

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, July 20, 2021 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Jason Rice, Wayne Olson, Trudy Ruland, and Daniel Uran present. Also present was State's Attorney, Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

Moved by Comm. Rice, seconded by Comm. Olson, 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 July 6, 2021 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Olson, seconded by Comm. Uran, to approve the June fees for the Clerk of Court and May & June fees for P&Z and Recorder offices. Upon roll call, Ruland, Rice, Uran, Olson and Hollekim voted yes. Motion carried.

D. PAYROLL

Moved by Comm. Uran, seconded by Comm. Rice, to approve the requested sick leave and/or vacation for Nichole Degenstein, Madison Rodgers, Desiree Sorenson, Jim Hennessy, Jana Hennessy, Laurie Johnson, Karen Babbitt and Lori Hanson. Upon roll call, Olson, Ruland, Hollekim, Uran, and Rice voted yes. Motion carried.

E. TRANSFERS

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the transfer for the uniform permits from April 2021 to June 2021 from the General Fund to the County Road & Bridge totaling \$828,996.72. Upon roll call, Rice, Ruland, Hollekim, Uran and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the transfer for the overweight fines from April 2021 to June 2021 from the General Fund to the County Road & Bridge totaling \$10,255. Upon roll call, Hollekim, Olson, Uran, Rice and Ruland voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the transfer for the overweight fines from April 2021 to June 2021 from the General Fund to the Township 155 North, Range 94 West (**Unorganized Township**) totaling \$4,600. Upon roll call, Ruland, Hollekim, Rice, Uran and Olson voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the transfer for the overweight fines from April 2021 to June 2021 from the General Fund to the Township 154 North, Range 94 West (**Unorganized Township**) totaling \$305. Upon roll call, Olson, Rice, Uran, Ruland and Hollekim voted yes. Motion carried.

F. AGREEMENT

Wade Enget, State's Attorney reviewed the cost of extending the sewer and water lines and the transfer of the old County Plaza Shop which is all within the Joint Powers Agreement.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve signing the Joint Powers Agreement between the City of Plaza and Mountrail County for the old Plaza Shop. Upon roll call, Hollekim, Rice, Ruland, Olson and Uran voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Uran, to authorize the Auditor and Chairman to sign the Quit Claim Deed for Lots 1, 2, 3, 4, 5, 6, 7, 8, and 9, Block 11, Original Townsite, City of Plaza (Old Plaza

Shop) to the City of Plaza as per the Joint Powers Agreement. Upon roll call, Rice, Ruland, Uran Olson and Hollekim voted yes. Motion carried.

G. FINANCIALS

Stephanie A. Pappa, Auditor reviewed the 2021 General Fund financials.

H. REDISTRICTING

Moved by Comm. Hollekim, seconded by Comm. Olson, to allow Auditor Pappa to send letters to create a redistricting board which will include the Chairman of the Board of County Commissioners, State’s Attorney, a member from the largest city based off the new census figure selected by the largest city Commission, a Township Supervisor selected by the township supervisors and a citizen at large from the County selected by representatives of each of the cities of the County excluding the largest city as per Section 11-07-01 of the ND Century Code. Upon roll call, all present voted yes. Motion carried.

I. 2022 BUDGETS

Stephanie A. Pappa, Auditor reviewed the 2022 budgets.

J. BILLS

Moved by Comm. Olson, seconded by Comm. Uran, to approve the bills totaling \$2,265,529.94. Upon roll call, Uran, Olson, Rice, Ruland, and Hollekim 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 and/or are available for review in the Auditor’s Office during normal business hours).

Discussion was held on the property insurance budget line item going over; this budget will be amended at year end.

APPROVED 07/20/2021 - PAYMENT 07/20/2021

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
101790	A&W TOWING & RECOVERY, INC. GENERAL FUND	500.00 500.00
101791	ACME TOOLS COUNTY ROAD & BRIDGE FUND	132.20 132.20
101792	AFFINITY GLOBAL SOLUTIONS GENERAL FUND	350.00 350.00
101793	AMERICAN TRUCK AND TRAILER, LLC COUNTY ROAD & BRIDGE FUND	358.90 358.90
101794	ARAMARK UNIFORM SERVICES GENERAL FUND	289.35 289.35
101795	ARMOR INTERACTIVE GENERAL FUND	8,192.15 8,192.15
101796	ARMSTRONG SANITATION COUNTY PARKS FUND	400.00 400.00
101797	BARANKO BROTHERS, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS	172,217.40 172,217.40
101798	BBH INSURANCE, INC GENERAL FUND	193,928.00 193,928.00
101799	CAMINO/RYAN GENERAL FUND	88.97 88.97
101800	CARD SERVICES COUNTY ROAD & BRIDGE FUND	36.93 36.93

101801	CENTRAL SPECIALTIES, INC. COUNTY ROAD & BRIDGE CAPITAL PROJECTS	1,132,087.27 1,132,087.27
101802	CENTRAL TRENCHING INC COUNTY ROAD & BRIDGE FUND	795.65 795.65
101803	CHARM-TEX, INC. GENERAL FUND	286.90 286.90
101804	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	52.00 52.00
101805	CITY OF STANLEY GENERAL FUND	18.50 18.50
101806	COLE PAPER INC. GENERAL FUND	939.44 939.44
101807	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,453.88 3,453.88
101808	CULLIGAN WATER CONDITIONING COUNTY PARKS FUND	263.50 263.50
101809	D & L CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND 153-93 UNORGANIZED TOWNSHIP	108,836.53 78,046.97 14,000.00 16,789.56
101810	DAKOTA DRUG CO GENERAL FUND	232.80 232.80
101811	DEANS DISTRIBUTING COUNTY ROAD & BRIDGE FUND	185.15 185.15
101812	DIRTY DIESEL REPAIR LLC GENERAL FUND	250.00 250.00
101813	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	141.80 141.80
101814	ENERBASE GENERAL FUND COUNTY ROAD & BRIDGE FUND	14,975.90 2,112.93 12,862.97
101815	ENVIROTECH SERVICES, INC COUNTY ROAD & BRIDGE FUND	31,213.47 31,213.47
101816	FARMERS UNION LUMBER CO COUNTY ROAD & BRIDGE FUND	65.20 65.20
101817	FIRST DISTRICT HEALTH UNIT COUNTY PARKS FUND	100.00 100.00
101818	H.A.THOMPSON & SONS INC GENERAL FUND	10,280.00 10,280.00
101819	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	188,282.18 188,282.18
101820	IDAHO TOWNSHIP GENERAL FUND	1,300.00 1,300.00
101821	INFORMATION TECHNOLOGY DEPT GENERAL FUND	6,553.04 6,553.04
101822	JERRY'S SEPTIC SERVICE COUNTY PARKS FUND	1,550.00 1,550.00

101823	JOB SERVICE OF NORTH DAKOTA GENERAL FUND	89.52 89.52
101824	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	2,135.71 312.22 1,823.49
101825	JOHN'S SAND & GRAVEL COUNTY ROAD & BRIDGE FUND	52,011.43 52,011.43
101826	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,427.70 1,103.32 1.96 322.42
101827	K SQUARED ELECTRIC INC COUNTY ROAD & BRIDGE FUND	639.32 639.32
101828	KRONOS SAASHR INC GENERAL FUND	724.33 724.33
101829	LARSON'S TIRE SERVICE GENERAL FUND	93.62 93.62
101830	LAWSON PRODUCTS, INC COUNTY ROAD & BRIDGE FUND	525.84 525.84
101831	MIDSTATE TELEPHONE CO GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND	3,824.22 3,512.18 183.33 95.94 32.77
101832	MINOT RESTAURANT SUPPLY CO GENERAL FUND	83.58 83.58
101833	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	800.00 800.00
101834	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	40.03 40.03
101835	ND ASSOCIATION OF COUNTIES E 911 EMERGENCY/WIRELESS FUND	1,962.99 1,962.99
101836	ND DEPT. OF ENVIRONMENTAL QUALITY COUNTY ROAD & BRIDGE FUND	200.00 200.00
101837	ND STATE GAME & FISH DEPT COUNTY PARKS FUND	4,000.00 4,000.00
101838	ND STATE RADIO COMMUNICATIONS GENERAL FUND	720.00 720.00
101839	NDAAO GENERAL FUND	360.00 360.00
101840	NDACO RESOURCES GROUP GENERAL FUND	126.00 126.00
101841	NDCHCA GENERAL FUND	100.00 100.00
101842	NEW TOWN CITY GENERAL FUND	7,700.00 7,700.00
101843	NEWMAN TRAFFIC SIGNS	1,932.24

	COUNTY ROAD & BRIDGE FUND	1,932.24
101844	NICE FISH HOUSE LLC COUNTY PARKS FUND	6,500.00 6,500.00
101845	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	549.79 549.79
101846	NORTH COUNTRY SPORTSWEAR INC WEED CONTROL FUND	290.00 290.00
101847	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
101848	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,435.94 1,132.53 303.41
101849	ORTLOFF WATER DEPOT COUNTY ROAD & BRIDGE FUND	1,281.00 1,281.00
101850	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	927.38 927.38
101851	PALERMO TOWNSHIP GENERAL FUND	2,550.00 2,550.00
101852	PAPPA/STEPHANIE GENERAL FUND	218.30 218.30
101853	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	65.00 65.00
101854	PINNACLE COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	6,120.58 5,164.28 956.30
101855	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	385.33 385.33
101856	PROGRAMMING BROADCASTING, INC GENERAL FUND	1,520.00 1,520.00
101857	QUADIENT FINANCE USA INC GENERAL FUND	91.79 91.79
101858	R & T WATER DISTRICT COUNTY PARKS FUND	94.29 94.29
101859	RALPHS PLUMBING & HEATING INC. COUNTY PARKS FUND	2,351.84 2,351.84
101860	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	450.75 450.75
101861	RESERVATION TELEPHONE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	5,331.70 1,803.66 160.47 3,367.57
101862	RYAN GMC COUNTY ROAD & BRIDGE FUND	2,209.94 2,209.94
101863	SAFARI FUELS #103 GENERAL FUND	205.84 205.84
101864	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	215,061.39 215,061.39

101865	SCHOCK'S SAFE & LOCK INC COUNTY ROAD & BRIDGE FUND	2,174.00 2,174.00
101866	SHARE CORPORATION GENERAL FUND	197.53 197.53
101867	SOURIS RIVER TELECOMMUNICATIONS E 911 EMERGENCY/WIRELESS FUND	168.00 168.00
101868	SRF CONSULTING GROUP, INC GENERAL FUND	5,783.02 5,783.02
101869	STANLEY AUTO & TRUCK GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,796.61 44.18 1,715.22 37.21
101870	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND CO. HAZARDOUS CHEMICAL ACCOUNT FUND	1,689.29 929.99 338.34 30.32 110.69 279.95
101871	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
101872	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	158.14 158.14
101873	STATE TREASURER E 911 EMERGENCY/WIRELESS FUND	6,905.50 6,905.50
101874	STATE TREASURER GENERAL FUND	1,975.00 1,975.00
101875	STEINS INC GENERAL FUND COUNTY PARKS FUND	471.16 134.25 336.91
101876	SUMMIT FOOD SERVICE, LLC GENERAL FUND	2,570.24 2,570.24
101877	TECTA AMERICA DAKOTAS LLC GENERAL FUND	18,501.00 18,501.00
101878	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	171.99 171.99
101879	TIOGA CITY COUNTY ROAD & BRIDGE FUND	1,864.00 1,864.00
101880	TRACTOR SUPPLY COMPANY WEED CONTROL FUND	159.96 159.96
101881	ULINE GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,688.21 1,120.55 567.66
101882	UNIFORM CENTER GENERAL FUND	757.92 757.92
101883	UNITED AGRONOMY, LLC COUNTY PARKS FUND	27.41 27.41
101884	UNITED QUALITY COOPERATIVE GENERAL FUND	8,943.96 3,540.77

	COUNTY ROAD & BRIDGE FUND	4,488.39
	COUNTY PARKS FUND	914.80
101885	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	760.93 760.93
101886	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	1,381.24 31.11 300.90 1,018.11 31.12
101887	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	1,111.33 1,111.33
	FINAL TOTAL	2,265,529.94

L. BOARD CONCERNS

Moved by Comm. Olson, second by Comm. Hollekim, to approve the authorization for Chairman Ruland to sign an application for a variance for the Memorial Building parking. Upon roll call, all present voted yes. Motion carried.

3. APPOINTMENT SCHEDULED

9:15 A.M.

Corey Bristol, Sheriff met with the board with the number of portable radios needed for the ambulance districts and recommended two portables for each unit be purchased. The purchase would include six for Stanley, six for New Town, two for Parshall and two for Plaza.

Moved by Comm. Uran, seconded by Comm. Olson, to use the State bids for SIRN and authorize spending of \$93,570.40 for 16 handheld radios for the ambulance departments located in Mountrail County from monies out of The American Rescue Plan Act ARPA subject to the purchase being a qualifying expense under this Act otherwise it will come out of the General Fund. Upon roll call, Olson, Rice, Ruland, Hollekim and Uran voted yes. Motion carried.

Sheriff Bristol discussed the fire radios and being short a total of 15 radios.

Moved by Comm. Hollekim, seconded by Comm. Rice, to use the State bids for SIRN and authorize spending of \$98,845.85 for 15 handheld radios for the fire departments located in Mountrail County from monies out of The American Rescue Plan Act ARPA subject to the purchase being a qualifying expense under this Act otherwise it will come out of the General Fund. Upon roll call, Uran, Rice, Ruland, Olson and Hollekim voted yes. Motion carried.

9:20 A.M.

Nichole Degenstein, Human Resource Director discussed the appointed officials' performance evaluations and the Building Supervisor Position. Discussion was held on whether a self-evaluation should be used for appointed officials hired within the last year.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the form for the appointed officials performance evaluations presented and reviewed by Comm. Hollekim and Comm. Uran. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve doing self-evaluations for all appointed officials excluding the Clerk of Court and for officials that did not meet performance standards in their last employee performance evaluation with self-evaluations completed by August 12th. Upon roll call, all present voted yes. Motion carried.

Comm. Olson and Comm. Hollekim will be interviewing the applicants for the Building Supervisor. A special meeting will be held on Friday, July 23, 2021 at 8:00 a.m. regarding the Building Supervisor position.

9:45 A.M.

Lori Hanson, Tax Director met with the board to discuss new furniture. Tax Director Hanson also discussed the inside of windows and the tint which may need blinds in the end. Tax Director Hanson will

present an estimate will be brought to the next commissioner meetings.

10:00 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge. Also present were Craig Mizera and Dustin Kulseth with HDR Engineering, and Ann Taylor with Brosz Engineering.

1. PM 2021 #2

Engineer Hennessy discussed the bid opening results for the Chip Seal Project No. PM 2021 #2 (CR 2, 3 & 10).

Moved by Comm. Uran, seconded by Comm. Rice, to award Asphalt Surface Technologies Corporation as the lowest bidder in the amount of \$1,149,608.74 for Project No. PM 2021 #2. Upon roll call, Ruland, Rice, Uran, Hollekim and Olson voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Rice, to approve and sign the Amendment to Agreement for Engineering Services with HDR for Construction Engineering for an increase of \$35,684.50 for Project No. PM 2021 #2. Upon roll call, Rice, Hollekim, Ruland, Olson and Uran voted yes. Motion carried.

2. PM 2021 #1

Engineer Hennessy discussed the addendum to add ½ mile on the CMC 3115 from ND US Highway 2 North through Ross and 3 miles on non-CMC route CR 3 (76th Ave NW).

3. ABANDONED CR 2, WHITE EARTH VALLEY

Engineer Hennessy discussed the abandoned CR 2 in White Earth Valley and the cost breakdown for Sauber Engineering.

4. MOUNTRAIL COUNTY ROUTE 10 OVERLAY (CMC3126)

Engineer Hennessy discussed the federal aid share of the project is over the amount allowed to bid for CR 10 overlay CMC3126. Engineer Hennessy stated it will be requested together with CR 7.

5. 96TH AVE NW/UO(96)19

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve change order #5 for 96th Ave NW/UO(96)19 totaling \$7,247 for a culvert extension and seeding of the disturbed areas. Upon roll call, Hollekim, Ruland, Rice, Olson and Uran voted yes. Motion carried.

6. SPEED LIMIT EVALUATION ON CR 14

Engineer Hennessy proposed speed limit changes on CR 14.

Moved by Comm. Olson, seconded by Comm. Rice, to approve the speed limit changes for CR 14 to 55 mph from Parshall City (excluding city limits) west to the curve at the Parshall Bay Subdivision in Liberty Township which will remain at 35 mph from this point on to the Parshall Bay Recreational Area. Upon roll call, all present voted yes. Motion carried.

7. MWEC-UPDATE

Engineer Hennessy gave an update from Chris Meiers with Mountrail Williams Electric Cooperative on all road projects within the county.

Comm. Uran stated that the poles on 41st St NW are outside the Right of Way easement.

8. AFTEM DEVELOPMENT

Engineer Hennessy discussed the maintenance history behind the Aftem Development roads. Wade Enget, State's Attorney discussed the Supreme Court Case #20190221 regarding the maintenance of the roads. Engineer Hennessy will draft a policy or agreement for snow emergency for bus routes on public roads in Unorganized Townships that are not within the county road system and not under the jurisdiction of Mountrail County.

9. BROOKBANK TOWNSHIP ROAD/CULVERT

Engineer Hennessy discussed Brookbank Township’s request for assistance for replacement of the culvert including installation between Section 30 of Township 154 North, Range 91 West (**Sikes Township**) and Section 25 of Township 154 North, Range 92 West (**Brookbank Township**).

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the agreement for Township assistance for the installation of the culvert between Section 30 of Township 154 North, Range 91 West (**Sikes Township**) and Section 25 of Township 154 North, Range 92 West (**Brookbank Township**) with actual cost ~~to be~~ not exceed \$14,250 per township and project to be completed within a year. Upon roll call, Ruland, Rice, Olson, Uran and Hollekim voted yes. Motion carried.

10. 2021 BUDGET

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve amending the Road & Bridge budget line item for Dust Control to 1.5 million with a reduction being made to another budget account so that the total amount budgeted would not change. Upon roll call, Uran, Rice, Ruland, Hollekim and Olson voted yes. Motion carried.

11. PLAZA SHOP

Engineer Hennessy discussed the sign for the new Plaza Shop; the building will be named the Mountrail County Plaza Complex.

4. ADJOURN

The Board adjourned at 1:48 P.M. to meet in special session on Friday, July 23, 2021 at 8:00 A.M. Accepted and approved this 2nd day of August, 2021.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor