

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, January 7, 2020 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley, ND with Commissioners Trudy Ruland, Daniel Uran, Joan Hollekim, Garry Jacobson, and Wayne Olson present. 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 as corrected. Upon roll call, all present voted yes. Motion carried.

B. MINUTES

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the minutes of the December 17, 2019 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the November 2019 fees for the Recorder’s Office and overweight fines. Upon roll call, Ruland, Olson, Jacobson, Hollekim, and Uran voted yes. Motion carried.

D. BILLS

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the bills totaling \$341,803.74/\$9,266.19 and December payroll, checks #10857-10876, direct deposit #11497-11635 totaling \$928,124.79. Upon roll call, Olson, Jacobson, Uran, Hollekim 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.)

APPROVED 01/07/2020 - PAYMENT 12/31/2019

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
98021	LOWE'S PRINTING INC COUNTY AGENT FUND	356.60 356.60
98022	NDWCA WEED CONTROL FUND	405.00 405.00
98023	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	1,688.78 1,688.78
98024	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	415.81 48.01 319.79 48.01
98025	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	6,400.00 6,400.00
	FINAL TOTAL	\$ 9,266.19

APPROVED 01/07/2020 - PAYMENT 01/07/2020

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
98026	SCHAIBLE/MARY GENERAL FUND	29,000.00 29,000.00

98027	A&W TOWING & RECOVERY, INC. GENERAL FUND	250.00 250.00
98028	ACME TOOLS GENERAL FUND COUNTY ROAD & BRIDGE FUND	9,738.92 9,699.00 39.92
98029	ADVANCED BUSINESS METHODS GENERAL FUND	2,348.31 2,348.31
98030	ALBERTS CONSTRUCTION INC GENERAL FUND	7,635.40 7,635.40
98031	AMERICAN WELDING & GAS, INC WEED CONTROL FUND	3,245.98 3,245.98
98032	AMERIPRIDE LINEN & APPAREL SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	367.64 250.22 117.42
98033	ARMOR INTERACTIVE GENERAL FUND	2,482.72 2,482.72
98034	BBH INSURANCE, INC GENERAL FUND	769.00 769.00
98035	BLUE CROSS BLUE SHIELD GENERAL FUND	118.00 118.00
98036	BLUE TARP FINANCIAL, INC. COUNTY ROAD & BRIDGE FUND	312.39 312.39
98037	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	2,460.00 2,460.00
98038	BROSZ ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	12,472.50 12,472.50
98039	CARQUEST OF STANLEY COUNTY ROAD & BRIDGE FUND	919.81 919.81
98040	CDW GOVERNMENT GENERAL FUND	275.08 275.08
98041	CHARM-TEX, INC. GENERAL FUND	655.46 655.46
98042	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	583.25 433.75 149.50
98043	CITY OF STANLEY GENERAL FUND WEED CONTROL FUND	480.18 468.93 11.25
98044	COMFORT SUITES HUMAN SERVICE ZONE	169.20 169.20
98045	CUMMINS SALES AND SERVICE GENERAL FUND	558.60 558.60
98046	DAKOTA FIRE EXTINGUISHERS, INC. GENERAL FUND	830.74 830.74
98047	DELTA WATERFOWL/MO CO FOWLERS GENERAL FUND	1,000.00 1,000.00
98048	FARMERS UNION OIL CO-PLAZA COUNTY ROAD & BRIDGE FUND	207.79 207.79

98049	FEDERAL SIGNAL CORPORATION GENERAL FUND	8,850.00 8,850.00
98050	FRIENDS OF LAKE SAKAKAWEA COUNTY PARKS FUND	300.00 300.00
98051	G&P COMMERCIAL SALES GENERAL FUND	154.90 154.90
98052	GCR TIRES & SERVICE COUNTY ROAD & BRIDGE FUND	325.00 325.00
98053	GERDAU AMERISTEEL CORP COUNTY ROAD & BRIDGE FUND	134.97 134.97
98054	GILBERTSON/HEATHER HUMAN SERVICE ZONE	272.30 272.30
98055	HENNESSY/JANA COUNTY ROAD & BRIDGE FUND	25.03 25.03
98056	HERMANSON/NANCY HUMAN SERVICE ZONE	156.10 156.10
98057	INDIGO SIGNWORKS, INC GENERAL FUND	1,499.00 1,499.00
98058	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	39.61 39.61
98059	JOHNSON/JODI GENERAL FUND	380.00 380.00
98060	K SQUARED ELECTRIC INC GENERAL FUND	1,333.80 1,333.80
98061	KINNEY/SHELLY HUMAN SERVICE ZONE	152.95 152.95
98062	LIGHT AND SIREN COUNTY ROAD & BRIDGE FUND	2,056.12 2,056.12
98063	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	56.13 56.13
98064	LONIER/RACHEL HUMAN SERVICE ZONE	11.48 11.48
98065	MATTHEW BENDER & CO INC GENERAL FUND	249.61 249.61
98066	MEIERS OIL INC COUNTY ROAD & BRIDGE FUND	923.80 923.80
98067	MENARDS - MINOT GENERAL FUND	297.35 297.35
98068	MONTANA DAKOTA UTILITIES CO GENERAL FUND COUNTY ROAD & BRIDGE FUND	11,239.42 9,175.97 2,063.45
98069	MOUNTRAIL COUNTY TREASURER GENERAL FUND	8,307.05 8,307.05
98070	MOUNTRAIL COUNTY 4-H COUNTY AGENT FUND	70.28 70.28
98071	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,530.22 143.66 307.17

	COUNTY PARKS FUND	1,079.39
98072	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	159.99 159.99
98073	NAT'L ASSOCIATION OF COUNTIES GENERAL FUND	450.00 450.00
98074	ND ASSOCIATION OF COUNTIES GENERAL FUND	97,660.42 97,660.42
98075	ND COUNTY COMMISSIONERS ASSN GENERAL FUND	1,650.00 1,650.00
98076	ND DEPT OF TRANSPORTATION GENERAL FUND	27.50 27.50
98077	ND DEPT OF TRANSPORTATION COUNTY ROAD & BRIDGE FUND	20,576.15 20,576.15
98078	ND WEATHER MODIFICATION ASSN GENERAL FUND	1,800.00 1,800.00
98079	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	182.55 182.55
98080	NEOFUNDS BY NEOPOST GENERAL FUND	1,000.00 1,000.00
98081	NEOPOST USA INC HUMAN SERVICE ZONE	180.57 180.57
98082	NEWMAN TRAFFIC SIGNS COUNTY ROAD & BRIDGE FUND	8,233.93 8,233.93
98083	NORMONT EQUIPMENT CO. COUNTY ROAD & BRIDGE FUND	7,642.62 7,642.62
98084	NORTH DAKOTA TELEPHONE CO HUMAN SERVICE ZONE	73.00 73.00
98085	NORTHERN TESTING HUMAN SERVICE ZONE	600.00 600.00
98086	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
98087	NOVA FIRE PROTECTION, INC. GENERAL FUND	240.00 240.00
98088	NW LANDOWNERS ASSOCIATION GENERAL FUND	1,000.00 1,000.00
98089	OFFICE DEPOT INC GENERAL FUND COUNTY AGENT FUND	189.00 181.01 7.99
98090	OLSON/WAYNE GENERAL FUND	46.40 46.40
98091	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	242.66 242.66
98092	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	130.00 130.00
98093	PINNACLE COUNTY ROAD & BRIDGE FUND	18,617.20 18,617.20
98094	PRAIRIE FORD, INC.	35,619.50

	WEED CONTROL FUND	35,619.50
98095	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	2,308.04 2,308.04
98096	R & T WATER DISTRICT COUNTY PARKS FUND	45.00 45.00
98097	RALPHS PLUMBING & HEATING INC. GENERAL FUND	5,424.19 5,424.19
98098	SAFARI FUELS #103 GENERAL FUND	514.53 514.53
98099	SHARE CORPORATION GENERAL FUND	161.21 161.21
98100	SRF CONSULTING GROUP, INC GENERAL FUND	8,126.83 8,126.83
98101	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,167.63 503.51 664.12
98102	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
98103	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	82.30 82.30
98104	STEINS INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	4,846.76 4,842.76 4.00
98105	SUMMIT FOOD SERVICE, LLC GENERAL FUND	3,893.22 3,893.22
98106	SVEEN/SHADOE HUMAN SERVICE ZONE	23.60 23.60
98107	THE SIDWELL COMPANY GENERAL FUND	1,100.00 1,100.00
98108	UNITED QUALITY COOPERATIVE COUNTY ROAD & BRIDGE FUND	324.01 324.01
98109	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	48.52 48.52
98110	WHEELER CONSTRUCTION, INC. GENERAL FUND	272.50 272.50
98111	YODER ELECTRIC COUNTY PARKS FUND	1,118.82 1,118.82
	FINAL TOTAL	\$341,803.74

E. PAYROLL

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the Regular Full-time Employee agreement for Brett Pappa from Road & Bridge at a salary of \$5,244.92 per month/\$62,939 per year. Upon roll call, Jacobson, Ruland, Hollekim, Uran and Olson voted yes. Motion carried.

G. AGRICULTURAL VALUATIONS

The board reviewed the notification from Linda Morris, Property Tax Specialist of the Office of the State Tax Commissioner, concerning the 2020 review of the agricultural land valuation procedures. The Board acknowledged Mountrail County is in compliance and will be receiving reimbursement in the amount of \$814,259.29 for funds withheld while non-compliant.

I. STIPEND

Moved by Comm. Uran, seconded by Comm. Hollekim, to authorize the Chairman to sign acknowledgement of the \$9,212 stipend for Extension Agent, Lynette Vachal, for the 2020 year at 100% cost to Mountrail County. Upon roll call, Jacobson, Olson, Ruland, Hollekim, and Uran voted yes. Motion carried.

J. TRANSFER

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the transfer for Oil & Gas allocations totaling \$1,587,456.61 for current allocations from the General Fund to the County Road & Bridge Fund (70% of Oil & Gas Funds). Upon roll call, Uran, Ruland, Olson, Jacobson and Hollekim voted yes. Motion carried.

K. CENSUS

Discussion was held on the Complete Count Committee for the census.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve contributing \$10,000 from the Commissioner Contingency Fund to the Complete Count Committee for advertising, mailings, and miscellaneous costs for the upcoming 2020 Census. Upon roll call, Ruland, Hollekim, Uran, Jacobson, and Olson voted yes. Motion carried.

L. STOPPAYMENT

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the stop payment and reissue of check for BHG Inc. in the amount of \$331.95. Upon roll call, Ruland, Olson, Uran, Hollekim and Jacobson voted yes. Motion carried.

M. VACANT AUDITOR CLERK POSITION

Discussion was held on the vacant Auditor Clerk position. Stephanie A. Pappa, Auditor discussed leaving the clerk position open until discussion is held with Bremer on providing service for integrated payables and if help is needed after implementation of integrated payables then a part-time position would be looked at in the future.

N. HB SOUND & LIGHT

Sheriff Bristol brought forward a new updated quote for the upgrades in the Emergency Operations Center.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the estimate for the EOC upgrades from HB Sound & Light in the amount of \$15,611.70. Upon roll call, Hollekim, Uran, Olson, Ruland, and Jacobson voted yes. Motion carried.

O. BOARD CONCERNS

The Board reviewed the letter received from Christopher Jones, Executive Director of the ND Department of Human Services, approving the creation and formation of the Mountrail McKenzie Human Service Zone effective January 1, 2020.

Discussion was held on the calls received due to missing tax statements from the Treasurer Office. State's Attorney Enget stated the majority of the mail has the correct address on it but was returned by the US Post Office to the Treasurer's Office with the reason code, "Unable to Forward".

P. NORTH DAKOTA FIRE AND TORNADO AGENT

Discussion was held concerning the ND Fire and Tornado request for a local agent to handle policy matters for the 2020-2021 coverage period.

Moved by Comm. Uran, seconded by Comm. Jacobson to designate BBH Insurance Agency, Inc. as the County's ND Fire and Tornado Agent. Upon roll call, all present voted yes. Motion carried.

3. APPOINTMENT SCHEDULED

9:30 A.M.

Nichole Degenstein, Human Resource Director met with the board to discuss the Human Resources Advisory Committee recommendations. Also present were Melissa Vachal, Recorder, Laurie Johnson, Jail Administrator, and Jana Hennessy, Engineer; Corey Bristol, Sheriff; Traci Hysjulien, Clerk of Court.

Moved by Comm. Hollekim, seconded by Comm. Uran, to adopt the changes of Policy #307 Sick Leave Benefits of the Mountrail County Employee Handbook as presented by Director Degenstein with employees being able to use ten days per calendar year for family sick leave in accordance to such policy effective January 7, 2020. Upon roll call, Hollekim, Ruland, Uran, Olson and Jacobson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to adopt the changes of Policy #207 Work Schedules Overtime of the Mountrail County Employee Handbook as presented by Director Degenstein with work week for all County employees starting each and every Sunday at 12:01 A.M. and ending each and every Saturday at 12:00 P.M. midnight effective March 1, 2020. Upon roll call, Ruland, Uran, Olson, Hollekim and Jacobson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the full day off on the 24th of December 2020. Upon roll call, Hollekim, Uran, Olson, Ruland and Jacobson voted yes. Motion carried.

Discussion was held on the errors that occurred on the December payroll. Chairman Ruland discussed the corrected payroll amounts that was given to Social Service Department which is against Policy #409 Administrative Pay Corrections of the Mountrail County Employee Handbook. The board suggested the Human Resource Advisory Committee review Policy #409 and present suggested changes.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the corrected payroll for the Social Service Department in December payroll for the amount of \$3,686.97. Upon roll call, Ruland, Olson, Uran, Hollekim and Jacobson. Motion carried.

Sheriff Bristol discussed the fraudulent payroll with the changing of account numbers on Warren Bogert's payroll account.

Moved by Comm. Uran, seconded by Comm. Hollekim, to issue a duplicate payment to Warren Bogert due to wire fraud for December payroll. Upon roll call, Uran, Hollekim, Ruland, Jacobson and Olson. Motion carried.

9:50 A.M.

Karen Babbitt, Building Supervisor discussed the entrance sign for the Courthouse.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve purchasing the white & black entrance sign to install at entrance of the Courthouse. Upon roll call, Hollekim, Ruland, Olson, Jacobson and Uran voted yes. Motion carried.

10:00 A.M.

Heath Hetzel and Jim Stewart with American Bank Center met with the board to discuss the ground lease and purchase agreement for the Plaza Shop. The proposed terms to Section 3.2 of the Lease-Purchase Agreement will be revised in regards to the responsible party for construction of the facility.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the signing of the Resolution of the Ground Lease and Lease-Purchase Agreement with American Bank Center to construct a county shop at Plaza. Upon roll call, Hollekim, Ruland, Olson, Jacobson and Uran all present voted yes. Motion carried.

10:30 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge.

1. PROJECT NUMBER ROM-0300(142)

Discussion was held on the Contract and Contract Bond for Project Number ROM-0300(142).

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve signing the Contract, Contract Bond and Fuel Cost Adjustment Affidavit for Project Number ROM-0300(142). Upon roll call, Ruland, Olson, Uran, Jacobson, and Hollekim voted yes. Motion carried.

2. CR 11

John Sauber with Sauber Engineering wrote a letter with concerns on the long range plan for improvements on CR 11-Blaisdell South Road. Engineer Hennessy presented the options of milling to gravel, upgrade the pavement or do nothing to CR 11. Engineer Hennessy will bring back quotes to the next Commissioner meeting.

3. ROAD AND BRIDGE PICKUP

Discussion was held on the purchase of 2 new pickups for the Road and Bridge and disposal by sealed bids on the two used Ford Expeditions. Engineer Hennessy indicated she checked with the local dealer and they did not have a 2020 pickup available but could possibly have one new 2019 available for purchase. Engineer Hennessy expressed the urgency of purchasing at least one pickup now and indicated Jim Ryan has two pickups available.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve buying 1 new ¾ ton 2020 Chevrolet pickup for the Road & Bridge in the amount of \$38,148 from Ryan Chevrolet due to unavailability at local dealership and 1 new ¾ ton 2019 Ford with Prairie Ford for \$36,700 provided the local dealership is able to deliver the pickup within a reasonable time. Upon roll call, Ruland, Jacobson, Olson, Hollekim and Uran voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Olson, to approve advertising for sealed bids for the sale of the two 2012 Ford Expeditions. Upon roll call, Hollekim, Ruland, Jacobson, Olson and Uran voted yes. Motion carried

4. MISCELLANEOUS

Discussion was held on Unorganized Township road 57 1/2 St NW; more discussion will be held with Jerry Neset and other entities.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the hiring of a replacement road worker subject of receiving a retirement letter from Gregory Jacobson. Upon roll call, Jacobson, Olson, Hollekim, Ruland and Uran voted yes. Motion carried.

Comm. Uran stated received a phone call from Dakota Stammen on a hill crest and approach issue on 53rd St NW. Engineer Hennessy stated it is an issue and will look into it further.

11:00 A.M.

Grant Wentz with Bremer Bank presented the integrated payables proposal. Also present was Jessica Niemitalo, Treasurer. Auditor Pappa stated this would save a position in the Auditor’s Office and would free up some time in the Treasurer’s Office to help with the excess in the office. This issue will be brought back on January 21st. This will be brought back on January 21st. American Bank Center would be given the opportunity to make a presentation on integrated payables, if applicable.

11:30 A.M.

Alan Ibach with Armor Interactive was present to hear concerns with the IT issues. Also present were Traci Hysjulien, Clerk of Court; Melissa Vachal, Recorder; Lori Hanson, Tax Director; and Laurie Johnson, Jail Administrator.

Alan Ibach indicated Armor will work on communicating better with County departments but expressed the importance of County departments communicating concerns with Armor as well. Comm. Hollekim asked about being onsite more often if needed. Alan Ibach stated if needed Armor would be more than happy to bring someone more often.

4. ADJOURN

The Board adjourned at 12:40 P.M. to meet in regular session on Tuesday, January 21, 2020 at 9:00 A.M. Accepted and approved this 21st day of January, 2020.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor