

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, January 18, 2022 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Jason Rice, Wayne Olson, Trudy Ruland, and Daniel Uran present. Also present was State's Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Uran, seconded by Comm. Rice, to approve the minutes of the January 4, 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 December fees for Clerk of Court and Sheriff Office. Upon roll call, Ruland, Olson, Uran, Rice and Hollekim voted yes. Motion carried.

D. TRANSFERS

Moved by Comm. Uran, seconded by Comm. Rice, to approve the transfer for overweight fines totaling \$33,080 for October 1, 2021 to December 31, 2021 from the General Fund to the County Road & Bridge Fund. Upon roll call, Hollekim, Uran, Ruland, Olson and Rice voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the transfer for uniform permits totaling \$412,796.93 for October 1, 2021 to December 31, 2021 from the General Fund to the County Road & Bridge Fund. Upon roll call, Rice, Hollekim, Uran, Ruland and Olson voted yes. Motion carried.

Stephanie A. Pappa, Auditor discussed the General Fund Capital Projects Fund. A new fund had to be created instead of an account within the General Fund.

E. PAYROLL

Discussion was held on the Mountrail McKenzie Human Service Zone employees' salaries for 2022.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the regular full time employee classification for Orié Goudge with the Sheriff's Department as a Deputy in the amount of \$4,387.50 per month/\$52,650 per year. Upon roll call, Ruland, Hollekim, Rice, Olson, and Uran voted yes. Motion carried.

F. HOUSING AUTHORITY BOARD

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the appointment of Terry Wilber to the Housing Authority Board for a five year term. Upon roll call, all present voted yes. Motion carried.

G. OLD HIGHWAY 2

Discussion was held on the article concerning Old Highway 2. The article will be published in all three local newspapers.

H. CONNECTOR ROAD WITH WILLIAMS COUNTY

Comm. Rice discussed the meeting held with Williams County to consider building a one mile connector road from 101st Ave NW in Mountrail County west to Williams County road on 60th St NW located in Myrtle Township and Unorganized Township, 155 North, Range 94 West.

I. 2021 BUDGET AMENDMENT

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the 2021 budget amendments. Upon roll call, Ruland, Rice, Uran, Hollekim and Olson voted yes. Motion carried

J. AUDIT FIRM

Moved by Comm. Uran, seconded by Comm. Olson, to approve hiring the State of North Dakota Auditor’s Office to perform the County Audit for 2021 year as recommended by County Auditor, Stephanie Pappa. Upon roll call, Uran, Ruland, Olson, Rice and Hollekim voted yes. Motion carried.

K. BILLS

Moved by Comm. Rice, seconded by Comm. Olson, to approve the bills totaling \$396,368.75. Upon roll call, Hollekim, Uran, 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 01/18/2022 - PAYMENT 01/19/2022

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
103104	A&W TOWING & RECOVERY, INC. GENERAL FUND	500.00 500.00
103105	AFFINITY GLOBAL SOLUTIONS GENERAL FUND	150.00 150.00
103106	ARAMARK UNIFORM SERVICES GENERAL FUND	156.24 156.24
103107	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	10,215.25 9,675.25 540.00
103108	AXON ENTERPRISE, INC. GENERAL FUND	750.00 750.00
103109	BATTERIES PLUS BULBS #639 GENERAL FUND	2,420.00 2,420.00
103110	BBH INSURANCE, INC GENERAL FUND	293.00 293.00
103111	BLUE TARP FINANCIAL, INC. COUNTY ROAD & BRIDGE FUND	19.56 19.56
103112	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	348.74 348.74
103113	C.B. FENCING COUNTY ROAD & BRIDGE FUND	3,800.00 3,800.00
103114	CHARM-TEX, INC. GENERAL FUND	129.00 129.00
103115	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	52.00 52.00
103116	CITY OF STANLEY WEED CONTROL FUND	21.25 21.25
103117	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,920.00 3,920.00
103118	DAKOTA DRUG CO GENERAL FUND	213.18 213.18

103119	DAKOTA DUST-TEX, INC COUNTY ROAD & BRIDGE FUND	173.90 173.90
103120	DEANS DISTRIBUTING COUNTY ROAD & BRIDGE FUND	621.76 621.76
103121	DENNIS/MARY GENERAL FUND	100.00 100.00
103122	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	11,965.44 11,965.44
103123	DUSTBUSTERS, INC. COUNTY ROAD & BRIDGE FUND	7,418.31 7,418.31
103124	ENERBASE GENERAL FUND COUNTY ROAD & BRIDGE FUND	27,240.10 1,195.42 26,044.68
103125	FARDEN CONSTRUCTION, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS	81,629.27 81,629.27
103126	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	750.00 750.00
103127	GAEBE/MARILYN GENERAL FUND	429.53 429.53
103128	H.A.THOMPSON & SONS INC GENERAL FUND	10,585.00 10,585.00
103129	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	12,104.71 12,104.71
103130	HENNESSY/JIM GENERAL FUND	58.00 58.00
103131	HOME OF ECONOMY COUNTY ROAD & BRIDGE FUND	84.95 84.95
103132	HOWIE TOWNSHIP GENERAL FUND	1,300.00 1,300.00
103133	I.A.O. TRAINING GENERAL FUND	1,592.00 1,592.00
103134	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	6,710.77 3,940.23 2,770.54
103135	JOB SERVICE OF NORTH DAKOTA GENERAL FUND	3,024.00 3,024.00
103136	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,566.90 1,523.70 43.20
103137	KRONOS SAASHR INC GENERAL FUND	623.15 623.15
103138	LANGUAGE LINE SERVICES, INC E 911 EMERGENCY/WIRELESS FUND	3.92 3.92
103139	MATTHEW BENDER & CO INC GENERAL FUND	171.81 171.81
103140	MCRANDALL MOBILE GLASS, LLC GENERAL FUND	425.00 425.00

103141	MEIERS OIL INC GENERAL FUND	124.35 124.35
103142	MENARDS - MINOT GENERAL FUND	175.92 175.92
103143	MINOT AUTO SUPPLY-INDUSTRIAL BEARING WEED CONTROL FUND	35.78 35.78
103144	MINOT RESTAURANT SUPPLY CO GENERAL FUND	23.40 23.40
103145	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	800.00 800.00
103146	MOUNTRAIL COUNTY PROMOTER GENERAL FUND	71.25 71.25
103147	MOUNTRAIL WILLIAMS ELECTRIC COOP COUNTY ROAD & BRIDGE FUND	233.58 233.58
103148	ND ASSN OF COUNTY ENGINEERS GENERAL FUND COUNTY ROAD & BRIDGE FUND	300.00 150.00 150.00
103149	ND ASSOCIATION OF COUNTIES GENERAL FUND	317.00 317.00
103150	ND COUNTY AUDITORS ASSN GENERAL FUND	250.00 250.00
103151	ND COUNTY RECORDERS ASSN GENERAL FUND	200.00 200.00
103152	ND COUNTY TREASURERS ASSN GENERAL FUND	175.00 175.00
103153	ND DEPT OF HEALTH-MICROBIOLOGY GENERAL FUND	10.00 10.00
103154	ND STATE RADIO COMMUNICATIONS GENERAL FUND	720.00 720.00
103155	NDLTAP/UGPTI COUNTY ROAD & BRIDGE FUND	150.00 150.00
103156	NEW TOWN CITY GENERAL FUND	1,800.00 1,800.00
103157	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,335.11 1,335.11
103158	NORTH PRAIRIE RURAL WATER DISTRICT COUNTY ROAD & BRIDGE FUND	53.00 53.00
103159	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
103160	NYGAARD INDUSTRIAL PAINTING COUNTY ROAD & BRIDGE FUND	6,720.00 6,720.00
103161	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	181.47 181.47
103162	OFFICE DEPOT INC GENERAL FUND COUNTY AGENT FUND	2,898.47 2,697.37 201.10

103163	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	866.20 866.20
103164	OVERHEAD DOOR COMPANY OF MINOT COUNTY ROAD & BRIDGE FUND	582.00 582.00
103165	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	130.00 130.00
103166	PINNACLE GENERAL FUND COUNTY ROAD & BRIDGE FUND	41,672.17 437.34 41,234.83
103167	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	301.43 301.43
103168	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	923.90 923.90
103169	PRAIRIE FORD, INC. GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,337.76 293.69 1,044.07
103170	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	425.85 425.85
103171	PROGRAMMING BROADCASTING, INC GENERAL FUND	380.00 380.00
103172	R & J PUBLISHING LLC GENERAL FUND	290.00 290.00
103173	R & T WATER DISTRICT COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY PARKS FUND	68,025.91 67,975.91 50.00
103174	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	14,074.80 14,074.80
103175	RECORD KEEPERS, LLC GENERAL FUND	46.00 46.00
103176	RTC NETWORKS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND COUNTY AGENT FUND WEED CONTROL FUND	3,744.34 2,872.58 391.20 359.41 86.29 34.86
103177	RYAN GMC COUNTY ROAD & BRIDGE FUND	1,100.76 1,100.76
103178	SAFARI FUELS #103 GENERAL FUND	1,072.33 1,072.33
103179	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	10,846.45 10,846.45
103180	SCHOCK'S SAFE & LOCK INC COUNTY ROAD & BRIDGE FUND	270.00 270.00
103181	SOURIS RIVER TELECOMMUNICATIONS E 911 EMERGENCY/WIRELESS FUND	168.00 168.00
103182	SRF CONSULTING GROUP, INC GENERAL FUND	6,536.80 6,536.80

103183	STANLEY AUTO & TRUCK GENERAL FUND	1,984.60 10.36
	COUNTY ROAD & BRIDGE FUND	1,631.64
	WEED CONTROL FUND	342.60
103184	STANLEY HARDWARE GENERAL FUND	803.81 434.01
	COUNTY ROAD & BRIDGE FUND	369.80
103185	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
103186	STANLEY WELDING COUNTY ROAD & BRIDGE FUND	22.40 22.40
103187	STATE TREASURER GENERAL FUND	575.00 575.00
103188	STEINS INC GENERAL FUND	4,523.00 4,523.00
103189	SUMMIT FOOD SERVICE, LLC GENERAL FUND	5,187.57 5,187.57
103190	THE SIDWELL COMPANY GENERAL FUND	210.00 210.00
103191	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	180.59 180.59
103192	TRACTOR SUPPLY COMPANY GENERAL FUND	2,267.78 79.85
	COUNTY ROAD & BRIDGE FUND	2,143.21
	WEED CONTROL FUND	44.72
103193	UNITED QUALITY COOPERATIVE GENERAL FUND	13,507.71 3,964.17
	COUNTY ROAD & BRIDGE FUND	9,295.57
	COUNTY PARKS FUND	247.97
103194	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	760.93 760.93
103195	VERTIV CORPORATION GENERAL FUND	2,478.00 2,478.00
103196	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	2,152.59 2,152.59
	TOTAL	396,368.75

L. BOARD CONCERNS

Discussion was held on the Planning & Zoning Board vacancy. Comm. Hollekim discussed plans for a bullet proof service window at the Memorial Building. Different options will be discussed at the next Memorial Building Committee meeting.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the closing of Mountrail County offices except the emergency offices as of 1:00 p.m. on January 18, 2022 due to the inclement weather. Upon roll call, Hollekim, Ruland, Olson, Rice and Uran voted yes. Motion carried. Also, the Memorial Building had no electricity or heat as the generator did not work and there were internet interruptions because of high winds.

3. APPOINTMENT SCHEDULED

9:30 A.M.

Nichole Degenstein, Human Resource Director met with the board to open the electrical bids for the fire alarm upgrades for the courthouse.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the purchase of equipment for the fire alarm upgrades for the courthouse from Johnson Control totaling \$54,591.26. Upon roll call, Uran, Ruland, Olson, Hollekim and Rice voted yes. Motion carried.

Discussion was held on the bid for the electrical for the fire alarms with only one bid received from All Electric. Wade Enget, State's Attorney stated the bid for the electrical was able to be held for 30 days. The Commissioners indicated they would like to pursue the option of incorporating the electrical work for the installation of fire alarms with the heating and cooling project.

Moved by Comm. Hollekim, seconded by Comm. Uran, to hold the electrical bid for the fire alarm upgrades for the courthouse from All Electric until the February 1st commissioner meeting. Upon roll call, all present voted yes. Motion carried.

9:45 A.M.

Stephanie A. Pappa, Auditor met with the board to open bids for the rental of temporary office space for the relocation of employees in the Memorial Building. Candice Grilley, Site Supervisor with the Mountrail-McKenzie Human Service Zone and Roger Gjellstad were present for the bid opening. Three bids for rental offices were opened 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 per unit plus utilities, and other associated costs. The Board agreed more information was needed to make a sound determination on the rental of office space.

Moved by Comm. Hollekim, seconded by Comm. Uran, to table the bids for the rental of office space until February 1, 2022 meeting. Upon roll call, all present voted yes. Motion carried.

The committee reviewing the rental options and proposals will consists of Trudy Ruland, Candice Grilley, Joan Hollekim, Stephanie A Pappa and Wade Enget.

10:00 A.M.

Jodi Smith, Commissioner for the ND Department of Trust Lands along with Mike Humann, Surface Division Director, James Wald, Assistant Attorney General and Kristie McCusker, Paralegal met with the Board to provide information on the North Dakota Trust Lands Completion Act, U.S. Senate Bill 3200. Senate Bill 3200 authorizes the relinquishment and in lieu selection of land and minerals in the State of North Dakota, to restore land and minerals to Indian Tribes with the State of North Dakota, to conserve the Little Missouri National Grassland, and for other purposes.

Discussion was held on how the exchange of BLM lands for State lands would affect Mountrail County and other counties involved, particularly the revenues derived from the oil and gas gross production tax. There are 615 surface acres in Mountrail County owned by the Bureau of Land Management and 2,838 surface acres and 96,060 gross mineral acres owned of State School Trust Land on the Fort Berthold Indian Reservation. The impact to the County would depend on the lands and/or minerals exchanged.

10:30 A.M.

Lori Hanson, Tax Director discussed six abatements on parcels #20-9003500 for 2020-2022 tax years, #10-9000600 for 2020 & 2021 tax year and #19-9003300 for 2022 tax year.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the abatement on parcel #10-9000600 for the 2020 & 2021 tax year due to mobile home not hooked to utilities as per the recommendation of Tax Director Hanson. Upon roll call, Uran, Ruland, Olson, Hollekim and Rice voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Rice, to approve the abatement on parcel #20-9003500 for the 2020-2022 tax years 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 #47-9003300 for the 2022 tax year due to mobile home being moved as per the recommendation of Tax Director Hanson. Upon roll call, Uran, Rice, Hollekim, Ruland and Olson voted yes. Motion carried.

Tax Director Hanson presented a quote from Prairie Home Furnishings for new office furniture.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the purchase of new office furniture from Prairie Home Furnishings totaling \$2,634 to be taken from County Buildings Budget per the approval of Brad Ellis otherwise take from Commissioner Contingency Fund. Upon roll call, Hollekim, Uran, Olson, Rice and Ruland voted yes. Motion carried.

10:45 A.M.

Jessica Niemitalo, Treasurer met with the board to discuss the designation of banks as depositories of public funds.

Moved by Comm. Uran, seconded by Comm. Rice, to approve the designation of the following banks for 2022-2023 years as depositories of public funds: Liberty State Bank, Bravera Bank, Cornerstone Bank, Bremer Bank, and First International. Upon roll call, Ruland, Uran, Rice, Hollekim and Olson voted yes. Motion carried.

11:00 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 (100th Ave NW). The Vachal Family LLP were sent a letter inviting them to today's meeting; no one appeared on behalf of the Vachal Family LLP. Wade Enget, State's Attorney questioned whether the project would be able to take place without the right of way from Vachals. Craig Mizera with HDR Engineering stated that without taking the right of way from the Vachal family this project wouldn't be able to move forward.

Moved by Comm. Uran, seconded by Comm. Hollekim, to deny the counteroffer and submit the original offer to the Vachal Family for right of way acquisition on CR 9, Phase II 100th Ave NW as the Board did not want to set a precedent for future right of way acquisition. Also, a "non-section line allowance" as requested by the Vachal Family had not been paid to an owner(s) in the past for deviating off the section line as the owner(s) is compensated at fair market value for any additional acreage that is not within 33' of each side of a section line. Upon roll call, Ruland, Uran, Olson, Rice, and Hollekim voted yes. Motion carried.

Engineer Hennessy discussed the invoice from R&T Water District totaling \$67,975.91 for partial cost for engineering services for relocating water lines on CR 9, Phase II, 100th Ave NW. Comm. Olson discussed doing this project in phases and start up north on the project. Engineer Mizera stated that doing this project in phases could potentially cost more. Wade Enget, State's Attorney requested the prior minutes that allowed R&T to install the pipe within the county right of way be reviewed.

Moved by Comm. Uran, seconded by Comm. Rice, to approve paying the bill from R&T Water District for the engineering cost totaling \$67,975.91 for CR 9, Phase II, 100th Ave NW, with future payments for the rural water line relocation addressed in an agreement. Upon roll call, Rice, Olson, Uran, Hollekim and Ruland voted yes. Motion carried.

2. CR 15/82ND AVE NW (ND#23 to Van Hook Park)

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve and authorize the Chair to sign the Agreement for Construction Contract with Gratech Company LLC for CR 15 Reconstruction Project #15(82)21. Upon roll call, Hollekim, Uran, Rice, Ruland, and Olson voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Rice, to approve and authorize the Chair to sign the contract amendment for construction and engineering services with HDR Engineering Inc. for CR 15 Reconstruction Project #15(82)21. Upon roll call, Uran, Olson, Ruland, Hollekim and Rice voted yes. Motion carried.

3. 76TH AVE NW/CR 3

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the change order #2 to the contract with Farden Construction Inc. for temporary fencing for CR 3, 76th Ave NW Project #03(76)19 totaling \$13,188. Upon roll call, Olson, Uran, Rice, Hollekim and Ruland voted yes. Motion carried.

4. PLAZA SHOP

Engineer Hennessy discussed the leaking roof issues at the Plaza shop which has damaged drywall, insulation and flooring.

5. 2021 R&B YEAR END REPORT

Engineer Hennessy discussed the 2021 Road & Bridge year-end report.

1:00 P.M.

Discussion was held with HA Thompson and Sons and Rudolph Electric on the Courthouse Heating & Cooling Project. Bill Rudolph with Rudolph Electric discussed the lighting options and will be presenting an estimated quote for lighting/electrical. Discussion was held with Bill Rudolph concerning the possibility of incorporating the electrical work for the fire alarms with the HVAC project. Matt Thompson with HA Thompson and Sons gave an update on the construction progress. Discussion was held on the importance of uniformity for all offices. Matt Thompson stated the false ceilings will be installed by Straight Up Construction.

1:45 P.M.

Desiree Sorenson, Mountrail McKenzie Human Service Zone Director discussed and reviewed the draft plan for the zone. Zonal Director Sorenson thanked both commissions along with the HR department and Auditor’s Office for the excellent work environment.

2:00 P.M.

Discussion was held on COVID-19 concerns. Present were Lori Hanson, Laurie Johnson, Mary Trahan, and Desiree Sorenson. Wade Enget, State’s Attorney asked about the procedure if a worker had to stay home for five days and how to handle the pay. More discussion will be held at the next meetings.

4. ADJOURN

The Board adjourned at 2:21 P.M. to meet in regular session on Tuesday, February 1, 2022 at 9:00 A.M. Accepted and approved this 1st day of February, 2022.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor