

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, January 2, 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. Olson, seconded by Comm. DeGroot, to review and approve the agenda as corrected. Upon roll call, all present voted yes. Motion carried.

B MINUTES

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the minutes of the December 19, 2023 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve the special minutes of the December 28, 2023 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Rice, seconded by Comm. Olson, to approve the September and October fees for Planning & Zoning and November fees for Recorder and December fees for Sheriff. Upon roll call, Rice, Hollekim, DeGroot, Ruland and Olson voted yes. Motion carried.

D. PAYROLL

Comm. Ruland discussed the importance of the appointed officials to notify the Commissioners by email when taking vacation or sick leave.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the sick/vacation leave for appointed officials for periods 10-1-2023 to 12-31-2023. Upon roll call, Rice, Ruland, Olson, Hollekim and DeGroot voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the regular full-time employee classification for Laticia Graham with Mountrail McKenzie Human Service Zone as the Office Manager in the amount of \$26.75 per hour/\$55,640 per year. Upon roll call, Hollekim, DeGroot, Olson, Ruland and Rice voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the regular part-time employee classification for Nick Webb with Corrections as the Correction Officer I in the amount of \$28.622 per hour not to exceed 1664 hours per year once paperwork is completed. Upon roll call, Olson, Hollekim, DeGroot, Ruland and Rice voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the shared leave request for Kenneth Trail in the amount of 80 hours. Upon roll call, Hollekim, DeGroot, Ruland, Rice and Olson voted yes. Motion carried.

E. QUOTE

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the quote from HA Thompson & Sons for an air-cooled split system for the server room in the amount of \$9,985. Upon roll call, Rice, Hollekim, Ruland, DeGroot and Olson voted yes. Motion carried.

F. OUT OF STATE TRAVEL

Comm. Hollekim will be traveling out of state in January and February to Washington DC to represent the ND County Commissioners Association and Comm. Ruland will be traveling out of state in February to Washington DC and San Diego CA to represent the ND Association of Counties with no cost to the County.

G. BILLS

Moved by Comm. Olson, seconded by Comm. Rice, to approve the bills totaling \$273,292.33 and December 10 through December 23 payroll, checks #17665-17673 and direct deposits #19745-19886 totaling \$440,771.60. Upon roll call, DeGroot, Olson, Ruland, Hollekim 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](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 01/02/2024 -PAYMENT 01/02/2024**

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
108272	ACKERMAN-ESTVOLD ENGINEERING & MANAGEMEN COUNTY ROAD & BRIDGE FUND	67,376.37 67,376.37
108273	ADVANCED BUSINESS METHODS GENERAL FUND	2,700.86 2,700.86
108274	ARAMARK UNIFORM SERVICES GENERAL FUND	335.00 335.00
108275	ARMOR INTERACTIVE GENERAL FUND	8,970.24 8,970.24
108276	BORDER PLAINS EQUIPMENT LLC. GENERAL FUND	68.52 68.52
108277	CIRCLE SANITATION INC GENERAL FUND	416.00 416.00
108278	CITY OF STANLEY GENERAL FUND	1,087.14 1,087.14
108279	FIRST DISTRICT HEALTH UNIT COUNTY PARKS FUND	115.00 115.00
108280	GRAPHICS, LETTERING & TRIM GENERAL FUND	585.00 585.00
108281	JOHN DEERE FINANCIAL GENERAL FUND	5,789.00 5,789.00
108282	JPMORGAN CHASE BANK NA GENERAL FUND WEED CONTROL FUND	2,107.13 1,960.27 146.86
108283	KOHLER COMMUNICATIONS INC GENERAL FUND	38.95 38.95
108284	LANGUAGE LINE SERVICES, INC E 911 EMERGENCY/WIRELESS FUND	10.78 10.78
108285	MATTHEW BENDER & CO INC GENERAL FUND	147.31 147.31
108286	MEIERS OIL INC GENERAL FUND	73.28 73.28
108287	MONTANA DAKOTA UTILITIES CO GENERAL FUND	11,422.06 11,422.06
108288	MOUNTRAIL COUNTY TREASURER GENERAL FUND	2,807.99 2,807.99
108289	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY PARKS FUND	1,957.24 689.65 1,267.59
108290	NAT'L ASSOCIATION OF COUNTIES GENERAL FUND	450.00 450.00

108291	ND ASSOCIATION OF COUNTIES GENERAL FUND	155,950.98 155,950.98
108292	ND COUNTY COMMISSIONERS ASSN GENERAL FUND	1,725.00 1,725.00
108293	ND WEATHER MODIFICATION ASSN GENERAL FUND	1,800.00 1,800.00
108294	O'REILLY AUTO PARTS WEED CONTROL FUND	33.02 33.02
108295	ODP BUSINESS SOLUTIONS LLC GENERAL FUND	1,628.16 1,628.16
108296	PRAIRIE FORD, INC. GENERAL FUND	678.32 678.32
108297	RECORD KEEPERS, LLC GENERAL FUND	17.50 17.50
108298	RUDOLPH ELECTRIC, LLC GENERAL FUND	360.00 360.00
108299	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
108300	STEINS INC GENERAL FUND	124.08 124.08
108301	THOMAS LAW FIRM GENERAL FUND	100.00 100.00
108302	TYLER TECHNOLOGIES, INC GENERAL FUND DOCUMENT PRESERVATION FUND VETERAN'S SERVICE OFFICER FUND	2,167.40 105.00 1,613.40 449.00
108303	VISION WEST ND GENERAL FUND	1,600.00 1,600.00
	<b>FINAL TOTAL</b>	<b>273,292.33</b>

H. BOARD CONCERNS

Comm. Hollekim stated there will be a one day county commissioner conference in Bismarck on March 20<sup>th</sup>.  
Comm. Ruland recommended all departments give a quarterly update to the board.

3. APPOINTMENT SCHEDULED

9:15 A.M.

Lori Hanson, Tax Director and Rory Porth, Property Tax Assessor met with the board to discuss the 2024 agriculture land valuations. Tax Director Hanson stated the average agricultural value per acre for Mountrail County decreased from \$512.36 in the 2023 year to \$501.61 for the 2024 year. Tax Director recommended to stay the same for the agricultural land values at a 94% threshold which is between the 90% to 100% tolerance level allowed by the State.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve staying the same for the 2024 agricultural land valuation at 94% threshold which is between the 90% to 100% tolerance level allowed by the State. Upon roll call, DeGroot, Hollekim, Rice, Ruland and Olson voted yes. Motion carried.

9:35 A.M.

Stephanie A. Pappa, Auditor discussed the Human Resource Advisory Committee (HRAC) recommendations.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the changes to Policy 307, Sick Leave of the Mountrail County Employee Handbook as recommended by the Human Resource Advisory Committee and as presented by Auditor Pappa. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

9:45 A.M.

Jana Hennessy, Road & Bridge (R&B) Engineer along with Mary Trahan, Accountant met to discuss Road & Bridge.

1. ACKERMAN ESTVOLD-UPDATES

Engineer Hennessy along with Engineer Becker gave an update on the prior projects and right of way projects with a new time line. The Board did not act on Amendment #3 to the agreement with Ackermann-Estvold for right-of-way acquisitions for CR3 (Palermo North) and for CR10 (51<sup>st</sup> St NW). The right of way easements for CR 3 will move forward with Sauber Engineering and the Road & Bridge Department.

2. PALERMO NORTH CR3 ROW-LANDOWNER CONCERNS & REQUESTS

Austin Becker with Ackerman Estvold Engineer discussed the compensation that is requested by Jane Staaels for taking property out of CRP.

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve paying the amount of \$450 to Jane Staels for the compensation of removing CRP land out of contract with the USDA. Upon roll call, DeGroot, Olson, Ruland, Rice and Hollekim voted yes. Motion carried.

3. STANLEY MUNICIPAL AIRPORT PROJECT

Engineer Hennessy gave an update on the answers with the construction of the Stanley Municipal Airport project.

4. 72<sup>ND</sup> AVE NW APPROACH/GREEN HOUSE

Engineer Hennessy gave an update from Swenson, Hagen & Company P.C. on the approach concerns with the Greenhouse development on 72<sup>nd</sup> Ave NW. Lon Romsaas with Swenson, Hagen & Company was virtually present. The Board had no objections to the proposed access approach as presented by Engineer Hennessy for development in Section 13 of Parshall Township.

5. MOUNTRAIL CR 10 RECONSTRUCTION EAST PHASE

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve signing the agreement with Baranko Brothers for CR 10 Reconstruction Project #10(51)23 East Phase on 53<sup>rd</sup> St NW from CR11 east to the Ward County Line. Upon roll call, Ruland, DeGroot, Hollekim, Rice and Olson voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 11:23 A.M. to meet in regular session on Tuesday, January 16, 2024 at 9:00 A.M. Accepted and approved this 16<sup>th</sup> day of January, 2024.

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Trudy Ruland, Chairman

Mountrail County Commissioner

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Stephanie A. Pappa

Mountrail County Auditor