

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, May 2, 2023 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.

2. BUSINESS

A. AGENDA

Moved by Comm. Rice, 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. DeGroot, seconded by Comm. Hollekim, to approve the minutes of the April 18, 2023 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Olson, seconded by Comm. Rice, to approve the March fees for the Correctional Facility and Recorders Office. Upon roll call, Olson, Hollekim, DeGroot, Ruland and Rice voted yes. Motion carried.

D. PAYROLL

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the regular full-time employee classification for Caleb Young with the Sheriff as a Dispatcher in the amount of \$4,590 per month/\$55,080 per year. Upon roll call, Ruland, Hollekim, Olson, DeGroot and Rice voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the regular full-time employee classification for Kim Stone with Corrections as a Correctional Officer I in the amount of \$4,050 per month/\$48,600 per year. Upon roll call, Rice, Olson, DeGroot, Ruland and Hollekim voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the temporary employee classification for Lane Vachal with the Weed Control as a Sprayer in the amount of \$22.28 per hour not to exceed 50 hours per week/1040 per year starting April 18th and ending September 30. Upon roll call, Hollekim, DeGroot, Ruland, Rice and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the temporary employee classification for Trent Leith with the Weed Control as a Sprayer in the amount of \$25.25 per hour not to exceed 50 hours per week/1040 per year starting April 17th and ending September 30. Upon roll call, Ruland, Hollekim, Olson, Rice and DeGroot voted yes. Motion carried.

E. MEMORANDUM OF UNDERSTANDING

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve signing the Memorandum of Understanding with the Mandan, Hidatsa and Arikara Nation (MHA) for the purpose of providing clear responsibility for the creation and assignment of addressing for all structures located on tribal land within the county. Upon roll call, all present voted yes. Motion carried.

F. IT QUOTE

Discussion was held on the IT quote from NRG Technology Services. The board decided to continue working with Armor Interactive for IT services. A survey monkey will be sent out to all employees concerning Armor Interactive Services.

G. DISCUSSION ON ABANDONED CEMETERIES

Wade Enget, supplied a memorandum of the meaning of an abandoned cemetery. North Dakota does not have a definition of "abandoned cemetery" but South Dakota and Minnesota's were reviewed. Stephanie A. Pappa, Auditor received an email from Andy Zachmeier with Morton County Commission that entailed Morton Counties policy. Wade Enget, State's Attorney will look into having an abandoned cemetery policy. In the

meantime, Commissioner Olson will talk to Shell Township concerning the Cemetery of the Dead located in Shell Township.

H. CPT

Discussion was held on the letter received from Counties Providing Technology (CPT) on discontinuing services for the software program effective December 31, 2024.

I. BILLS

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the bills totaling \$905,410.84 and April payroll, checks #17454-17475 and direct deposits #17975-18135 totaling \$1,093,267.84. Upon roll call, Ruland, Hollekim, Rice, Olson and DeGroot 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 05/02/2023 - PAYMENT 05/02/2023

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
106539	ACKERMAN-ESTVOLD ENGINEERING & MANAGEMEN COUNTY ROAD & BRIDGE FUND	2,332.50 2,332.50
106540	ACME TOOLS GENERAL FUND COUNTY PARKS FUND WEED CONTROL FUND	2,896.41 1,932.00 96.52 867.89
106541	ADVANCED BUSINESS METHODS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	764.25 502.65 130.80 130.80
106542	ARAMARK UNIFORM SERVICES GENERAL FUND	252.20 252.20
106543	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	576.00 576.00
106544	BBH INSURANCE, INC GENERAL FUND	1,124.00 1,124.00
106545	BERT'S TRUCK EQUIPMENT OF MOORHEAD COUNTY ROAD & BRIDGE FUND	17,756.21 17,756.21
106546	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	4,650.00 4,650.00
106547	CHARM-TEX, INC. GENERAL FUND	89.90 89.90
106548	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	777.50 416.00 361.50
106549	CITY OF STANLEY WEED CONTROL FUND	46.25 46.25
106550	CORPORATE TRANSLATION SERVICES INC HUMAN SERVICE ZONE	57.35 57.35
106551	CRUMMIE/KAITLYN HUMAN SERVICE ZONE	269.86 269.86
106552	D & L CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	1,337.82 1,337.82
106553	DAKOTA FIRE EXTINGUISHERS, INC.	142.50

	COUNTY ROAD & BRIDGE FUND	142.50
106554	DANKS/LISA HUMAN SERVICE ZONE	43.40 43.40
106555	DEPT OF CORRECTIONS & REHAB GENERAL FUND	75.00 75.00
106556	ELLVANGER/LINDSEY HUMAN SERVICE ZONE	18.00 18.00
106557	ENERBASE COUNTY ROAD & BRIDGE FUND	31,008.48 31,008.48
106558	FARMERS UNION OIL CO-WATFORD CITY HUMAN SERVICE ZONE	661.82 661.82
106559	FENSTER/KAYLA HUMAN SERVICE ZONE	832.51 832.51
106560	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	800.00 800.00
106561	FIRST CHOICE DRUG TESTING HUMAN SERVICE ZONE	360.00 360.00
106562	FRIESEN, GARY COUNTY ROAD & BRIDGE FUND	225.00 225.00
106563	GAEBE/MARILYN GENERAL FUND	143.94 143.94
106564	GJELLSTAD, LLC GENERAL FUND	10,000.00 10,000.00
106565	GLASS DOCTOR COUNTY ROAD & BRIDGE FUND	395.00 395.00
106566	GRATECH COMPANY COUNTY ROAD & BRIDGE CAPITAL PROJECTS	42,480.00 42,480.00
106567	HANSON/AMANDA HUMAN SERVICE ZONE	251.30 251.30
106568	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND	40,255.00 7,383.75 32,871.25
106569	HERMANSON/NANCY HUMAN SERVICE ZONE	3,025.03 3,025.03
106570	INFORMATION TECHNOLOGY DEPT GENERAL FUND	57.70 57.70
106571	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	435.77 435.77
106572	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE COUNTY AGENT FUND WEED CONTROL FUND	12,160.09 5,669.58 541.19 5,078.52 43.82 826.98
106573	KINNEY/SHELLY HUMAN SERVICE ZONE	63.21 63.21
106574	KRAMER CHEVROLET GENERAL FUND	31,369.95 31,369.95

106575	LARSON TIRE SERVICE GENERAL FUND	55.87 55.87
106576	LEITH/TRENT WEED CONTROL FUND	8.18 8.18
106577	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	325.70 325.70
106578	LOMMEN/ORVIN HUMAN SERVICE ZONE	440.00 440.00
106579	LOWE'S PRINTING INC COUNTY ROAD & BRIDGE FUND	77.90 77.90
106580	MCKENZIE COUNTY FARMER HUMAN SERVICE ZONE	40.00 40.00
106581	MENARDS - MINOT GENERAL FUND COUNTY PARKS FUND	600.08 48.40 551.68
106582	MEYERS/MICHELLE HUMAN SERVICE ZONE	132.30 132.30
106583	MONTANA DAKOTA UTILITIES CO GENERAL FUND	13,483.55 13,483.55
106584	MOUNTRAIL COUNTY PROMOTER HUMAN SERVICE ZONE	101.03 101.03
106585	MOUNTRAIL COUNTY TREASURER GENERAL FUND	640.17 640.17
106586	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	2,545.39 995.93 220.25 1,329.21
106587	ND ASSOCIATION OF COUNTIES GENERAL FUND	315.00 315.00
106588	ND ENVELOPE COMPANY GENERAL FUND	440.00 440.00
106589	ND TRUCK WASH GENERAL FUND	110.00 110.00
106590	NDSU - EXTENSION OFFICE COUNTY AGENT FUND	7,753.94 7,753.94
106591	NELSON/CAROL HUMAN SERVICE ZONE	10.85 10.85
106592	NEW TOWN CITY COUNTY ROAD & BRIDGE FUND	52.00 52.00
106593	NEWMAN TRAFFIC SIGNS COUNTY ROAD & BRIDGE FUND	1,557.72 1,557.72
106594	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	5,786.68 5,786.68
106595	NORTHERN PUMP & COMPRESSION, INC COUNTY ROAD & BRIDGE FUND	573.81 573.81
106596	NORTHERN SAFETY TECHNOLOGY INC GENERAL FUND	2,668.04 2,668.04

106597	NUTRIEN AG SOLUTIONS WEED CONTROL FUND	28,312.00 28,312.00
106598	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	68.97 68.97
106599	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	603.18 348.35 193.21 61.62
106600	OFFICE OF THE STATE AUDITOR GENERAL FUND	6,000.00 6,000.00
106601	OGDEN/CRYSTAL HUMAN SERVICE ZONE	63.00 63.00
106602	OVERHEAD DOOR COMPANY OF MINOT COUNTY ROAD & BRIDGE FUND	890.15 890.15
106603	PINNACLE HUMAN SERVICE ZONE	620.11 620.11
106604	PINNACLE-AGRONOMY DEPARTMENT COUNTY ROAD & BRIDGE FUND	110.72 110.72
106605	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	56.94 56.94
106606	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	1,266.40 1,266.40
106607	PREBLE MEDICAL SERVICES INC HUMAN SERVICE ZONE	2,075.00 2,075.00
106608	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	537,626.16 537,626.16
106609	RUDOLPH ELECTRIC, LLC GENERAL FUND	10,017.78 10,017.78
106610	RYAN CHEVROLET COUNTY ROAD & BRIDGE FUND	2,056.32 2,056.32
106611	SATERMO TRUSTWORTHY HARDWARE COUNTY ROAD & BRIDGE FUND	12.99 12.99
106612	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	45,536.45 45,536.45
106613	SCHOCK'S SAFE & LOCK INC COUNTY ROAD & BRIDGE FUND	2,524.95 2,524.95
106614	SIDWELL, HARRIS LOCAL GOVERNMENT GENERAL FUND	450.00 450.00
106615	STANLEY AUTO & TRUCK GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,089.49 289.08 208.39 592.02
106616	STANLEY HARDWARE COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE	353.83 338.84 14.99
106617	SUMMIT FOOD SERVICE, LLC GENERAL FUND	3,222.88 3,222.88

106618	TAYLOR/JARED HUMAN SERVICE ZONE	655.90 655.90
106619	THE COMPUTER STORE INC GENERAL FUND	798.00 798.00
106620	TOLLEFSON'S CARPETLAND GENERAL FUND	4,647.75 4,647.75
106621	TOMLINSON/HEATHER COUNTY AGENT FUND	68.75 68.75
106622	TRACTOR SUPPLY COMPANY COUNTY ROAD & BRIDGE FUND	1,354.91 1,354.91
106623	UNIFORM CENTER GENERAL FUND	536.93 536.93
106624	VERIZON WIRELESS GENERAL FUND WEED CONTROL FUND	105.98 74.02 31.96
106625	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,360.00 3,360.00
106626	WARNE CHEMICAL & EQUIP CO WEED CONTROL FUND	599.39 599.39
106627	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	4,854.15 4,854.15
106628	WHITAKER/HILLARY HUMAN SERVICE ZONE	19.60 19.60
	FINAL TOTAL	\$905,410.84

3. APPOINTMENT SCHEDULED

9:30 A.M.

Colin Haddeland discussed the possibility of closing a portion of the section line on 39th St NW. Wade Enget, State’s Attorney will assist Colin Haddeland with the section line closure policy.

9:40 A.M

Tammy Leupp, Building Supervisor met with the board to suggest moving forward with EAPC for architectural services for the new county shop.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve moving forward with EAPC for architectural services for the new county shop as recommended by Tammy Leupp, Building Supervisor and the Building Committee. Upon roll call, Rice, Olson, DeGroot, Ruland and Hollekim voted yes. Motion carried.

Building Supervisor Leupp also discussed the tuckpointing quote for the Courthouse and painting of the Courthouse walls. The Board agreed to wait until the Memorial Building is finished for the tuckpointing to see how it turned out before moving forward at the Courthouse. The quote for painting from Joey’s will be utilized for the offices on first level and the basement level.

9:50 A.M.

Jana Hennessy Engineer met to discuss Road & Bridge.

1. 41st ST NW

Comm. DeGroot disclosed his wife is related to the owner’s wife of Mayo Construction. The Board determined this disclosure was not a conflict of interest.

Moved by Comm. Olson, seconded by Comm. Hollekim, to allow Comm. DeGroot to vote on matters pertaining to Mayo Construction for 41st St NW project as the Board determined there was not a conflict of interest. Upon roll call, all present voted yes except for Comm. DeGroot who abstained from voting. Motion carried.

The Board discussed funding a portion of this project from the Unorganized Township 152 North, Range 93 West Fund as there is a substantial balance in the account from Flood Aid funding (oil and gas lease and royalty monies).

Moved by Comm. Olson, seconded by Comm. Rice, to approve signing the Notice of Award to Mayo Construction totaling \$3,907,039.35 for Project No. UO(41)22, 41st St NW Reconstruction. Upon roll call, Olson, Hollekim, Ruland, Rice and DeGroot voted yes. Motion carried.

Wade Enget, State's Attorney and Bill Woods, City Attorney for New Town City will draw up a Memorandum of Agreement with the City of New Town for the portion of 41st St NW in the City of New Town.

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve sending the encroachment letters to the residents along 41st St NW. Upon roll call, Rice, Olson, DeGroot, Hollekim and Ruland voted yes. Motion carried.

Kelly Rodgers, Riverview Estates landowner stated the landowners are aware of the encroachments and have been told to have them removed.

2. CR 9 PHASE II

Moved by Comm. Olson, seconded by Comm. Rice, to approve the change order for utility relocation from R&T Water district totaling \$4,500 for Project CR 9 Phase II. Upon roll call, Ruland, Rice, Olson, Hollekim, and DeGroot voted yes. Motion carried.

3. 36th ST NW

Engineer Hennessy discussed the two options that were provided by John Sauber with Sauber Engineering for the 36th St NW project. The townships of Big Bend, Howie and Osborn were in favor of paving 36th St NW project. The estimated construction cost to pave 3 miles of township road is \$6,800,000 plus utility relocation and right of way costs. There is funding in Unorganized Township 152-93 from Flood Aid money to assist in the one mile of unorganized township road of the 3 mile project.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve moving forward with cost sharing for Unorganized Township 152 North, Range 93 West subject to all townships involved agreeing to cost share in the total project cost and future maintenance costs. Upon roll call, Olson, Ruland, Hollekim, DeGroot and Rice voted yes. Motion carried.

4. COTTONWOOD LAKE BRIDGE/BRO-0031(056)

Moved by Comm. Rice, seconded by Comm. DeGroot, to sign and approve sending a letter of termination for Quality Dirtworks to the Western Surety Company for failure to complete project BRO-0031(056). Upon roll call, Olson, Rice, DeGroot, Hollekim and Ruland voted yes. Motion carried.

5. 2006 CHEVROLET PICKUP

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve advertising for bids of the sale of a 2006 Chevrolet Silverado K2500 HD with bid opening on Monday, May 22, 2023 at 9:00 AM, and allow Engineer Hennessy to award bid to the highest reasonable bid. Upon roll call, Ruland, Hollekim, Rice, Olson and DeGroot voted yes. Motion carried.

6. CR 10-MEETING WITH WARD COUNTY

Engineer Hennessy stated a meeting is planned on Thursday, May 4th to discuss the CR 10 Project from 6 miles east of Belden to the Ward County Line. Commissioners Ruland and Olson will attend the meeting to represent the Board.

7. BUDGET/CURRENT CONSTRUCTION UPDATE

Engineer Hennessy gave an update on current construction and budgets.

8. 74TH ST NW-ROAD DAMAGES

Engineer Hennessy discussed all the blow-out issues on 74th St NW west of Manitou North CR7 and the major heavy hauls on the road with the frost law regulations.

9. CITY OF PLAZA & ROSS MAINTENANCE AND NON-ENCROACHMENT AGREEMENT

Engineer Hennessy discussed the NDDOT requiring the Maintenance and Non-encroachment Agreement with the City of Plaza and Ross that hasn't been signed for the Federal funding regulations.

10:30 A.M.

Desiree Sorenson, Mountrail McKenzie Human Service Zone Director met with the board to discuss the legislative changes of the salary increase starting in July as the fiscal year for the State starts July 1 and ends June 30.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the State approved salary increases for the Mountrail McKenzie Human Service Zone with a 6% raise effective July 1, 2023 and a 4% raise effective July 1, 2024. Upon roll call, Rice, DeGroot, Hollekim, Ruland and Olson voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 11:45 A.M. to meet in regular on Tuesday, May 16, 2023 at 9:00 A.M. Accepted and approved this 16th day of May, 2023.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor