

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, April 21, 2020 at 9:00 A.M. with GOTOMEETING with Commissioners Trudy Ruland, Joan Hollekim, Daniel Uran, Garry Jacobson and Wayne Olson present. Also present was States Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the minutes of the April 7, 2020 meeting. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the bills totaling \$1,754,774.31. Upon roll call, Jacobson, Ruland, Olson, Hollekim, and Uran 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 04/21/2020 - PAYMENT 04/21/2020

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
98744	A&W TOWING & RECOVERY, INC. GENERAL FUND	675.00 675.00
98745	AMERICAN BANK CENTER COUNTY ROAD & BRIDGE FUND	6,000.00 6,000.00
98746	AMERIPRIDE LINEN & APPAREL SERVICES GENERAL FUND	479.26 479.26
98747	ARMOR INTERACTIVE GENERAL FUND	7,464.17 7,464.17
98748	ARNTSON STEWART WEGNER PC COUNTY ROAD & BRIDGE FUND	8,507.35 8,507.35
98749	BAKKEN COMMERCIAL TRUCK WASH GENERAL FUND	25.00 25.00
98750	BEST BUY BUSINESS ADVANTAGE ACCOUNT GENERAL FUND	1,249.96 1,249.96
98751	BHG INC GENERAL FUND	648.97 648.97
98752	BIG BEND TOWNSHIP GENERAL FUND	4,160.00 4,160.00
98753	CARD SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	223.48 203.53 19.95
98754	CARQUEST OF STANLEY WEED CONTROL FUND	94.98 94.98
98755	CDW GOVERNMENT GENERAL FUND	304.35 304.35

98756	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	52.00 52.00
98757	CITY OF STANLEY GENERAL FUND WEED CONTROL FUND	26,204.25 26,183.00 21.25
98758	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,453.88 3,453.88
98759	DAKOTA TRUCK & FARM SERVICE COUNTY ROAD & BRIDGE FUND	1,232.51 1,232.51
98760	DEPT OF CORRECTIONS & REHAB GENERAL FUND	284.98 284.98
98761	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	4,552.00 4,552.00
98762	DUSTBUSTERS, INC. COUNTY ROAD & BRIDGE FUND	27,628.65 27,628.65
98763	ELLIS/BRAD GENERAL FUND	45.11 45.11
98764	ENGET/WADE GENERAL FUND	126.50 126.50
98765	ESCO BISMARCK COUNTY ROAD & BRIDGE FUND	6,588.00 6,588.00
98766	FAO-USAED OMAHA DISTRICT COUNTY PARKS FUND	12,000.00 12,000.00
98767	GAFFANEYS OF MINOT INC GENERAL FUND	417.46 417.46
98768	H.A.THOMPSON & SONS INC GENERAL FUND	9,980.00 9,980.00
98769	HB SOUND & LIGHT INC GENERAL FUND	5,611.70 5,611.70
98770	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE FUND 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	57,105.07 24,655.59 25,959.58 6,489.90
98771	INFORMATION TECHNOLOGY DEPT GENERAL FUND	6,554.95 6,554.95
98772	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY PARKS FUND WEED CONTROL FUND	1,647.74 1,060.55 15.05 572.14
98773	KRONOS SAASHR INC GENERAL FUND	613.93 613.93
98774	LIGHT AND SIREN COUNTY ROAD & BRIDGE FUND	795.34 795.34
98775	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	294.20 210.60 83.60
98776	LYCOX ENTERPRISES, INC COUNTY ROAD & BRIDGE FUND	2,524.00 2,524.00
98777	MARMON/W. DEAN	10.00

	GENERAL FUND	10.00
98778	MEIERS OIL INC COUNTY ROAD & BRIDGE FUND	13,898.60 13,898.60
98779	MIDSTATE TELEPHONE CO GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	3,791.59 3,639.49 113.95 38.15
98780	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	3,918.80 3,918.80
98781	MOUNTRAIL COUNTY PROMOTER GENERAL FUND	5,005.10 5,005.10
98782	MOUNTRAIL COUNTY 4-H COUNTY AGENT FUND	314.60 314.60
98783	MOUNTRAIL WILLIAMS ELECTRIC COOP COUNTY ROAD & BRIDGE FUND	1,278,482.79 1,278,482.79
98784	ND STATE RADIO COMMUNICATIONS GENERAL FUND	1,080.00 1,080.00
98785	NDACO RESOURCES GROUP GENERAL FUND	81.00 81.00
98786	NDSU - EXTENSION OFFICE COUNTY AGENT FUND	8,678.18 8,678.18
98787	NORMONT EQUIPMENT CO. COUNTY ROAD & BRIDGE FUND	328.60 328.60
98788	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,401.02 1,401.02
98789	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
98790	NUTRIEN AG SOLUTIONS WEED CONTROL FUND	60,537.00 60,537.00
98791	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	585.08 333.44 251.64
98792	OVERHEAD DOOR COMPANY OF MINOT COUNTY ROAD & BRIDGE FUND	1,724.00 1,724.00
98793	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	130.00 130.00
98794	PINNACLE COUNTY ROAD & BRIDGE FUND	19,035.42 19,035.42
98795	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	131.26 131.26
98796	QUADIENT FINANCE USA INC GENERAL FUND	707.00 707.00
98797	R & T WATER DISTRICT COUNTY PARKS FUND	50.00 50.00
98798	RESERVATION TELEPHONE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	2,198.46 1,963.66 116.07 118.73
98799	S M SERVICES CORPORATION	17,200.00

	COUNTY ROAD & BRIDGE FUND	17,200.00
98800	SAFARI FUELS #103 GENERAL FUND	547.78 547.78
98801	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	62,620.85 62,620.85
98802	SOURIS RIVER TELECOMMUNICATIONS E 911 EMERGENCY/WIRELESS FUND	170.10 170.10
98803	SPRINGANS FURNITURE GENERAL FUND	5,724.00 5,724.00
98804	SRF CONSULTING GROUP, INC GENERAL FUND	15,579.15 15,579.15
98805	STANLEY AUTO & TRUCK GENERAL FUND COUNTY ROAD & BRIDGE FUND	70.86 25.24 45.62
98806	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE WEED CONTROL FUND	1,411.82 1,047.55 302.70 1.60 59.97
98807	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
98808	STATE TREASURER GENERAL FUND	7,120.00 7,120.00
98809	STEINS INC GENERAL FUND	408.85 408.85
98810	SUMMIT FOOD SERVICE, LLC GENERAL FUND	4,010.16 4,010.16
98811	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	163.80 163.80
98812	TITAN MACHINERY COUNTY ROAD & BRIDGE FUND	2,298.52 2,298.52
98813	TONY'S TRANSFER COUNTY ROAD & BRIDGE FUND	31.00 31.00
98814	UNIFORM CENTER GENERAL FUND	174.93 174.93
98815	VAN HOOK RESORT, LLC COUNTY PARKS FUND	17,817.50 17,817.50
98816	VANGUARD APPRAISALS, INC GENERAL FUND	15,248.50 15,248.50
98817	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	1,498.20 75.59 305.04 1,085.72 31.85
98818	VERTIV CORPORATION GENERAL FUND	2,266.00 2,266.00
	FINAL TOTAL	\$1,754,774.31

D. TRANSFER

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the transfer for Overweight Fines

from January 1, 2020 to March 31, 2020 totaling \$38,055 from the General Fund to County Road & Bridge. Upon roll call, Hollekim, Uran, Olson, Jacobson and Ruland voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the transfer for Uniform Permits from January 1, 2020 to March 31, 2020 totaling \$855,874.72 from the General Fund to County Road & Bridge. Upon roll call, Hollekim, Olson, Jacobson, Ruland and Uran voted yes. Motion carried.

E. LEASE

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the residential lease for Justin & Chelsey Columbus in the amount of \$1,000 per month for Stanley Townhome 7 Meadow Lane. Upon roll call, Hollekim, Ruland, Uran, Olson and Jacobson voted yes. Motion carried.

Discussion was held on the complaints occurring from the adjoining neighbor. The tenant would need to file a formal complaint prior to the Board addressing this issue.

F. GRANT

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the signing of the North Dakota Disaster Emergency Services Public Assistance Grant Program Sub grant Agreement for FEMA-4475-DR. Upon roll call, all present voted yes. Motion carried.

State's Attorney Wade Enget presented the FEMA grant application for excessive rain last fall.

G. FIRE DISASTER

Corey Bristol, Disaster Emergency Coordinator suggested approving the burn ban with common sense being utilized when burning. Discussion was held on farmers needing to burn. Coordinator Bristol stated he will use his best judgement to allow a controlled burn if a request is made.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve signing and adopting the 2020 Fire Disaster Declaration and Automatic Burn Ban Proclamation subject to Corey Bristol/DES having authorization to approve a controlled burn. Upon roll call, all present voted yes. Motion carried.

H. FINANCIALS

Stephanie A. Pappa, Auditor discussed the 2020 adjustments to the revenue and expenditure accounts. Further discussion was held on expenditure cuts possibly in the 2021 budget year.

I. PROCUREMENT POLICY

Wade Enget, State's Attorney discussed the proposed Mountrail County Policy for Procurement of Goods and Services. State's Attorney Enget asked about requiring bidders to be within a certain mile radius to be included in this policy. Comm. Ruland suggested having input from the department heads on the Procurement Policy. Comm. Hollekim felt sealed bids/proposals are a good idea and felt buying local is important if a competitive bid/proposal can be obtained locally.

J. BOARD CONCERNS

Discussion was held concerning the County parks opening and having access to fishing because of concerns with the COVID-19 pandemic. Auditor Pappa gave an update on a special meeting being held with the Park Board on May 12th at 9:00 a.m. to discuss the COVID-19.

3. APPOINTMENT SCHEDULED

9:30 A.M.

Lori Hanson, Tax Director met with the board to discuss the Vanguard Extended Service Contract and the Vanguard Assessor Web Site Service Contract.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the signing of the 3-year Vanguard Extended Service Contract in the amount of \$32,111 and 3-year Vanguard Assessor Web Site Contract in the amount of \$3,712.50 with payment split into three years as recommended by Tax Director Hanson. Upon roll call, Hollekim, Uran, Jacobson, Ruland and Olson voted yes. Motion carried.

9:40 A.M.

Nichole Degenstein, Human Resource Director, met with the Board to discuss the payroll concern regarding overpayments and potentially changing the payroll date(s). Director Degenstein recommended this issue be presented for comment at the Department Head meeting first and then to the HRAC meeting.

Director Degenstein discussed the Families First Coronavirus Response Act regarding the seven employees who were not covered at the time of enactment. Director Degenstein commented no reimbursement will be given from the Federal Government to the counties for payroll expenses prior to April 1, 2020. Comm. Hollekim stated the Board mandated employees stay home prior to this date and felt they should be treated the same as those covered under the FFCRA. Comm. Hollekim stated the County should have criteria in place for testing to see if it's COVID-19 when employees are staying home due to a sickness.

Moved by Comm. Hollekim, seconded by Comm. Uran, to allow employees that were required to quarantine to use-sick leave from March 17, 2020 to April 1, 2020 as allowed under the FFCRA. Upon roll call, Ruland, Hollekim, Uran, Olson and Jacobson voted yes. Motion carried.

10:00 A.M.

Discussion was held with Departments Heads concerning the COVID-19 and the plan and policy moving forward. Present for the discussion were Corey Bristol, Jana Hennessy, Traci Hysjulien, Nichole Degenstein, Karen Babbitt, Melissa Vachal, Lori Hanson, Desirae Sorenson and Laurie Johnson.

State's Attorney Wade Enget discussed the COVID-19 testing being held in the County on Friday, April 24th, 2020 in Stanley at the Mountrail County Medical Center. The testing will occur from 10 a.m. to 2 p.m. which could result in high volumes for testing. It was suggested to offer the South Complex and Fair Building parking lots as an alternate location on Friday, April 24th, 2020.

Moved by Comm. Olson, seconded by Comm. Uran, to offer the utilization of the South Complex and Fair Building parking lots as an alternate location if needed for the COVID-19 testing on Friday, April 24th, 2020. Upon roll call, all present voted yes. Motion carried.

Comm. Ruland discussed the opening of the County offices in the near future. Comm. Uran stated the local testing will help give a more accurate number in Mountrail County. Comm. Hollekim stated every office needs to start thinking about transitioning back into the offices. State's Attorney, Wade Enget stated a policy has been implemented in Williams County with a twelve feet apart order. Melissa Vachal, Recorder is requesting face masks for all employees and the idea of closing it to the Oil and Gas land men sitting in hallways accessing the online services. State's Attorney, Wade Enget stated it's a public building and cannot deny access to anyone even if they are utilizing the WIFI connections. Director Degenstein stated it is hard to find masks to even order. Traci Hysjulien, Clerk of Court stated the court is still moving forward and cannot deny anyone access to the court or the courtroom.

Moved by Comm. Uran, seconded by Comm. Olson, to extend the limited restriction access to the public for all county buildings until May 6, 2020. Upon roll call, all present voted yes. Motion carried.

10:15 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge. Also present via phone were Craig Mizera and Jason Olson with HDR Engineering; John Sauber with Sauber Engineering and Joe Kessel with Branko Brothers Inc.

1. BRANKO BROTHERS INC./HAUL ROUTE AGREEMENT

Engineer Hennessy discussed the haul route agreement request from Branko Brothers Inc to haul 105,500 lbs. on 96th Ave NW and 57th St NW for hauling material to NDDOT 1804 project. Engineer Hennessy recommended to allow to raise the road load limit from 80,000 lbs. max to "by legal weight" 105,500 lbs max with haul route agreement, pre and post inspection and cash bond in place. Joe Kessel with Branko Brothers Inc. stated the above requirements would be fine.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the request of Branko Brothers Inc. to raise the road load limit from 80,000 lbs. max to "by legal weight" 105,500 lbs max subject to having a haul route agreement, pre and post inspection and cash bond in place on 96th Ave NW and 57th St NW and effective when the Frost Law lifts. Upon roll call, all present voted yes. Motion carried.

2. SAUBER ENGINEERING UPDATE-CR3/76TH AVE NW

John Sauber with Sauber Engineer discussed the CR 3 Reconstruction Road Project and the deficiencies as follows: The vertical geometry and sight distance does not meet the current standard. One section of the current roadway, approximately ½ mile in length, is signed at 10 mph due to the existing vertical geometry and limited sight distance. The clear zone provided does not meet the current standards. The roadway width and the road top/ditch bottom separation does not meet current standards. The structural section (load supporting strength) does not meet the current standard and does not adequately support the existing or projected truck traffic. Comm. Hollekim questioned on whether Phase II could be put on hold due to funding and Oil & Gas Revenues.

Engineer John Sauber suggested the following alternatives:

Alternative A: No Build. The no build alternative does not correct the current deficiencies of the existing road. This alternative is not considered feasible and prudent.

Alternative B: Build Alternative. Reconstruct the existing roadway to meet current county standard for a gravel surface major collector.

- Culvert Design Frequency – 25 year
- Graded Roadbed width – 37'
- Traveled Way – 28'
- Aggregate Base/Surface – 12" aggregate with geogrid
- ***Design Speed – 45 mph (See Summary of Engineering Issues)
- ***Right of Way Width – varies: 108'-245' (See Summary of Engineering Issues)
- Inslope Ratio – 4H:1V
- Separation (Road top to ditch bottom) – 5'

Engineer Sauber indicated the design is for Phase I for culverts, grading and gravel surfacing. The gravel surfacing is designed to handle the traffic if the County did not proceed with Phase II with paving the roadway.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve moving forward with the design for CR 3 Reconstruction Road Project Phase I from 33rd St NW north to CR14 as presented by Engineer Sauber. Upon roll call, Hollekim, Uran, Ruland, Olson and Jacobson voted yes. Motion carried.

3. 101ST AVE NW-CR9

Engineer Hennessy along with Craig Mizera and Jason Olson with HDR Engineering discussed the plan moving forward on CR 9 with CSI (Central Specialties Inc.). The discussion was held on the liquidated damages start date letter and the Class 5 aggregate letter.

Moved by Comm. Uran, seconded by Comm. Olson, to approve signing of liquidated damages start date letter and the Class 5 aggregate letter to Central Specialties Inc. for CR 9 Project 09(04)13. Upon roll call, all present voted yes. Motion carried.

4. ND HIGHWAY 23 E

Discussion was held on the North Dakota Department of Transportation, in cooperation with the Federal Highway Administration, roadway improvement on ND Highway 23 East of New Town near Jct. with ND Highway 8. The project consists of improvements to the ND Highway 23 segment east of New Town. The improvements will include:

- 1) Relocation of the existing passing lane reduction taper near reference point 53.5 to the west such that is out of the existing accesses;
- 2) Addition of a westbound right turn lane at the east access to the Van Hook Travel Center and an eastbound left turn lane that spans both the west and east accesses;
- 3) Addition of an eastbound right turn lane and westbound left turn lane at 83rd Avenue; and
- 4) Illumination lighting between 83rd Avenue and ND Highway 8 intersection.

Commissioners requested Engineer Hennessy draft a letter of support to NDDOT on this project.

5. VAN HOOK/ CR 15 DETOUR

Engineer Hennessy presented a proposal of a traffic detour presented in an email from Jason Strand with Advanced Engineering and Environmental Services on Van Hook CR 15.

During construction, the contractor will need to maintain access in and out of the sand loading facility on 83rd Ave NW. AE2S is proposing to close one of facility's driveways at a time, so will build the north half of the project first, and then build the south half. The main traffic detour will occur during Phase 1 with the north half of 83rd Ave closed down. The plan is to bring in unloaded trucks

on 82nd Ave NW (county road), bring them around on 38th Street to the sand loading facility, and then loaded trucks would go out on 38th Street to 81st Ave NW. There would be a short stretch of 82nd Ave, going over the tracks, where loaded trucks would be on the county road. Engineer Hennessy recommended a haul route be in place prior to construction. Engineer Hennessy will look into the traffic safety requirements and the date when construction would take place.

6. 2020 FROST LAW

Engineer Hennessy met to discuss and re-evaluate the spring load restrictions.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve leaving the spring load restrictions in place through May 5th, 2020. Upon roll call, all present voted yes. Motion carried.

7. ENERGY INFRASTRUCTURE AND IMPACT OFFICE

Discussion was held on the two grants that were applied with the Energy Infrastructure and Impact Office for 53rd St NW with no funding allowed and 36th St NW was successful. The grant pledge for 36th St NW is for Cement Stabilization and Graveling in the amount of \$41,350.

8. MOWERS

Engineer Hennessy presented two quotes from Stanley Border Plains and Butler Cat for the purchase of two mowers and trading of two 2013 mowers. Discussion was held on if the new mowers were needed. Engineer Hennessy stated the new mowers will be 15 feet instead of the 10 feet. Engineer Hennessy stated a notice will be sent prior to mowing. Discussion was held on the warranty service.

Moved by Comm. Hollekim, seconded by Comm. Uran, to accept the quote in the amount of \$48,000 to purchase 2 Schulte Mowers with trading of two 2013 Schulte Mowers with Stanley Border Plains. Upon roll call, Uran, Olson, Hollekim voted yes; Comm. Jacobson and Ruland voted no. Motion carried.

4. ADJOURN

The Board adjourned at 11:30 A.M. to meet in regular session on Tuesday, May 5, 2020 at 9:00 A.M. Accepted and approved this 5th day of May, 2020.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor