAD & BRIDGE FUND	383.12 383.12
100780	JOHNSON/LORIN COUNTY ROAD & BRIDGE FUND	383.12 383.12
100781	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND	3,189.42 2,852.98 124.87 165.00 46.57
100782	K SQUARED ELECTRIC INC GENERAL FUND	669.51 669.51

100783	KOHLER COMMUNICATIONS INC COUNTY ROAD & BRIDGE FUND	1,583.00 1,583.00
100784	KRONOS SAASHR INC GENERAL FUND	633.89 633.89
100785	LEGAL SERVICES OF NORTH DAKOTA GENERAL FUND	12,276.52 12,276.52
100786	LIGHT AND SIREN COUNTY ROAD & BRIDGE FUND	636.00 636.00
100787	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	179.60 179.60
100788	LOMMEN/ORVIN GENERAL FUND	165.00 165.00
100789	LUNDS VALLEY CEMETERY ASSOCIATION COUNTY ROAD & BRIDGE FUND	18.75 18.75
100790	MCKESSON MEDICAL-SURGICAL GENERAL FUND	484.77 484.77
100791	MEIERS OIL INC GENERAL FUND	27.24 27.24
100792	MIDSTATE TELEPHONE CO GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND	3,631.20 3,397.57 118.89 82.07 32.67
100793	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	800.00 800.00
100794	MOUNTRAIL COUNTY PROMOTER VETERAN'S SERVICE OFFICER FUND	30.25 30.25
100795	NARDINI FIRE EQUIPMENT GENERAL FUND	363.00 363.00
100796	ND APCO ASSOCIATION E 911 EMERGENCY/WIRELESS FUND	450.00 450.00
100797	ND ASSOCIATION OF COUNTIES E 911 EMERGENCY/WIRELESS FUND	1,504.94 1,504.94
100798	ND ASSOCIATION OF COUNTIES GENERAL FUND	5,241.60 5,241.60
100799	ND COUNTY RECORDERS ASSN GENERAL FUND	200.00 200.00
100800	ND DEPT OF HEALTH GENERAL FUND	30.00 30.00
100801	NDWCA WEED CONTROL FUND	275.00 275.00
100802	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	10.82 10.82
100803	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
100804	OFFICE DEPOT INC GENERAL FUND	368.00 368.00

100805	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	248.55 248.55
100806	PAULSON LIVING TRUST/JANE COUNTY ROAD & BRIDGE FUND	187.50 187.50
100807	PAULSON/DELORES M. COUNTY ROAD & BRIDGE FUND	498.75 498.75
100808	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	130.00 130.00
100809	PINNACLE COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	19,458.73 18,717.38 741.35
100810	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	160.60 160.60
100811	PRAIRIE FORD, INC. GENERAL FUND	168.39 168.39
100812	PRAIRIELAND RESOURCES LLP COUNTY ROAD & BRIDGE FUND	190.00 190.00
100813	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	1,353.86 1,353.86
100814	PYAN ESTATE TRUST COUNTY ROAD & BRIDGE FUND	561.25 561.25
100815	QUADIENT LEASING GENERAL FUND	699.24 699.24
100816	QUADIENT, INC GENERAL FUND	126.00 126.00
100817	R & J PUBLISHING LLC GENERAL FUND	952.00 952.00
100818	R & T WATER DISTRICT COUNTY PARKS FUND	50.00 50.00
100819	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	8,536.79 8,536.79
100820	RECORD KEEPERS, LLC GENERAL FUND	16.00 16.00
100821	RESERVATION TELEPHONE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,933.12 1,803.66 117.51 11.95
100822	ROSENCRANS/BRIAN J COUNTY ROAD & BRIDGE FUND	840.00 840.00
100823	SAFARI FUELS #103 GENERAL FUND	369.13 369.13
100824	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	18,357.25 18,357.25
100825	SCHOCK'S SAFE & LOCK INC GENERAL FUND	395.00 395.00
100826	SHARE CORPORATION	156.98

	GENERAL FUND	156.98
100827	SOLTIS GENERAL FUND	288.55 288.55
100828	SOURIS BASIN PLANNING COUNCIL GENERAL FUND	9,866.00 9,866.00
100829	SOURIS RIVER TELECOMMUNICATIONS E 911 EMERGENCY/WIRELESS FUND	168.00 168.00
100830	SRF CONSULTING GROUP, INC GENERAL FUND	3,429.12 3,429.12
100831	STANLEY AUTO & TRUCK COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	992.15 823.67 168.48
100832	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	849.33 560.23 224.88 64.22
100833	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
100834	STAPLES, INC. AND SUBSIDIARIES GENERAL FUND COUNTY ROAD & BRIDGE FUND	219.62 29.39 190.23
100835	STATE CHEMICAL SOLUTIONS GENERAL FUND	279.05 279.05
100836	STATE TREASURER E 911 EMERGENCY/WIRELESS FUND	5,179.00 5,179.00
100837	SUMMIT FOOD SERVICE, LLC GENERAL FUND	8,085.11 8,085.11
100838	THE SIDWELL COMPANY GENERAL FUND	2,535.00 2,535.00
100839	THIESSEN/TIFFANY WEED CONTROL FUND	8.85 8.85
100840	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	171.99 171.99
100841	ULINE GENERAL FUND	765.23 765.23
100842	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND	3,316.67 1,804.19 1,512.48
100843	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	760.93 760.93
100844	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND	353.90 47.09 306.81
100845	WARNE CHEMICAL & EQUIP CO WEED CONTROL FUND	242.93 242.93
100846	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	3,248.96 3,248.96

100848 AFSETH/ARDIS
COUNTY ROAD & BRIDGE FUND

323.12
323.12

FINAL TOTAL

\$ 174,328.06

3. APPOINTMENT SCHEDULED

9:15 A.M.

Chairman Ruland opened the 9:15 A.M. public hearing to receive comments on the zoning request filed by Hess Pipelines, LLC Landowners, with concurrence from Beverly Fretheim Trust, landowner, for an amendment to change land zoned agricultural to industrial, on a tract of land described as Outlot 2 of NE of Section 3, Township 154 North, Range 93 West (**Rat Lake Township**).

Melissa Vachal, Planning & Zoning Administrator, presented the information from the January 25, 2021 Planning & Zoning Commission recommending to the Mountrail County Commissioners to approve the zoning request filed by Hess Pipelines, LLC, with concurrence from Beverly Fretheim Trust, landowner, for an amendment to change land zoned agricultural to industrial, on a 63.69 acre, more or less, tract of land described as Outlot 2 of NE of Section 3, Township 154 North, Range 93 West (**Rat Lake Township**) as Hess North Dakota Pipelines, LLC in concurrence with Beverly Fretheim Trust has met all criteria as set forth in Article IV, Section III of the Mountrail County Zoning Ordinance and is further contingent upon Hess North Dakota Pipelines, LLC complying with all other terms and conditions of the Mountrail County Zoning Ordinance.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the zoning request filed by Hess Pipelines, LLC, with concurrence from Beverly Fretheim Trust, landowner, for an amendment to change land zoned agricultural to industrial, on a 63.69 acre, more or less, tract of land described as Outlot 2 of NE of Section 3, Township 154 North, Range 93 West (**Rat Lake Township**) as Hess North Dakota Pipelines, LLC in concurrence with Beverly Fretheim Trust has met all criteria as set forth in Article IV, Section III of the Mountrail County Zoning Ordinance and is further contingent upon Hess North Dakota Pipelines, LLC complying with all other terms and conditions of the Mountrail County Zoning Ordinance. Upon roll call, all present voted yes. Motion carried.

9:25 A.M.

Lori Hanson, Tax Director met with the board for abatement on parcel #20-9003600.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the abatement on parcel #20-9003600 for the 2021 year being the mobile home was sold and as recommended by Tax Director Hanson. Upon roll call, Ruland, Rice, Olson, Uran, and Hollekim voted yes. Motion carried.

9:30 A.M.

Desiree Sorenson, Mountrail McKenzie Human Service Zone Director, gave an update on the Mountrail-McKenzie Human Service Zone plan that was submitted to the North Dakota Department of Human Services.

9:45 A.M.

Nichole Degenstein, Human Resource Director, updated the board on the Human Resource Advisory Committee meeting. The Human Resource Advisory Committee recommended approval of an amendment to 309 Bereavement Leave Policy and changing the Assistant County Engineer to non exempt status. Comm. Hollekim recommended the 309 Bereavement Leave Policy be tabled until further discussion is held on the benefits for the part-time employees at the next Human Resource Advisory Committee.

Moved by Comm. Hollekim, seconded by Comm. Uran, to table the 309 Bereavement Leave Policy until more discussion is held on the part-time benefits. Upon roll call, all present voted yes. Motion carried.

Engineer Hennessy discussed the overtime in the Road & Bridge department which depends on the weather conditions.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve moving Assistant County Engineer to a non exempt status effective February 1st, 2021 and recommend all positions be evaluated for this grade classification. Upon roll call, Uran, Rice, Hollekim, Olson and Ruland voted yes. Motion carried.

9:55 A.M.

Karen Babbitt, Building Supervisor met with the board concerning the building assessment from EAPC for the Memorial Building. EAPC will discuss the findings at the next Commissioner meeting. Discussion was also held on the roof damage that occurred with the Mountrail County Correctional Facility which is not covered under the warranty. The roof damage will be turned into the NDIRF insurance. Building Supervisor Babbitt received an estimate for the Courthouse roof repairs for the 2022 budget.

10:15 A.M.

Jana Hennessy, Engineer along with Scott Duerre, Assistant Engineer met to discuss Road & Bridge.

1. OFFICE REQUEST-NDAWN

Engineer Hennessy presented a letter from Daryl Ritchison with North Dakota Agricultural Weather Network concerning the South Complex office space being utilized by the meteorologist and instrumentation specialist, Jonathan Rosencrans, under Western Dakota Energy Association. Daryl Ritchison is requesting the office space be available for Jonathan Rosencrans who is being hired under the North Dakota Agricultural Weather Network (NDAWN) program. Jonathan Rosencrans was present.

Moved by Comm. Olson, seconded by Comm. Rice, to approve allowing Jonathan Rosencrans to utilize the office space at the South Complex contingent upon having a lease agreement. Upon roll call, Olson, Uran, Rice, Ruland and Hollekim voted yes. Motion carried.

2. SANISH HILL/SAFETY PROJECT HLD-3115 (057)

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve awarding and signing the Resolution for DeAngelo Brothers LLC for project HLC-3115(057) in the amount of \$288,109.90 with the County responsible for 10% of the cost. Upon roll call, Olson, Rice, Ruland, Hollekim and Uran voted yes. Motion carried.

3. CR 15/VAN HOOK

Engineer Hennessy discussed the estimates from HDR Engineering for CR 15, Van Hook Road. Matthew Huettl with HDR discussed the estimates and right of way negotiations. Engineer Hennessy stated no Federal Funding will be requested for this project.

Moved by Comm. Olson, seconded by Comm. Rice, to approve signing the short form agreement between Mountrail County and HDR Engineering for professional services agreement for project number 15(82)21 PE, CR 15/Van Hook pending the State's Attorney approval. Upon roll call, Olson, Uran, Rice, Ruland and Hollekim voted yes. Motion carried.

4. CR 19/AET

Discussion was held on the cement stabilization subgrade testing being conducted on 36th St NW to ND Hwy 23, CR 19 from American Engineering Testing, Inc. HDR Engineering is requesting to utilize the same company, American Engineering Testing, Inc. as the County utilizes but from a different office.

Moved by Comm. Rice, seconded by Comm. Olson, to approve allowing HDR Engineering to utilize American Engineering Testing, Inc. from a different office for testing on 36th St NW to ND Hwy 23, CR 19. Upon roll call, all present voted yes. Motion carried.

5. 2021 FROST LAW LOAD RESTRICTIONS

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the 2021 Frost Law/Spring Load Restrictions as recommended by Engineer Hennessy. Upon roll call, all present voted yes. Motion carried.

6. PLAZA SHOP

Discussion was held on adding additional receptacles, additional lights and wiring along with equipment quotes for a compressor and pressure washer to be installed at the new Plaza Shop.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the change order for adding additional receptacles, additional lights and wiring for the Plaza Shop in the amount of \$17,582. Upon roll call, Hollekim, Rice, Ruland, Uran and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the change order for adding air pipe in the amount of \$9,274.49. Upon roll call, Rice, Ruland, Hollekim, Olson and Uran voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the change order for adding an electric pressure washer hook up, electrical and install two ceiling fans and electrical for air compressor in the amount totaling \$15,653. Upon roll call, Hollekim, Uran, Olson, Rice and Ruland voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the purchase of an electric pressure washer and air compressor from Northern Pump & Compression totaling \$24,770. Upon roll call, Rice, Ruland, Uran, Olson and Hollekim voted yes. Motion carried.

Further discussion will be held on the rental agreement for the Plaza Shop Meeting Room.

7. EQUIPMENT QUOTES-PICKUPS

Engineer Hennessy presented three different quotes for 3 half ton pickups with trading off a 2009 Chevrolet Tahoe, 2006 F-150 and 2011 Chevrolet 2500.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve purchasing 3 half ton pickups from Prairie Ford totaling \$97,900 which includes a trade-in allowance for three used vehicles. Upon roll call, Olson, Uran, Ruland, Rice and Hollekim all present voted yes. Motion carried.

8. FUEL BIDS

Engineer Hennessy presented information on the fuel bids and procedures from Ward, Williams and McKenzie Counties indicating Mountrail County is competitive using the local fuel bidding process.

11:30 A.M.

Wade Enget, States Attorney, discussed hiring an emergency short term employee while one of his employees is on medical leave.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve hiring an emergency short term employee in the State's Attorney Office for two days a week at a band grade of B21 at \$21.42 per hour. Upon roll call, Olson, Uran, Rice, Ruland and Hollekim voted yes. Motion carried.

State's Attorney Enget presented the Resolution #2021 for the purchase of computers. Discussion was held on whether we should go forward with this Resolution or just recycle the unused computers, peripherals and accessories.

Moved by Comm. Rice, seconded by Comm. Uran, to recycle all county computers, peripherals and accessories with Armor or whomever is contracted for IT. Upon roll call, all present voted yes. Motion carried.

11:45 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. State's Attorney Enget stated not much has changed with COVID-19 and recognized the health department officials for the vaccinations being distributed to all residents of Mountrail County.

4. ADJOURN

The Board adjourned at 1:01 P.M. to meet in special session on Friday, February 19, 2021 at 8:30 A.M. Accepted and approved this 2nd day of March, 2021.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor