Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, June 2, 2020 at 9:00 A.M. with GOTOMEETING with Commissioners Trudy Ruland, Joan Hollekim, Daniel Uran, Garry Jacobson and Wayne Olson present. Also present was States Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

1. BUSINESS
2. AGENDA

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

1. MINUTES

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the minutes of the May 19, 2020 meeting. Upon roll call, all present voted yes. Motion carried.

1. BILLS

The board was informed that Craig Tomlinson had donated his time to install a plexiglass guard at one of the reception areas at the South Complex. The Board requested it be noted in the minutes that they are appreciative of the work and time donated.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the bills totaling $275,292.07 and May payroll, checks #10955-10974, direct deposit #12254-12415 totaling $1,032,355.12. Upon roll call, Uran, Ruland, Jacobson, Olson, and Hollekim 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.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **APPROVED 06/02/2020 - PAYMENT 06/02/2020** | | | | | | |
|  |  |  |  |  |  |  |
| **Warrant #** |  |  | **Vendor Name** | **Warrant Total** |  |  |
|  |  |  |  |  |  |  |
| 99010 |  |  | ADVANCED BUSINESS METHODS | 400.06 |  |  |
|  |  |  | GENERAL FUND | 400.06 |  |  |
|  |  |  |  |  |  |  |
| 99011 |  |  | AMERICAN BANK CENTER | 928.87 |  |  |
|  |  |  | GENERAL FUND | 176.43 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 752.44 |  |  |
|  |  |  |  |  |  |  |
| 99012 |  |  | ARMOR INTERACTIVE | 6,089.05 |  |  |
|  |  |  | GENERAL FUND | 6,089.05 |  |  |
|  |  |  |  |  |  |  |
| 99013 |  |  | BADLANDS OCCUPATIONAL TESTING SERVICES | 790.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 790.00 |  |  |
|  |  |  |  |  |  |  |
| 99014 |  |  | BBH INSURANCE, INC | 161.00 |  |  |
|  |  |  | GENERAL FUND | 161.00 |  |  |
|  |  |  |  |  |  |  |
| 99015 |  |  | BEEHLER/DENNIS | 420.00 |  |  |
|  |  |  | GENERAL FUND | 420.00 |  |  |
|  |  |  |  |  |  |  |
| 99016 |  |  | BHG INC | 76.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 76.00 |  |  |
|  |  |  |  |  |  |  |
| 99017 |  |  | BLUE CROSS BLUE SHIELD | 118.00 |  |  |
|  |  |  | GENERAL FUND | 118.00 |  |  |
|  |  |  |  |  |  |  |
| 99018 |  |  | BOB HAYES ADDICTION SERVICES | 2,050.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 2,050.00 |  |  |
|  |  |  |  |  |  |  |
| 99019 |  |  | BURLINGTON ELECTRIC, INC | 648.50 |  |  |
|  |  |  | COUNTY PARKS FUND | 648.50 |  |  |
|  |  |  |  |  |  |  |
| 99020 |  |  | BUTLER MACHINERY CO | 261.12 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 261.12 |  |  |
|  |  |  |  |  |  |  |
| 99021 |  |  | C&D WATER SERVICES | 68.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 68.00 |  |  |
|  |  |  |  |  |  |  |
| 99022 |  |  | CAWS NORTH DAKOTA | 12,439.05 |  |  |
|  |  |  | GENERAL FUND | 12,439.05 |  |  |
|  |  |  |  |  |  |  |
| 99023 |  |  | CIRCLE SANITATION INC | 3,879.04 |  |  |
|  |  |  | GENERAL FUND | 394.53 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 218.50 |  |  |
|  |  |  | COUNTY PARKS FUND | 3,266.01 |  |  |
|  |  |  |  |  |  |  |
| 99024 |  |  | CITY OF STANLEY | 1,067.55 |  |  |
|  |  |  | GENERAL FUND | 1,059.21 |  |  |
|  |  |  | WEED CONTROL FUND | 8.34 |  |  |
|  |  |  |  |  |  |  |
| 99025 |  |  | D & L CONSTRUCTION, INC | 5,750.47 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 5,750.47 |  |  |
|  |  |  |  |  |  |  |
| 99026 |  |  | DUSTBUSTERS, INC. | 88,223.61 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 88,223.61 |  |  |
|  |  |  |  |  |  |  |
| 99027 |  |  | ELECTION SYSTEMS & SOFTWARE INC | 4,535.15 |  |  |
|  |  |  | GENERAL FUND | 4,535.15 |  |  |
|  |  |  |  |  |  |  |
| 99028 |  |  | FARMERS UNION LUMBER CO | 104.17 |  |  |
|  |  |  | GENERAL FUND | 104.17 |  |  |
|  |  |  |  |  |  |  |
| 99029 |  |  | FARMERS UNION OIL CO-WATFORD CITY | 45.92 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 45.92 |  |  |
|  |  |  |  |  |  |  |
| 99030 |  |  | FEDEX | 17.90 |  |  |
|  |  |  | GENERAL FUND | 17.90 |  |  |
|  |  |  |  |  |  |  |
| 99031 |  |  | FENSTER/KAYLA | 199.03 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 199.03 |  |  |
|  |  |  |  |  |  |  |
| 99032 |  |  | FRIESEN, GARY | 287.44 |  |  |
|  |  |  | GENERAL FUND | 287.44 |  |  |
|  |  |  |  |  |  |  |
| 99033 |  |  | FULKERSON FUNERAL HOME | 200.00 |  |  |
|  |  |  | GENERAL FUND | 200.00 |  |  |
|  |  |  |  |  |  |  |
| 99034 |  |  | GAFFANEYS OF MINOT INC | 28.69 |  |  |
|  |  |  | GENERAL FUND | 28.69 |  |  |
|  |  |  |  |  |  |  |
| 99035 |  |  | GRILLEY/CANDICE | 19.25 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 19.25 |  |  |
|  |  |  |  |  |  |  |
| 99036 |  |  | HARRISON/SADIE M | 630.12 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 630.12 |  |  |
|  |  |  |  |  |  |  |
| 99037 |  |  | HDR ENGINEERING, INC | 6,418.50 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 6,418.50 |  |  |
|  |  |  |  |  |  |  |
| 99038 |  |  | INFORMATION SYSTEMS CORP | 1,885.00 |  |  |
|  |  |  | GENERAL FUND | 1,885.00 |  |  |
|  |  |  |  |  |  |  |
| 99039 |  |  | INFORMATION TECHNOLOGY DEPT | 139.20 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 139.20 |  |  |
|  |  |  |  |  |  |  |
| 99040 |  |  | JPMORGAN CHASE BANK NA | 648.04 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 648.04 |  |  |
|  |  |  |  |  |  |  |
| 99041 |  |  | LANGHANS FUNERAL HOMES INC | 2,500.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 2,500.00 |  |  |
|  |  |  |  |  |  |  |
| 99042 |  |  | LEES/KAITLYN | 79.35 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 79.35 |  |  |
|  |  |  |  |  |  |  |
| 99043 |  |  | LOCKREM/DAWN | 69.65 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 69.65 |  |  |
|  |  |  |  |  |  |  |
| 99044 |  |  | LOMMEN/ORVIN | 165.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 165.00 |  |  |
|  |  |  |  |  |  |  |
| 99045 |  |  | LONIER/RACHEL | 16.10 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 16.10 |  |  |
|  |  |  |  |  |  |  |
| 99046 |  |  | MCKENZIE CO SOCIAL SERVICES | 700.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 700.00 |  |  |
|  |  |  |  |  |  |  |
| 99047 |  |  | MCKENZIE COUNTY FARMER | 682.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 682.00 |  |  |
|  |  |  |  |  |  |  |
| 99048 |  |  | MEIERS OIL INC | 923.15 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 923.15 |  |  |
|  |  |  |  |  |  |  |
| 99049 |  |  | MENARDS - MINOT | 231.23 |  |  |
|  |  |  | COUNTY PARKS FUND | 231.23 |  |  |
|  |  |  |  |  |  |  |
| 99050 |  |  | MILLS/JAMIE | 611.22 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 611.22 |  |  |
|  |  |  |  |  |  |  |
| 99051 |  |  | MONTANA DAKOTA UTILITIES CO | 7,794.01 |  |  |
|  |  |  | GENERAL FUND | 7,794.01 |  |  |
|  |  |  |  |  |  |  |
| 99052 |  |  | MOUNTRAIL CO ROAD DEPART | 9,765.00 |  |  |
|  |  |  | COUNTY PARKS FUND | 9,765.00 |  |  |
|  |  |  |  |  |  |  |
| 99053 |  |  | MOUNTRAIL COUNTY PROMOTER | 45.60 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 45.60 |  |  |
|  |  |  |  |  |  |  |
| 99054 |  |  | MOUNTRAIL WILLIAMS ELECTRIC COOP | 1,627.12 |  |  |
|  |  |  | GENERAL FUND | 212.28 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 246.21 |  |  |
|  |  |  | COUNTY PARKS FUND | 1,168.63 |  |  |
|  |  |  |  |  |  |  |
| 99055 |  |  | ND ASSOCIATION OF COUNTIES | 1,566.95 |  |  |
|  |  |  | E 911 EMERGENCY/WIRELESS FUND | 1,566.95 |  |  |
|  |  |  |  |  |  |  |
| 99056 |  |  | ND STATE RADIO COMMUNICATIONS | 2,305.24 |  |  |
|  |  |  | GENERAL FUND | 2,305.24 |  |  |
|  |  |  |  |  |  |  |
| 99057 |  |  | ND STATE WATER COMMISSION | 64,555.00 |  |  |
|  |  |  | GENERAL FUND | 64,555.00 |  |  |
|  |  |  |  |  |  |  |
| 99058 |  |  | ND STATES ATTORNEYS ASSN | 450.00 |  |  |
|  |  |  | GENERAL FUND | 450.00 |  |  |
|  |  |  |  |  |  |  |
| 99059 |  |  | NDACO RESOURCES GROUP | 189.00 |  |  |
|  |  |  | GENERAL FUND | 189.00 |  |  |
|  |  |  |  |  |  |  |
| 99060 |  |  | NDEWA | 45.00 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 45.00 |  |  |
|  |  |  |  |  |  |  |
| 99061 |  |  | NELSON/ELMER | 10.85 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 10.85 |  |  |
|  |  |  |  |  |  |  |
| 99062 |  |  | NORMONT EQUIPMENT CO. | 493.90 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 493.90 |  |  |
|  |  |  |  |  |  |  |
| 99063 |  |  | NORTH DAKOTA TELEPHONE CO | 1,621.80 |  |  |
|  |  |  | GENERAL FUND | 1,621.80 |  |  |
|  |  |  |  |  |  |  |
| 99064 |  |  | NORTHERN SAFETY TECHNOLOGY INC | 7,135.59 |  |  |
|  |  |  | GENERAL FUND | 7,135.59 |  |  |
|  |  |  |  |  |  |  |
| 99065 |  |  | OFFICE DEPOT INC | 105.82 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 105.82 |  |  |
|  |  |  |  |  |  |  |
| 99066 |  |  | OVERHEAD DOOR COMPANY OF MINOT | 1,570.00 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 1,570.00 |  |  |
|  |  |  |  |  |  |  |
| 99067 |  |  | PINNACLE | 498.26 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 498.26 |  |  |
|  |  |  |  |  |  |  |
| 99068 |  |  | PLAZA OK HARDWARE | 121.44 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 121.44 |  |  |
|  |  |  |  |  |  |  |
| 99069 |  |  | PROCONTROLS MIDWEST | 3,683.53 |  |  |
|  |  |  | GENERAL FUND | 3,683.53 |  |  |
|  |  |  |  |  |  |  |
| 99070 |  |  | QUADIENT FINANCE USA INC | 1,210.42 |  |  |
|  |  |  | GENERAL FUND | 1,210.42 |  |  |
|  |  |  |  |  |  |  |
| 99071 |  |  | ROBY/MELISSA | 121.10 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 121.10 |  |  |
|  |  |  |  |  |  |  |
| 99072 |  |  | ROHDE/COLLEEN | 74.95 |  |  |
|  |  |  | HUMAN SERVICE ZONE | 74.95 |  |  |
|  |  |  |  |  |  |  |
| 99073 |  |  | RYAN GMC | 235.98 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 235.98 |  |  |
|  |  |  |  |  |  |  |
| 99074 |  |  | SATERMO TRUSTWORTHY HARDWARE | 35.96 |  |  |
|  |  |  | COUNTY ROAD & BRIDGE FUND | 35.96 |  |  |
|  |  |  |  |  |  |  |
| 99075 |  |  | SEACHANGE PRINT INNOVATIONS | 4,270.00 |  |  |
|  |  |  | GENERAL FUND | 4,270.00 |  |  |
|  |  |  |  |  |  |  |
| 99076 |  |  | SQUARE GROVE LLC | 178.00 |  |  |
|  |  |  | GENERAL FUND | 178.00 |  |  |
|  |  |  |  |  |  |  |
| 99077 |  |  | STATE TREASURER | 5,498.00 |  |  |
|  |  |  | E 911 EMERGENCY/WIRELESS FUND | 5,498.00 |  |  |
|  |  |  |  |  |  |  |
| 99078 |  |  | STEINS INC | 1,901.73 |  |  |
|  |  |  | GENERAL FUND | 1,757.84 |  |  |
|  |  |  | COUNTY PARKS FUND | 143.89 |  |  |
|  |  |  |  |  |  |  |
| 99079 |  |  | SUMMIT FOOD SERVICE, LLC | 2,025.44 |  |  |
|  |  |  | GENERAL FUND | 2,025.44 |  |  |
|  |  |  |  |  |  |  |
| 99080 |  |  | THIESSEN/TIFFANY | 29.95 |  |  |
|  |  |  | GENERAL FUND | 29.95 |  |  |
|  |  |  |  |  |  |  |
| 99081 |  |  | ULINE | 2,183.48 |  |  |
|  |  |  | COUNTY PARKS FUND | 2,183.48 |  |  |
|  |  |  |  |  |  |  |
| 99082 |  |  | VAN HOOK RESORT, LLC | 1,637.82 |  |  |
|  |  |  | COUNTY PARKS FUND | 1,637.82 |  |  |
|  |  |  |  |  |  |  |
| 99083 |  |  | VERIZON WIRELESS | 45.70 |  |  |
|  |  |  | GENERAL FUND | 45.70 |  |  |
|  |  |  |  |  |  |  |
| 99084 |  |  | VILLAGE FAMILY SERV CENTER | 4,170.00 |  |  |
|  |  |  | GENERAL FUND | 4,170.00 |  |  |
|  |  |  |  |  |  |  |
| 99085 |  |  | WARD COUNTY AUDITOR | 3,200.00 |  |  |
|  |  |  | COUNTY LIBRARY-BOOKMOBILE FUND | 3,200.00 |  |  |
|  |  |  |  |  |  |  |
| 99086 |  |  | WARD COUNTY TREASURER | 383.00 |  |  |
|  |  |  | GENERAL FUND | 383.00 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **FINAL TOTAL** | **$ 275,292.07** |  |  |

1. TRANSFER

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the transfer for Oil & Gas allocations totaling $858,944.25 for current allocations from the General Fund to County Road & Bridge (70% of Oil & Gas Funds). Upon roll call, Hollekim, Uran, Olson, Jacobson and Ruland voted yes. Motion carried.

1. PLANNING & ZONING DISCUSSION

Discussion was held on the plans moving forward for the Planning and Zoning Administrator position. Discussion was also held on the resume received. Present for the discussion was Heidi Kory, Interim P&Z Administrator. Interim Administrator Kory presented two plans to the Board of Commissioners: 1) The P&Z Office would move to the middle office on the 1st floor. Heidi Kory would be back-up for the Auditor’s Office and the Auditor’s Office would be back-up for P&Z when Heidi Kory is absent or out enforcing. Commissioners and P&Z Board would be the bosses, 2) The P&Z Office would move to the middle office on the 1st floor. Heidi Kory would hire a new assistant. Commissioners and P&Z Board would be the bosses. Wade Enget, State’s Attorney discussed the budget decisions and the hiring and firing of the Administrator falls under the Commissioners. The Commissioners discussed the proposed plans and with the anticipated budget cuts would like it to stay the way it is. Comm. Uran believes the Auditor’s Office should be the back-up. Stephanie A Pappa, Auditor discussed that the Auditor’s office would be back-up but she was not willing to be the boss of the P&Z Administrator positions. The Commissioners discussed a memorandum be signed with the Auditor’s Office to be back-up. Auditor Pappa stated she wouldn’t have an issue signing a memorandum. Discussion was also held on advertising for the position and the need of banding for payroll. The discussion of the payroll banding and the job advertising will be held during the Human Resource Advisory Committee being held on June 2nd, 2020 at 2:00 p.m.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the Planning and Zoning Administrator as a separate office and the back-up being the Auditor’s Office with the Commissioners being the supervisor and to have the HR Advisory Committee re-evaluate the Administrator P&Z payroll band. Upon roll call, Olson, Jacobson, Uran, Hollekim and Ruland voted yes. Motion carried.

1. PAYROLL

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Temporary Employee agreement for Calli Hennessy with the Weed Control at a salary of $20.337 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Ruland, Olson, Hollekim, Uran and Jacobson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the Temporary Employee agreement for Carson Farhart with the Weed Control at a salary of $23.048 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Hollekim, Uran, Ruland, Olson and Jacobson voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the Temporary Employee agreement for Gary Schell with the Weed Control at a salary of $23.979 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Uran, Hollekim, Olson, Jacobson and Ruland voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the Temporary Employee agreement for Jack Wilhelmi with the Weed Control at a salary of $23.048 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Olson, Jacobson, Uran, Ruland and Hollekim voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the Temporary Employee agreement for Ryan Lebaron with the Road & Bridge at a salary of $20.336 per hour not to exceed 40 hours per week/1400 hours per year from May 26, 2020 to November 2020. Upon roll call, Jacobson, Ruland, Uran, Hollekim and Olson voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the Temporary Employee agreement for Stephen Dauwalder with the Weed Control at a salary of $23.048 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Ruland, Hollekim, Uran, Olson and Jacobson voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the Temporary Employee agreement for Bridger Pulver with the Weed Control at a salary of $20.337 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Ruland, Jacobson, Uran, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the Temporary Employee agreement for Riley Iverson with the Weed Control at a salary of $23.509 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Jacobson, Uran, Olson, Hollekim and Ruland voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the Temporary Employee agreement for Abby Iverson with the Weed Control at a salary of $23.048 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Uran, Olson, Jacobson, Hollekim and Ruland voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the Temporary Employee agreement for Nick Peterson with the Weed Control at a salary of $23.979 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Uran, Hollekim, Olson, Jacobson and Ruland voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the Temporary Employee agreement for Austin Ellis with the Weed Control at a salary of $23.509 per hour not to exceed 50 hours per week/1000 hours per year from May to September 2020. Upon roll call, Jacobson, Hollekim, Ruland, Olson, and Uran voted yes. Motion carried.

1. VACANT NDCCA BOARDS

Moved by Comm. Hollekim, seconded by Comm. Olson, to submit Trudy Ruland as a candidate to both the Nominating Committee and Resolutions Committee on the North Dakota Commissioners Association. Upon roll call, all present voted yes. Motion carried.

1. MOTOR VEHICLE BRANCH

Discussion was held on the letter from the City of Stanley requesting the consideration to locate a motor vehicle branch in one of the Mountrail County buildings. Present for the discussion was Jessica Niemitalo, Treasurer. Treasurer Niemitalo discussed the information she received from NDDOT stating they are not looking to expand the motor vehicle offices at this time. Comm. Hollekim was wondering if a kiosk would be considered. Treasurer Niemitalo will check into the kiosk.

1. BOARD CONCERNS

Discussion was held on the lawsuit filed by Gerald Zunich vs. Mountrail County with a road issue in White Earth Bay. State’s Attorney discussed an appointment of a special Assistant State’s Attorney for Mountrail County under the terms of North Dakota Insurance Reserve Fund Memorandum of Coverage. The attorneys appointed were Jason Vendsel and Rheider McCormick of the McGee, Hankla & Backes, PC, Law Firm of Minot.

1. APPOINTMENT SCHEDULED

9:30 A.M.

Karen Babbitt, Building Supervisor met with the board to discuss the Memorial Building and to request an architect or engineer to look at the building. Supervisor Babbitt discussed that the project of tuck pointing of the bricks is a big project to take on and believes it is best to hire someone with expertise. Comm. Ruland stated the Memorial Building is in rough shape and the board might want to look at looking into a new building. Comm. Hollekim stated maybe this should be brought to the vote of the people under a capital improvements project. Supervisor Babbitt discussed having Mercer Engineering return to the building to re-evaluate due to the last inspection being over 5 years old. Comm. Uran stated no matter how important the building is to the people in the public if it’s a danger to the public and the people working in it then we need to find a different option. Comm. Ruland also stated that the gym floor was not made to hold the weight bearing of the fridges and office spaces.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve hiring Mercer Engineer to update the inspection plans on the Memorial Building. Upon roll call, Hollekim, Ruland, Olson, Uran and Jacobson voted yes. Motion carried.

9:40 A.M.

Jessica Niemitalo, Treasurer discussed the two CD’s that are due to expire. The rates were discussed by both banks and the increases during the time frame will be considered by both banks.

Moved by Comm. Uran, seconded by Comm. Olson, to approve renewing the CD’s in the amount of $3,724,068.38 at Cornerstone Bank and $3,082,344.44 at Liberty State Bank for 12 months. Upon roll call, Jacobson, Hollekim, Ruland, Uran and Olson voted yes. Motion carried.

9:45 A.M.

Nichole Degenstein, Human Resource Director discussed the Human Resource Advisory Committee expired one year term for the commissioners with a requirement of each panel member may only serve two (2) consecutive terms. A previous panel member may participate again after a one (1) year reprieve. Comm. Hollekim was the current commissioner spot that was due to expire. Discussion was also held on the appointed official’s job performance evaluations. It was agreed to have Comm. Uran and Hollekim conduct the performance reviews. Comm. Ruland would assist if there were any conflicts.

Moved by Comm. Olson, seconded by Comm. Jacobson, to appoint Joan Hollekim for the three year term to the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried

10:00 A.M.

Lori Hanson, Tax Director along with Rory Porth, Assessor met with the board to discuss County Equalization. Also present were Jackie Dwyer, Parshall City Assessor and Hannah Collins, City of Stanley Assessor.

Chairman Ruland opened the 10:00 A.M. County Equalization Meeting.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve recessing the commissioner meeting and going into County Equalization meeting. Upon roll call, all present voted yes. Motion carried.

Rory Porth, Assessor and Director Hanson presented the County Property Assessments for the 2020 assessment year.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve sending out the notice of increase to United Quality Grain for an increase of $7,153,400 in the structure value for a total true and full value of $13,545,400 for the 2020 tax year for parcel #58-0058000 as recommended by Director Hanson. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to accept the decrease adjustment of $3,800 in land value for a total true and full value of $6,300 on parcel #59-002000 for the 2020 tax year as per the recommendation of Director Hanson. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the Unorganized Township Land Valuations for 2020 year as per the recommendation of Director Hanson. Upon roll call, all present voted yes. Motion carried.

Assessor Porth stated the agricultural land valuation is within the tolerance band and percentage for the State requirements.

Chair Ruland relinquished her chair to Vice-Chairman Olson for discussion of parcel #53-000500 owned by Scott & Trudy Ruland. Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the increase of $11,500 in commercial land and decrease in land value of $1,600 for an overall increase of $9,900 true and full value for parcel #53-0005000 as per the recommendation of Director Hanson. Upon roll call, all present voted yes except Ruland who did not participate in the vote. Motion carried.

Trudy Ruland is the landowner who stated she will not appeal, therefore a notice of increase would not be necessary. Vice-Chairman Olson gave the chair back to Chair Ruland.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve decreasing the true and full value by $11,500 for parcel #30-0006100 as per the recommendation of Director Hanson. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the ag land use review of parcel #09-0004800 with decreasing the true and full value by $12,500 and parcels #08-0003100, #08-0003200 and #08-0003300 with decreasing the true and full value by $10,400 as per the recommendation of Director Hanson. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the organized townships agricultural land valuations for 2020 subject to the changes during the evaluation process as recommended by Director Hanson. Upon roll call, Uran, Ruland, Olson, Jacobson and Hollekim voted yes. Motion carried.

Comm. Hollekim stated it would be nice to be able to have the cities stay at the same tolerance if they meet the requirements like what is done with the townships.

Moved by Comm. Hollekim, seconded by Comm. Olson, to table the residential and commercial assessments actions until June 16, 2020 at 10:00 A.M. for the 2020 year as per the recommendation of Director Hanson. Upon roll call, Olson, Ruland, Hollekim, Uran and Hollekim voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Hollekim, to recess the County Board of Equalization meeting at 11:15 A.M until June 16th at 10:00 A.M. Upon roll call, all present voted yes. Motion carried.

11:00 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge. Also present via phone were Craig Mizera and Jason Olson, with HDR Engineering.

1. WETLAND MONITORING AGREEMENT

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve renewing the wetland monitoring agreement with HDR Engineering for 2020 for CR 3 and CR 12. Upon roll call, Hollekim, Ruland, Jacobson, Uran and Olson voted yes. Motion carried.

1. CR 9 LIQUIDATED DAMAGES

Craig Mizera and Jason Olson, HDR Engineering, discussed the time line for CR 9 and the liquidated damages accessed to CSI at the time of the final payment. Wade Enget, State’s Attorney discussed if the project would be completed on the ending completion date. Comm. Hollekim questioned on whether the liquidated damages need to be completed today or could it wait to see if the completion date is met for the project. The Commissioners requested the cost analysis from last years’ time-line not being completed by CSI for the CR 9 project at the next Commissioner meeting.

1. OLD HIGHWAY 2

Discussion was held on the high water on Old Highway 2 from Tagus to Blaisdell and the two options provided by John Sauber with Sauber Engineering. The two options would be 1) place additional riprap from the top of the existing riprap up to the shoulder of the road. Estimated cost would be $92,000 2) Place a concrete erosion control blanket from the top of the existing riprap to the shoulder of the road. Estimated cost would be $194,000.

Moved by Comm. Uran, seconded by Comm. Olson, to approve moving forward with option 2 with placing a concrete erosion control blanket from the top of the existing riprap to the shoulder of the road to correct the erosion issue on CR 2. Upon roll call, Hollekim, Olson, Ruland, Uran and Jacobson voted yes. Motion carried.

1. 36th and 37th SUBGRADE FAILURE

Engineer Hennessy discussed the soft spots on 37th Ave NW and the three quotes received from North Forty Construction LLC, D & L Construction Inc and Farden Construction.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the work be completed on 37th Ave NW in Township 152 North, Range 93 West, (Unorganized Township) using low bid of Farden Construction first and authorizing Engineer Hennessy to move to the second lowest bid being D&L Construction if work is not completed in a timely manner. Upon roll call, Hollekim, Uran, Ruland, Jacobson and Olson voted yes. Motion carried.

1. 41ST ST NW

Engineer Hennessy discussed the Highway Safety Improvement Project (HSIP) grant for 41st St NW which was denied due to it being updated and is up to NDDOT standards.

1. WALK’N’ROLL ATTACHMENT QUOTE

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve purchasing a walk’n’roll packer/roller from LyCox Enterprises, Inc. in the amount of $21,925.00. Upon roll call, Ruland, Olson, Jacobson, Uran and Hollekim voted yes. Motion carried.

1. SIDE DUMP QUOTE

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve purchasing a side dump from RDO Equipment in the amount of $54,000. Upon roll call, Jacobson, Ruland, Olson, Hollekim and Uran voted yes. Motion carried.

1. MISCELLANEOUS

Discussion on maintenance of the roads in Aftem Lake Development. State’s Attorney Enget discussed prior meeting minutes and mentioned the County did not assume maintenance responsibility of the roads in the subdivisions. Comm. Hollekim stated there are a lot of different subdivision in the County in which roads are not maintained by the County. The decision was made to continue the way it has been handled prior with no additional roads being done.

12:00 P.M.

Discussion was held with Departments Heads concerning the COVID-19 and the plan and policy moving forward. Present for the discussion were Corey Bristol, Jana Hennessy, Traci Hysjulien, Nichole Degenstein, Karen Babbitt, Melissa Vachal, Lori Hanson, Desiree Sorenson, Jessica Niemitalo, Mary Dennis, Laurie Johnson, Lisa Lapica, Lynette Vachal, Valerie Stammen, Heather Tomlinson and Candice Grilley. Comm. Ruland ran through the COVID-19 timeline and the actions of the Mountrail County Board of Commissioners. Comm. Ruland discussed the new recommendations from the State of North Dakota. Comm. Hollekim stated the new normal should be getting everyone from working remotely into the offices. Comm. Ruland stated it is difficult to compare the South Complex vs the County Courthouse and the Memorial Building with the security options. Comm. Uran stated he is willing to open the doors and get the people who are working remotely back into the office if they have no underlying health conditions that prevent that. Comm. Ruland believes this should be left to the Department Heads on the opening up and maybe look into closing at 4:00 to clean the building within that half hour time frame. Melissa Vachal, Recorder discussed her plan on moving forward with the public access and availability. Discussion was held on only allowing 5 people in the Recorders office. State’s Attorney Enget stated this discussion should be brought forward with Sheriff Corey Bristol, due to him being the person who will be in charge of how many people are entering the building. State’s Attorney stated to the Recorder that other places would be available to put the extra land man within the courthouse. Discussion was held on the purifiers that was purchased by Melissa Vachal and Comm. Hollekim recommended the County reimburse Melissa Vachal for the purchase. Traci Hysjulien, Clerk of Court stated we have been closed long enough and should be opening to the public. Discussion was also held on the drop off boxes in the entry lobby and that it should be within a secured area of the building. Auditor Pappa discussed the secure drop off box in front of the Courthouse that would be able to be utilized for all offices. Comm. Ruland would like the offices to be at least half-staff. Lynette Vachal, Extension Agent stated a lot of people roaming throughout the South Complex building. State’s Attorney Enget stated this also occurs in the Courthouse and it is a public building. Comm. Uran suggests having a sign that says only open for essential business.

Moved by Comm. Hollekim, seconded by Comm. Uran, to open to the public for all county buildings beginning on June 3, 2020. Upon roll call, Hollekim, Uran, Ruland, and Olson voted yes Comm. Jacobson voted no. Motion carried.

Comm. Hollekim stated if safeguards are taken then the employees need to come back to the offices to work. Comm. Hollekim also stated that hopefully in the near future the people with underlying conditions will be able to come back with precautions in the offices. Recorder Vachal would like to continue to be able to work remotely from home with rotating employees. Comm. Hollekim believes it should be at least 50% of all staff in each office and suggested this issue be discussed in more detail at the next Commissioner meeting for adding the rest of the staff.

4. ADJOURN

The Board adjourned at 1:37 P.M. to meet in regular session on Tuesday, June 16, 2020 at 9:00 A.M. Accepted and approved this 2nd day of June, 2020.

Trudy Ruland, Chairman Stephanie A. Pappa

Mountrail County Commissioner Mountrail County Auditor