

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, November 1, 2022 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Jason Rice, Trudy Ruland, Wayne Olson and Daniel Uran present. Also present was State's Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

Moved by Comm. Olson, seconded by Comm. Rice, 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 October 18, 2022 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Olson, seconded by Comm. Uran, to approve the June, July, August and September fees for the Recorder's Office and May, June, July and August for the Planning & Zoning Office. Upon roll call, Rice, Ruland, Olson, Hollekim, and Uran voted yes. Motion carried. (A complete list of fees is available for review in the Auditor's Office during normal business hours).

D. PAYROLL

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the salary increase for Desta Woods with the Mountrail McKenzie Human Service Zone as an Eligibility Worker I to the amount of \$3,318 per month/\$39,816 per year. The Board expressed concerns that the salary is not competitive with other salaries in Mountrail County. Upon roll call, Rice, Ruland, Hollekim, Olson and Uran voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve signing the Employee Assistance Loan Agreement for the repayment of CDL training for Dakota Ramsey with the Road & Bridge Department. Upon roll call, Rice, Ruland, Uran, Hollekim and Olson voted yes. Motion carried.

E. BOARD APPOINTMENT

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the appointment of Nikki Thomas to the Human Service Zone for the unexpired 12/31/2025 term. Upon roll call, all present voted yes. Motion carried.

F. RAFFLE PERMIT

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the gaming site authorization for the ND Cowboy Hall of Fame Inc. for a Calcutta on November 12<sup>th</sup> for the South Complex Building. Upon roll call, Uran, Hollekim, Olson, Ruland and Rice voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the rental agreement for the ND Cowboy Hall of Fame Inc. for the South Complex Building. Upon roll call, Hollekim, Uran, Olson, Ruland and Rice voted yes. Motion carried.

G. FENCE

Moved by Comm. Hollekim, seconded by Comm. Olson, to reject the consent form for allowing Gerald Zurich to have his private fence installed on the County right of way line adjacent Lot 9 at the White Earth Cottage Site as the Board did not want to set a precedent for future requests and they were also concerned of the impact the fence would have on the road project that is tentatively scheduled to be done in the 2023 year. Upon roll call, Ruland, Rice, Uran, Olson and Hollekim voted yes. Motion carried.

H. MILEAGE CERTIFICATION

Moved by Comm. Rice, seconded by Comm. Uran, to approve the amended Township Road Mileage Certification. Upon roll call, Ruland, Rice, Uran, Olson and Hollekim voted yes. Motion carried.

I. PURCHASE OF RISERS

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the purchase of risers from the County Buildings Capital Assets Account up to \$12,000. Upon roll call, Ruland, Rice, Uran, Olson and Hollekim voted yes. Motion carried.

J. BILLS

Moved by Comm. Olson, seconded by Comm. Rice, to approve the bills totaling \$3,087,203.17 and October payroll, checks #16556-16574, direct deposits #17039-17202 totaling \$1,055,965.92. Upon roll call, Hollekim, Olson, Ruland, Uran 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 11/01/2022 - PAYMENT 11/01/2022**

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Warrant Total</b>
105298	ACKERMAN ESTVOLD COUNTY ROAD & BRIDGE FUND	351.72 351.72
105299	ACME TOOLS COUNTY ROAD & BRIDGE FUND	284.80 284.80
105300	ADVANCED BUSINESS METHODS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	495.98 268.50 113.74 113.74
105301	ANDERSON, DDS/DOUG HUMAN SERVICE ZONE	89.00 89.00
105302	APPLIED CONCEPTS, INC GENERAL FUND	457.25 457.25
105303	ARAMARK UNIFORM SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	832.17 590.05 242.12
105304	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	838.00 838.00
105305	BBH INSURANCE, INC GENERAL FUND	1,851.00 1,851.00
105306	BERT'S TRUCK EQUIPMENT OF MOORHEAD COUNTY ROAD & BRIDGE FUND	604.88 604.88
105307	BLUE TARP FINANCIAL, INC. COUNTY ROAD & BRIDGE FUND	415.00 415.00
105308	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	3,650.00 3,650.00
105309	BORDER PLAINS EQUIPMENT LLC. COUNTY PARKS FUND	876.89 876.89
105310	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	727.16 727.16
105311	CARSTENS/JILL M HUMAN SERVICE ZONE	116.10 116.10
105312	CENTRAL DAKOTA SPRINKLER GENERAL FUND	150.00 150.00

105313	CENTRAL TRENCHING INC COUNTY ROAD & BRIDGE FUND	1,044.22 1,044.22
105314	CHARM-TEX, INC. GENERAL FUND	63.08 63.08
105315	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	4,055.83 416.00 279.50 3,360.33
105316	CORPORATE TRANSLATION SERVICES INC HUMAN SERVICE ZONE	66.52 66.52
105317	CRUMMIE/KAITLYN HUMAN SERVICE ZONE	611.25 611.25
105318	CUPS DRUG TESTING & OCCUPATIONAL HEALTH HUMAN SERVICE ZONE	240.00 240.00
105319	DIRTY DIESEL REPAIR LLC COUNTY ROAD & BRIDGE FUND	2,196.00 2,196.00
105320	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	34,904.55 34,904.55
105321	EAPC ARCHITECTS ENGINEERS GENERAL FUND	5,563.76 5,563.76
105322	ELECTRO WATCHMAN, INC HUMAN SERVICE ZONE	479.40 479.40
105323	EMPLOYERS PREFERRED INS CO HUMAN SERVICE ZONE	331.00 331.00
105324	FARDEN CONSTRUCTION, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS	145,505.48 145,505.48
105325	FARMERS UNION OIL CO-WATFORD CITY HUMAN SERVICE ZONE	513.22 513.22
105326	FENSTER/KAYLA HUMAN SERVICE ZONE	755.63 755.63
105327	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	274.95 274.95
105328	GAFFANEYS OF MINOT INC GENERAL FUND	155.78 155.78
105329	GRAVEL PRODUCTS INCORPORATED COUNTY ROAD & BRIDGE FUND	118,020.98 118,020.98
105330	GUSTAFSONS SEPTIC SERVICE INC COUNTY PARKS FUND	270.00 270.00
105331	HERMANSON/NANCY HUMAN SERVICE ZONE	164.32 164.32
105332	HOLLEKIM/JOAN GENERAL FUND	292.50 292.50
105333	HOME OF ECONOMY COUNTY ROAD & BRIDGE FUND	119.75 119.75
105334	INFORMATION TECHNOLOGY DEPT GENERAL FUND	93.70 93.70

105335	JERRY'S SEPTIC SERVICE COUNTY PARKS FUND	14,100.00 14,100.00
105336	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	140.59 140.59
105337	JOHNSON/LAURIE GENERAL FUND	798.40 798.40
105338	JPMORGAN CHASE BANK NA GENERAL FUND HUMAN SERVICE ZONE	1,945.30 236.96 1,708.34
105339	JUMA/SAMMY COUNTY PARKS FUND	450.00 450.00
105340	KELLER PAVING & LANDSCAPING, INC. COUNTY ROAD & BRIDGE FUND	9,600.00 9,600.00
105341	KINNEY/SHELLY HUMAN SERVICE ZONE	173.95 173.95
105342	KRONOS SAASHR INC GENERAL FUND	696.13 696.13
105343	LAPICA/LISA VETERAN'S SERVICE OFFICER FUND	263.25 263.25
105344	LARSON TIRE SERVICE GENERAL FUND	144.74 144.74
105345	LEMER/COURTNEY HUMAN SERVICE ZONE	1,401.26 1,401.26
105346	LEWIS BRISBOIS BISGAARD & SMITH LLP GENERAL FUND	1,495.00 1,495.00
105347	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	428.80 428.80
105348	LOMMEN/ORVIN HUMAN SERVICE ZONE	1,430.00 1,430.00
105349	LONIER/RACHEL HUMAN SERVICE ZONE	1,728.00 1,728.00
105350	LUTTRELL/JANETTE HUMAN SERVICE ZONE	44.80 44.80
105351	MAERTENS-BRENNY CONSTRUCTION C GENERAL FUND	250,187.66 250,187.66
105352	MAYO CONSTRUCTION COMPANY, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND	2,329,207.56 79,399.73 2,249,807.83
105353	MEIERS OIL INC COUNTY ROAD & BRIDGE FUND	7,087.00 7,087.00
105354	MEYERS/MICHELLE HUMAN SERVICE ZONE	250.95 250.95
105355	MINOT DAILY NEWS GENERAL FUND	160.30 160.30
105356	MONTANA DAKOTA UTILITIES CO GENERAL FUND	9,804.79 9,804.79
105357	MOTOROLA SOLUTIONS INC	6,205.60

	CO. HAZARDOUS CHEMICAL ACCOUNT FUND	6,205.60
105358	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	800.00 800.00
105359	MOUNTRAIL COUNTY PROMOTER HUMAN SERVICE ZONE	55.02 55.02
105360	MOUNTRAIL COUNTY VICTIM GENERAL FUND	5,000.00 5,000.00
105361	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	9,632.95 1,042.04 172.95 8,417.96
105362	MOWBRAY & SON PLUMBING & HEATING INC GENERAL FUND	26,065.51 26,065.51
105363	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	54.95 54.95
105364	ND ASSOCIATION OF COUNTIES GENERAL FUND COUNTY ROAD & BRIDGE FUND	805.00 700.00 105.00
105365	ND ASSOCIATION OF COUNTIES GENERAL FUND	249.00 249.00
105366	ND DEPT OF HEALTH-MICROBIOLOGY GENERAL FUND	10.00 10.00
105367	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	361.77 361.77
105368	NELSON/CAROL HUMAN SERVICE ZONE	104.29 104.29
105369	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,580.29 1,580.29
105370	NORTH COUNTRY SPORTSWEAR INC GENERAL FUND	168.00 168.00
105371	NORTH DAKOTA ONE CALL COUNTY ROAD & BRIDGE FUND	1.30 1.30
105372	NORTHWEST YOUTH ASSESSMENT CENTER HUMAN SERVICE ZONE	4,752.00 4,752.00
105373	O-DAY EQUIPMENT LLC COUNTY ROAD & BRIDGE FUND	339.15 339.15
105374	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	636.99 636.99
105375	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY ROAD & BRIDGE FUND	806.46 743.68 62.78
105376	OGDEN/CRYSTAL HUMAN SERVICE ZONE	140.35 140.35
105377	OVERHEAD DOOR COMPANY OF MINOT COUNTY ROAD & BRIDGE FUND	438.00 438.00
105378	PEACE OFFICER STANDARDS & TRAINING BOARD GENERAL FUND	150.00 150.00

105379	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	200.00 200.00
105380	PINNACLE HUMAN SERVICE ZONE	1,243.76 1,243.76
105381	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	292.06 292.06
105382	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	4,823.02 4,823.02
105383	QUALITY INN GENERAL FUND	176.40 176.40
105384	RADISSON HOTEL-BISMARCK VETERAN'S SERVICE OFFICER FUND	259.20 259.20
105385	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	22,869.66 22,869.66
105386	RESERVATION TELEPHONE CO GENERAL FUND	203.02 203.02
105387	SEACHANGE PRINT INNOVATIONS GENERAL FUND	394.00 394.00
105388	SIRCHIE ACQUISITION COMPANY LLC GENERAL FUND	894.09 894.09
105389	SOURIS VALLEY READY MIX, LLC COUNTY ROAD & BRIDGE FUND	4,650.00 4,650.00
105390	STANLEY AUTO & TRUCK COUNTY ROAD & BRIDGE FUND	1,097.75 1,097.75
105391	STANLEY HARDWARE HUMAN SERVICE ZONE	9.88 9.88
105392	STANLEY LUMBER SUPPLY COUNTY ROAD & BRIDGE FUND	26.02 26.02
105393	STEINS INC GENERAL FUND	1,331.15 1,331.15
105394	SUMMIT FOOD SERVICE, LLC GENERAL FUND	5,985.43 5,985.43
105395	SYLVAN LEARNING OF BISMARCK HUMAN SERVICE ZONE	336.00 336.00
105396	THE SIDWELL COMPANY GENERAL FUND	240.00 240.00
105397	THE VESTIGE GROUP LLC HUMAN SERVICE ZONE	485.88 485.88
105398	TRACTOR SUPPLY COMPANY COUNTY ROAD & BRIDGE FUND	1,993.58 1,993.58
105399	TRINITY MEDICAL GROUP HUMAN SERVICE ZONE	331.00 331.00
105400	TYLER TECHNOLOGIES, INC DOCUMENT PRESERVATION FUND	16,736.06 16,736.06
105401	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,500.80 42.14 296.91

	HUMAN SERVICE ZONE	1,161.75
105402	WENTZ/TRISTA HUMAN SERVICE ZONE	395.08 395.08
105403	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	3,306.57 3,306.57
105404	WHITAKER/HILLARY HUMAN SERVICE ZONE	61.32 61.32
105405	WILLISTON DAILY HERALD HUMAN SERVICE ZONE	4.46 4.46
	<b>FINAL TOTAL</b>	<b>3,087,203.17</b>

3. APPOINTMENT SCHEDULED

9:05 A.M.

The next item on the agenda is the information relating to a public employee’s personal, medical, and employee assistance records. Since this information is confidential, this item must be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section(s) 44-04-18.1 and 44-04-19.2(2). The topic or purpose of this executive session is a public employee’s personal, medical, and employee assistance records.

At this time, we will convene in executive session.

The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately 9:30 a.m.

The minutes will that the executive session began at 9:06 a.m. and was attended by Trudy Ruland, Joan Hollekim, Wayne Olson, Jason Rice, Dan Uran, Stephanie Pappa, Wade Enget and Nichole Degenstein.

The minutes will show that the executive session was adjourned at 9:24 a.m. The public has been invited to return to the meeting room and we are now back in open session.

Discussion was held on a violation of the drug free workplace policy. Corey Bristol, Sheriff discussed the concerns of security and safety of the building and stated the access to his department would be restricted.

Laurie Johnson, Correctional Administrator stated she would limit the access to her facility also.

Discussion was held on being a Building Supervisor with the responsibilities and the access to all offices becomes a safety issue.

Moved by Comm. Rice, seconded by Comm. Uran, to terminate the employment of the Building Supervisor for violation of drug and alcohol policy. Upon roll call, Uran, Rice, Olson, Hollekim and Ruland voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve Tammy Leupp as the interim for Building Supervisor at the salary banding of C42. Upon roll call, Ruland, Rice, Uran, Olson and Hollekim voted yes. Motion carried.

9:30 A.M.

Chairman Ruland opened the 9:30 A.M. appraisal hearing for tax deed for all cities and townships in accordance to NDCC 57-28-11. Also present were Eileen Zaun, Jay Standish and Lisa Barrutia. No one objected to the minimum sale prices as set by the Board of Commissioners.

9:40 A.M.

Laurie Johnson, Correctional Administrator discussed a request from a student at Minot State University who would like to do an internship or obtain field experience with the jail. Correctional Administrator Johnson stated that her office would like to reach out to other colleges to be able to offer internships/field experience.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve allowing Correctional Administrator Johnson to enter into agreement with the Criminal Justice Department of Minot State University to supervisor the student who wants to obtain field experience within the jail facility. Upon roll call, all present voted yes. Motion carried.

9:45 A.M.

Jana Hennessy, Road & Bridge (R&B) Engineer met to discuss Road & Bridge.

1. 03(76)19

Moved by Comm. Rice, seconded by Comm. Olson, to approve the final pay application for Farden Construction totaling \$115,482.28 for project # 03(76)19. Upon roll call, Rice, Ruland, Olson, Uran and Hollekim voted yes. Motion carried.

2. WHITE EARTH ROW EXHIBITS

Discussion was held on the right of way encroachments throughout the City of White Earth. The White Earth City Council and landowners will be invited to the next meeting to discuss the right of way encroachments.

3. THE TRANSPORTATION ROAD ADVISORY COMMITTEE

Discussion was held on the term limits for the Transportation/Roads Advisory Committee (TRAC). The Board agreed two committee members from the four regions would serve for one year and two for two years when the committee is first organized and two-year terms thereafter. Engineer Hennessy presented two different maps with the locations of the areas. The consensus of the board was to adopt Map B with four quadrants/regions. Region 1 would be the NW area, Region 2 NE area, Region 3 SW area and Region 4 SE area.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve advertising for committee members for the Transportation Road Advisory Committee (TRAC). Upon roll call, all present voted yes. Motion carried.

4. 2024 PROFESSIONAL ENGINEERING-SUGGESTIONS

Discussion was held on moving forward with the preliminary/design engineering on County routes as follows: 1) 14 miles of CR10 from the existing pavement east of Belden to the Ward County line including the 2 miles of CR11 that connects the two CR10 roadway segments, 2) 4 miles of CR9 in Bicker Township from CR4 to the Burke County line, 3) 5 miles of CR11 from the existing pavement south of US#2 @ Blaisdell to CR10 and 4) 18½ miles of CR1 from US#2 @ Tagus south to the existing pavement north of Plaza. CR1 and CR9 would be designed for a gravel surface and CR10 and CR11 would be designed to pavement standards with no guarantee that these routes would be paved.

5. TEMPORARY USE OF ROW (FLAT WATER HOSE PERMIT)

Engineer Hennessy discussed a complaint from Hunt Oil in regards to getting approval from Kickapoo Township to lay flat hose across a township road. Matt Bodley with Hunt Oil stated Hunt Oil has been trying to get agreements in place to lay flat hose across the township road. Scott Bredahl, Chairman for Kickapoo Township stated they are trying to get a meeting setup. Jerry Shae with Northwest Water Supply stated this process has been longer than usual for Township approval. The board doesn't have jurisdiction over the township roads.

4. ADJOURN

The Board adjourned at 12:16 P.M. to meet in regular session on Tuesday, November 15, 2022 at 9:00 A.M. Accepted and approved this 15<sup>th</sup> day of November, 2022.

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Trudy Ruland, Chairman

Mountrail County Commissioner

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Stephanie A. Pappa

Mountrail County Auditor