

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, April 7, 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. Hollekim, seconded by Comm. Olson, to review and approve the agenda. Upon roll call, all present voted yes. Motion carried.

B. MINUTES

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the minutes of the March 17, 2020 meeting. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the special minutes of March 19, 2020 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the special minutes of March 26, 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 \$324,416.17 and March payroll, checks #10916-10935 and direct deposit #11951-12107 totaling \$1,031,618.13. 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 04/07/2020 - PAYMENT 04/07/2020

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
98629	A&W TOWING & RECOVERY, INC. GENERAL FUND	250.00 250.00
98630	ABRAHAMSON/SANDRA GENERAL FUND	243.62 243.62
98631	ADDCO OFFICE SYSTEMS GENERAL FUND	176.70 176.70
98632	ADVANCED BUSINESS METHODS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	2,382.21 1,628.22 434.99 319.00
98633	AMERICAN BANK CENTER GENERAL FUND HUMAN SERVICE ZONE	1,273.48 142.67 1,130.81
98634	AMERIPRIDE LINEN & APPAREL SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	292.55 144.68 147.87
98635	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	1,030.00 1,030.00
98636	BBH INSURANCE, INC GENERAL FUND	422.00 422.00
98637	BENTLEY SYSTEMS, INC	4,642.00

	COUNTY ROAD & BRIDGE FUND	4,642.00
98638	BEST BUY BUSINESS ADVANTAGE ACCOUNT GENERAL FUND	9,915.38 9,915.38
98639	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	3,940.00 3,940.00
98640	BROCK WHITE COMPANY LLC COUNTY ROAD & BRIDGE FUND	9,132.99 9,132.99
98641	C&D WATER SERVICES HUMAN SERVICE ZONE	127.50 127.50
98642	CARQUEST OF STANLEY COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,288.29 1,188.57 99.72
98643	CARSTENS/JILL M HUMAN SERVICE ZONE	30.00 30.00
98644	CAWS NORTH DAKOTA GENERAL FUND	13,936.54 13,936.54
98645	CDW GOVERNMENT GENERAL FUND	8,268.84 8,268.84
98646	CHECKERS, INC HUMAN SERVICE ZONE	175.00 175.00
98647	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	613.03 434.53 178.50
98648	CITY OF STANLEY GENERAL FUND	585.81 585.81
98649	COMFORT SUITES GENERAL FUND	590.00 590.00
98650	CONCORDANCE HEALTHCARE SOL HUMAN SERVICE ZONE	114.31 114.31
98651	CORPORATE TRANSLATION SERVICES INC HUMAN SERVICE ZONE	28.12 28.12
98652	CUMMINS SALES AND SERVICE GENERAL FUND	558.60 558.60
98653	DAKOTA FIRE EXTINGUISHERS, INC. COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,115.54 841.97 273.57
98654	DALE/JENNIFER GENERAL FUND	29.77 29.77
98655	DANKS/LISA HUMAN SERVICE ZONE	22.40 22.40
98656	DENNIS/MARY HUMAN SERVICE ZONE	21.70 21.70
98657	DIRTY DIESEL REPAIR GENERAL FUND	250.00 250.00
98658	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	11,760.00 11,760.00
98659	EKNESS/KELLIE A HUMAN SERVICE ZONE	403.49 403.49

98660	FARMERS UNION LUMBER CO COUNTY ROAD & BRIDGE FUND	54.14 54.14
98661	FARMERS UNION OIL CO-PLAZA GENERAL FUND COUNTY ROAD & BRIDGE FUND	5,946.38 309.12 5,637.26
98662	FARMERS UNION OIL CO-WATFORD CITY HUMAN SERVICE ZONE	80.77 80.77
98663	FENSTER/KAYLA HUMAN SERVICE ZONE	464.60 464.60
98664	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	249.95 249.95
98665	FRYHLING/PATRICIA HUMAN SERVICE ZONE	257.10 257.10
98666	GAFFANEYS OF MINOT INC GENERAL FUND HUMAN SERVICE ZONE	901.80 540.92 360.88
98667	GILBERTSON/HEATHER HUMAN SERVICE ZONE	22.40 22.40
98668	GRILLEY/CANDICE HUMAN SERVICE ZONE	299.25 299.25
98669	GRINOLDS/RENEE GENERAL FUND	4.80 4.80
98670	HACH COMPANY GENERAL FUND	127.76 127.76
98671	HARRISON/SADIE M HUMAN SERVICE ZONE	2,022.23 2,022.23
98672	HDR ENGINEERING, INC 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	59,238.93 47,391.15 11,847.78
98673	HERMANSON/NANCY HUMAN SERVICE ZONE	80.98 80.98
98674	HOLIDAY CREDIT OFFICE GENERAL FUND	3,338.58 3,338.58
98675	INFORMATION TECHNOLOGY DEPT HUMAN SERVICE ZONE	114.20 114.20
98676	JOHN DEERE FINANCIAL GENERAL FUND COUNTY ROAD & BRIDGE FUND	8,820.55 8,619.01 201.54
98677	JPMORGAN CHASE BANK NA GENERAL FUND HUMAN SERVICE ZONE	957.26 8.25 949.01
98678	KINNEY/SHELLY HUMAN SERVICE ZONE	379.36 379.36
98679	LEES/KAITLYN HUMAN SERVICE ZONE	312.22 312.22
98680	LOCKREM/DAWN HUMAN SERVICE ZONE	277.37 277.37
98681	LOMMEN/ORVIN HUMAN SERVICE ZONE	1,815.00 1,815.00

98682	LONIER/RACHEL HUMAN SERVICE ZONE	143.40 143.40
98683	LUTTRELL/JANETTE HUMAN SERVICE ZONE	44.80 44.80
98684	MATTHEW BENDER & CO INC GENERAL FUND	191.56 191.56
98685	MCKENZIE COUNTY AUDITOR/TREASURER HUMAN SERVICE ZONE	460.00 460.00
98686	MCKENZIE COUNTY FARMER HUMAN SERVICE ZONE	361.03 361.03
98687	MEIERS OIL INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	8,031.60 135.00 7,896.60
98688	MENARDS - MINOT GENERAL FUND COUNTY PARKS FUND	764.88 26.99 737.89
98689	MIDSTATE TELEPHONE CO GENERAL FUND	485.00 485.00
98690	MILLS/JAMIE HUMAN SERVICE ZONE	625.02 625.02
98691	MINOT RESTAURANT SUPPLY CO GENERAL FUND	90.53 90.53
98692	MONTANA DAKOTA UTILITIES CO GENERAL FUND	12,073.04 12,073.04
98693	MOUNTRAIL COUNTY 4-H COUNTY AGENT FUND	100.00 100.00
98694	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,894.32 370.59 363.32 1,160.41
98695	MRC GLOBAL (US) INC. COUNTY ROAD & BRIDGE FUND	4,114.75 4,114.75
98696	NARDINI FIRE EQUIPMENT GENERAL FUND	330.00 330.00
98697	ND ASSOCIATION OF COUNTIES GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	2,567.16 400.00 2,167.16
98698	ND ASSOCIATION OF COUNTIES GENERAL FUND	189.00 189.00
98699	ND DEPT OF TRANSPORTATION GENERAL FUND	11.50 11.50
98700	NELSON/ELMER HUMAN SERVICE ZONE	21.35 21.35
98701	NEWMAN TRAFFIC SIGNS COUNTY ROAD & BRIDGE FUND	1,036.20 1,036.20
98702	NORMONT EQUIPMENT CO. COUNTY ROAD & BRIDGE FUND	15,567.84 15,567.84
98703	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	944.57 944.57

98704	NORTH DAKOTA TELEPHONE CO HUMAN SERVICE ZONE	96.26 96.26
98705	NORTH PRAIRIE RURAL WATER DISTRICT COUNTY ROAD & BRIDGE FUND	76.00 76.00
98706	NORTHERN TESTING HUMAN SERVICE ZONE	1,450.00 1,450.00
98707	NORTHWEST YOUTH ASSESSMENT CENTER HUMAN SERVICE ZONE	20,307.00 20,307.00
98708	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE COUNTY AGENT FUND	3,288.37 1,872.20 1,054.76 50.30 311.11
98709	OGDEN/CRYSTAL HUMAN SERVICE ZONE	330.27 330.27
98710	OSTDAHL/JOANN HUMAN SERVICE ZONE	4.28 4.28
98711	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	170.05 170.05
98712	PINNACLE HUMAN SERVICE ZONE	841.95 841.95
98713	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	3,496.00 3,496.00
98714	PRAIRIE FORD, INC. GENERAL FUND	56.66 56.66
98715	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	971.46 971.46
98716	QUADIENT FINANCE USA INC GENERAL FUND	1,806.57 1,806.57
98717	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	1,932.02 1,932.02
98718	RECORD KEEPERS, LLC GENERAL FUND	16.00 16.00
98719	RESERVATION TELEPHONE GENERAL FUND	566.00 566.00
98720	ROBY/MELISSA HUMAN SERVICE ZONE	406.05 406.05
98721	ROHDE/COLLEEN HUMAN SERVICE ZONE	169.94 169.94
98722	SAX MOTOR COMPANY GENERAL FUND	29,870.00 29,870.00
98723	SRF CONSULTING GROUP, INC GENERAL FUND	8,474.72 8,474.72
98724	STANLEY FIRE DEPT. CO. HAZARDOUS CHEMICAL ACCOUNT FUND	8,521.26 8,521.26
98725	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	6.06 6.06
98726	STATE TREASURER E 911 EMERGENCY/WIRELESS FUND	6,899.50 6,899.50

98727	STEINS INC GENERAL FUND	28.36 28.36
98728	SUMMIT FOOD SERVICE, LLC GENERAL FUND	5,965.50 5,965.50
98729	SYN-TECH SYSTEMS GENERAL FUND	550.00 550.00
98730	THE SIDWELL COMPANY GENERAL FUND	1,620.00 1,620.00
98731	THIESSEN/TIFFANY GENERAL FUND	29.95 29.95
98732	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	497.80 497.80
98733	TIOGA RURAL FIRE DEPT 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	2,967.65 1,555.71 1,411.94
98734	TRACTOR SUPPLY COMPANY GENERAL FUND COUNTY ROAD & BRIDGE FUND	828.01 44.97 783.04
98735	TRINSPIN, INC. GENERAL FUND	2,178.13 2,178.13
98736	TRUCK BODIES & EQUIP. INTERNATIONAL, INC. COUNTY ROAD & BRIDGE FUND	661.95 661.95
98737	TUCKER/JESSICA A HUMAN SERVICE ZONE	76.82 76.82
98738	UNIFORM CENTER GENERAL FUND	565.88 565.88
98739	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	3,285.44 2,033.69 1,025.31 226.44
98740	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	847.75 847.75
98741	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	1,555.41 121.37 315.64 1,086.50 31.90
98742	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,200.00 3,200.00
98743	ZEE SERVICE COMPANY COUNTY ROAD & BRIDGE FUND	368.05 368.05
	FINAL TOTAL	\$324,416.17

D. FEES

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve February 2020 fees for the Sheriff's Office and March 2020 fees for the Clerk of Court. Upon roll call, Uran, Jacobson, Ruland, Olson, and Hollekim voted yes. Motion carried.

E. PUBLIC HEARINGS

Discussion was held on the equalization meeting being held at Plaza City Hall on April 14, 2020 for the

Plaza County Shop Parcel #59-0028355. State’s Attorney Wade Enget discussed the taxable value increasing as the land is no longer tax exempt as it is being leased to American Bank Center to construct the Plaza Shop.

Discussion was held on the Public Hearing on April 13, 2020 at 5:30 p.m. at the Stanley City Planning & Zoning Commission and on April 14, 2020 7:00 p.m. at the Stanley City Council to take comments on the rezone from Commercial to C-3 Corridor Highway Commercial as requested by Mountrail Builders at property located at 1 Meadow Lane described as Lot 7, Country Meadows Subdivision, Stanley, ND.

Comm. Hollekim would like a buffer zone between this property and the residential houses being affected.

Moved by Comm. Hollekim, seconded by Comm. Uran, to request a letter be sent to the City of Stanley Planning and Zoning requesting a buffer zone between the residential and commercial properties. Upon roll call, all present voted yes. Motion carried.

F. EMERGENCY FUND

Wade Enget, State’s Attorney spoke concerning the county emergency fund pursuant to N.D.C.C. 57-15-28 which states the funds to be used only for emergency purposes caused by the destruction or impairment of any county property necessary for the conduct of the affairs of the county or emergencies caused by the nature. ND law does allow transfer of certain funds by the County Commissioners pursuant to N.D.C.C 11-23-07 which states if appropriation for any purpose is not sufficient to meet the expenditures required by law, the county auditor, on the order of the board of county commissioners, may make a transfer to the required fund from any other fund. State’s Attorney Enget stated these two options would be able to be utilized for the shortage of funds with the Upper Missouri District Health Unit if needed.

G. POLLING LOCATIONS

Stephanie A Pappa, Auditor discussed the Executive Order by Governor Burgum regarding Vote by Mail and having no polling locations due to the COVID-19. Auditor Pappa is waiting to hear back from the Chairman Mark Fox with MHA Nation on whether a polling location is needed or if several drop off boxes would suffice.

H. COVID-19 DISCUSSION

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, Mary Dennis, Laurie Johnson, Melissa Vachal, Lori Hanson, Mary Dennis, and Laurie Johnson.

Nichole Degenstein, Human Resource Director and Wade Enget, State’s Attorney presented the following policy amendment:

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020, until December 31, 2020. All existing county leave policies remain in place to the extent they are not superseded by FFCRA. This policy amendment shall be interpreted consistent with the US Department of Labor’s rules.

Emergency Paid Sick Leave

All full-time and part-time employees employed and are unable to work (or telework) due to one of the following reasons for leave are eligible for additional paid sick leave. Full-time employees are eligible for 80 hours of paid leave while part-time employees are eligible for the number of hours of leave that the employee works on average over a two-week period.

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID–19 precautions.

6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

Rate of Pay for Emergency Paid Sick Leave

For reasons (1), (2), or (3) as outlined above the employee is eligible for their regular rate of pay with a cap of \$511 per day and \$5,110 in the aggregate.

For reasons (4), (5), or (6) as outlined above the employee is eligible for 2/3rds of the employee's regular rate of pay with a cap of \$200 per day and \$2,000 in the aggregate.

Employees whose pay is subjected to the above limitations may supplement their Emergency Paid Sick Leave with any existing available leave to meet the employee's regular salary but in no cases may their salary exceed 100% of their existing wage. Paid leave under the Emergency Paid Sick Leave Act cannot be carried over year to year.

Expanded FMLA Leave

In addition to the Emergency Sick Leave Policy employees employed for more than 30 days who are unable to work (or telework) due to the need to take care of their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19 shall be entitled to an additional 10 weeks of expanded FMLA leave.

Leave taken under this section shall be paid at 2/3rds the employee's regular rate of pay with a cap of \$200 per day and \$10,000 in the aggregate. The employer may allow the employee to supplement the 2/3rds salary with any previously provided sick or vacation leave, if the employee has any, to bring the employee's salary to no greater than 100% of their regular wage.

This Expanded FMLA Leave only supplements the eligibility entitling an employee to use FMLA. This expansion is not in addition to the 12 week cap on FMLA previously provided. Employees who have previously spent FMLA during the annual period will have those times subtracted from their overall eligibility.

Definitions for Expanded FMLA Leave

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

(A) Under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

"School" means an elementary or secondary school.

PROCEDURE FOR REQUESTING EMERGENCY PAID SICK LEAVE

Employees must notify Human Resources of the need and specific reason for leave under this policy. Once emergency paid sick leave has begun, the employee will be expected to return to work at the end of the 80 hours of allotted time, unless the employee has communicated to Human Resources that they will return earlier or the employee has initiated additional leave, either through Extended FMLA, FMLA or use of the employees sick or vacation leave.

Special Emergency Responders and Health Care Providers Provision

Certain Emergency Responders and Health Care Providers may be disqualified from taking leave under categories 4-6 of the Emergency Paid Sick leave or Expanded Family Medical Leave Act. For those employees, prior approval of their department head in consultation with the Human Resource department will be required.

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve adopting the Families First Coronavirus Response Act Policy Amendment (FFCRA) as presented above. Upon roll call, Hollekim, Uran, Olson, Ruland, and Jacobson voted yes. Motion carried.

Discussion was also held on the North Dakota Workforce Safety & Insurance Executive Order 2020-12.

State's Attorney Enget stated a few employees that were quarantined may be affected with the mandates of COVID-19. Director Degenstein and State's Attorney Enget will bring forward at the next Commissioner meeting.

Moved by Comm. Olson, seconded by Comm. Hollekim, to continue with County procedures caused by the COVID-19 pandemic and allow working remotely from home until April 25, 2020. Upon roll call, all present voted yes. Motion carried.

Comm. Hollekim was approached by George Littlecreek requesting to use the South Complex parking lot for church services for Prairie Lutheran Parish for Easter Sunday. Comm. Ruland stated it should go through the Auditor's Office like all other rentals with the South Complex. Also, it was mentioned that parking should not be allowed in front of the County Shop doors. Comm. Hollekim stated the Governor's Executive Order for gatherings should be followed. George Littlecreek was present via phone and mentioned windows will be rolled up during the service and no one will be allowed to get out of their vehicle. Also, Mr. Littlecreek would make sure there is no parking in front of the shop doors. Mr. Littlecreek requested to use the County's outside electrical box.

Moved by Comm. Hollekim, seconded by Comm. Olson, that due to the fact that the County has not placed restrictions on public parking lots owned by the County, recommendation is made to Prairie Lutheran Parish to follow the Governor's order for gatherings and if the Parish at their own will decides to move forward with a church gathering in the confines of their vehicles that the Parish enforce that all present remain in their vehicles with windows rolled up during the entire service. The Board agreed the Auditor's Office should be contacted with the requests and that no parking allowed in front of the shop doors. Also, the Board had no objections of Prairie Lutheran Parish utilizing the outside electrical hookup during this service. Upon roll call, all present voted yes. Motion carried.

I. CENSUS PUBLICATION

The consensus is to approve advertising the Census 2020 draft publication in all Mountrail County papers.

J. TRANSFER

Comm. Ruland gave an update on the future oil and gas predictions from WDEA.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the transfer for Oil & Gas allocations totaling \$1,780,911.31 for current allocations from the General Fund to County Road & Bridge (70% of Oil & Gas Funds). Upon roll call, Hollekim, Uran, Olson, Jacobson and Ruland voted yes. Motion carried.

K. BOARD CONCERNS

Comm. Hollekim discussed the upcoming Mountrail County Council on Aging as President Anita Kook contacted her concerning their upcoming May meeting. State's Attorney Enget suggested telephone/video conference which Auditor Pappa will help with the setup if needed.

3. APPOINTMENT SCHEDULED

9:25 A.M.

Corey Bristol, Sheriff met with the board to discuss two quotes for pickups, one from Prairie Ford and Ryan Chevrolet. Sheriff Bristol is trading in a 2014 Ford ½ ton 4 wheel drive pickup, 2015 Ford ½ ton 4 wheel drive pickup and a 2015 Chevrolet ¾ ton 4 wheel drive pickup. Comm. Hollekim stated the County needs to have a purchasing policy with procedures set forth especially when soliciting for quotes so there is a fair policy in place. Comm. Ruland stated she does not feel comfortable going solely local and she thinks it's wise to use the County's money in the best way possible. Sheriff Bristol is not comfortable staying local with the big difference in trade in value between Prairie Ford and Ryan Chevrolet. State's Attorney, Wade Enget, will look into a procurement policy so the County has guideline to follow.

Moved by Comm. Olson, seconded by Comm. Uran, to approve trading the two Ford ½ ton pickups along with the Chevrolet ¾ ton pickup and buying three new Chevrolet pickups from Ryan Chevrolet totaling \$78,391. Upon roll call, Olson, Jacobson, Uran, and Ruland voted yes; Comm. Hollekim voted no. Motion carried.

9:30 A.M.

Lori Hanson, Tax Director met with the board for the abatement hearing on parcel #60-0020326 for a

reduction in value. Tax Director Hanson recommended approving a reduction of \$47,900 true and full value in the land value due to larger lots not being as desirable for purchase within this subdivision.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the abatement on parcel #60-0020326 for 2019 year 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 payroll concern. Discussion was held on moving payroll from once a month to biweekly or twice a month due to termination of employees and not having vacation to cover overpayments once payroll is processed. State's Attorney Enget suggested transitioning into any changes made to payroll dates to allow the automatic payments etc. to be changed if necessary with employees. Director Degenstein will come forward at the next commissioner meeting to discuss her recommendations to the board.

Director Degenstein also presented two recommendations from the Human Resource Advisory Committee to add Policy #110 Hiring Process and Procedures and Policy #214 Telecommuting (Out stationing) Program to the Mountrail County Employee Handbook.

In regards to the proposed telecommuting policy, Auditor Pappa also discussed the insurance policy with the offices working remotely from home. It was suggested by Jackie Rudolph with BBH Insurance to put all equipment that will be utilized off-site on the Inland Marine Policy due to the high deductible on the personal property side with the State Fire & Tornado Fund. Auditor Pappa will send out an email requesting this information from all Department Heads utilizing county equipment remotely.

Moved by Comm. Hollekim, seconded by Comm. Olson, to adopt the new Policy #214 Telecommuting (Out stationing) Program of the Mountrail County Employee Handbook solely for the purpose of a pandemic (widespread outbreak of a communicable disease) as presented by Director Degenstein. Upon roll call, Ruland, Olson, Hollekim, Jacobson, and Uran voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to adopt the new Policy #110 Hiring Process of the Mountrail County Employee Handbook as presented by Director Degenstein. Upon roll call, Hollekim, Ruland, Olson, Uran and Jacobson voted yes. Motion carried.

Comm. Hollekim gave an update on the Human Resource Advisory Committee Meeting. Discussion was held on the hiring of interns and the salary; more discussion will be at the next HRAC meeting.

10:00 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge. Also present via phone were Craig Mizera and Jason Olson with HDR Engineering.

1. 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 overview and options are as follows:

Overview:

CSI submitted a project schedule on March 4, 2020 that showed work starting on April 13, 2020 on 2019 milestone items. From CSI's submitted schedule it can be estimated that CSI will complete work on the 2019 milestone items on approximately May 31, 2020. Approximate costs are provided as a means to compare contract options and actual liquidated damages will be determined per contract documents.

Contract Option #1 – Start accrual of liquidated damages when CSI commences work on 2019 milestone work.

The number of days from April 13, 2020 to May 31, 2020 is 49 days. The estimated amount of liquidated damages assessed to CSI under this decision would be 18 days x \$5000.00 per day = \$90,000.00 for April and 31 days x \$5000.00 per day = \$155,000.00 for May. For this decision the amount of liquidated damages assessed to CSI is variable and is based on when CSI actually starts.

Contract Option #2 – Start accrual of liquidated damages when CSI commences work on 2019 milestone work, but no later than May 1, 2020 date.

The May 1, 2020 date was chosen based on historical data from the NDAWN station located in Ross, ND and CSI's projected work schedule. Per contract requirements there are contract weather limitations for constructing the Cement Stabilized Subgrade. These limitations state the Contractor shall not mix the materials if:

1. The subgrade is below 35 degrees.
2. The air temperature is below 40 degrees F or expected to fall below 40 degrees F for a sustained period of four (4) hours within 24 hours of final completion.
3. Inclement weather is occurring or imminent.
4. Wind speeds prevent the even distribution of cement.

With these limitations in place and after reviewing historical weather data HDR has determined that this would be an acceptable start date. If CSI is able to keep the same 2019 completion date of May 31, 2020 then only 31 days of liquidated damages would be assessed. Then an amount of 31 days x \$5000.00 per day = \$155,000 would be assessed to CSI.

Contract Option #3 – Start accrual of liquidated damages as of April 13, 2020 date.

This date would be the first date that liquidated damages would start no matter when CSI begins work on the 2019 construction milestone. If CSI completes the required work as shown in their proposed schedule CSI would then accrue approximately 49 days x \$5000.00 per day = \$245,000.00 in liquidated damages.

Contract Option #4 – Do not assess any liquidated damages.

No liquidated damages would be assessed to CSI for not meeting the contract requirements for the project schedule related to the 2019 winter suspension requirements.

Moved by Comm. Uran, seconded by Comm. Olson, to approve contract option #2 for CR 9 Project 09(04)13 as outlined above with the liquidated damages being assessed at the end of the project. Upon roll call, Uran, Ruland, Hollekim, Olson and Jacobson voted yes. Motion carried.

2. SC-3137(061)/CR11 Blaisdell South

Discussion was held on the CR 11 Blaisdell South Road Project and the comments from NDDOT to borrow ahead on federal funds. Engineer Hennessy recommends to not borrow ahead on federal funds and to pay the difference with local Mountrail County funds.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve using Road & Bridge funds to pay for the County's share of the CR 11 Blaisdell South Road Project as recommended by Engineer Hennessy. Upon roll call, Hollekim, Ruland, Jacobson, Uran, and Olson voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the request to increase the not to exceed Amendment to Agreement with Sauber Engineering from \$131,000 to \$191,000 for CR 11, Blaisdell South Project #SC-3137(061). Upon roll call, Uran, Hollekim, Olson, Ruland and Jacobson voted yes. Motion carried. The increased cost in engineering services is a result of adding cement stabilization to project plans requiring more inspections than originally planned.

3. CR 2 Blaisdell to Tagus

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the request to increase the not to exceed Amendment to Agreement with Sauber Engineering an additional \$47,000 on CR 2, Blaisdell to Tagus. Upon roll call, Ruland, Hollekim, Uran, and Olson voted yes; Comm. Jacobson voted no. Motion carried. The increased cost in engineering services is a result of project delays and additional surveying that will be needed for grade raises.

4. 2020 FROST LAW

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

Moved by Comm. Olson, seconded by Comm. Uran, to approve leaving the spring load restrictions in place until April 25th, 2020. Upon roll call, all present voted yes. Motion carried.

5. MWEC POWER POLE RELOCATION ON CR 9

Engineer Hennessy presented the board with a bill from MWEC for the power pole relocation on CR 9 in the amount of \$1,278,482.79. The bill will be paid at the next Commissioner meeting.

6. 2020 CRUSHING AGREEMENT

Moved by Comm. Olson, seconded by Comm. Uran, to approve the Exclusive Mining/Stock-Piling

Agreement with Kevin & Joanne Lapica for 2020 season for the Lapica Pit located in Pit located in the N½SE¼ of Section 5, Township 154, Range 93. Upon roll call, Olson, Ruland, Jacobson, Hollekim and Uran voted yes. Motion carried.

7. LATE SUBMITTALS FOR TOWNSHIP ROAD MAINTENANCE

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve entering into Agreement with Spring Coulee Township and Fertile Township for Road Maintenance with the understanding that maintaining the roads will be done when it fits into the County Road & Bridge schedule due to late submittal. Upon roll call, Ruland, Olson, Jacobson, Uran and Hollekim voted yes. Motion carried.

8. MOWERS

Engineer Hennessy stated one quote from Stanley Border Plains provided for mowers. The board suggested receiving more than one quote on the mowers. Engineer Hennessy will present this at the next board meeting.

9. STRIPING

Moved by Comm. Uran, seconded by Comm. Olson, to approve the quote from Traffic Safety Services, Inc. for 2020 paint striping in the amount of \$147,750. Upon roll call, Olson, Ruland, Hollekim, Jacobson and Uran voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 11:30 A.M. to meet in regular session on Tuesday, April 21, 2020 at 9:00 A.M. Accepted and approved this 21st day of April, 2020.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor