

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, January 7, 2025 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Trudy Ruland, Wayne Olson, Jason Rice, Joan Hollekim and John DeGroot were 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. DeGroot, 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. Hollekim, seconded by Comm. Rice, to approve the minutes of the December 17, 2024 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the special minutes of the December 30, 2024 meeting. Upon roll call, all present voted yes. Motion carried.

C. FEES

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

D. PAYROLL

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the salary increase for a successful probationary for Zachary Bristol with the Sheriff as a Deputy I to the amount of \$32.45 per hour/\$67,500 per year. Upon roll call, DeGroot, Rice, Hollekim, Olson and Ruland voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the salary increase for a promotion for Christine Juma with the Recorder as a Chief Deputy II from a banding/grading of B24/Step 12 to a C41/Step 13 to the amount of \$38.87 per hour/\$80,859 per year. Upon roll call, Rice, Olson, DeGroot, Ruland and Hollekim voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the salary increase for a banding/grading change for Tamra Leupp with the Facilities as a Manager from a banding/grading of C42/Step 7 to a C45/Step 8 to the amount of \$41.98 per hour/\$87,322 per year. Upon roll call, Olson, DeGroot, Ruland, Hollekim and Rice voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the regular full-time employee classification for Randi Petras with Mountrail McKenzie Human Service Zone as a Family Service Specialist I in the amount of \$28 per hour/\$58,240 per year. Upon roll call, DeGroot, Rice, Ruland, Hollekim and Olson voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the salary increase for a promotion for Kimberly Savage from a banding/grading of C41/Step 7 as Deputy 2 Tax Director to a D61/Step 7 for the position of Tax Director to the amount of \$42.73 per hour/\$88,888 per year. Upon roll call, Ruland, Rice, Olson, DeGroot and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the salary increase for a promotion for Tyrell Thiessen with the R&B as a Road Supervisor from a banding/grading of C41/Step 11 to C43/Step 11 to the amount of \$40.72 per hour/\$84,703 per year. Upon roll call, Olson, Hollekim, DeGroot, Ruland and Rice voted yes. Motion carried.

E. PROPOSALS

Discussion was held on a proposal received from Nova Fire Protection for the Election room in the new county shop. The proposal would be to redo the existing fire suppressant within the room.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the signing of the proposal from the Nova Fire Protection to design and install a pre-action type fire sprinkler system for the election room within the County Shop totaling \$26,141. Upon roll call, Ruland, Olson, Rice, DeGroot and Hollekim voted yes. Motion carried.

Discussion was also held on the request from the Human Service Zone to install an additional 10 door controllers/key fobs at the Memorial Building. Tammy Leupp, Building Supervisor recommended not moving forward with this proposal as the doors have physical keys and AVI has not been great at finishing the current work at the Memorial Building. Sheriff Corey Bristol mentioned the proposal for additional controllers and key fobs is not part of the security issues that are being addressed at the Memorial Building. The Board agreed with Building Supervisor’s Leupp recommendation not to move forward with AVI’s proposal.

F. EXECUTIVE ORDER

The board discussed the executive order from President Biden closing all Federal Government buildings on January 9, 2025 as a mark of respect for James Earl Carter, Jr. State’s Attorney Enget stated that the court will be in session so the board agreed to not close the county offices.

G. BILLS

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the bills totaling \$1,203,669.35 and December 8 through December 21 payroll, checks #18101-18116 and direct deposits #23817-23961 totaling \$588,166.56. Upon roll call, Rice, DeGroot, Olson, 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 and/or are available for review in the Auditor’s Office during normal business hours).

APPROVED 01/07/2025 - PAYMENT 01/07/2025

<u>Warrant#</u>	<u>Vendor Name</u>	<u>Account</u>	<u>Amount</u>
120018	ND COUNTY COMMISSIONERS ASSN	GENERAL	1725.00
120017	ND COUNTY AUDITORS ASSN	GENERAL	250.00
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	39.47
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	44.60
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	39.79
120017	ND COUNTY AUDITORS ASSN	GENERAL	250.00
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	5.72
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	29.99
120010	ENGET/WADE	GENERAL	221.10
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	220.81
120005	CARD SERVICES	GENERAL	10.17
120002	ADVANCED BUSINESS METHODS	GENERAL	2823.52
120003	AMAZON CAPITAL SERVICES	GENERAL	309.60
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	725.35
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	15.89
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	23.76
120030	THE SIDWELL COMPANY	GENERAL	150.00
	ARMOR INTERACTIVE	GENERAL	5655.00
	ARMOR INTERACTIVE	GENERAL	1136.00
	ARMOR INTERACTIVE	GENERAL	384.00
	ARMOR INTERACTIVE	GENERAL	1683.70
	ARMOR INTERACTIVE	GENERAL	254.34
	ARMOR INTERACTIVE	GENERAL	1788.00
120006	CITY OF STANLEY	GENERAL	47.44
120006	CITY OF STANLEY	GENERAL	430.20
	CIRCLE SANITATION INC	GENERAL	197.75
120006	CITY OF STANLEY	GENERAL	48.44
	CIRCLE SANITATION INC	GENERAL	142.00
120006	CITY OF STANLEY	GENERAL	323.55
	CIRCLE SANITATION INC	GENERAL	82.00

120026	PLAZA OK HARDWARE	GENERAL	29.99
120012	MOUNTRAIL COUNTY TREASURER	GENERAL	3054.92
120000	ACCESS ELEVATOR & LIFTS, INC	GENERAL	1800.00
120003	AMAZON CAPITAL SERVICES	GENERAL	25.98
120031	TRACTOR SUPPLY COMPANY	GENERAL	34.48
	STANLEY HARDWARE	GENERAL	166.43
120033	VESTIS	GENERAL	76.90
120033	VESTIS	GENERAL	76.90
	STANLEY HARDWARE	GENERAL	512.17
120005	CARD SERVICES	GENERAL	62.38
120029	STANLEY AMERICAN LEGION COLOR GUARD	GENERAL	25.00
	STANLEY HARDWARE	GENERAL	1102.33
120024	NW LANDOWNERS ASSOCIATION	GENERAL	1000.00
	MEIERS OIL INC	GENERAL	224.56
	MEIERS OIL INC	GENERAL	146.22
	STANLEY HARDWARE	GENERAL	49.99
120016	ND ASSOCIATION OF COUNTIES	GENERAL	135356.55
120014	NAT'L ASSOCIATION OF COUNTIES	GENERAL	450.00
120016	ND ASSOCIATION OF COUNTIES	GENERAL	31614.00
120001	ADVANCED BUSINESS METHODS	GENERAL	598.09
120025	ODP BUSINESS SOLUTIONS LLC	GENERAL	111.73
	SOLTIS	GENERAL	463.18
	SAFARI FUELS #103	GENERAL	519.31
120011	MARTIN CONSTRUCTION INC	ROAD & BRIDGE	925460.66
120019	NDLTAP/UGPTI	ROAD & BRIDGE	100.00
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	ROAD & BRIDGE	184.67
120023	NORTH PRAIRIE RURAL WATER DISTRICT	ROAD & BRIDGE	102.09
	CIRCLE SANITATION INC	ROAD & BRIDGE	222.25
	CIRCLE SANITATION INC	ROAD & BRIDGE	142.00
120026	PLAZA OK HARDWARE	ROAD & BRIDGE	59.96
	PINNACLE	ROAD & BRIDGE	7101.00
	PINNACLE	ROAD & BRIDGE	8990.00
	RDO EQUIPMENT CO	ROAD & BRIDGE	32.01
120004	CAPITAL ONE TRADE CREDIT	ROAD & BRIDGE	17.00
120007	CNH INDUSTRIAL ACCOUNTS	ROAD & BRIDGE	9.90
120020	NORTH AMERICAN TRAILER SALES, LTD	ROAD & BRIDGE	204.19
120020	NORTH AMERICAN TRAILER SALES, LTD	ROAD & BRIDGE	917.83
120021	NORTH CENTRAL INTERNATIONAL LLC	ROAD & BRIDGE	518.47
120034	WESTLIE TRUCK CENTER	ROAD & BRIDGE	223.71
	BUTLER MACHINERY CO	ROAD & BRIDGE	-66.43
	BUTLER MACHINERY CO	ROAD & BRIDGE	2587.02
	DAKOTA FLUID POWER, INC.	ROAD & BRIDGE	-572.50
	DAKOTA FLUID POWER, INC.	ROAD & BRIDGE	233.90
	DAKOTA FLUID POWER, INC.	ROAD & BRIDGE	339.99
	PINNACLE	ROAD & BRIDGE	138.61
	STANLEY HARDWARE	ROAD & BRIDGE	81.97
	STANLEY HARDWARE	ROAD & BRIDGE	26.97
	STANLEY HARDWARE	ROAD & BRIDGE	116.94
	STANLEY HARDWARE	ROAD & BRIDGE	59.94
	STANLEY HARDWARE	ROAD & BRIDGE	1.05
	STANLEY HARDWARE	ROAD & BRIDGE	81.83
120022	NORTH COUNTRY SPORTSWEAR INC	ROAD & BRIDGE	310.00
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	36.82
120028	SHELL CREEK SLIP & RENTALS INC	COUNTY PARKS	10000.00
120027	SAUBER ENGINEERING, INC	COUNTY PARKS	32056.13
120035	YODER ELECTRIC	COUNTY PARKS	882.32
120035	YODER ELECTRIC	COUNTY PARKS	891.24
120035	YODER ELECTRIC	COUNTY PARKS	10341.75
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	33.38

120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	26.46
	R & T WATER DISTRICT	COUNTY PARKS	55.00
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	320.94
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	38.73
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	72.00
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	40.00
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	92.50
120013	MOUNTRAIL WILLIAMS ELECTRIC COOP	COUNTY PARKS	647.84
120032	TYLER TECHNOLOGIES, INC	DOC. PRES	1694.07
120015	ND 911 ASSOCIATION	E 911	100.00
120009	ELECTRONIC COMMUNICATIONS INC	E 911	586.00
120008	COMFORT INN MANDAN	VETERANS	288.90
120032	TYLER TECHNOLOGIES, INC	VETERANS	449.00
	STANLEY PROFESSIONAL BUILDING	VETERANS	650.00
120025	ODP BUSINESS SOLUTIONS LLC	COUNTY AGENT	88.62
120006	CITY OF STANLEY	WEED CONTROL	94.32
GRAND TOTAL			\$1,203,669.35

3. APPOINTMENTS SCHEDULED

9:15 A.M.

Kim Savage, Tax Director met with the board to discuss an abatement on parcel #28-0005800.

Moved by Comm. Degroot, seconded by Comm. Olson, to approve an abatement on parcel #28-0005800 for tax year 2024 for qualifying as a farm residence exemption as per the recommendation of the Tax Director Savage. Upon roll call, Olson, Ruland, Rice, DeGroot and Hollekim voted yes. Motion carried.

9:30 A.M.

Jana Hennessy, Road & Bridge (R&B) Engineer met to discuss Road & Bridge. Also present were John Sauber with Sauber Engineering and Matthew Huettl with HDR Engineering.

1. CR 11/PROJECT #11(67)23

Engineer Hennessy discussed the bid opening results and the bid award recommendations for CR 11/Project #11(67)23.

Moved by Comm. Olson, seconded by Comm. DeGroot, to accept the low bid and approve signing the Notice of Award to Martin Construction, Inc totaling \$6,892,573.23 for CR11/Project #11(67)23 for approximately 6.1 miles of reconstruction on CR11/67th Ave NW from 53rd St NW north to 59th St NW. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve signing the agreement for Construction Contract with Martin Construction, Inc for CR11/Project #11(67)23. Upon roll call, Hollekim, DeGroot, Ruland, Rice and Olson voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve signing the agreement for Construction Engineering with HDR Engineering totaling \$709,515 for CR11/Project #11(67)23. Upon roll call, DeGroot, Ruland, Rice, Olson and Hollekim voted yes. Motion carried.

2. 2025 PAVEMENT MAINTENANCE/CHIP SEAL

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve signing the Engineering agreement with Sauber Engineering in the amount not exceeding \$75,000 for Project No. PM2025 Chip Seal. Upon roll call, Ruland, DeGroot, Rice, Hollekim and Olson voted yes. Motion carried.

3. ROW REQUEST FROM LANDOWNERS

Engineer Hennessy & Engineer Sauber discussed unsigned right of way documents for the Tagus CR1 Road Project. Engineer Sauber stated a letter was sent to Jake Estvold with no response. Comm. Olson along with Engineer Hennessy & Engineer Sauber will be in contact with Jake Estvold and Travis Sauber to hold a meeting.

Engineer Huettl also discussed using the trustee documents received from Bremer Trust as Trustee of Ronald Prater Family Trust versus using the county's standard easement documents for acquisition of right of way for the CR10/51st St Project. State's Attorney Enget recommended moving forth with these trustee documents.

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve moving forth with the trustee documents for the Ronald Prater Family Trust for the acquisition of ROW on CR10. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

4. CR3/PALERMO NORTH RECONSTRUCTION PROJECT

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve signing the amendment to decision document from changing the design from gravel to pavement on CR3/Palermo North Reconstruction Project with Phase I and Phase II at an estimated construction cost of \$26,885,000. Upon roll call, Rice, Ruland, Hollekim, DeGroot and Olson voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve signing the Engineering Services Amendment No 1 with Sauber Engineering for an increase of \$3,500,000 to the original contract for an adjusted total not to exceed \$4,460,000 on CR3/Palermo North Reconstruction Project. Upon roll call, Olson, Ruland, Hollekim, Rice and DeGroot voted yes. Motion carried.

5. OLD HWY 2-PALERMO TO BLAISDELL

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve signing the Preliminary Engineering Services Agreement at an amount not to exceed \$275,000 for Old Hwy 2-Palermo to Blaisdell. Upon roll call, Ruland, Rice, DeGroot, Olson and Hollekim voted yes. Motion carried.

6. CR12/PROJECT #12(42)22

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the balancing change order #1 for Martin Construction, Inc for a decrease of \$1,661,845.06 for CR12/Project #12(42)22. Upon roll call, Olson, DeGroot, Ruland, Hollekim and Rice voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve the final pay estimate for Martin Construction, Inc totaling \$925,460.66 for CR12/Project #12(42)22. Upon roll call, Rice, Ruland, Hollekim, DeGroot and Olson voted yes. Motion carried.

7. SANISH

Moved by Comm. Olson, seconded by Comm. Rice, to approve signing the Certificate of Survey for the right of way survey for Lake Street and 4th Avenue NW within the Lakeview Addition to Lake Sanish in the NE¼NW¼ of Section 23, Township 152, Range 93. Upon roll call, Ruland, DeGroot, Rice, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve signing the encroachment letter to all landowners that have encroachments within the area surveyed on Lake Street and 4th Ave NW with encroachments to be removed by April 30, 2025. Upon roll call, Hollekim, Ruland, Rice, Olson and DeGroot voted yes. Motion carried.

8. 40th ST NW-ROAD RECONSTRUCTION COST ESTIMATE

Discussion was held on improving the east and west section of road referred to as 40th St NW from the State Highway in New Town City west approximately 1.4 miles to 91st Ave NW. Engineer Hennessy will bring back the Preliminary Engineering contract for the Board's consideration.

9. LOADPASS

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the signing and sending letters to the non-participating Townships for LoadPass. Upon roll call, Rice, Olson, Hollekim, Ruland and DeGroot voted yes. Motion carried.

10. 2025/2026 CONSTRUCTION PRIORITY LISTING

Engineer Hennessy reviewed the construction priority listing for the 2025/2026 year.

11. 2025 TOWNSHIP MAINTENANCE BINDER

Engineer Hennessy provided the 2025 Township Maintenance Binder.

4. ADJOURN

The Board adjourned at 11:06 A.M. to meet in regular session on Tuesday, January 21, 2025 at 9:00 A.M.
Accepted and approved this 21st day of January, 2025.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor