

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, November 21, 2023 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Trudy Ruland, Wayne Olson and John DeGroot present and Jason Rice absent. 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. Olson, seconded by Comm. DeGroot, to approve the minutes of the November 7, 2023 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the October fees for the Correctional Facility, Sheriff and Clerk of Court. Upon roll call, Hollekim, DeGroot, Ruland and Olson voted yes. Motion carried.

D. PAYROLL

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the resignation of Nichole Degenstein, Human Resource Director effective November 30, 2023. The Board thanked Director Degenstein for her ten years of dedicated service with Mountrail County. Upon roll call, Olson, DeGroot, Ruland and Hollekim voted yes. Motion carried.

Discussion was held on the Human Resource Director position. Stephanie A. Pappa, Auditor along with Randi Schumaier, Human Resource Specialist discussed the option of bringing the Human Resource department back into the Auditor's office. Auditor Pappa discussed hiring a full-time position under Human Resource department & Auditors office to handle the payroll and election duties.

Moved by Comm. DeGroot, seconded by Comm. Olson, to promote Randi Schumaier to the position of interim Human Resource Director under the supervision of Auditor Pappa effective December 1st at a banding/grading of C41 with an increase in salary to the amount of \$35.119 per hour/\$73,048 per year. Upon roll call, Ruland, Olson, Hollekim and DeGroot voted yes. Motion carried.

More discussion will be held at the Human Resource Advisory Committee for recommendations on the new payroll/election position as far as banding/grading and a special meeting be held for the Commissioners.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the regular full-time employee classification for Justice McKenna with the Sheriff as a Dispatcher in the amount of \$23.365 per hour/\$48,600 per year. Upon roll call, DeGroot, Ruland, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve the salary increase form for successful completion of satisfactory probationary period for Jack Babbitt with the Road & Bridge as a Roadworker I to the amount of \$30.158 per hour/\$62,730 per year effective December 1st. Upon roll call, Hollekim, Ruland, DeGroot and Olson voted yes. Motion carried.

E. APPOINTMENTS

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the appointments expiring on 12-31-23 for the following boards: Housing Authority Board 5 year term-Donald Longmuir; Human Service Zone 3 year term-Nicole Poitra & Corrine Brugh-Sage; Job Development 3 year term-Tom Huus & Matt Evans; North Central Human Service Center Advisory Council 2 year term-Desiree Sorenson; Park Board 3 year term-John Degroot; Planning & Zoning Board 4 year term-Cameron Tomjack & Douglas Bratvold; Soils Board 3 year term-Luke Lahtinen & Dustin Roise; Water Resource Board 3 year term-Eric Enerson; and Weed Board 4 year term-Bert Hauge & Steven Littlefield. Upon roll call, all present voted yes. Motion carried.

F. JDA DISCUSSION

Discussion was held on the different spending options of the \$10 million transfer for the Job Development Authority (JDA). The board will have more discussion with JDA board along with the Commissioners at one of the next meetings.

G. PLAT FOR OUTLOT

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve signing of the plat described as Outlot 1 in the NE¼ of Section 18, Township 156 North, Range 94 West (**Myrtle Township**). Upon roll call, Ruland, Olson, DeGroot and Hollekim voted yes. Motion carried.

H. BILLS

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve the bills totaling \$12,810,312.45 and October 29 to November 11 payroll, checks #17613-17629 and direct deposits #19300-19447 totaling \$556,338.45. Upon roll call, Olson, Ruland, Hollekim 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 11/21/2023-PAYMENT 11/21/2023

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
107934	A&W TOWING & RECOVERY, INC. GENERAL FUND	250.00 250.00
107935	ACME TOOLS WEED CONTROL FUND	85,843.68 85,843.68
107936	AG SPRAY EQUIPMENT COUNTY ROAD & BRIDGE FUND	313.28 313.28
107937	AMERICAN TRUCK AND TRAILER, LLC COUNTY ROAD & BRIDGE FUND	727.00 727.00
107938	ARAMARK UNIFORM SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,060.10 732.15 327.95
107939	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	13,134.75 12,594.75 540.00
107940	BAKKEN COMMERCIAL TRUCK WASH GENERAL FUND	55.00 55.00
107941	BBH INSURANCE, INC GENERAL FUND	50.00 50.00
107942	BORDER PLAINS EQUIPMENT LLC. COUNTY PARKS FUND	725.04 725.04
107943	BRAVERA BANK COUNTY ROAD & BRIDGE FUND	534,746.06 534,746.06
107944	BROSZ ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	4,505.00 4,505.00
107945	CAPITAL ONE TRADE CREDIT COUNTY ROAD & BRIDGE FUND	149.36 149.36
107946	CARD SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	298.89 144.93 153.96
107947	CITY OF POWERS LAKE COUNTY ROAD & BRIDGE FUND	217.98 217.98

107948	CNH INDUSTRIAL ACCOUNTS COUNTY ROAD & BRIDGE FUND	5,455.82 5,455.82
107949	COMFORT SUITES GENERAL FUND	288.90 288.90
107950	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,920.00 3,920.00
107951	CUMMINS SALES AND SERVICE GENERAL FUND	1,412.00 1,412.00
107952	DAKOTA DRUG CO GENERAL FUND	141.39 141.39
107953	DAKOTA DUST-TEX, INC GENERAL FUND	269.80 269.80
107954	DAKOTA FIRE EXTINGUISHERS, INC. GENERAL FUND	902.67 902.67
107955	DAKOTA TRUCK & FARM SERVICE COUNTY ROAD & BRIDGE FUND	654.95 654.95
107956	DAKOTALAND AUTOGLASS, INC COUNTY ROAD & BRIDGE FUND	400.00 400.00
107957	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	8,352.60 8,352.60
107958	EAPC ARCHITECTS ENGINEERS GENERAL FUND	9,468.78 9,468.78
107959	EDWARDS/SUSAN COUNTY ROAD & BRIDGE FUND	5,918.00 5,918.00
107960	ENERBASE GENERAL FUND COUNTY ROAD & BRIDGE FUND	18,609.12 622.41 17,986.71
107961	EVERSPRING INN & SUITES-BISMARCK GENERAL FUND	288.90 288.90
107962	FARMERS UNION OIL CO-WATFORD CITY GENERAL FUND	212.63 212.63
107963	G&P COMMERCIAL SALES GENERAL FUND	958.46 958.46
107964	GJELLSTAD, LLC GENERAL FUND	10,000.00 10,000.00
107965	GRATECH COMPANY COUNTY ROAD & BRIDGE CAPITAL PROJECTS	3,199,933.40 3,199,933.40
107966	GRAVEL PRODUCTS INCORPORATED COUNTY ROAD & BRIDGE FUND	2,192.82 2,192.82
107967	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND	464,995.33 148,053.17 316,942.16
107968	HENNESSY/JIM WEED CONTROL FUND	86.75 86.75
107969	HOMETOWN RADIO GROUP COUNTY ROAD & BRIDGE FUND	399.00 399.00

107970	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	6,595.39 3,154.85 3,440.54
107971	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	973.69 973.69
107972	KRONOS SAASHR INC GENERAL FUND	688.29 688.29
107973	LANGUAGE LINE SERVICES, INC E 911 EMERGENCY/WIRELESS FUND	29.50 29.50
107974	LEXIPOL GENERAL FUND	1,724.22 1,724.22
107975	LIGHT AND SIREN COUNTY ROAD & BRIDGE FUND	1,637.00 1,637.00
107976	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	601.43 601.43
107977	MAERTENS-BRENNY CONSTRUCTION COMPANY GENERAL CAPITAL PROJECTS	178,417.49 178,417.49
107978	MARTIN CONSTRUCTION INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS	7,719,938.86 7,719,938.86
107979	MEIERS OIL INC COUNTY ROAD & BRIDGE FUND	72.00 72.00
107980	MENARDS - MINOT GENERAL FUND	250.18 250.18
107981	METROPOLITAN COMPUNDS INC GENERAL FUND	458.85 458.85
107982	MINOT DAILY NEWS COUNTY ROAD & BRIDGE FUND	621.00 621.00
107983	MOUNTRAIL CO ROAD DEPART 152-93 UNORGANIZED TOWNSHIP 153-93 UNORGANIZED TOWNSHIP 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	9,625.00 1,875.00 1,500.00 3,000.00 3,250.00
107984	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	600.00 600.00
107985	MOWBRAY & SON, INC GENERAL CAPITAL PROJECTS	61,195.27 61,195.27
107986	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	125.31 125.31
107987	ND ASSOCIATION OF COUNTIES GENERAL FUND	63.00 63.00
107988	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	711.80 711.80
107989	NEW TOWN CITY COUNTY ROAD & BRIDGE FUND	6.00 6.00
107990	NEWMAN TRAFFIC SIGNS COUNTY ROAD & BRIDGE FUND	11,961.21 11,961.21
107991	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	908.00 908.00

107992	NORTH COUNTRY SPORTSWEAR INC GENERAL FUND	400.68 400.68
107993	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
107994	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	34.96 34.96
107995	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,029.75 412.67 617.08
107996	OLSON/WAYNE GENERAL FUND	180.00 180.00
107997	OTTER TAIL POWER COMPANY GENERAL FUND	714.65 714.65
107998	PINNACLE GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	38,863.53 6,730.83 20,438.73 11,693.97
107999	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	38.94 38.94
108000	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	4,904.88 4,904.88
108001	PRAIRIE FORD, INC. GENERAL FUND	100.76 100.76
108002	QUADIENT FINANCE USA INC GENERAL FUND	833.00 833.00
108003	R & T WATER DISTRICT COUNTY PARKS FUND	52.93 52.93
108004	RALPHS PLUMBING & HEATING INC. GENERAL FUND	3,223.92 3,223.92
108005	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	610.98 610.98
108006	RECORD KEEPERS, LLC GENERAL FUND	17.50 17.50
108007	RISMON/JANE COUNTY ROAD & BRIDGE FUND	295.00 295.00
108008	RTC NETWORKS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND COUNTY AGENT FUND WEED CONTROL FUND	5,300.80 4,597.88 184.95 395.94 61.02 61.01
108009	RYAN CHEVROLET COUNTY ROAD & BRIDGE FUND	32.89 32.89
108010	SAFARI FUELS #103 GENERAL FUND	394.42 394.42
108011	SAFE RESTRAINTS, INC GENERAL FUND	4,932.12 4,932.12
108012	SANDSTROM/NANCY	80.00

	COUNTY ROAD & BRIDGE FUND	80.00
108013	SANITATION PRODUCTS, INC COUNTY ROAD & BRIDGE FUND	149.98 149.98
108014	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	186,603.57 186,603.57
108015	SIGN D'ZYN COUNTY PARKS FUND	596.30 596.30
108016	STANLEY AUTO & TRUCK COUNTY ROAD & BRIDGE FUND	817.85 817.85
108017	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE	3,039.29 2,091.73 848.65 98.91
108018	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
108019	STANLEY WELDING GENERAL FUND	193.60 193.60
108020	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	154.49 154.49
108021	STEINS INC GENERAL FUND	367.95 367.95
108022	SUMMIT FOOD SERVICE, LLC GENERAL FUND	5,042.08 5,042.08
108023	TECTA AMERICA DAKOTAS LLC GENERAL FUND	2,000.00 2,000.00
108024	THE KENMARE NEWS, INC COUNTY ROAD & BRIDGE FUND	140.00 140.00
108025	THE SIDWELL COMPANY GENERAL FUND	4,910.00 4,910.00
108026	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	189.62 189.62
108027	TRAFFIC SAFETY SERVICES, INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	156,550.00 14,050.00 142,500.00
108028	TYLER TECHNOLOGIES, INC GENERAL FUND	630.00 630.00
108029	UNDERGROUND VAULTS & STORAGE INC DOCUMENT PRESERVATION FUND	374.40 374.40
108030	UNIFORM CENTER GENERAL FUND	905.92 905.92
108031	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND	6,829.56 2,360.54 4,469.02
108032	VACHAL/LYNNETTE COUNTY AGENT FUND	700.36 700.36
108033	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	182.45 182.45

108034	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	2,571.05 147.00 248.07 2,118.16 57.82
108035	WASTE MANAGEMENT COUNTY ROAD & BRIDGE FUND	86.00 86.00
108036	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	316.32 316.32
	FINAL TOTAL	12,810,312.45

3. APPOINTMENT SCHEDULED

9:15 A.M.

Laurie Johnson, Correctional Administrator, Corey Bristol Sheriff along with Nichole Degenstein, Human Resource Director met with the board to discuss the HB 1307/Back the Blue Grant monies received. The Corrections received \$25,548 and the Sheriff received \$18,452 for the options of the funds to be utilized on law enforcement recruitment bonuses; law enforcement retention bonuses; and tuition payment for law enforcement trainees.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve and accept the funds of allocated under House Bill 1307/Back the Blue Grant to be utilized for law enforcement retention bonuses equally distributed amongst the 10 current licensed law enforcement officers excluding the Deputy Sheriff and Sheriff totaling \$18,452 and 18 current correctional officers excluding the Correctional Administrator totaling \$25,548 as recommended by Correctional Administrator Johnson and Sheriff Bristol. Upon roll call, Ruland, Olson, DeGroot and Hollekim voted yes. Motion carried.

9:25 A.M.

Corey Bristol, Sheriff discussed bringing a company into crush or demolish the impound vehicles rather than having an auction.

Moved by Comm. DeGroot, seconded by Comm. Olson, to allow Sheriff Bristol to contact a crushing/scrap company for the disposal of the impounded vehicles. Upon roll call, Olson, Hollekim, DeGroot and Ruland voted yes. Motion carried.

9:30 A.M.

Jessica Niemitalo, Treasurer met with the board to discuss the bank proposals from Bravera and Cornerstone. The recommendation of Treasurer Niemitalo was to move \$70 million into money market accounts and \$20 million in certificate of deposits with Bravera Bank and \$30 million into money market at Cornerstone Bank and leaving the checking accounts at Bremer until the software conversion is complete with leaving an estimate of \$14 million in the money market at Bremer.

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve investing \$70 million into money market accounts and \$20 million into a certificate of deposit (CD) at 12 months at Bravera Bank and \$30 million into a money market account at Cornerstone Bank as per the recommendation of Treasurer Niemitalo. Upon roll call, Ruland, Olson, Hollekim and DeGroot voted yes. Motion carried.

9:45 A.M.

Ken Rensch along with Ken Ruud with the Parshall Rural Ambulance District met with the board to request a new ambulance.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the purchase of the new ambulance for the Parshall Rural Ambulance District totaling \$495,779 paying half the amount in 2023 from the Rural Fire & Ambulance Account under the General Fund. Upon roll call, Ruland, Olson, Hollekim and DeGroot voted yes. Motion carried. A joint powers agreement pertaining to this action would be drawn up.

10:00 A.M.

Chairman Ruland opened the 10 a.m. Sale of Lands forfeited to the County for non-payment of taxes. Present for the hearing were Randy Nichols and Elizabeth Leingang.

Moved by Comm. Hollekim, seconded by Comm. Olson, to open the bidding of the Sale of Lands forfeited to the County. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to accept the high bids for the purchase of county owned property as follows: \$268 received from Elizabeth Leingang for the purchase of E½ of Lot 6 & all of Lot 7, Block 6, Coulee Village, Township 158 North, Range 88 West and \$2,040 from Randy Nichols, representing Samuel W. & Mary E. Hunter Trustees of Kathleen E Devecchi & Jennifer E. Hunter for Outlot 3 of SE¼NE¼, Section 34, Township 154 North, Range 90 West. Upon roll call, Olson, DeGroot, Hollekim and Ruland voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Olson, to close the tax sale. Upon roll call, all present voted yes. Motion carried.

10:15 A.M.

Discussion was held on the letter received from Chairman Mark Fox of the Mandan, Hidatsa, and Arikara Nation (MHA) requesting the board to replace the at large system voting with district by district elections. Michael Carter, representing Senior Staff Attorney with the Native American Rights Fund discussed the statistical analysis under the Gingles test. State’s Attorney Enget stated more research is needed with all the information supplied along with the current and prior lawsuit reviews. More discussion will be held at the upcoming meetings.

10:30 A.M.

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

1. WM. D. SCEPANIAC, INC.

Engineer Hennessy gave an update summary on the CR 3 Palermo North Project 03(71)23 with Wm. D. Scepaniak, Inc.

2. NDDOT

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve signing of the NDDOT Maintenance Certification County Federal Aid Project. Upon roll call, Olson, Ruland, DeGroot and Hollekim voted yes. Motion carried.

3. CONSTRUCTION ENGINEERING AGREEMENT (SAUBER ENGINEERING)

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve Amendment #1 to the Preliminary & Construction Engineering Agreement with Sauber Engineering to increase by \$60,000 not to exceed \$875,000 for Plaza West CR12 Road Project #12(42)22. Upon roll call, Ruland, Hollekim, DeGroot and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve Amendment #1 to the Preliminary & Construction Engineering Agreement with Sauber Engineering to increase by \$20,000 not to exceed \$125,000 for Bridge Project #31-106.25.0. Upon roll call, DeGroot, Olson, Hollekim and Ruland voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 11:23 A.M. to meet in regular session on Tuesday, December 5, 2023 at 9:00 A.M. Accepted and approved this 5th day of December, 2023.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor