

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, January 16, 2024 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Trudy Ruland, Wayne Olson, Jason Rice and John DeGroot present. State’s Attorney, Wade Enget was present.

Chairman Ruland called the meeting to order. The Pledge of Allegiance was recited.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the minutes of the January 2, 2024 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the December fees for the Clerk of Court. Upon roll call, Rice, Hollekim, DeGroot, Ruland and Olson voted yes. Motion carried.

D. PAYROLL

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve the salary increase form for Jimmy Bolen with the Sheriff’s Office as a Deputy I for the successful completion of probationary period to the amount of \$31 per hour/\$64,500 per year. Upon roll call, Olson, Hollekim, DeGroot, Ruland and Rice voted yes. Motion carried.

E. TRANSFER

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the transfer for uniform permits from General Fund to County Road & Bridge Fund for October 1st to December 31st totaling \$807,781.78. Upon roll call, Rice, Hollekim, Ruland, DeGroot and Olson voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Rice, to approve the transfer for overweight fines from General Fund to Country Road & Bridge Fund for October 1st to December 31st totaling \$4,600. Upon roll call, DeGroot, Hollekim, Olson, Ruland and Rice voted yes. Motion carried.

F. DEPOSITORIES

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the depositories of public funds in accordance with North Dakota Century Code 21-04-13 for Bremer Bank, Cornerstone Bank, Liberty State Bank and Bravera Bank and to deny request from Bell Bank to be included as a depository of public funds for Mountrail County. Upon roll call, Rice, Ruland, Olson, DeGroot and Hollekim voted yes. Motion carried.

G. APPOINTMENTS

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the appointments to the Job Development Authority Board (JDA) for Kirk Johnson (City of Stanley Representative) with an unexpired term ending 12-31-2025 and Kendra Evensvold (Township Representative) with an unexpired term ending 12-31-2026. Upon roll call, Olson, DeGroot, Hollekim, Ruland and Rice voted yes. Motion carried. *(Please reference February 6th meeting for revised motion)*

H. STOPPAYMENT

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the stop payment and reissue for Everspring Inn & Suites for lost Warrant #107961 in the amount of \$288.90. Upon roll call, Rice, Olson, DeGroot, Ruland and Hollekim voted yes. Motion carried.

I. COULEE VILLAGE

Wade Enget, State’s Attorney discussed working with the NDDOT to receive right of way back to the county within Coulee Village.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve allowing Wade Enget, State’s Attorney to work with the NDDOT to quit claim Coulee Village right of way to Mountrail County. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

J. BILLS

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the bills totaling \$988,077.52 and December 24 through January 6 payroll, checks #17674-17691 and direct deposits #19887-20037 totaling \$547,474.43. Upon roll call, Hollekim, DeGroot, Olson, Ruland and Rice 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 01/16/2024 - PAYMENT 01/16/2024

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
108305	ABRAHAMSON/SANDRA GENERAL FUND	160.00 160.00
108306	ADVANCED BUSINESS METHODS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	3,414.01 1,138.01 1,138.00 1,138.00
108307	AMERICINN OF VALLEY CITY E 911 EMERGENCY/WIRELESS FUND	88.20 88.20
108308	ARAMARK UNIFORM SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,060.10 732.15 327.95
108309	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	10,141.54 9,601.54 540.00
108310	BADGLEY AVIATION SERVICES PREPAID TAX FUND	13.78 13.78
108311	BBH INSURANCE, INC GENERAL FUND	2,914.00 2,914.00
108312	CARD SERVICES GENERAL FUND	29.28 29.28
108313	CENTRAL TRENCHING INC COUNTY ROAD & BRIDGE FUND	512.31 512.31
108314	CITY OF MINOT LANDFILL COUNTY ROAD & BRIDGE FUND	115.92 115.92
108315	CITY OF PARSHALL COUNTY ROAD & BRIDGE FUND	5,404.57 5,404.57
108316	CNH INDUSTRIAL ACCOUNTS COUNTY ROAD & BRIDGE FUND	8,513.15 8,513.15
108317	CRAIG LAW FIRM CIVIL ASSET FORFEITURE FUND	8,605.00 8,605.00
108318	DAKOTA DRUG CO GENERAL FUND	228.92 228.92
108319	DAKOTA DUST-TEX, INC GENERAL FUND	269.30 269.30

108320	DAKOTA TRUCK & FARM SERVICE COUNTY ROAD & BRIDGE FUND	4,179.68 4,179.68
108321	DAKOTALAND AUTOGLASS,INC COUNTY ROAD & BRIDGE FUND	193.90 193.90
108322	DEPT OF CORRECTIONS & REHAB GENERAL FUND	75.00 75.00
108323	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	9,779.00 9,779.00
108324	ELECTRONIC COMMUNICATIONS INC GENERAL FUND	170.00 170.00
108325	FARMERS UNION OIL CO-WILTON GENERAL FUND	63.31 63.31
108326	GJELLSTAD, LLC GENERAL FUND	10,000.00 10,000.00
108327	GRAVEL PRODUCTS INCORPORATED COUNTY ROAD & BRIDGE FUND	24,669.12 24,669.12
108328	H.A.THOMPSON & SONS INC GENERAL FUND	11,285.00 11,285.00
108329	HOME OF ECONOMY COUNTY ROAD & BRIDGE FUND	87.96 87.96
108330	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	6,674.64 3,234.10 3,440.54
108331	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	181.52 181.52
108332	JPMORGAN CHASE BANK NA COUNTY ROAD & BRIDGE FUND	2,211.64 2,211.64
108333	KRONOS SAASHR INC GENERAL FUND	684.09 684.09
108334	LANGUAGE LINE SERVICES, INC E 911 EMERGENCY/WIRELESS FUND	7.84 7.84
108335	LARSON TIRE SERVICE GENERAL FUND	268.24 268.24
108336	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	63.27 63.27
108337	MAERTENS-BRENNY CONSTRUCTION COMPANY GENERAL CAPITAL PROJECTS	396,186.54 396,186.54
108338	MARTIN CONSTRUCTION INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS	44,873.97 44,873.97
108339	MOUNTRAIL COUNTY TREASURER PREPAID TAX FUND	218.12 218.12
108340	MOUNTRAIL WILLIAMS ELECTRIC COOP COUNTY ROAD & BRIDGE FUND	228.09 228.09
108341	MOWBRAY & SON,INC GENERAL CAPITAL PROJECTS	88,475.42 88,475.42
108342	ND ASSOCIATION OF COUNTIES GENERAL FUND	5,517.36 3,789.00

	E 911 EMERGENCY/WIRELESS FUND	1,728.36
108343	ND ASSOCIATION OF COUNTIES GENERAL FUND	126.00 126.00
108344	ND DEPT OF HUMAN SERVICES GENERAL FUND	1,510.12 1,510.12
108345	ND DEPT OF TRANSPORTATION COUNTY ROAD & BRIDGE FUND	2,074.00 2,074.00
108346	ND STATE RADIO COMMUNICATIONS GENERAL FUND	480.00 480.00
108347	NDLTAP/UGPTI COUNTY ROAD & BRIDGE FUND	175.00 175.00
108348	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE CAPITAL EQUIPMENT	124,095.00 124,095.00
108349	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,227.66 1,227.66
108350	NORTH PRAIRIE RURAL WATER DISTRICT COUNTY ROAD & BRIDGE FUND	87.19 87.19
108351	NORTHERN PUMP & COMPRESSION, INC COUNTY ROAD & BRIDGE FUND	664.52 664.52
108352	NORTHSTAR STEEL INC GENERAL CAPITAL PROJECTS	54,900.00 54,900.00
108353	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
108354	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	380.92 214.76 85.68 80.48
108355	OTTER TAIL POWER COMPANY GENERAL FUND	762.28 762.28
108356	PALERMO CITY AMERICAN RESCUE PLAN FUND	11,396.00 11,396.00
108357	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	400.00 400.00
108358	PINNACLE GENERAL FUND COUNTY ROAD & BRIDGE FUND	26,427.79 4,069.52 22,358.27
108359	PITNEY BOWES GLOBAL FINANCIAL SERVICES GENERAL FUND	668.58 668.58
108360	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	175.98 175.98
108361	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	625.50 625.50
108362	PRAIRIE FORD, INC. GENERAL FUND	207.83 207.83
108363	QUADIENT FINANCE USA INC GENERAL FUND	1,146.76 1,146.76
108364	R & T WATER DISTRICT	50.00

	COUNTY PARKS FUND	50.00
108365	RAPID FIRE PROTECTION GENERAL FUND	1,250.00 1,250.00
108366	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	6,644.11 6,644.11
108367	RICHLAND PUMP & SUPPLY COUNTY ROAD & BRIDGE FUND	51.20 51.20
108368	RTC NETWORKS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND COUNTY AGENT FUND WEED CONTROL FUND	5,131.34 4,441.58 162.19 395.95 65.78 65.84
108369	SAFARI FUELS #103 GENERAL FUND	425.96 425.96
108370	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	79,215.07 79,215.07
108371	STANLEY AUTO & TRUCK GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,462.84 13.36 1,449.48
108372	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,515.56 852.45 663.11
108373	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
108374	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	66.04 66.04
108375	STATE TREASURER E 911 EMERGENCY/WIRELESS FUND	6,416.50 6,416.50
108376	STEINS INC GENERAL FUND	726.40 726.40
108377	SUMMIT FOOD SERVICE, LLC GENERAL FUND	2,857.16 2,857.16
108378	THE SIDWELL COMPANY GENERAL FUND	2,040.00 2,040.00
108379	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	212.37 212.37
108380	TITAN MACHINERY COUNTY ROAD & BRIDGE FUND	313.65 313.65
108381	TYLER TECHNOLOGIES, INC GENERAL FUND	735.00 735.00
108382	UNITED QUALITY COOPERATIVE GENERAL FUND	1,970.89 1,970.89
108383	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	322.10 322.10
108384	WASTE MANAGEMENT COUNTY ROAD & BRIDGE FUND	86.00 86.00
108385	WESTLIE TRUCK CENTER	466.16

	COUNTY ROAD & BRIDGE FUND	466.16
108386	3D SPECIALTIES INC	245.25
	COUNTY ROAD & BRIDGE FUND	245.25
	FINAL TOTAL	\$ 988,077.52

K. BOARD CONCERNS

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the time off request for Lisa Lapica, Veterans Service Officer for the dates of January 29th thru February 2nd. Upon roll call, all present voted yes. Motion carried.

Comm. Ruland discussed whatever issues that arise at work it is expected that all Department Heads be present.

3. APPOINTMENT SCHEDULED

9:15 A.M.

Madison Rodgers, Clerk of Court met with the board to request permission to work remotely for the week of the 15th of January.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve allowing Madison Rodgers, Clerk of Court to work remotely for the week of the 15th of January. Upon roll call, DeGroot, Hollekim, Rice, Ruland and Olson voted yes. Motion carried.

9:30 A.M.

Stephanie Everett, Administrator/CEO of Mountrail County Medical Center (MCMC) & Mountrail County Bethel Home (MCBH) met with the board to discuss the possibility of receiving county funding for a capital improvement project for the nursing home/hospital as allowed under Section 11-11-14 of the North Dakota Century Code. Also present for the discussion were Aaron Skarsgard, Heath Hetzel, Eugeniya Griffon, Alisha DeBilt, Ryan Gjellstad, Jim Clark, Carly Mudderman, Kelly Gustavson, Carissa Sorenson, Alyssa Farin, Karen Brown, Donald Longmuir and Roger Gjellstad.

Comm. Hollekim stated that she sits on the Mountrail County Foundation Board. The Board agreed it wasn't a conflict of interest. Wade Enget, State's Attorney stated he is the President of the Mountrail County Foundation board and will only supply any legal questions.

Comm. Hollekim discussed the year end surplus dollars for both the General & Road & Bridge Funds. Comm. Hollekim is in support of allowing a substantial amount for the Mountrail Bethel Nursing Home & Hospital Services Expansion Project.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve donating to the Mountrail Bethel Nursing Home & Hospital Services Expansion Project pending the approval of the State Auditor on the process moving forward. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

9:45 A.M.

A Joint meeting was held with the Job Development Association Board (JDA). Kristin Jaeger, Briselda Hernandez, Thomas Nash, Bill Wilber and Matt Evans all representing the JDA Board met to discuss the proposed \$10 million transfer to the JDA for community projects. Kristin Jaeger broke down three different grant options to apply for. Bill Wilber discussed the Community Grant Program and how it was developed. Discussion was held on the daycare options within the county. Briselda Hernandez announced a webinar will be held on February 22nd to give step by step instruction for the online grant process. Further discussion will be held at future commissioner meetings.

10:15 A.M.

Tammy Leupp, Building Supervisor discussed the future change orders for the Memorial Building. Building Supervisor Leupp stated that the maximum dollar amount of \$250,000 was reached so an increase is needed for future change orders.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve allowing an additional \$150,000 of change orders for the project costs for the Memorial Building renovations. Upon roll call, Olson, DeGroot, Hollekim, Ruland and Rice voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the change orders for the Memorial Building renovations: #G20 totaling \$11,879.71, #G33 totaling \$17,499.72 & M03 totaling \$19,196. Upon roll call, Olson, Ruland, Hollekim, Rice and DeGroot voted yes. Motion carried.

10:25 A.M.

Melissa Vachal, Recorder presented two quotes for a new kip machine.

Moved by Comm. DeGroot, seconded by Comm. DeGroot, to approve the purchase of a new kip machine from Information Systems Corporation (ISC) totaling \$28,945. Upon roll call, Hollekim, Ruland, Rice, Olson and DeGroot voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 11:16 A.M. to meet in regular session on Tuesday, February 6, 2024 at 9:00 A.M. Accepted and approved this 6th day of February, 2024.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor