



8103 61<sup>st</sup> ST NW  
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Stanley, ND 58784

Phone: 701-628-2390  
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[www.co.mountrail.nd.us](http://www.co.mountrail.nd.us)

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## MEMO

To: Township Board of Supervisors & Clerks  
Cc: Mountrail County Board of Commissioners  
  
From: Mary Trahan, Road and Bridge Accountant  
  
Date: December 20, 2022  
  
Subject: TRAC Committee Applications

The Board of Mountrail County Commissioners is setting up a Transportation Roads Advisory Committee. This committee is seeking applicants to serve on the board and provide public input into the County roadway infrastructure.

At this time, the Board of County Commissioners is extending an additional invitation to the public. The committee application process will remain open until filled.

Attached are the following items pertaining to the TRAC Committee:

- Copy of initial public notice
- TRAC Committee application form
- TRAC Committee summary
- TRAC Committee zone map

The document package is also available on our website:

<http://www.co.mountrail.nd.us/pages/road-and-bridge>

If you have any questions regarding the program, you are welcome to call our office.

## PUBLIC NOTICE

The Board of Mountrail County Commissioners are forming a Transportation/Roads Advisory Committee (TRAC).

The Transportation/Roads Advisory Committee (TRAC) will act as a liaison between local communities and the Board of Mountrail County Commissioners. TRAC members gather public input on the county's transportation system and represents all communities in regard to transportation concerns. These can include road operating policy, potential capital improvement projects or renovation plans, and 5-year transportation planning.

The Transportation/Roads Advisory Committee (TRAC) is seeking (4) advisory members (MUST be a resident of Mountrail County) with one member from each quadrant of Mountrail County, to serve on the Committee. The TRAC committee will have regular meetings twice each year.

Further information regarding the TRAC Committee AND Committee member applications are available at the Road and Bridge department, office phone (701) 628-2390, on our webpage (<http://www.co.mountrail.nd.us/pages/road-and-bridge>) and our physical office (8103 61<sup>st</sup> Street, Stanley, ND 58784).

Committee member applications are due by **December 16, 2022** to Jana Hennessy, County Engineer (USPS Mail: PO Box 275, Stanley, ND 58784 OR Email: [janah@co.mountrail.nd.us](mailto:janah@co.mountrail.nd.us)). The Board of Mountrail County Commission will appoint the TRAC Committee Advisors at the January 3, 2023 county commission meeting.

Given by order of the Board of Commissioners of Mountrail County, North Dakota, under my hand and seal this 1<sup>st</sup> day of November, 2022.



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Trudy Ruland, Chairman  
Mountrail County Board of Commission

Publish: November 9 & 16, 2022



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## **The Transportation Roads Advisory Committee** **Application Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

### **PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. Why am I interested in serving on the Transportation Roads Advisory Committee



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2. Why I believe I am qualified and why should I be selected.

I am interested in serving on the Transportation Roads Advisory Committee. I have read the commitment and understand the role and how it functions. I also certify that I am a legal resident of Mountrail County.

I am interested in serving a (choose one):

\_\_\_\_\_ One Year Term      OR      \_\_\_\_\_ Two Year Term

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your application to our office, positions open until filled.

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## **The Transportation/Roads Advisory Committee (TRAC)**

The Transportation/Roads Advisory Committee (TRAC) acts as a liaison between local communities and the Board of Mountrail County Commissioners. TRAC members gather public input on the county's transportation system and represents all communities in regard to transportation concerns. These can include road operating policy, potential capital improvement projects or renovation plans, and 5-year transportation planning.

### **ELECTION OF ADVISORS:**

Township officers and/or residents of Mountrail County. Time period for nominations will be opened by the Board of Mountrail County Commissioners. Ask interested parties to send a letter why they want to serve on this board and why they should be elected. Members will be selected and appointed by the Board of Mountrail County Commissioners during their first meeting in January on annual basis.

### **APPROVED ADVISORS:**

Their role is to provide strategic insight and advice to support problem-solving conversations.

- Mountrail County Engineer or their designee (permanent position)
- Mountrail County Road Superintendent or their designee (permanent position)
- One member of Planning and Zoning Board / excludes County Commissioner (rotates every 2 years).
- (4) Township Members / Residents of Mountrail (One member per each quadrant of Mountrail County \*).
  - o Advisors terms to rotate to allow for committee stability. Initially, (2) advisors will start with a 1-year term and (2) advisors will start with a 2-year term, to allow for the term rotation. Subsequent terms will all be 2-years.

The Transportation/Roads Advisory Committee or their designee is to assist and advise, evaluate and recommend to the Board of Mountrail County Commissioners:

- Classification or re-classification of a Township / County Roads.
- County Future Construction Plan – long term infrastructure needs (includes County paved and gravel road system).



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### **Work collaboratively and conduct meeting:**

- Keep the meeting professional.
- Advisory Committee meetings should be conducted with a degree of formality appropriate to the importance placed on the performance of the tasks. (Stay on task, do not ramble these are business professionals).
- Too many rigid rules stifle imagination, ideas, and initiative, whereas too much informality could result in equally wasted time and only incur frustration.
- Make every effort to start and end the meeting at the scheduled times.

### **Responsibility of the Mountrail County Engineer**

Routine responsibilities of the Mountrail County Engineer may include the following:

- Preparation of the agenda.
- Notify the committee members of time and place of the meeting.
- Notify the administration of the meeting and provide for representation.
- Arrange for a meeting place.
- Provide information regarding infrastructure.
- Keep minutes of all meetings.
- Mail minutes to all concerned as soon as possible after the meeting.
- Topics discussed at meetings should involve all committee members. This is a communicating process and the opinions and judgment of the Committee members should be sought for improvements, and should be adopted whenever possible.
- Presents committee information at Township annual meeting.

### **Benefits of Serving**

- Influence what is happening with Mountrail County infrastructure as a whole.
- Identify a good source for potential infrastructure improvement.
- Identify opportunities.
- Community service.
- Network with others.
- Satisfaction of knowing that you make a difference in the lives of all residents.

Regular meetings will be held 2 times of each year (spring and fall). Special meeting may be called as for specific purposes at the request of the Mountrail County Commissioners. All meetings shall be subject to Open Meetings Law contained within Chapter 44-04 N.D.C.C.

Members will be paid \$150 per meeting and will be reimbursed mileage to and from committee meetings.

\* Map with specific quadrants is attached



