

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, October 15, 2024 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Trudy Ruland, Wayne Olson, Jason Rice, Joan Hollekim and John DeGroot present. 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. Olson, seconded by Comm. Hollekim, 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. Rice, to approve the minutes of the October 1, 2024 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 September fees for Recorder, Clerk of Court and Sheriff. Upon roll call, DeGroot, Olson, Hollekim, Rice and Ruland voted yes. Motion carried.

D. PAYROLL

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve the sick & vacation leave for appointed officials for the month of September . Upon roll call, Rice, Olson, Hollekim, DeGroot and Ruland voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve the regular full-time employee classification for Brayden Olson with the Road & Bridge Department as a Roadworker I in the amount of \$30.05 per hour/\$62,500 per year. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the salary increase form for Jessica Brown with the Sheriff's Department as a Dispatcher for the successful completion of probationary period to the amount of \$26.44 per hour/\$55,000 per year. Upon roll call, DeGroot, Ruland, Rice, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the salary increase form for Kevin Blank with the Road & Bridge Department as a Road Worker II for a promotion to the amount of \$34.58 per hour/\$71,932 per year. Upon roll call, Olson, DeGroot, Ruland, Hollekim and Rice voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the salary increase form for Penni Miller with the Recorder's Office as a Deputy I for a successful completion of probationary period to the amount of \$26.26 per hour/\$54,621 per year. Upon roll call, Rice, Ruland, DeGroot, Olson and Hollekim voted yes. Motion carried.

E. CHANGE ORDER

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the change order for the Memorial Building totaling \$12,697.02. Upon roll call, Hollekim, DeGroot, Ruland, Rice and Olson voted yes. Motion carried.

F. NDSF DELEGATE

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the North Dakota State Fair Delegate as Lynnette Vachal. Upon roll call, all present voted yes. Motion carried.

G. TRANSFERS

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the transfer from the General Fund to the Road & Bridge Fund for Uniform Permits from July 1st to September 30th totaling \$918,513.41. Upon roll call, Ruland, Hollekim, Rice, Olson and DeGroot voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the transfer from the General Fund to the Road & Bridge Fund for Overweight Fines from July 1st to September 30th totaling \$15,345. Upon roll call, Olson, DeGroot, Hollekim, Ruland and Rice voted yes. Motion carried.

H. DISTRICT COURT NOTICE

Wade Enget, State’s Attorney discussed court documents pertaining to a quiet title action to clear title on the tax deed property located on Block 2, Lot 7, Olson’s Addition that was sold in November 2014.

I. VETERANS SERVICE CONFERENCE ROOM

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the purchase of a United States, North Dakota, military branch flags and stands totaling \$1,500 for the Veterans Conference Room at the Memorial Building. Upon roll call, Rice, Olson, Hollekim, DeGroot and Ruland voted yes. Motion carried.

J. NDPERS

Discussion was held on the Public Safety Defined Benefit Retirement Plan.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the following resolution to join the NDPERS Public Safety Defined Benefit Retirement Plan effective January 1, 2025.

Motion was made by Hollekim, for Mountrail County to affirm to the North Dakota Public Employees Retirement System that:

- 1) Mountrail County is a municipal corporation organized under the laws of the State of North Dakota, specifically N.D.C.C. §11-10-01;
- 2) That Mountrail County is neither a no-profit corporation no a for-profit corporation;
- 3) That Mountrail County requests to join the NDPERS Public Safety Defined Benefit Retirement Plan; and
- 4) That Mountrail County will offer the Plan to all eligible employees of Mountrail County.

The Motion was seconded by DeGroot. Roll call vote was held, with the results as follows:

Voting “Aye”: Olson, DeGroot, Hollekim, Ruland and Rice
Voting “Nay”: _____
Abstaining: NONE
Absent/Not Voting: NONE

The Motion was adopted by a vote of the Board 5-0.

WHEREFORE, the Mountrail County Board of Commissioners, on the 15th day of October, 2024, have hereby approved joining the NDPERS Public Safety Defined Benefit Retirement Plan effective January 1, 2025.

Upon roll call, Olson, DeGroot, Hollekim, Ruland and Rice voted yes. Motion carried.

K. KRONOS CONVERSION

Stephanie A. Pappa, Auditor/Human Resource Director discussed the conversion cost with Kronos to Tyler totaling \$4,200 or the possibility of purchasing the timekeeping system with Tyler totaling \$40,156.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the purchase of the timekeeping system with Tyler School ERP totaling \$40,156. Upon roll call, Ruland, Hollekim, DeGroot, Rice and Olson voted yes. Motion carried.

L. BILLS

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the bills totaling \$1,970,114.23 and September 15 through September 28 payroll, checks #18008-18024 and direct deposits #22908-23068 totaling

\$590,286.05. Upon roll call, Rice, Olson, DeGroot, Hollekim and Ruland 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 10/15/2024 - PAYMENT 10/15/2024

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
110054	ACKERMAN-ESTVOLD ENGINEERING & MANAGEMEN COUNTY ROAD & BRIDGE FUND	1,665.00 1,665.00
110055	ACME TUCKPOINTING & RESTORATION GENERAL FUND	103,480.00 103,480.00
110056	AMAZON CAPITAL SERVICES GENERAL FUND	1,107.28 1,107.28
110057	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	11,208.04 10,668.04 540.00
110058	BBH INSURANCE, INC GENERAL FUND	816.00 816.00
110059	BEN SCOTT CUSTOM CONSTRUCTION COUNTY PARKS FUND	22,000.00 22,000.00
110060	BISMARCK HOTEL & CONFERENCE CENTER GENERAL FUND	96.30 96.30
110061	CENTRAL DAKOTA SPRINKLER GENERAL FUND	1,365.40 1,365.40
110062	CITY OF STANLEY WEED CONTROL FUND	76.73 76.73
110063	CNH INDUSTRIAL ACCOUNTS COUNTY ROAD & BRIDGE FUND	6,786.32 6,786.32
110064	COLE PAPER INC. GENERAL FUND	612.01 612.01
110065	CONQUEST EQUIPMENT INC COUNTY ROAD & BRIDGE FUND	693.98 693.98
110066	CULLIGAN WATER CONDITIONING COUNTY PARKS FUND	76.99 76.99
110067	D & L CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	17,424.00 17,424.00
110068	DAKOTA DUST-TEX, INC GENERAL FUND	274.60 274.60
110069	DAKOTA FENCE GENERAL FUND	20,000.00 20,000.00
110070	DALE/JENNIFER GENERAL FUND	297.09 297.09
110071	DEPT OF CORRECTIONS & REHAB GENERAL FUND	150.00 150.00
110072	EDWARDS/SUSAN COUNTY ROAD & BRIDGE FUND	1,529.00 1,529.00
110073	ELECTION SYSTEMS & SOFTWARE INC GENERAL FUND	1,100.29 1,100.29

110074	EMINETH/GARY GENERAL FUND	750.00 750.00
110075	ENERBASE COUNTY ROAD & BRIDGE FUND	5,812.86 5,812.86
110076	ENGET/WADE GENERAL FUND	147.40 147.40
110077	EVERSPRING INN & SUITES-BISMARCK GENERAL FUND COUNTY ROAD & BRIDGE FUND	288.90 192.60 96.30
110078	FRITEL CONSTRUCTION, INC. COUNTY PARKS FUND	1,209.43 1,209.43
110079	GRAVEL PRODUCTS INCORPORATED COUNTY ROAD & BRIDGE FUND	96,370.66 96,370.66
110080	GRUNDTVIG/TERRA GENERAL FUND	78.00 78.00
110081	H.A.THOMPSON & SONS INC GENERAL FUND	13,465.08 13,465.08
110082	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND	292,225.08 3,513.00 288,712.08
110083	HILL/ALEXIS COUNTY ROAD & BRIDGE FUND	37.00 37.00
110084	HOLLEKIM/JOAN GENERAL FUND	75.04 75.04
110085	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	6,745.14 3,304.60 3,440.54
110086	JENKINS/HEATHER COUNTY PARKS FUND	1,026.60 1,026.60
110087	JENSEN BROTHERS CONSTRUCTION, INC. COUNTY ROAD & BRIDGE FUND	703,944.43 703,944.43
110088	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	287.83 287.83
110089	JOHNSON CONTROLS FIRE PROTECTION LP GENERAL FUND	384.00 384.00
110090	JOHNSON/LAURIE GENERAL FUND	617.74 617.74
110091	JPMORGAN CHASE BANK NA COUNTY ROAD & BRIDGE FUND	1,489.56 1,489.56
110092	KOHLER COMMUNICATIONS INC COUNTY ROAD & BRIDGE FUND	3,167.00 3,167.00
110093	KRONOS SAASHR INC GENERAL FUND	769.66 769.66
110094	LANGUAGE LINE SERVICES, INC E 911 EMERGENCY/WIRELESS FUND	31.36 31.36
110095	LARSON TIRE SERVICE GENERAL FUND	30.00 30.00

110096	MAERTENS-BRENNY CONSTRUCTION COMPANY GENERAL CAPITAL PROJECTS	15,172.26 15,172.26
110097	MATERIAL TESTING SERVICES, LLC GENERAL FUND	3,458.44 3,458.44
110098	MEIERS OIL INC WEED CONTROL FUND	112.44 112.44
110099	MENARDS - MINOT GENERAL FUND COUNTY PARKS FUND	113.82 151.27 -37.45
110100	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	800.00 800.00
110101	MOUNTRAIL COUNTY VICTIM GENERAL FUND	5,000.00 5,000.00
110102	MOUNTRAIL COUNTY WEED CONTROL COUNTY PARKS FUND	78.60 78.60
110103	MOUNTRAIL WILLIAMS ELECTRIC COOP COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	12,507.90 182.63 12,325.27
110104	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	25.49 25.49
110105	ND ASSOCIATION OF COUNTIES GENERAL FUND	504.00 504.00
110106	ND DEPT OF EMERGENCY SERVICES GENERAL FUND	480.00 480.00
110107	ND FLAG POLE GUY GENERAL FUND	5,184.50 5,184.50
110108	ND TRUCK WASH COUNTY ROAD & BRIDGE FUND	389.00 389.00
110109	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,448.28 1,448.28
110110	NORTH PRAIRIE RURAL WATER DISTRICT COUNTY ROAD & BRIDGE FUND	69.00 69.00
110111	NOVA FIRE PROTECTION, INC. GENERAL FUND	575.00 575.00
110112	O-DAY EQUIPMENT LLC COUNTY ROAD & BRIDGE FUND	1,625.26 1,625.26
110113	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY AGENT FUND	989.08 914.32 74.76
110114	OFFICE OF THE STATE AUDITOR GENERAL FUND	16,660.00 16,660.00
110115	OLONIA/MORGAN COUNTY PARKS FUND	17,717.80 17,717.80
110116	ORTLOFF WATER DEPOT COUNTY ROAD & BRIDGE FUND	1,074.00 1,074.00
110117	OTTER TAIL POWER COMPANY GENERAL FUND	541.74 541.74

110118	PINNACLE	14,828.87
	GENERAL FUND	4,132.87
	COUNTY ROAD & BRIDGE FUND	10,696.00
110119	PITNEY BOWES GLOBAL FINANCIAL SERVICES	668.58
	GENERAL FUND	668.58
110120	POMP'S TIRE SERVICE	2,329.34
	COUNTY ROAD & BRIDGE FUND	2,329.34
110121	PORTH/THOMAS	112.00
	GENERAL FUND	112.00
110122	PRAIRIE FORD, INC.	228.10
	GENERAL FUND	228.10
110123	QUADIENT FINANCE USA INC	700.00
	GENERAL FUND	700.00
110124	R & T WATER DISTRICT	79.85
	COUNTY PARKS FUND	79.85
110125	RADISSON HOTEL-BISMARCK	499.00
	GENERAL FUND	499.00
110126	RAMADA BISMARCK HOTEL	385.20
	GENERAL FUND	385.20
110127	RDO EQUIPMENT CO	337,958.62
	COUNTY ROAD & BRIDGE FUND	337,958.62
110128	RECORD KEEPERS, LLC	35.00
	GENERAL FUND	35.00
110129	RTC NETWORKS	5,456.69
	GENERAL FUND	4,671.13
	COUNTY ROAD & BRIDGE FUND	186.04
	COUNTY PARKS FUND	537.04
	COUNTY AGENT FUND	31.25
	WEED CONTROL FUND	31.23
110130	RUDOLPH ELECTRIC, LLC	4,793.20
	GENERAL FUND	95.00
	GENERAL CAPITAL PROJECTS	4,698.20
110131	SAUBER ENGINEERING, INC	145,736.30
	COUNTY ROAD & BRIDGE FUND	145,736.30
110132	SKAAR/TERA	271.70
	GENERAL FUND	271.70
110133	STAMMEN/VALERIE	256.70
	GENERAL FUND	256.70
110134	STANLEY AUTO & TRUCK	463.12
	COUNTY ROAD & BRIDGE FUND	463.12
110135	STANLEY HARDWARE	3,073.40
	GENERAL FUND	1,266.83
	COUNTY ROAD & BRIDGE FUND	1,806.57
110136	STANLEY LUMBER & SUPPLY	733.12
	GENERAL FUND	118.88
	COUNTY ROAD & BRIDGE FUND	614.24
110137	STANLEY PROFESSIONAL BUILDING	650.00
	VETERAN'S SERVICE OFFICER FUND	650.00

110138	STAPLES, INC. AND SUBSIDIARIES	39.17
	COUNTY ROAD & BRIDGE FUND	39.17
110139	SUMMIT FOOD SERVICE, LLC	5,825.39
	GENERAL FUND	5,825.39
110140	THE SIDWELL COMPANY	900.00
	GENERAL FUND	900.00
110141	THOMSON REUTERS-WEST PUBLISHING CORP.	212.37
	GENERAL FUND	212.37
110142	TRACTOR SUPPLY COMPANY	28.98
	COUNTY PARKS FUND	28.98
110143	TYLER TECHNOLOGIES, INC	21,826.35
	GENERAL FUND	21,826.35
110144	UNITED QUALITY COOPERATIVE	2,108.77
	GENERAL FUND	1,716.73
	COUNTY PARKS FUND	392.04
110145	VACHAL/LYNNETTE	75.00
	COUNTY AGENT FUND	75.00
110146	VERIZON CONNECT NWF, INC.	513.21
	COUNTY ROAD & BRIDGE FUND	513.21
110147	VESTIS	468.87
	GENERAL FUND	468.87
110148	WARD COUNTY AUDITOR	3,360.00
	COUNTY LIBRARY-BOOKMOBILE FUND	3,360.00
110149	WASTE MANAGEMENT	90.40
	COUNTY ROAD & BRIDGE FUND	90.40
110150	WESTLIE TRUCK CENTER	3,963.72
	COUNTY ROAD & BRIDGE FUND	3,963.72
110151	WILLIAMS SCOTSMAN, INC	7,204.80
	GENERAL FUND	2,282.40
	GENERAL CAPITAL PROJECTS	4,922.40
GRAND TOTAL		1,970,114.23

M. BOARD CONCERNS

Comm. Ruland updated the board that the State Auditor’s Office in the Fargo office have all resigned.

Corey Bristol, Sheriff discussed the purchase of bank chargers for all the emergency radios that were purchased from the American Rescue Act Plan (ARPA).

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the purchase of bank chargers for the emergency radios in the amount of \$1,364.16 per unit for 22 units totaling \$30,011.52 out of the American Rescue Plan Act (ARPA). Upon roll call, Ruland, Olson, DeGroot, Rice and Hollekim voted yes. Motion carried.

Discussion was held on the February 6th meeting minutes concerning the donation of monies to the Mountrail Bethel Nursing Home & Hospital Services Expansion Project. The Board agreed it wasn’t their attention to sway voters in anyone direction to vote on Measure #4. The Board agreed if Measure #4 would pass all the budgets for 2025 would have to be re-evaluated.

3. APPOINTMENTS SCHEDULED

9:15 A.M.

Lori Hanson, Tax Director met with the board to discuss the exemption software license for Vanguard Appraisals, Inc.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the purchase of the exemption software license for Vanguard Appraisals, Inc. totaling \$1,600 and a yearly payment of \$275. Upon roll call, Rice, Olson, Ruland, DeGroot and Hollekim voted yes. Motion carried.

9:30 A.M.

Chairman Ruland opened the 9:30 A.M. public hearing for the purpose of receiving comments on request filed by Mountrail County to close the section line running between Section 17 and Section 18, Township 156 North, Range 94 West (**Myrtle Township**), described as follows: beginning at a point on the SW corner of the SE¼NW¼ of Section 18, and thence proceeding northerly upon the existing section line to a point that intersects with the U.S. Highway #2.

No one was present for the hearing and the section line closure was published on September 25th and October 2nd.

Moved by Comm. Rice, seconded by Comm. Olson, to approve the section line closing between Section 17 and Section 18, Township 156 North, Range 94 West (**Myrtle Township**), described as follows: beginning at a point on the SW corner of the SE¼NW¼ of Section 18, and thence proceeding northerly upon the existing section line to a point that intersects with the U.S. Highway #2. Upon roll call, Olson, Hollekim, DeGroot, Ruland and Rice voted yes. Motion carried.

9:45 A.M.

Moved by Comm. DeGroot, seconded by Comm. Olson, to adopt minimum appraisal prices on tax deed sale properties to be offered for sale on November 19, 2024. Upon roll call, Olson, DeGroot, Hollekim, Ruland and Rice voted yes. Motion carried.

10:00 A.M.

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

1. CR10-BARANKO COMPANIES

Engineer Hennessy discussed the email from Cody Idso, Project Manager with Baranko Companies would like the retainage for CR 10 dropped to 1% from 5%.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to deny the request of Baranko Companies per the contract to reduce the retainage to 1% for CR10 Project 10(51)23, 53rd St NW from CR11/67th Ave NW east approximately 7 miles to the Ward County Line. Upon roll call, Olson, DeGroot, Hollekim, Ruland and Rice voted yes. Motion carried.

2. 36th ST NW

Engineer Hennessy updated the board on 36th St NW that the pavement will be finished in 2025.

3. PARSHALL SOV LETTER

Engineer Hennessy discussed the letter received from KLJ concerning the construction of the Parshall Airport runway projected to start in 2026.

4. NDDOT

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

4. ADJOURN

The Board adjourned at 10:54 A.M. to meet in regular session on Thursday, November 7, 2024 at 2:00 P.M. Accepted and approved this 7th day of November, 2024.

Trudy Ruland, Chairman

Stephanie A. Pappa

Mountrail County Commissioner

Mountrail County Auditor