

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, March 20, 2018 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Justice Center, Stanley, ND with Commissioners Arlo Borud, Wayne Olson, Garry Jacobson and Daniel Uran present. Commissioner Trudy Ruland was absent. Also present was States Attorney Wade Enget and James John.

Chairman Borud called the meeting to order.

2. APPOINTMENTS

9:45 A.M.

Lori Hanson, Tax Director met with the Board to discuss abatements and the White Earth City assessing contract for 2018.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the abatement of parcel number 61-0061300 due to qualifying for 60% of Homestead Credit for the 2017 tax year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the signing of the contract for White Earth City assessing. Upon roll call, all present voted yes. Motion carried.

9:50 A.M.

Shena Wold, Treasurer met with the Board to discuss a CD renewal.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the CD renewal with Bremer for 12 months for the highest interest rate. Upon roll call, all present voted yes. Motion carried.

10:00 A.M.

Melissa Vachal, Recorder met with the Board to discuss North Dakota Recorders Information Network (NDRIN) which is to publish the counties real property records to the internet.

Recorder Vachal stated a grant was issued for the Eastern counties from NDRIN which the Oil Counties wouldn't qualify. The counties of McKenzie, Williams and Mountrail were demanding all copy fees due to a major loss. McKenzie County did decide to opt out of utilizing NDRIN.

Recorder Vachal also stated the current fees collected does go into the Document Preservation Fund so going forward would like to keep 50% into Document Preservation Fund and the other 50% into the General Fund.

Moved by Comm. Olson, seconded by Comm. Uran, to approve a letter be sent to NDRIN requesting to no longer be associated with the company with giving notice by August 1st. Upon roll call, all present voted yes. Motion carried.

Recorder Vachal stated would like to move forward with Tyler Technologies to download the real property records online and would receive 80% of the fees back to the County.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the fixing of some of the damaged books to be paid from the Document Preservation Fund. Upon roll call, all present votes yes. Motion carried.

10:30 A.M.

Nichole Degenstein, Deputy Treasurer met with the Board to discuss the snow policy compensation changes.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the changes to the snow policy as follows: *COMPENSATION: The County will grant time off to all eligible employees. And all eligible employees will receive their normal compensation when the offices are deemed closed due to inclement weather. Regular full-time non-exempt employees will be compensated for the number of hours the offices are closed. Regular part time employee will only be compensated if they were scheduled to work during closed hours. Hourly employees shall be credited with closing pay according to the number of hours worked in a month divided by the number of payroll hours in the month times the employee's vacation leave schedule (Example 48/176 hours worked x 8 hours annual leave schedule=2.18 hours of*

closing pay). Eligible Regular County Employee classification(s): Regular Full-time Employee non-exempt; Regular Part-Time Employee non-exempt; Probationary regular Full-time Employee non-exempt; Probationary Regular Part-time Employee non-exempt. If a closing falls during an eligible employee's paid absence (e.g. vacation, sick leave), the closing pay will not be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for closing will not be counted as hours worked for purposes of determining whether overtime is owed. All closed days will be defined as an eight hour work day. Upon roll call, all present voted yes. Motion carried.

10:40 A.M.

Karen Babbitt, Head Custodian met with the Board to discuss overtime pay approval.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the overtime pay for last week for the Custodial positions. Upon roll call, all present voted yes. Motion carried.

11:00 A.M.

Jana Hennessy, Road and Bridge Engineer met with the board to discuss road and bridge issues.

Discussion on 101st Ave NW between Sections 17 & 18 North of US #2 in Myrtle Township. Engineer Hennessy stated a letter would need to be sent to Myrtle Township in order to have permission to reconstruct the approximate 200' portion of township road in order to properly align the road and when completed it would be Quit Claim Deeded back to the Myrtle Township.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the letter be sent to Myrtle Township for 101st Ave NW reconstruction. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the 2018 Township Road Dust Control Assistance Program in the amount of \$431.00 for 1/8 mile. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the bidding of 3 new 2018 Motor Graders. Upon roll call, all present voted yes. Motion carried.

Discussion was held on trading of a suburban for a 3/4 ton pickup.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the trading of the 2003 Chevrolet Suburban and the purchase of a Ford F250 from Prairie Ford. Upon roll call, all present voted yes. Motion carried.

3. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the Minutes of March 6, 2018 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Olson, seconded by Comm. Uran, to approve the bills totaling \$123,328.39. Upon roll call, all present 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 Commissioners heading.)

APPROVED 03/20/2018-PAYMENT 03/20/2018

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
93343	ACME TOOLS COUNTY ROAD & BRIDGE FUND	853.00 853.00
93344	AMERIPRIDE LINEN & APPAREL SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	650.34 539.95 110.39
93345	ASC CONSTRUCTION EQUIPMENT USA, INC	498.74

	COUNTY ROAD & BRIDGE FUND	498.74
93346	BHG INC COUNTY ROAD & BRIDGE FUND	678.00 678.00
93347	BLUE CROSS BLUE SHIELD GENERAL FUND	270.70 270.70
93348	BLUE TARP FINANCIAL, INC. COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	467.98 299.96 168.02
93349	BROSZ ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	3,495.00 3,495.00
93350	CARD SERVICES GENERAL FUND	12.50 12.50
93351	CARQUEST OF STANLEY COUNTY ROAD & BRIDGE FUND	1,712.30 1,712.30
93352	CBM MANAGED SERVICES GENERAL FUND	4,789.52 4,789.52
93353	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	50.00 50.00
93354	CITY OF PLAZA COUNTY ROAD & BRIDGE FUND	82.50 82.50
93355	COMPUTER PROFESSIONALS GENERAL FUND	2,453.88 2,453.88
93356	DAKOTA DRUG CO GENERAL FUND	326.80 326.80
93357	DAKOTALAND AUTOGLASS, INC COUNTY ROAD & BRIDGE FUND	175.00 175.00
93358	EXPRESSWAY INN GENERAL FUND	83.70 83.70
93359	FARMERS UNION OIL CO-PLAZA GENERAL FUND COUNTY ROAD & BRIDGE FUND	12,522.01 116.33 12,405.68
93360	FASTENAL COMPANY COUNTY ROAD & BRIDGE FUND	34.50 34.50
93361	GCR TIRES & SERVICE COUNTY ROAD & BRIDGE FUND	78.43 78.43
93362	GRAPHICS, LETTERING & TRIM GENERAL FUND	75.00 75.00
93363	GRUNDTVIG/TERRA GENERAL FUND	56.00 56.00
93364	HALVORSON/KENNETH GENERAL FUND	123.54 123.54
93365	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	5,987.76 2,314.00 3,673.76
93366	JOHNSON/LAURIE GENERAL FUND	36.01 36.01
93367	LITTLE FALLS MACHINE, INC. COUNTY ROAD & BRIDGE FUND	1,024.01 1,024.01

93368	MEIERS OIL INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,222.87 59.77 1,163.10
93369	MIDSTATE TELEPHONE CO GENERAL FUND	3,154.32 3,154.32
93370	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	800.00 800.00
93371	MOUNTRAIL COUNTY PROMOTER GENERAL FUND	62.50 62.50
93372	MOUNTRAIL COUNTY 4-H COUNTY AGENT FUND	243.83 243.83
93373	MOWBRAY & SON PLUMBING & HEATING INC GENERAL FUND	756.20 756.20
93374	MRC GLOBAL (US) INC. COUNTY ROAD & BRIDGE FUND	41.16 41.16
93375	NAPA GENERAL FUND COUNTY ROAD & BRIDGE FUND	99.47 15.98 83.49
93376	ND DEPT OF HEALTH-MICROBIOLOGY GENERAL FUND	10.00 10.00
93377	ND ENVELOPE COMPANY GENERAL FUND COUNTY ROAD & BRIDGE FUND	668.15 520.40 147.75
93378	ND LTAP COUNTY ROAD & BRIDGE FUND	50.00 50.00
93379	ND TRUCK WASH GENERAL FUND	30.00 30.00
93380	ND VETS SER OFFICERS ASSN VETERAN'S SERVICE OFFICER FUND	50.00 50.00
93381	NDSU - EXTENSION OFFICE COUNTY AGENT FUND	12,000.00 12,000.00
93382	NDSU EXTENSION SERVICE GENERAL FUND	62.50 62.50
93383	NEOPOST USA INC GENERAL FUND	589.92 589.92
93384	NETWORKFLEET, INC. COUNTY ROAD & BRIDGE FUND	2,345.63 2,345.63
93385	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,524.94 1,524.94
93386	O-DAY EQUIPMENT LLC COUNTY ROAD & BRIDGE FUND	746.70 746.70
93387	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	658.22 508.70 149.52
93388	OHNSTAD TWICHELL, P.C. GENERAL FUND	14,983.76 14,983.76
93389	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	479.04 479.04

93390	PAPPA/STEPHANIE GENERAL FUND COUNTY PARKS FUND	354.39 294.80 59.59
93391	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	30.00 30.00
93392	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	86.93 86.93
93393	PRIA GENERAL FUND	45.00 45.00
93394	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	353.60 353.60
93395	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	3,732.12 3,732.12
93396	RECORD KEEPERS, LLC GENERAL FUND	16.00 16.00
93397	RESERVATION TELEPHONE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,308.08 1,192.70 101.43 13.95
93398	RYAN CHEVROLET GENERAL FUND	4,858.00 4,858.00
93399	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	20,924.89 20,924.89
93400	SORENSEN/CHARLIE GENERAL FUND	17.44 17.44
93401	SOURIS RIVER TELECOMMUNICATIONS E 911 EMERGENCY/WIRELESS FUND	170.10 170.10
93402	STAPLES CREDIT PLAN GENERAL FUND	159.98 159.98
93403	STEINS INC GENERAL FUND	2,124.70 2,124.70
93404	THE SIDWELL COMPANY GENERAL FUND	2,000.00 2,000.00
93405	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	422.14 422.14
93406	TONY'S TRANSFER COUNTY ROAD & BRIDGE FUND	50.00 50.00
93407	TRUCK BODIES & EQUIP. INTERNATIONAL, INC. COUNTY ROAD & BRIDGE FUND	132.32 132.32
93408	UNIFORM CENTER GENERAL FUND	59.99 59.99
93409	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND	3,586.93 2,147.19 1,439.74
93410	URAN/DAN GENERAL FUND	230.54 230.54
93411	US POSTAL SERVICE GENERAL FUND	72.00 72.00

93412	VERIZON WIRELESS GENERAL FUND	1,370.41 122.83
	E 911 EMERGENCY/WIRELESS FUND COUNTY AGENT FUND WEED CONTROL FUND	1,120.94 67.51 59.13
93413	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,200.00 3,200.00
93414	WESTERN DAKOTA ENERGY ASSOCIATION GENERAL FUND	793.50 793.50
93415	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	112.90 112.90
	FINAL TOTAL	\$ 123,328.39

D. FEES

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the January and February 2018 fees for the Recorders Office and February fees for Sheriff’s Department and Clerk of Court. Upon roll call, all present voted yes. Motion carried.

E. STOP PAYMENT

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the stop payment for Janette Luttrell in the amount of \$22.40. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the stop payment for Howie Township in the amount of \$7,398.80. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the stop payment for Missouri River Royal Corp in the amount of \$78.00. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the stop payment for Derek or Laura Shaffer in the amount of \$18.50. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the stop payment for Tonelise Stensilie in the amount of \$166.61. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the stop payment for Kathy Craft in the amount of \$10.50. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the stop payment for Neff Eiken & Neff PC in the amount of \$10.00. Upon roll call, all present voted yes. Motion carried.

F. ROAD CROSSING PERMITS

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Road Crossing Permit 612 from Mountrail Williams Electric Coop, on 92nd Ave NW, located in Sections 22 & 23 in Township 151 North, Range 93 West (Big Bend Township) to bore for electrical. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Road Crossing Permit 613 from Mountrail Williams Electric Coop, on CR 21, S of 31st St., located in Sections 34 & 35 in Township 151 North, Range 93 West (Big Bend Township) to bore for electrical. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Road Crossing Permit 614 from Mountrail Williams Electric Coop, on CR 21, N of 30th St., located in Sections 34 & 35 in Township 151 North, Range 93 West (Big Bend Township) to bore for electrical.

G. CONTRACT

Moved by Comm. Olson, seconded by Comm. Uran, to approve the payment to the Souris Basin Planning Council in the amount of \$5,121.00 for the 2018 Joint Powers Agreement. Upon roll call, all present voted yes. Motion carried.

H. SALARY

Moved by Comm. Uran, seconded by Comm. Olson, to approve the salary increase for Nathan Sem from the Planning and Zoning/DES Department in the amount of \$4,278.33 for successful completion of the probationary period. Upon roll call, all present voted yes. Motion carried.

I. HEARING

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the public hearing advertisement for April 17, 2018 at 10:00 A.M. for Andeavor Field Services, LLC/Kenneth Littlefield for zoning request. Upon roll call, all present voted yes. Motion carried.

J. FINANCIALS

Stephanie A. Pappa, Auditor reviewed the Financials for 2018.

4. ONGOING BUSINESS:

Wade Enget, State’s Attorney gave updates on Ceres Environmental Services Arbitration and the Tax Deed Property.

5. ADJOURN

The Board adjourned at 11:30 A.M. to meet in regular session on Tuesday, April 2, 2018 at 9:00 A.M.

Accepted and approved this 2nd day of April, 2018

Trudy Ruland, Vice-Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor