

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, September 1, 2020 at 9:00 A.M. with GOTOMEETING with Commissioners Trudy Ruland, Joan Hollekim, Daniel Uran, Garry Jacobson and Wayne Olson were present. Also present was States Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

Moved by Comm. Olson, seconded by Comm. Hollekim, to review and approve the agenda. 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 August 18, 2020 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Jacobson, seconded by Comm. Hollekim, to approve the bills totaling \$1,106,215.30 and August payroll, checks #11016-11037, direct deposit #12777-12952 totaling \$1,071,699.82. Upon roll call, Ruland, Hollekim, Jacobson, Uran and Olson 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 09/01/2020 - PAYMENT 09/01/2020

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
99604	A&W TOWING & RECOVERY, INC. GENERAL FUND	250.00 250.00
99605	ADVANCED BUSINESS METHODS GENERAL FUND	4,165.43 4,165.43
99606	ADVANCED DRUG TESTING INC HUMAN SERVICE ZONE	250.00 250.00
99607	AMERICAN BANK CENTER GENERAL FUND HUMAN SERVICE ZONE	917.96 143.32 774.64
99608	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	950.00 950.00
99609	BHG INC HUMAN SERVICE ZONE	74.63 74.63
99610	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	3,920.00 3,920.00
99611	C&D WATER SERVICES HUMAN SERVICE ZONE	17.00 17.00
99612	CAWS NORTH DAKOTA GENERAL FUND	5,290.90 5,290.90
99613	CHECKERS, INC HUMAN SERVICE ZONE	225.00 225.00
99614	CIRCLE SANITATION INC GENERAL FUND	3,940.91 394.53

	COUNTY ROAD & BRIDGE FUND	218.50
	COUNTY PARKS FUND	3,327.88
99615	CITY OF STANLEY GENERAL FUND	2,778.63 2,778.63
99616	CORPORATE TRANSLATION SERVICES INC HUMAN SERVICE ZONE	6.10 6.10
99617	CPS TECHNOLOGY SOLUTIONS GENERAL FUND	1,959.00 1,959.00
99618	CUPS DRUG TESTING & OCCUPATIONAL HEALTH HUMAN SERVICE ZONE	75.00 75.00
99619	DEANS DISTRIBUTING COUNTY ROAD & BRIDGE FUND	207.90 207.90
99620	DIRTY DIESEL REPAIR GENERAL FUND	500.00 500.00
99621	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	7,738.40 7,738.40
99622	DUSTBUSTERS, INC. COUNTY ROAD & BRIDGE FUND	160,286.54 160,286.54
99623	EKNESS/KELLIE A HUMAN SERVICE ZONE	727.99 727.99
99624	FARDEN CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	142,167.02 142,167.02
99625	FARMERS UNION LUMBER CO GENERAL FUND COUNTY ROAD & BRIDGE FUND	355.47 274.87 80.60
99626	FARMERS UNION OIL CO-WATFORD CITY HUMAN SERVICE ZONE	212.44 212.44
99627	FENSTER/KAYLA HUMAN SERVICE ZONE	632.50 632.50
99628	FIRST DISTRICT HEALTH UNIT COUNTY PARKS FUND	100.00 100.00
99629	GAFFANEYS OF MINOT INC HUMAN SERVICE ZONE	568.87 568.87
99630	GEMPLER'S COUNTY ROAD & BRIDGE FUND	240.75 240.75
99631	GILBERTSON/HEATHER HUMAN SERVICE ZONE	22.40 22.40
99632	GRAPEVINE GENERAL FUND	54.00 54.00
99633	GRILLEY/CANDICE HUMAN SERVICE ZONE	18.20 18.20
99634	GRINOLDS/RENEE HUMAN SERVICE ZONE	41.51 41.51
99635	HDR ENGINEERING, INC HUMAN SERVICE ZONE 154-94 UNORGANIZED TOWNSHIP	141,984.95 41.51 33,457.58

	155-94 UNORGANIZED TOWNSHIP	8,364.39
99636	HERMANSON/NANCY HUMAN SERVICE ZONE	110.99 110.99
99637	HOLIDAY CREDIT OFFICE GENERAL FUND	2,396.26 2,396.26
99638	HOME OF ECONOMY COUNTY ROAD & BRIDGE FUND	124.98 124.98
99639	I.A.O. TRAINING GENERAL FUND	150.00 150.00
99640	INFORMATION SYSTEMS CORP GENERAL FUND	2,090.00 2,090.00
99641	INFORMATION TECHNOLOGY DEPT HUMAN SERVICE ZONE	150.70 150.70
99642	JOHN DEERE FINANCIAL GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	2,034.63 29.27 566.20 1,439.16
99643	JOHNSON/LAURIE GENERAL FUND	29.01 29.01
99644	JPMORGAN CHASE BANK NA GENERAL FUND HUMAN SERVICE ZONE	692.17 27.96 664.21
99645	KINNEY/SHELLY HUMAN SERVICE ZONE	173.95 173.95
99646	LA QUINTA INN & SUITES HUMAN SERVICE ZONE	172.80 172.80
99647	LEES/KAITLYN HUMAN SERVICE ZONE	95.45 95.45
99648	LOCKREM/DAWN HUMAN SERVICE ZONE	149.00 149.00
99649	LOMMEN/ORVIN HUMAN SERVICE ZONE	2,035.00 2,035.00
99650	LONIER/RACHEL HUMAN SERVICE ZONE	21.92 21.92
99651	LUTTRELL/JANETTE HUMAN SERVICE ZONE	22.40 22.40
99652	MCKENZIE CO SOCIAL SERVICES HUMAN SERVICE ZONE	250.00 250.00
99653	MCKENZIE COUNTY FARMER HUMAN SERVICE ZONE	558.60 558.60
99654	MENARDS - MINOT COUNTY PARKS FUND	162.42 162.42
99655	METROPOLITAN COMPUNDS INC GENERAL FUND	916.60 916.60
99656	MILLS/JAMIE HUMAN SERVICE ZONE	437.07 437.07

99657	MONTANA DAKOTA UTILITIES CO GENERAL FUND	8,143.60 8,143.60
99658	MOTOROLA SOLUTIONS INC GENERAL FUND	424,100.70 424,100.70
99659	MOUNTRAIL CO ROAD DEPART 153-93 UNORGANIZED TOWNSHIP 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	43,245.00 7,440.00 28,132.50 7,672.50
99660	MOUNTRAIL COUNTY PROMOTER HUMAN SERVICE ZONE COUNTY AGENT FUND	180.06 60.80 119.26
99661	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	15,691.56 137.39 203.27 15,350.90
99662	NAPA COUNTY ROAD & BRIDGE FUND	7.09 7.09
99663	NARDINI FIRE EQUIPMENT GENERAL FUND	330.00 330.00
99664	ND ASSOCIATION OF COUNTIES GENERAL FUND	75.00 75.00
99665	ND ENVELOPE COMPANY GENERAL FUND	342.50 342.50
99666	NEWMAN TRAFFIC SIGNS COUNTY ROAD & BRIDGE FUND	396.59 396.59
99667	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,283.20 1,283.20
99668	NORTH COUNTRY SPORTSWEAR INC GENERAL FUND	281.20 281.20
99669	NORTH DAKOTA CHAPTER OF APCO E 911 EMERGENCY/WIRELESS FUND	540.00 540.00
99670	NORTH DAKOTA TELEPHONE CO GENERAL FUND	193.54 193.54
99671	NORTHERN TESTING HUMAN SERVICE ZONE	1,639.00 1,639.00
99672	NORTHWEST TIRE INC COUNTY ROAD & BRIDGE FUND	1,914.18 1,914.18
99673	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	3,485.75 3,331.31 102.45 51.99
99674	OSTDAHL/JOANN HUMAN SERVICE ZONE	51.17 51.17
99675	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	130.00 130.00
99676	PINNACLE HUMAN SERVICE ZONE	515.64 515.64

99677	PREBLE MEDICAL SERVICES INC HUMAN SERVICE ZONE	1,070.00 1,070.00
99678	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	356.92 356.92
99679	QUADIENT FINANCE USA INC GENERAL FUND	1,710.42 1,710.42
99680	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	54,458.51 54,458.51
99681	ROBY/MELISSA HUMAN SERVICE ZONE	49.00 49.00
99682	STAPLES, INC. AND SUBSIDIARIES GENERAL FUND COUNTY ROAD & BRIDGE FUND	128.72 59.38 69.34
99683	STEINS INC GENERAL FUND COUNTY PARKS FUND	1,011.24 728.02 283.22
99684	SUMMIT COUNSELING SERVICES HUMAN SERVICE ZONE	500.00 500.00
99685	SUMMIT FOOD SERVICE, LLC GENERAL FUND	4,292.38 4,292.38
99686	SUMMIT SAFETY, LLC COUNTY ROAD & BRIDGE FUND	82.97 82.97
99687	SWANSTON EQUIPMENT CORP COUNTY ROAD & BRIDGE FUND	672.52 672.52
99688	TARGA RESOURCES, INC. COUNTY ROAD & BRIDGE FUND	35,000.00 35,000.00
99689	TRAFFIC SAFETY SERVICES INC GENERAL FUND	7,800.00 7,800.00
99690	TUCKER/JESSICA A HUMAN SERVICE ZONE	924.55 924.55
99691	TURNKEY CORRECTIONS GENERAL FUND	243.82 243.82
99692	VERIZON WIRELESS E 911 EMERGENCY/WIRELESS FUND	42.94 42.94
99693	WESTERN DAKOTA ENERGY ASSOCIATION GENERAL FUND	1,500.00 1,500.00
99694	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	372.08 372.08
	FINAL TOTAL	\$ 1,106,215.30

D. PAYROLL

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the unpaid time off request from Russell Klimpel with the Road & Bridge. Upon roll call, Hollekim, Ruland, Olson, Jacobson and Uran voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Hollekim, to approve increasing the salary for Alex Price with the Sheriff's Office for successful completion of probationary period to the amount of \$4,750

per month/\$57,000 per year. Upon roll call, Jacobson, Hollekim, Uran, Ruland and Olson voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve increasing the salary for Derek Johnson with the Sheriff's Office for successful completion of probationary period to the amount of \$4,750 per month/\$57,000 per year. Upon roll call, Hollekim, Jacobson, Uran, Ruland and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve increasing the salary for Leanne Heslep with the Sheriff's Office for successful completion of probationary period to the amount of \$4,125 per month/\$49,500 per year. Upon roll call, Hollekim, Uran, Ruland, Olson and Jacobson voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve increasing the salary for Novi Runsabove with the Sheriff's Office for successful completion of probationary period to the amount of \$4,845 per month/\$58,140 per year. Upon roll call, Hollekim, Uran, Ruland, Jacobson and Olson voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the regular full-time employee agreement for Chelsea Beasley with the Mountrail McKenzie County Human Service Zone as a Family Service Specialist in the amount of \$4,423.50 per month/\$53,082 per year. Upon roll call, Ruland, Olson, Jacobson, Hollekim and Uran voted yes. Motion carried.

E. TRANSFER

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the transfer for Oil & Gas totaling \$768,801.71 for current allocations from the General Fund to County Road & Bridge (70% of Oil & Gas Funds). Upon roll call, Hollekim, Ruland, Olson, Uran and Jacobson voted yes. Motion carried.

F. CONTRACT

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the contract for professional appraisal services with Thomas Y Pickett & Company, Inc. for the year 2021 and 2022 at \$73,900 per year. Upon roll call, Olson, Uran, Jacobson, Hollekim and Ruland voted yes. Motion carried. Tax Director, Lori Hanson, indicated there was no increase in contract price from the previous contract.

G. LETTER

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the letters of request from Stanley FFA to waive the fees at the South Complex for dates September 28 & 29, 2020 and April 1st, 2021 to host the District 1 FFA Leadership Events. Upon roll call, Uran, Olson, Jacobson, Ruland and Hollekim voted yes. Motion carried.

H. DECLARATION OF DISASTER

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the Declaration of Disaster for the wind storm event that occurred on June 29th, 2020. Upon roll call, all present voted yes. Motion carried.

I. BOARD CONCERNS

Discussion was held on the Summit on Behavioral Health in which Mountrail County is allowed up to 4 complimentary registrations. It was agreed the 4 registrants would be Comm. Uran representing Human Service Zone and possibly someone from the Jail Facility, Human Service Zone and Clerk of Court.

3. APPOINTMENT SCHEDULED

9:30 A.M.

Lori Hanson, Tax Director met with the board to discuss the 2021 budget for the Tax Directors Office. Tax Director Hanson recommends taking out the extra position that has not been hired if the Board is looking at cutting budgets.

Discussion was held on whether we could contract with the surrounding city assessors to help with appraisal of properties rather than hiring.

The Board recommended to cut the full time position, add a temporary part time position, add funding

to the overtime and to maybe utilize the Planning and Zoning Department to assist with new structures. A decrease of approximately \$70,000 will be cut from the Tax Director's 2021 budget.

9:40 A.M.

Nichole Degenstein, Human Resource Director met with the board to discuss the 2021 budgets for the Human Resource Office and the Workers Compensation Insurance.

Discussion was held on the estimate of PERS health insurance predicting a 14.5% and 15.55% increase. HR Director Degenstein also discussed the options under the Affordable Care Act.

The Board recommended cutting the Workers Compensation Insurance budget by \$50,000.

9:50 A.M.

Corey Bristol, Sheriff met with the board to discuss the 2021 budgets for the Sheriff, E911, Disaster Emergency and Coroner. Sheriff Bristol mentioned the increase in the department equipment expense is for a drug dog.

Sheriff Bristol discussed the 2020 budget for the needed 911 installation and equipment.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the fiber optic line for the radio upgrades in the amount of \$32,000 out of 2020 911 budget. Upon roll call, Hollekim, Ruland, Olson, Uran and Jacobson voted yes. Motion carried.

The Board recommended to cut the fuel & repairs in the Sheriff Budget by \$50,000.

10:00 A.M.

Jessica Niemitalo, Treasurer met with the board to discuss the 2021 budget for the Treasurer Office.

10:10 A.M.

Melissa Vachal, Recorder and Planning & Zoning Administrator met with the board to discuss the 2021 budget for the Recorder Office, Document Preservation and Planning & Zoning Office.

The Board recommended cutting the intern from the Recorder budget with a decrease of \$18,000.

The board recommended cutting the part time assistant from the P&Z and adding travel expense and GIS mapping for a total cut of \$56,716.

P&Z Administrator Vachal will be purchasing a new monitor and scanner for the P&Z Department.

10:20 A.M.

Laurie Johnson, Correctional Administrator met with the board to discuss the 2021 budget for the Correctional Jail.

Correction Administrator Johnson discussed the purchase of a transport van.

10:30 A.M.

Karen Babbitt, Building Supervisor met with the board to discuss the 2021 budget for the County Buildings.

Discussion on the County Shop by the Courthouse that needed to be upgraded. The flooring in the South Complex will be staying the same and the Memorial Building will be looked at closely.

10:40 A.M.

Lynnette Vachal, Extension Agent met with the board to discuss the 2021 budget for the Extension Agent.

Discussion was held on the NDSU plan to have more of a 50/50 cost share.

10:50 A.M.

Jim Hennessy, County Agent and Kelly Hanson with the Weed Control met with the board to discuss the 2021 budget for the County Agent and Weed Control.

Kelly Hanson was present questioning the step increase for the temporary help. Comm. Hollekim stated the step increase doesn't need to be given each year; it would be up to the Weed Board to make the determination.

Comm. Hollekim questioned the cash reserves and would like to drop the mill levy by .5 to 1 mill levy. Auditor Pappa and Weed Control Officer Hennessy will work with getting the numbers needed.

11:00 A.M.

Jana Hennessy, Engineer along with Mary Trahan, Road Accountant met to discuss Road & Bridge.

1. PLAZA SHOP-CHANGE ORDER #1

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve change order #1 for the Plaza Shop in the amount of \$5,474 for tank pipe and pad for a propane backup heat source for the Plaza Shop. Upon roll call, Hollekim, Olson, Ruland, Jacobson and Uran voted yes. Motion carried.

2. ENERGY INFRASTRUCTURE GRANT-96th AVE NW

All Commissioners were in agreement to approve signing the letter for the extension request for the Infrastructure Grant G190017 on 96th Ave NW.

3. TOWNSHIP BLADING CONTRACTS FOR 2021

Discussion was held on increasing all the cost for rates for contracts on the township blading. A letter will be sent to all townships with possible increase for the 2022 year.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the 2021 Township Maintenance Agreement with a quarter of a mile rounding. Upon roll call, Olson, Hollekim, Jacobson, Ruland and Uran voted yes. Motion carried.

4. FUEL FOR R&B

Discussion was held on whether to do a telephone solicitation or a paper advertisement bid. The Board agreed to use telephone solicitation in accordance to NDCC 11-11-26 with solicitations being sought only from fuel stations located in Mountrail County.

5. EMAIL FROM MR. SATTERTHWAITE

Discussion was held on the request from Mr. Satterthwaite on the larger culvert on Junction 46th St NW and 90th Ave NW. The Commissioners were in agreement to have him consult MWEC who are doing the upgrades for the substation to see if they can make those improvements. Also, Mr. Satterthwaite should be informed that the drainage/overflow issue could be a result of a frozen culvert as mentioned by Engineer Hennessy.

6. 2021 R&B BUDGET

Jana Hennessy, Engineer met with the board to discuss the 2021 budget for Road & Bridge.

Discussion was held on the cash reserves and identifying future projects to be able to have project ready road projects.

The Board recessed at 12:10 p.m. and reconvened at 12:30 p.m.

12:30 P.M.

Traci Hysjulien, Clerk of Court met with the board to discuss the 2021 budget for the District Court and Clerk of District Court. Clerk of Court Hysjulien discussed the resignation of one of her employees and resubmitted an amended budget with a decrease due to not rehiring for that position. Discussion also was held on the JDA Development Director position and Clerk of Court Hysjulien is willing to take this over for the time being. Tina Langhan will be done by November 1st, 2020 so a plan will be brought forward from Clerk of Court Hysjulien to the Commissioners for the JDA Development Director.

12:40 P.M.

Eric Jaeger, Chairman of the Park Board met with the board to discuss the 2021 budget for the County Parks.

12:50 P.M.

Stephanie A. Pappa, Auditor met with the board to discuss the 2021 budget for the Auditor’s Office.

1:00 P.M.

Desiree Sorenson, Mountrail McKenzie Human Service Zone Director met with the board to discuss the 2021 budget for the Human Service Zone.

1:10 P.M.

Wade Enget, State’s Attorney met with the board to discuss the 2021 budget for the State’s Attorney.

Discussion was held on the use of scram bracelets and the possibility of having drug court in Mountrail County. Drug court is currently in Ward County but Mountrail County is working towards getting everything back to Mountrail County through IVAN. Discussion was held on the budget side of things. State’s Attorney Enget will have more information in the upcoming Commissioner meetings.

1:20 P.M

Alan Ibach, Armor Interactive met with the board to discuss the 2021 budget for the IT Department.

1:30 P.M.

Lisa Lapica, Veterans Service Officer met with the board to discuss the 2021 budget for the Veterans.

1:40 P.M.

Discussion was held with Departments Heads concerning COVID-19 issues. Present for the discussion were Corey Bristol, Jana Hennessy, Mary Trahan, Traci Hysjulien, Nichole Degenstein, Karen Babbitt, Melissa Vachal, Lori Hanson, Desiree Sorenson, Laurie Johnson, Lisa Lapica, Lynnette Vachal, Valerie Stammen, Tiffany Thiessen, Mary Dennis, and Lexi Hill. Comm. Ruland recommended flu shots be given to all employees so trying to coordinate a flu shot day. Discussion was held on a particular employee needing a separate office during the pandemic due to health issues. More discussion will be held within the courthouse between the department heads to find a suitable location. Further discussion will be held at the next commissioner meeting.

4. ADJOURN

The Board adjourned at 2:15 P.M. to meet in regular session on Tuesday, September 15, 2020 at 9:00 A.M. Accepted and approved this 1st day of September, 2020.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor