

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Thursday, October 6, 2022 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Jason Rice, Trudy Ruland, and Daniel Uran present and Wayne Olson was absent. Also present was State's Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

Moved by Comm. Uran, 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. Hollekim, seconded by Comm. Uran, to approve the minutes of the September 20, 2022 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the special minutes of the September 27 & 28, 2022 meetings as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Rice, seconded by Comm. Uran, to approve the August Correctional fees. Upon roll call, Rice, Ruland, 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. Rice, to approve the regular full-time employee classification for Alexis Sprecher with the Corrections as a Correctional Officer in the amount of \$4,250 per month/\$51,000 per year. Upon roll call, Hollekim, Uran, Rice and Ruland voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the regular full-time employee classification for Dakota Ramsey with the Road & Bridge as a Roadworker I in the amount of \$3,900 per month/\$46,800 per year. Upon roll call, Rice, Ruland, Uran and Hollekim voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Rice, to approve the regular full-time employee classification for Kimberly Stone with the Sheriff as a Dispatcher in the amount of \$3,825 per month/\$45,900 per year. Upon roll call, Rice, Ruland, Hollekim and Uran voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Uran, to approve the regular full-time employee classification for Morgan Babbitt with the Sheriff as a Dispatcher in the amount of \$3,825 per month/\$45,900 per year. Upon roll call, Rice, Ruland, Uran and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the sick/vacation leave for appointed officials for period 8/14/2022 to 9/17/2022. Upon roll call, all present voted yes. Motion carried.

E. RESOLUTION

Moved by Comm. Uran seconded by Comm. Hollekim, to approve the resolution to support the Operation Green Light for Veterans from November 7-13th, 2022 and each subsequent year of Veterans Day week. Upon roll call, all present voted yes. Motion carried.

F. BUDGET

Moved by Comm. Uran, seconded by Comm. Rice, to approve amending the 2022 Veterans Service Officer budget for travel from \$1,500 to \$2,000. Upon roll call, Uran, Rice, Hollekim and Ruland voted yes. Motion carried.

G. TAX DEED

Moved by Comm. Uran, seconded by Comm. Rice, to adopt minimum appraisal prices on tax deed sale properties to be offered for sale on November 15, 2022. Upon roll call, Uran, Hollekim, Ruland and Rice voted yes. Motion carried.

H. DOUBLE WIDE MOBILE HOME

Stephanie A. Pappa, Auditor discussed the selling of the double wide mobile home on county owned property in Osborn Township. Angela Olson with Reynolds Realty stated it would be easier to sell on bids due to it not being residential and being moved off of the property. Auditor Pappa will bring back the bid specifications for the next commissioner meeting.

I. BILLS

Moved by Comm. Rice, seconded by Comm. Uran, to approve the bills totaling \$6,425,647.40 and September payroll, checks #16540-16555, direct deposits #16868-17038 totaling \$1,062,106.92. Upon roll call, Ruland, Hollekim, 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 under the County Commissioner heading and/or are available for review in the Auditor’s Office during normal business hours).

APPROVED 10/06/2022 - PAYMENT 10/06/2022

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
105078	A&W TOWING & RECOVERY, INC. GENERAL FUND	500.00 500.00
105079	ACKERMAN ESTVOLD COUNTY ROAD & BRIDGE FUND	5,759.53 5,759.53
105080	ACME TOOLS COUNTY PARKS FUND	66.45 66.45
105081	ADVANCED BUSINESS METHODS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	921.88 694.40 113.74 113.74
105082	AMKOTA LLC GENERAL FUND	259.20 259.20
105083	ARAMARK UNIFORM SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	808.29 590.05 218.24
105084	ARMOR INTERACTIVE GENERAL FUND	2,265.23 2,265.23
105085	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	528.00 528.00
105086	BBH INSURANCE, INC HUMAN SERVICE ZONE	50.00 50.00
105087	BICKER TOWNSHIP COUNTY ROAD & BRIDGE FUND	5,287.50 5,287.50
105088	BLUE CROSS BLUE SHIELD COBRA GENERAL FUND	340.80 340.80
105089	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	4,870.00 4,870.00
105090	BRAD'S HARDWARE HANK COUNTY PARKS FUND	182.95 182.95
105091	BRAVERA BANK HUMAN SERVICE ZONE	683.40 683.40
105092	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	7,608.00 7,608.00

105093	CANDLEWOOD SUITES SIDNEY GENERAL FUND	347.28 347.28
105094	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	6,039.35 416.00 279.50 5,343.85
105095	CITY OF STANLEY GENERAL FUND WEED CONTROL FUND	3,443.50 3,397.25 46.25
105096	CORPORATE TRANSLATION SERVICES INC HUMAN SERVICE ZONE	10.49 10.49
105097	CREATIVE CONCRETE COUNTY ROAD & BRIDGE FUND	35,710.00 35,710.00
105098	CRUMMIE/KAITLYN HUMAN SERVICE ZONE	698.13 698.13
105099	DAKOTA BUSINESS SOLUTIONS GENERAL FUND	466.00 466.00
105100	DAKOTALAND AUTOGLASS, INC COUNTY ROAD & BRIDGE FUND	183.90 183.90
105101	DEGENSTEIN/NICHOLE GENERAL FUND	686.25 686.25
105102	DUSTBUSTERS, INC. COUNTY ROAD & BRIDGE FUND	118,644.98 118,644.98
105103	EAPC ARCHITECTS ENGINEERS GENERAL FUND	11,587.08 11,587.08
105104	ELECTION SYSTEMS & SOFTWARE INC GENERAL FUND	440.32 440.32
105105	ELECTRO WATCHMAN, INC HUMAN SERVICE ZONE	3,200.00 3,200.00
105106	ENGER/DYLAN GENERAL FUND	1,000.00 1,000.00
105107	EXPRESSWAY SUITES GENERAL FUND	172.80 172.80
105108	FARMERS UNION OIL CO-WATFORD CITY HUMAN SERVICE ZONE	744.47 744.47
105109	FENSTER/KAYLA HUMAN SERVICE ZONE	761.88 761.88
105110	FIRST DISTRICT HEALTH UNIT COUNTY PARKS FUND	75.00 75.00
105111	GAFFANEYS OF MINOT INC GENERAL FUND	561.32 561.32
105112	GILBERTSON/HEATHER HUMAN SERVICE ZONE	23.10 23.10
105113	GJELLSTAD, LLC GENERAL FUND	10,000.00 10,000.00
105114	GLOBAL SAFETY NETWORK, INC GENERAL FUND HUMAN SERVICE ZONE	96.00 49.00 47.00

105115	HANSON/LORI GENERAL FUND	234.25 234.25
105116	HARRISON/SADIE M HUMAN SERVICE ZONE	355.95 355.95
105117	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	116,474.85 116,474.85
105118	HENNESSY/JIM GENERAL FUND	74.95 74.95
105119	HERMANSON/NANCY GENERAL FUND HUMAN SERVICE ZONE	301.17 147.57 153.60
105120	HOME OF ECONOMY COUNTY ROAD & BRIDGE FUND	69.95 69.95
105121	HOMETOWN RADIO GROUP HUMAN SERVICE ZONE	1,197.00 1,197.00
105122	INFORMATION TECHNOLOGY DEPT GENERAL FUND	55.00 55.00
105123	JERRY'S SEPTIC SERVICE COUNTY PARKS FUND	8,100.00 8,100.00
105124	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	554.09 554.09
105125	JOHNSON/DEREK GENERAL FUND	157.50 157.50
105126	JPMORGAN CHASE BANK NA GENERAL FUND HUMAN SERVICE ZONE	7,735.28 1,817.34 5,917.94
105127	KINNEY/SHELLY HUMAN SERVICE ZONE	52.23 52.23
105128	KRONOS SAASHR INC GENERAL FUND	740.03 740.03
105129	LAPICA/LISA VETERAN'S SERVICE OFFICER FUND	472.25 472.25
105130	LEMER/COURTNEY HUMAN SERVICE ZONE	1,001.88 1,001.88
105131	LOMMEN/ORVIN HUMAN SERVICE ZONE	1,210.00 1,210.00
105132	LUTTRELL/JANETTE HUMAN SERVICE ZONE	22.40 22.40
105133	MAYO CONSTRUCTION COMPANY, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND	5,756,675.52 1,927,882.34 3,828,793.18
105134	MCKENZIE COUNTY PUBLIC WORKS GENERAL FUND	1,782.00 1,782.00
105135	MENARDS - MINOT GENERAL FUND	79.96 79.96
105136	MEYERS/MICHELLE HUMAN SERVICE ZONE	57.50 57.50
105137	MILLS/JAMIE HUMAN SERVICE ZONE	153.68 153.68

105138	MONTANA DAKOTA UTILITIES CO GENERAL FUND	10,438.25 10,438.25
105139	MOUNTRAIL CO HOUSING AUTHORITY AMERICAN RESCUE PLAN FUND	9,300.00 9,300.00
105140	MOUNTRAIL CO ROAD DEPART 152-93 UNORGANIZED TOWNSHIP 153-93 UNORGANIZED TOWNSHIP	36,816.95 24,529.09 12,287.86
105141	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	1,000.00 1,000.00
105142	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	499.00 499.00
105143	MOUNTRAIL COUNTY PROMOTER HUMAN SERVICE ZONE	210.02 210.02
105144	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	13,565.32 629.34 180.58 12,755.40
105145	ND ASSOCIATION OF COUNTIES GENERAL FUND	63.00 63.00
105146	ND ENVELOPE COMPANY GENERAL FUND	150.50 150.50
105147	ND TRUCK WASH COUNTY ROAD & BRIDGE FUND	299.00 299.00
105148	NDLTAP/UGPTI GENERAL FUND	25.00 25.00
105149	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	573.24 573.24
105150	NELSON/CAROL HUMAN SERVICE ZONE	4.55 4.55
105151	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,094.25 1,094.25
105152	NORTHERN TESTING HUMAN SERVICE ZONE	621.00 621.00
105153	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY ROAD & BRIDGE FUND	340.32 205.13 135.19
105154	OGDEN/CRYSTAL HUMAN SERVICE ZONE	185.50 185.50
105155	PINNACLE HUMAN SERVICE ZONE	1,200.64 1,200.64
105156	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	1,270.62 1,270.62
105157	PORTH/THOMAS GENERAL FUND	45.50 45.50
105158	POWERS TOWNSHIP COUNTY ROAD & BRIDGE FUND	2,251.12 2,251.12
105159	PRAIRIE FORD, INC. COUNTY ROAD & BRIDGE FUND	87.64 87.64

105160	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	4,002.51 4,002.51
105161	QUALITY INN GENERAL FUND	345.60 345.60
105162	RAMADA BISMARCK HOTEL GENERAL FUND	86.42 86.42
105163	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	1,919.28 1,919.28
105164	RICHLAND PUMP & SUPPLY COUNTY ROAD & BRIDGE FUND	382.75 382.75
105165	RTC NETWORKS HUMAN SERVICE ZONE	101.50 101.50
105166	RUDOLPH ELECTRIC, LLC GENERAL FUND	10,352.97 10,352.97
105167	SAVAGE/KIM GENERAL FUND	28.00 28.00
105168	SORENSEN/DESIREE J GENERAL FUND	15.00 15.00
105169	STANLEY AUTO & TRUCK COUNTY ROAD & BRIDGE FUND	321.67 321.67
105170	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	429.22 429.22
105171	STEIN/ETHAN GENERAL FUND	157.50 157.50
105172	STRAIGHT UP CONSTRUCTION GENERAL FUND	1,320.00 1,320.00
105173	SUMMIT FOOD SERVICE, LLC GENERAL FUND	5,971.19 5,971.19
105174	THE SIDWELL COMPANY GENERAL FUND	138.92 138.92
105175	TRACTOR SUPPLY COMPANY COUNTY ROAD & BRIDGE FUND	330.90 330.90
105176	TRINITY HEALTH HUMAN SERVICE ZONE	34.45 34.45
105177	TRITECH SOFTWARE SYSTEMS LLC GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	1,950.00 975.00 975.00
105178	ULINE COUNTY ROAD & BRIDGE FUND	2,856.23 2,856.23
105179	VACHAL FAMILY LLLP COUNTY ROAD & BRIDGE CAPITAL PROJECTS	22,840.00 22,840.00
105180	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND	480.24 89.15 391.09
105181	WACLAWIK/SARAH HUMAN SERVICE ZONE	402.85 402.85
105182	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,200.00 3,200.00

105183	WENTZ/TRISTA GENERAL FUND	53.73 53.73
105184	WEST RIVER STRIPING CO COUNTY ROAD & BRIDGE FUND	155,458.13 155,458.13
105185	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	3,261.90 3,261.90
105186	WHITE EARTH TOWNSHIP COUNTY ROAD & BRIDGE FUND	5,287.50 5,287.50
105187	WILLISTON DAILY HERALD HUMAN SERVICE ZONE	297.00 297.00
105188	WOODBURY/KATIE GENERAL FUND	1,000.00 1,000.00
	FINAL TOTAL	6,425,647.40

J. BOARD CONCERNS

Arlo Borud with the Mountrail County Housing Authority thanked the Commissioners for the payment of \$60,000 for the siding on the houses and submitted the last bill to be paid.

3. APPOINTMENT SCHEDULED

9:15 A.M.

Melissa Vachal, Planning & Zoning Administrator met with the board to discuss the zoning application fees.

Moved by Comm. Uran, seconded by Comm. Rice, to approve adopting the Planning & Zoning fees with more discussion to be held on the subdivision fees. Upon roll call, Hollekim, Ruland, Uran and Rice voted yes. Motion carried.

10:00 A.M.

Discussion was held on the 2023 Final Budget Hearing for the County. Also present were Melissa Vachal, Jana Hennessy, Laurie Johnson, Jaye Sandstrom, Kim Savage, Lexi Hill and Mary Trahan. Comm. Olson was present during the budget portion of the meeting.

Moved by Comm. Uran, seconded by Comm. Rice, to approve a \$3,000 increase on the beginning base salary (Step 1) on the salary schedule for all bands/grades for the 2023 year. Upon roll call, Ruland, Rice, Uran, Hollekim and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve entering into Joint Powers Agreements with the cities of New Town, Parshall, Plaza and Stanley and their airport authorities to fund 1.5 mills of the taxable valuation within each respected city with General Fund monies for the 2023 budget year pending signed agreements and subject to the cities reducing their mill rate by 1.5 mills for the 2023 budget year. Upon roll call, Hollekim, Uran, Olson, Rice and Ruland voted yes. Motion carried. This reduction would result in a reduction of 1.5 mills for all taxpayers of the County as the 1.5 mills for the County Airport Fund in support of airport authorities would not be levied either.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the 2023 Final Budget for Mountrail County with all new positions needing board approval and further approve using county General Fund monies to cover all county levies except for the Road & Bridge, Senior Citizens, a portion of Historical Society and potentially the Upper Missouri District Health Unit. The Upper Missouri District Health Unit levy would be eliminated contingent upon approval of the District Health Unit. Upon roll call, Hollekim, Uran, Rice and Ruland voted yes. Motion carried.

10:25 A.M.

Jessica Niemitalo, Treasurer met with the board to discuss a new certificate of deposit (CD) of \$5 million.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve a new CD of \$5 million with Cornerstone Bank for 12 months from the General Fund. Upon roll call, Rice, Hollekim, Ruland and Uran voted yes. Motion carried.

10:30 A.M.

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

1. MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF WHITE EARTH & COUNTY for CR 9 & CR 6

Moved by Comm. Rice, seconded by Comm. Uran, to approve signing the Memorandum of Agreement between the City of White Earth and the County for CR 9 & CR 6 Roadway Improvements. Upon roll call, Rice, Ruland, Uran and Hollekim voted yes. Motion carried.

2. 41ST ST NW ROW

Engineer Hennessy presented the easements needed for Right of Way (ROW) on 41st St NW that needs a data book completed.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve hiring an appraiser to provide an appraisal data book to determine the price per acre for the right of way acquisition for 41st St NW. Upon roll call, Rice, Ruland, Uran and Hollekim voted yes. Motion carried.

3. CR 12 TEMPORARY ROW

Engineer Hennessy discussed the temporary right of way for CR 12.

Moved by Comm. Rice, seconded by Comm. Uran, to approve setting the fee for temporary right of way for the CR 12 Plaza West Project in the amount of \$300 per acre and all temporary right of way easements moving forward will be offered \$300 per acre. Upon roll call, Rice, Ruland, Hollekim and Uran voted yes. Motion carried.

4. PM2022-OVERLAY PROJECT

Engineer Hennessy discussed the change order agreement for the overlay projects with Mayo Construction.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve signing the change order #1 for PM2022 Overlay Projects for extending the completion date. Upon roll call, Ruland, Hollekim, Uran and Rice voted yes. Motion carried.

5. WHITE EARTH COTTAGE SITE

Engineer Hennessy discussed the encroachment of a fence installed at the Zurich property at White Earth Bay. The fence is installed within the 60' right of way and needs to be removed by November 7, 2022.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve sending a letter to Gerald & Carol Zurich for removal of fence that is encroaching in the right of way in White Earth Bay Cottage site to be removed by November 7, 2022. Upon roll call, all present voted yes. Motion carried.

6. HISP

Engineer Hennessy discussed the Highway Safety Improvement Plan and will bring suggestions back to the next commissioner meeting.

7. CONSTRUCTION PRIORITY LISTING REVIEW

Engineer Hennessy reviewed the construction priority listing and discussed the possibility of building a board which would consists of two of the Commissioners for the review process. More discussion will be held in the next coming commissioner meetings.

4. ADJOURN

The Board adjourned at 12:28 P.M. to meet in regular session on Tuesday, October 18, 2022 at 9:00 A.M. Accepted and approved this 18th day of October, 2022.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor