

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Friday, November 6, 2020 at 9:00 A.M. with GOTOMEETING with Commissioners Trudy Ruland, Joan Hollekim, Daniel Uran, Garry Jacobson and Wayne Olson all present via GOTOMEETING. Also present was States Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the minutes of the October 20, 2020 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the minutes of the October 23, 2020 special meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the bills totaling \$499,833.60 and October payroll, checks #11059-11077, direct deposit #13117-13267 totaling \$1,024,736.60. Upon roll call, Uran, Olson, Ruland, Jacobson 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 under the County Commissioner heading.

APPROVED 11/06/2020 - PAYMENT 11/06/2020

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
99979	A&W TOWING & RECOVERY, INC. GENERAL FUND	250.00 250.00
99980	ABRAHAMSON/SANDRA GENERAL FUND	22.42 22.42
99981	ACCELA COUNTY ROAD & BRIDGE FUND	4,853.52 4,853.52
99982	ADVANCED BUSINESS METHODS GENERAL FUND	1,319.80 1,319.80
99983	ALGER TOWNSHIP COUNTY ROAD & BRIDGE FUND	141.20 141.20
99984	AMAZON CAPITAL SERVICES GENERAL FUND	417.72 417.72
99985	AMERICAN BANK CENTER GENERAL FUND HUMAN SERVICE ZONE	776.83 212.29 564.54
99986	ARAMARK GENERAL FUND COUNTY ROAD & BRIDGE FUND	436.47 289.36 147.11
99987	ARMOR INTERACTIVE GENERAL FUND	3,568.53 3,568.53
99988	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	1,611.00 1,611.00

99989	BANNER TOWNSHIP COUNTY ROAD & BRIDGE FUND	29.70 29.70
99990	BICKER TOWNSHIP COUNTY ROAD & BRIDGE FUND	3,011.04 3,011.04
99991	BIG BEND TOWNSHIP COUNTY ROAD & BRIDGE FUND	8,823.27 8,823.27
99992	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	4,180.00 4,180.00
99993	BURCH/MARTIN GENERAL FUND	461.10 461.10
99994	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	667.87 667.87
99995	CARQUEST OF STANLEY COUNTY ROAD & BRIDGE FUND	323.96 323.96
99996	CARSTENS/JILL M HUMAN SERVICE ZONE	23.63 23.63
99997	CAWS NORTH DAKOTA GENERAL FUND	19,341.39 19,341.39
99998	CDW GOVERNMENT GENERAL FUND DOCUMENT PRESERVATION FUND	6,203.95 5,661.64 542.31
99999	CENTRAL DAKOTA SPRINKLER GENERAL FUND	150.00 150.00
100000	CENTRAL SPECIALTIES, INC. COUNTY ROAD & BRIDGE FUND	132,494.47 132,494.47
100001	CHECKERS, INC HUMAN SERVICE ZONE	65.00 65.00
100002	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	3,263.66 446.28 218.50 2,598.88
100003	CITY OF STANLEY GENERAL FUND WEED CONTROL FUND	1,605.88 1,583.80 22.08
100004	COTTONWOOD TOWNSHIP COUNTY ROAD & BRIDGE FUND	78.55 78.55
100005	CRAFT ELECTRIC, INC. COUNTY ROAD & BRIDGE FUND	4,562.15 4,562.15
100006	CRANE CREEK TOWNSHIP COUNTY ROAD & BRIDGE FUND	1,401.30 1,401.30
100007	CUPS DRUG TESTING & OCCUPATIONAL HEALTH HUMAN SERVICE ZONE	505.00 505.00
100008	DAKOTA DRUG CO HUMAN SERVICE ZONE	13.58 13.58
100009	DAKOTALAND AUTOGLASS, INC COUNTY ROAD & BRIDGE FUND	185.00 185.00

100010	DEANS DISTRIBUTING COUNTY ROAD & BRIDGE FUND	198.66 198.66
100011	DEBING TOWNSHIP COUNTY ROAD & BRIDGE FUND	4,523.39 4,523.39
100012	DENNIS/MARY HUMAN SERVICE ZONE	34.88 34.88
100013	DIRTY DIESEL REPAIR GENERAL FUND	250.00 250.00
100014	EGAN TOWNSHIP COUNTY ROAD & BRIDGE FUND	12.47 12.47
100015	EKNESS/KELLIE A HUMAN SERVICE ZONE	120.92 120.92
100016	ELECTION SYSTEMS & SOFTWARE INC GENERAL FUND	3,115.13 3,115.13
100017	ELECTRO WATCHMAN, INC GENERAL FUND	479.40 479.40
100018	FARMERS UNION OIL CO-WATFORD CITY HUMAN SERVICE ZONE	382.34 382.34
100019	FENSTER/KAYLA HUMAN SERVICE ZONE	522.10 522.10
100020	FERTILE TOWNSHIP COUNTY ROAD & BRIDGE FUND	194.37 194.37
100021	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	224.90 224.90
100022	GIVING HEARTS HOME CARE LLC GENERAL FUND	160.00 160.00
100023	GRILLEY/CANDICE HUMAN SERVICE ZONE	77.00 77.00
100024	H.A.THOMPSON & SONS INC DOCUMENT PRESERVATION FUND	4,875.00 4,875.00
100025	HENNESSY/JIM GENERAL FUND	669.99 669.99
100026	HERMANSON/NANCY HUMAN SERVICE ZONE	32.12 32.12
100027	HOWIE TOWNSHIP COUNTY ROAD & BRIDGE FUND	3,404.55 3,404.55
100028	IDAHO TOWNSHIP COUNTY ROAD & BRIDGE FUND	316.36 316.36
100029	INFORMATION TECHNOLOGY DEPT HUMAN SERVICE ZONE	145.40 145.40
100030	JAMES HILL TOWNSHIP COUNTY ROAD & BRIDGE FUND	54.16 54.16
100031	JOHN DEERE FINANCIAL GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,486.55 1,331.54 155.01
100032	JPMORGAN CHASE BANK NA	1,047.38

	GENERAL FUND	24.21
	HUMAN SERVICE ZONE	1,023.17
100033	KINNEY/SHELLY HUMAN SERVICE ZONE	26.95 26.95
100034	KNIFE RIVER TOWNSHIP COUNTY ROAD & BRIDGE FUND	1,590.37 1,590.37
100035	KRONOS SAASHR INC GENERAL FUND	1,474.35 1,474.35
100036	LARSON'S TIRE SERVICE GENERAL FUND	132.89 132.89
100037	LEES/KAITLYN HUMAN SERVICE ZONE	527.27 527.27
100038	LIBERTY TOWNSHIP COUNTY ROAD & BRIDGE FUND	153.69 153.69
100039	LOCKREM/DAWN HUMAN SERVICE ZONE	142.45 142.45
100040	LOMMEN/ORVIN HUMAN SERVICE ZONE	2,310.00 2,310.00
100041	LONIER/RACHEL HUMAN SERVICE ZONE	88.94 88.94
100042	LOSTWOOD TOWNSHIP COUNTY ROAD & BRIDGE FUND	79.89 79.89
100043	LOWE'S PRINTING INC WEED CONTROL FUND	26.95 26.95
100044	MANITOU TOWNSHIP COUNTY ROAD & BRIDGE FUND	1,337.07 1,337.07
100045	MCALMOND TOWNSHIP COUNTY ROAD & BRIDGE FUND	131.46 131.46
100046	MCGAHAN TOWNSHIP COUNTY ROAD & BRIDGE FUND	145.25 145.25
100047	MCKENZIE COUNTY FARMER HUMAN SERVICE ZONE	178.50 178.50
100048	MENARDS - MINOT GENERAL FUND	65.01 65.01
100049	MILLS/JAMIE HUMAN SERVICE ZONE	301.35 301.35
100050	MODEL TOWNSHIP COUNTY ROAD & BRIDGE FUND	45.93 45.93
100051	MONTANA DAKOTA UTILITIES CO GENERAL FUND	7,558.25 7,558.25
100052	MOUNTRAIL COMMUNITY FOOD PANTRY HUMAN SERVICE ZONE	894.84 894.84
100053	MOUNTRAIL COUNTY PROMOTER HUMAN SERVICE ZONE	243.08 243.08
100054	MOUNTRAIL COUNTY WEED CONTROL COUNTY PARKS FUND	449.10 449.10

100055	MOUNTRAIL TOWNSHIP COUNTY ROAD & BRIDGE FUND	551.31 551.31
100056	MOUNTRAIL WILLIAMS ELECTRIC COOP COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	5,195.37 188.73 5,006.64
100057	MYRTLE TOWNSHIP COUNTY ROAD & BRIDGE FUND	3,221.85 3,221.85
100058	ND ASSOCIATION OF COUNTIES GENERAL FUND	250.00 250.00
100059	ND DEPT OF HUMAN SERVICES HUMAN SERVICE ZONE	256.00 256.00
100060	ND NEWSPAPER ASSOCIATION GENERAL FUND	142.76 142.76
100061	NDAAO GENERAL FUND	225.00 225.00
100062	NDSU - EXTENSION OFFICE COUNTY AGENT FUND	6,937.64 6,937.64
100063	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	28.96 28.96
100064	NORTH COUNTRY SPORTSWEAR INC COUNTY ROAD & BRIDGE FUND	758.00 758.00
100065	NORTH DAKOTA TELEPHONE CO GENERAL FUND	349.35 349.35
100066	NORTH PRAIRIE RURAL WATER DISTRICT COUNTY ROAD & BRIDGE FUND	167.00 167.00
100067	NORTHWEST COLLISION AND CUSTOM, INC GENERAL FUND	603.86 603.86
100068	NORTHWEST YOUTH ASSESSMENT CENTER HUMAN SERVICE ZONE	5,472.00 5,472.00
100069	OAKLAND TOWNSHIP COUNTY ROAD & BRIDGE FUND	1,004.24 1,004.24
100070	OAKLAND/TENA HUMAN SERVICE ZONE	80.00 80.00
100071	OLONIA/MORGAN COUNTY PARKS FUND	358.04 358.04
100072	OLSON/WAYNE GENERAL FUND	370.24 370.24
100073	OSBORN TOWNSHIP COUNTY ROAD & BRIDGE FUND	4,146.35 4,146.35
100074	OSLOE TOWNSHIP COUNTY ROAD & BRIDGE FUND	13.43 13.43
100075	PALERMO TOWNSHIP COUNTY ROAD & BRIDGE FUND	293.17 293.17
100076	PARSHALL TOWNSHIP COUNTY ROAD & BRIDGE FUND	423.75 423.75

100077	PINNACLE HUMAN SERVICE ZONE	505.62 505.62
100078	PLAZA TOWNSHIP COUNTY ROAD & BRIDGE FUND	59.10 59.10
100079	POWERS LAKE TOWNSHIP COUNTY ROAD & BRIDGE FUND	3,004.17 3,004.17
100080	PRAIRIE FORD, INC. GENERAL FUND	123.05 123.05
100081	PREBLE MEDICAL SERVICES INC HUMAN SERVICE ZONE	65.00 65.00
100082	PRINGLE & HERIGSTAD, PC GENERAL FUND	390.00 390.00
100083	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	3,815.49 3,815.49
100084	PURCELL TOWNSHIP COUNTY ROAD & BRIDGE FUND	949.57 949.57
100085	RALPHS PLUMBING & HEATING INC. COUNTY PARKS FUND	704.44 704.44
100086	RAT LAKE TOWNSHIP COUNTY ROAD & BRIDGE FUND	13,202.11 13,202.11
100087	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	243.29 243.29
100088	REDMOND TOWNSHIP COUNTY ROAD & BRIDGE FUND	6.50 6.50
100089	ROBY/MELISSA HUMAN SERVICE ZONE	36.05 36.05
100090	ROOSEVELT INN & SUITES HUMAN SERVICE ZONE	86.40 86.40
100091	ROSS TOWNSHIP COUNTY ROAD & BRIDGE FUND	359.20 359.20
100092	RULAND/TRUDY GENERAL FUND	307.09 307.09
100093	SAVAGE WATER SOLUTIONS COUNTY ROAD & BRIDGE FUND	1,000.00 1,000.00
100094	SHELL TOWNSHIP COUNTY ROAD & BRIDGE FUND	124.76 124.76
100095	SIDONIA TOWNSHIP COUNTY ROAD & BRIDGE FUND	84.05 84.05
100096	SIKES TOWNSHIP COUNTY ROAD & BRIDGE FUND	1,477.47 1,477.47
100097	SORKNESS TOWNSHIP COUNTY ROAD & BRIDGE FUND	2,275.10 2,275.10
100098	STANLEY AUTO & TRUCK COUNTY ROAD & BRIDGE FUND	741.35 741.35
100099	STEINS INC GENERAL FUND	940.66 940.66

100100	SUMMIT FOOD SERVICE, LLC GENERAL FUND	5,468.73 5,468.73
100101	THE SIDWELL COMPANY GENERAL FUND	1,430.00 1,430.00
100102	TOMLINSON/HEATHER COUNTY AGENT FUND	43.45 43.45
100103	TRACTOR SUPPLY COMPANY COUNTY ROAD & BRIDGE FUND	23.97 23.97
100104	TRAFFIC SAFETY SERVICES, INC COUNTY ROAD & BRIDGE FUND	166,500.00 166,500.00
100105	TRITECH SOFTWARE SYSTEMS LLC GENERAL FUND	414.00 414.00
100106	TYLER TECHNOLOGIES, INC DOCUMENT PRESERVATION FUND	15,180.08 15,180.08
100107	VAN HOOK RESORT, LLC COUNTY PARKS FUND	768.95 768.95
100108	VAN HOOK TOWNSHIP COUNTY ROAD & BRIDGE FUND	986.99 986.99
100109	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	760.93 760.93
100110	VERIZON WIRELESS E 911 EMERGENCY/WIRELESS FUND	38.15 38.15
100111	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,200.00 3,200.00
100112	WESTERN BUILDERS INC. WEED CONTROL FUND	30.69 30.69
100113	WHITE EARTH TOWNSHIP COUNTY ROAD & BRIDGE FUND	2,620.22 2,620.22
	FINAL TOTAL	\$ 499,833.60

D. FEES

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the September and October 2020 fees for the Recorder’s Office and October 2020 fees for Planning & Zoning. Upon roll call, Hollekim, Uran, Olson, Ruland and Jacobson voted yes. Motion carried.

E. TRANSFERS

Moved by Comm. Uran, seconded by Comm. Olson, to approve the transfer from the General Fund to the County Agent Fund in the amount of \$277.16 to correct a payment made from the wrong account. Upon roll call, Hollekim, Jacobson, Uran, Olson and Ruland voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the transfer from Oil and Gas allocation totaling \$1,013,286.95 for current allocations from the General Fund to the County Road & Bridge Fund (70% of Oil & Gas Funds). Upon roll call, Olson, Hollekim, Jacobson, Ruland and Uran voted yes. Motion carried.

F. PAYROLL

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the salary increase for Brad Cline from the Road and Bridge for successful probationary period to the amount of \$50,490 per year. Upon roll call, Uran, Ruland, Olson, Jacobson and Hollekim voted yes. Motion carried.

G. BOARD CONCERNS

Discussion was held on the sound system in the Commissioner meeting room. Comm. Hollekim expressed how well the election was ran on November 3rd. Comm. Hollekim also congratulated Heather Tomlinson for the 2020 award presented by NDSU Extension as a valued Administration Assistant for Mountrail County Extension and 4-H. Nichole Degenstein, Human Resource Director discussed the reimbursement with the COVID testing. Director Degenstein will make a new type code under payroll with the Commissioner contingency fund. Discussion was held on the new commissioner seat per the NDCC 11-10-05; they will take office on December 7th.

3. APPOINTMENT SCHEDULED

9:15 A.M.

Karen Babbitt, Building Supervisor met with the board to discuss the comparisons for the architects for the Memorial Building. Supervisor Babbitt is satisfied with the proposal from EAPC.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve moving forward on the proposal to hire EAPC for the architectural evaluation at the Memorial Building as per the recommendation of Supervisor Babbitt. Upon roll call, Jacobson, Ruland, Olson, Hollekim and Uran voted yes. Motion carried.

Supervisor Babbitt also discussed the basement demolition in the courthouse. Supervisor Babbitt along with Lori Hanson, Tax Director stated would need to open up walls otherwise the Tax Director's Office would have less square footage then what they currently have. Stephanie A. Pappa, Auditor expressed her concern on storage space. Comm. Ruland stated that current office accommodations are adequate if at-risk employees are able to work remotely. Comm. Uran thinks that all bids should be received before making a decision.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve authorizing Supervisor Babbitt to approve the lowest quote supplied before Tuesday the 10th of November. Comm. Uran rescinded the motion along with Comm. Hollekim. Supervisor Babbitt mentioned the contractor that did not submit a quote was asked to have it submitted by the Commissioner meeting today.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the quote from SR Carlson Const. Inc. in the amount of \$16,350 for demolition of the existing office space and east jail cell including removal of material. Upon roll call, Hollekim, Uran, Jacobson, and Olson voted yes and Ruland voted no. Motion carried.

9:30 A.M.

Abby Ritz, with AE2S presented to the board a recommendation to have the county become a significant community support for a grant for a new water tower in Plaza.

Moved by Comm. Olson, seconded by Comm. Uran, to approve signing the letter of support for Plaza new water tower. Upon roll call, Hollekim, Uran, Ruland, Olson and Jacobson voted yes. Motion carried.

9:45 A.M.

Lori Hanson, Tax Director met with the board for the abatements on parcel #61-0038500 for the 2019 and 2020 year due to qualifying for homestead credit.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the abatement on parcel #61-0038500 for the 2019 year as recommended by Tax Director Hanson. Upon roll call, Hollekim, Ruland, Jacobson, Olson and Uran voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the abatement on parcel #61-0038500 for the 2020 year as recommended by Tax Director Hanson. Upon roll call, Ruland, Hollekim, Jacobson, Uran and Olson voted yes. Motion carried.

9:50 A.M.

Laurie Johnson, Jail Administrator met with the Board to discuss a system upgrade for Turnkey with a new bank account created to be a testing site. Administrator Johnson also discussed adding a temporary part time position for a three month period to fulfill a vacancy. Administrator Johnson

requested the option to do a state contract bid for a vehicle. Commissioners suggested getting local bids along with the state bid.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the upgrade with the Turnkey program with a new checking account created provided reports are submitted to the Board. Upon roll call, Ruland, Hollekim, Olson, Uran voted yes and Jacobson voted no. Motion carried.

10:00 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge.

1. 90th AVE NW-MWEC

Discussion was held with Chris Brostuen with MWEC concerning the power poles installation in the County right of way along 90th Ave NW located in Section 13 and 14, Township 154 North, Range 93 West. Chris Brostuen stated MWEC was not aware of the 75 feet right away requirement on the Unorganized Township roads due to them being considered the same as a County road. Several of the pole locations are within the 36 feet of center of the road in the clear zone between the road and fence line. Chris Brostuen stated these would be moved to the fence line. The proper paperwork has been filled out with the Planning & Zoning (P&Z) office. Chris Brostuen is concerned that high voltage distribution lines will be considered transmission lines which will greatly increase the cost to MWEC. Wade Enget, State's Attorney recommended that MWEC bring this forward to the P&Z board not the Commissioners. More discussion will be held at the next Commissioner meeting.

2. 96th AVE NW

Jeff Ebsch, with Brosz Engineering discussed extending an approach for Travis Weldon with Billadeau Brothers on 96th Ave NW.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve Change Order #3 to the contract with Farden Construction with a deduction of \$2,848 for 96th Ave NW as presented by Engineer Hennessy. Upon roll call, Ruland, Hollekim, Jacobson, Olson and Uran voted yes. Motion carried.

3. NDDOT FEDERAL AID PROGRAM

Engineer Hennessy discussed the County Federal Aid projects for 2021.

Moved by Comm. Jacobson, seconded by Comm. Hollekim, to approve the Federal Aid projects as a chip seal for CR 5 Ross South, chip seal for CR 7 East Loop, overlay for CR 10 Belden East, bridge project BRO-0031(056) and high friction surfacing on 2 miles West of New Town. Upon roll call, Ruland, Jacobson, Hollekim, Uran and Olson voted yes. Motion carried.

4. TOWNSHIP PAVEMENT MAINTENANCE-SNOW PLOWING

Engineer Hennessy discussed the appendix A for the maintenance contract for snow plowing township paved roads at \$250.00 per mile, which also includes salt/sand services.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve appendix A for snow plowing and salt/sand services to the township maintenance contracts. Upon roll call, Jacobson, Olson, Hollekim, Uran and Ruland voted yes. Motion carried.

5. T-50 Beavertail Ramp Trailer

Engineer Hennessy presented quotes for a T50 trailer and recommended purchasing from RDO due to availability to deliver immediately, being local and their excellent service.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the bid for purchasing a T-50 beavertail Ramp trailer from RDO Minot in the amount of \$20,800 which includes trade-in allowance of \$10,500 for the used T-40 trailer as recommended by Engineer Hennessy. Upon roll call, Olson, Uran, Hollekim, Jacobson and Ruland voted yes. Motion carried.

11:15 A.M.

Discussion was held with Departments Heads concerning COVID-19 issues. Present for the discussion were Corey Serr, Mary Trahan, Nichole Degenstein, Corey Bristol, Jana Hennessy, Traci Hysjulien, Karen Babbitt, Melissa Vachal, Lori Hanson, Desiree Sorenson, Laurie Johnson, Lisa Lapica, Lynnette Vachal,

Valerie Stammen, Tiffany Thiessen, Mary Dennis, Heather Tomlinson, and Linda Wienbar. The County is currently classified in the orange/high risk level.

4. ADJOURN

The Board adjourned at 11:19 A.M. to meet in regular session on Tuesday, November 17, 2020 at 9:00 A.M. Accepted and approved this 17th day of November, 2020.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor