

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, March 16, 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. States Attorney, Wade Enget was absent.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

Moved by Comm. Olson, seconded by Comm. Rice, 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 March 2, 2021 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the fees for February 2021 for the Clerk of Court. Upon roll call, Uran, Olson, Ruland, Rice, and Hollekim voted yes. Motion carried.

D. PAYROLL

Moved by Comm. Olson, seconded by Comm. Uran, to approve the salary increase for a successful completion of the probationary period for Bonita Hornberger with the Auditor's Office to the amount of \$22.596 per hour and changing the classification from  $\frac{3}{4}$  part time to  $\frac{1}{2}$  time to not exceed 29 hours per week or 1508 hours per year. Upon roll call, Rice, Uran, Olson, Hollekim and Ruland voted yes. Motion carried.

E. AUDIT

Stephanie A. Pappa, Auditor discussed the results from auditors across North Dakota on the audit firms utilized. The Commissioners recommended to reach out to three different audit firms for estimates.

F. FINANCIALS

Stephanie A. Pappa, Auditor went through the 2021 financials and discussed the 2020 cash reserves and how to move forward with the reserves. Auditor Pappa will get together with Department Heads to break down the outstanding projects from prior budgets.

G. ELECTIONS

Stephanie A. Pappa, Auditor discussed the 2020 elections and how smoothly everything went with the vote by mail process. Auditor Pappa would like to get the communities input on the feelings of moving forward with vote by mail in the 2022 elections and having at least 2 voting centers available. More discussion will be held and community meetings will be set regarding input on the option of vote by mail elections.

H. LEGISLATIVE BILLS

Discussion was held on numerous bills.

I. BILLS

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the bills totaling \$245,775.12. Upon roll call, Hollekim, Uran, Olson, Rice, and Ruland 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](http://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).

**APPROVED 03/16/2021-PAYMENT 03/16/2021**

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
100935	A&W TOWING & RECOVERY, INC. GENERAL FUND	250.00 250.00
100936	ACME TOOLS COUNTY ROAD & BRIDGE FUND	871.97 871.97
100937	ADVANCED BUSINESS METHODS GENERAL FUND	1,240.00 1,240.00
100938	AMERICAN TRUCK AND TRAILER, LLC COUNTY ROAD & BRIDGE FUND	142.19 142.19
100939	ARAMARK GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,263.82 1,116.71 147.11
100940	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	7,532.43 6,992.43 540.00
100941	AVI SYSTEMS, INC GENERAL FUND	95.00 95.00
100942	AXON ENTERPRISE, INC. GENERAL FUND	1,491.16 1,491.16
100943	BERT'S TRUCK EQUIPMENT OF MOORHEAD COUNTY ROAD & BRIDGE FUND	74.00 74.00
100944	BROSZ ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	517.50 517.50
100945	CARD SERVICES GENERAL FUND	15.60 15.60
100946	CDW GOVERNMENT GENERAL FUND	485.20 485.20
100947	CHARM-TEX, INC. GENERAL FUND	708.92 708.92
100948	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	52.00 52.00
100949	CITY OF POWERS LAKE COUNTY ROAD & BRIDGE FUND	412.65 412.65
100950	CITY OF STANLEY GENERAL FUND	933.45 933.45
100951	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,453.88 3,453.88
100952	D & L CONSTRUCTION, INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	1,480.00 700.00 780.00
100953	DAKOTA DRUG CO GENERAL FUND	321.46 321.46
100954	DAKOTA FLUID POWER, INC. COUNTY ROAD & BRIDGE FUND	303.74 303.74
100955	DEANS DISTRIBUTING	264.60

	COUNTY ROAD & BRIDGE FUND	264.60
100956	DOMBEN/ANDY GENERAL FUND	64.95 64.95
100957	ENERBASE GENERAL FUND COUNTY ROAD & BRIDGE FUND	2,431.23 1,228.81 1,202.42
100958	ENGET/WADE GENERAL FUND	123.20 123.20
100959	FARMERS UNION LUMBER CO GENERAL FUND	71.10 71.10
100960	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	464.85 464.85
100961	GAEBE/MARILYN GENERAL FUND	771.05 771.05
100962	GERDAU AMERISTEEL CORP COUNTY ROAD & BRIDGE FUND	1,349.22 1,349.22
100963	HANSON/KELLY COUNTY ROAD & BRIDGE FUND	750.00 750.00
100964	HOLIDAY CREDIT OFFICE GENERAL FUND	820.87 820.87
100965	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	341.87 339.08 2.79
100966	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND	3,245.73 2,696.16 44.99 8.51 496.07
100967	JUNGEMANN/MARLO WEED CONTROL FUND	87.88 87.88
100968	KRONOS SAASHR INC GENERAL FUND	638.49 638.49
100969	LIGHT HOUSE TRADES, INC. WEED CONTROL FUND	81.61 81.61
100970	LOENBRO PIPELINE LLC COUNTY ROAD & BRIDGE FUND	42,000.00 42,000.00
100971	LOWE'S PRINTING INC COUNTY AGENT FUND	165.40 165.40
100972	LUCY/MICHAEL A. COUNTY ROAD & BRIDGE FUND	40.00 40.00
100973	MATTHEW BENDER & CO INC GENERAL FUND	44.43 44.43
100974	MEIERS OIL INC COUNTY ROAD & BRIDGE FUND	3,982.50 3,982.50
100975	MID-STATES ORGANIZED CRIME INFO CENTER GENERAL FUND	150.00 150.00
100976	MIDSTATE TELEPHONE CO	3,806.09

	GENERAL FUND	3,572.56
	COUNTY ROAD & BRIDGE FUND	118.30
	COUNTY AGENT FUND	82.07
	WEED CONTROL FUND	33.16
100977	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	800.00 800.00
100978	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	832.20 832.20
100979	MOUNTRAIL COUNTY PROMOTER GENERAL FUND	3,558.70 3,558.70
100980	MOUNTRAIL WILLIAMS ELECTRIC COOP COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,517.43 353.14 1,164.29
100981	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	18.99 18.99
100982	ND ASSOCIATION OF COUNTIES GENERAL FUND	70.00 70.00
100983	ND DEPT OF TRANSPORTATION COUNTY ROAD & BRIDGE FUND	749.09 749.09
100984	ND ENVELOPE COMPANY GENERAL FUND	350.00 350.00
100985	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	1,211.78 1,211.78
100986	NORMONT EQUIPMENT CO. COUNTY ROAD & BRIDGE FUND	1,125.00 1,125.00
100987	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	818.87 818.87
100988	NORTH PRAIRIE RURAL WATER DISTRICT COUNTY ROAD & BRIDGE FUND	124.00 124.00
100989	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
100990	OFFICE DEPOT INC GENERAL FUND COUNTY AGENT FUND	2,654.13 2,590.92 63.21
100991	OFFICE OF THE STATE AUDITOR GENERAL FUND	14,000.00 14,000.00
100992	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	485.16 485.16
100993	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	130.00 130.00
100994	PINNACLE COUNTY ROAD & BRIDGE FUND	2,550.29 2,550.29
100995	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	1,547.00 1,547.00
100996	PRINGLE & HERIGSTAD, PC GENERAL FUND	198.00 198.00
100997	QUADIENT LEASING	210.42

	GENERAL FUND	210.42
100998	R & T WATER DISTRICT COUNTY PARKS FUND	50.00 50.00
100999	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	5,880.56 5,880.56
101000	RESERVATION TELEPHONE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	2,013.12 1,883.66 117.51 11.95
101001	ROSENCRANS/BRIAN J COUNTY ROAD & BRIDGE FUND	920.00 920.00
101002	RYSTEDT/CHRISTOPHER D. COUNTY ROAD & BRIDGE FUND	550.00 550.00
101003	SAFARI FUELS #103 GENERAL FUND	188.90 188.90
101004	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	32,574.25 32,574.25
101005	SOLTIS GENERAL FUND	284.44 284.44
101006	SRF CONSULTING GROUP, INC GENERAL FUND	2,581.78 2,581.78
101007	STANLEY AUTO & TRUCK COUNTY ROAD & BRIDGE FUND	1,414.16 1,414.16
101008	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	825.71 665.34 54.44 105.93
101009	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
101010	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	15.40 15.40
101011	STEINS INC GENERAL FUND	3,033.26 3,033.26
101012	STREICHER'S GENERAL FUND	116.97 116.97
101013	SUMMIT FOOD SERVICE, LLC GENERAL FUND	8,843.56 8,843.56
101014	THE PURSUIT CHURCH GENERAL FUND	250.00 250.00
101015	THE SIDWELL COMPANY GENERAL FUND	1,817.50 1,817.50
101016	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	171.99 171.99
101017	TIOGA RURAL FIRE DEPT 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	5,088.81 3,674.68 1,414.13
101018	TRACTOR SUPPLY COMPANY	529.25

	COUNTY ROAD & BRIDGE FUND	499.27
	WEED CONTROL FUND	29.98
101019	TRUCK VAULT GENERAL FUND	3,624.00 3,624.00
101020	ULINE COUNTY ROAD & BRIDGE FUND	3,071.52 3,071.52
101021	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	34,684.27 1,835.55 32,660.14 188.58
101022	VAN HOOK RESORT COUNTY PARKS FUND	17,817.50 17,817.50
101023	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	752.84 752.84
101024	VERIZON WIRELESS COUNTY ROAD & BRIDGE FUND	306.81 306.81
101025	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	398.42 398.42
101026	WOLD/MARIE E 911 EMERGENCY/WIRELESS FUND	900.00 900.00
	<b>FINAL TOTAL</b>	<b>\$ 245,775.12</b>

J. BOARD CONCERNS

Discussion was held on the Residential Lease Agreement with the foster care home. The Commissioners wanted further clarification of the deposit and the wording within the contract. The agreement will be brought forward to Wade Enget, State’s Attorney for clarification and a special meeting would be called if needed to finalize the lease agreement.

The Vision West meeting is being held at the Stanley City Hall on March 18<sup>th</sup> at 9:15 a.m.

3. APPOINTMENT SCHEDULED

9:45 A.M.

Karen Babbitt, Building Supervisor met with the board to discuss the Courthouse basement remodel bids. Quotes were received from Fargo Glass & Paint, Farmers Union Lumber, Pella Windows, RTC, Rudolph Electric and K Squared Electric Inc.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the quote with Pella for the windows totaling \$22,501 subject to matching the other windows within the Courthouse. Upon roll call, Rice, Ruland, Uran, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the quote with K Squared Electric Inc. for the electrical work totaling 18,109. Upon roll call, Olson, Ruland, Rice, Hollekim and Uran voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the quote with RTC for the phone system and internet totaling \$12,280.86. Upon roll call, Uran, Rice, Hollekim, Olson and Ruland voted yes. Motion carried.

Pat Dittbrenner, Dittbrenner Woodworking LLC was present with a new contract with an hourly charge plus materials for the Courthouse basement remodel project.

Moved by Comm. Uran, seconded by Comm. Rice, to approve the estimate with Dittbrenner Woodworking LLC on an actual time and material basis pending the addition/revision of agreement terms and approval by State’s Attorney, Wade Enget. Upon roll call, Rice, Ruland, Hollekim, Olson and Uran voted yes. Motion carried.

Discussion was held on the possibility of removing the west jail cells. Supervisor Babbitt will look into finding someone to demolish the west jail cells.

Building Supervisor Babbitt discussed the final findings from Engineers-Architects P.C. (EAPC) on the Memorial Building and presented the EAPC Contract.

Candice Grilley, Mountrail McKenzie County Human Service Zone Manager was present to discuss the Building Committee.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve signing the contract with EAPC for design and construction services for the Memorial Building Renovation Project pending State's Attorney, Wade Enget's approval. Upon roll call, Hollekim, Ruland, Olson, Rice and Uran voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the Memorial Building Committee compromising of Comm. Hollekim and Ruland, Building Supervisor Babbitt, Andy Domben, Mary Dennis and/or Candice Grilley from Human Service Zone, a representative from the Upper Missouri District Health Unit and representative from the Historical Society. Upon roll call, all present voted yes. Motion carried.

10:15 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge.

1. COTTONWOOD BRIDGE/PROJECT #BRO-003(057)

Engineer Hennessy discussed the final certification of local match from NDDOT for Cottonwood Bridge Project #BRO-003(057).

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve signing the final certification of local match from NDDOT for the Cottonwood Bridge Project #BRO-003(057). Upon roll call, Olson, Uran, Rice, Ruland and Hollekim voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve payment for the final pay application for the Cottonwood Bridge Project #BRO-003(057) in the amount of \$749.09. Upon roll call, Hollekim, Ruland, Olson, Rice and Uran voted yes. Motion carried.

2. 76<sup>TH</sup> AVE NW/CR 3

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve and pay the damages of tree removal from the right of way to Wade Fred Williamson Jr. in the amount of \$1,000 for 76<sup>th</sup> Ave NW, CR 3. Upon roll call, Olson, Rice, Ruland, Hollekim and Uran voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Rice, to approve sending the System Improvement Application to MWEC to begin the process for the removal and relocation of utilities on 76<sup>th</sup> Ave NW, CR 3. Upon roll call, all present voted yes. Motion carried.

3. 100<sup>TH</sup> AVE NW, CR 9

Engineer Hennessy discussed the bill with a deposit amount from MWEC for relocation of utilities for 100<sup>th</sup> Ave NW, CR 9. The Board will discuss further at the next Commissioner meeting.

4. LAPICA PIT AGREEMENT

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve signing an exclusive mining/stock piling agreement with Kevin & Joanne Lapica for the 2021 year. Upon roll call, Hollekim, Olson, Uran, Ruland and Rice all present voted yes. Motion carried.

5. MNDOT

Discussion was held on the Minnesota Department of Administration Cooperative Purchasing Agreement needed to utilize the cooperative purchasing program through the State of North Dakota bidding.

Moved by Comm. Uran, seconded by Comm. Rice, to approve signing the Cooperative Purchasing Agreement with MNDOT. Upon roll call, all present voted yes. Motion carried.

6. PLAZA SHOP/CHANGE ORDER

Engineer Hennessy presented a change order for the Plaza Shop.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the change order for a 4" piping from the main fire riser install 4" reduced pressure back flow preventer and meter totaling \$12,090. Upon roll call, Olson, Uran, Ruland, Rice and Hollekim voted yes. Motion carried.

7. FORKLIFT

Moved by Comm. Olson, seconded by Comm. Rice, to approve purchasing a forklift from Acme totaling \$25,699 or Herculift in the amount of \$26,950 depending on availability. Upon roll call, Olson, Rice, Hollekim, Uran and Ruland voted yes. Motion carried.

8. MISCELLANEOUS

Frost Law was implemented on Monday.

11:30 A.M.

Nichole Degenstein, Human Resource Director gave an update on the Human Resource Advisory Committee meeting recommendations to the Mountrail County Employee Handbook policies.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the suggested changes to the Mountrail County Employee Handbook policies #40 Introductory Statement, #101 Nature of Employment, #103 Employee Relations & Job Classification, #110, Hiring Procedures, and #203 Probationary Period as presented by Director Degenstein and as recommended by the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the suggested changes to the Mountrail County Employee Handbook policy #201 Employment Categories as presented by Director Degenstein and as recommended by the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the suggested changes to the Mountrail County Employee Handbook policy #303 Annual Leave as presented by Director Degenstein and as recommended by the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the suggested changes to the Mountrail County Employee Handbook policy #305 Holidays as presented by Director Degenstein and as recommended by the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve the suggested changes to the Mountrail County Employee Handbook policy #307 Sick Leave Benefits as presented by Director Degenstein and as recommended by the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the suggested changes to the Mountrail County Employee Handbook policy #309 Bereavement Leave as presented by Director Degenstein and as recommended by the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Rice, to approve the suggested changes to the Mountrail County Employee Handbook policies #317 Unpaid Personal Leave Only in Conjunction with Bereavement Leave & #319 Leave without Pay During First Year of Employment being combined as #319 Leave Without Pay as presented by Director Degenstein and as recommended by the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the suggested changes to the Mountrail County Employee Handbook policy #324 Voluntary Work as presented by Director Degenstein and as recommended by the Human Resource Advisory Committee. Upon roll call, all present voted yes. Motion carried.

Discussion was held on a new job title within the Road and Bridge Department. The classification and job title would be a Grounds and Shop Maintenance Worker with the salary banding and grading under



a B21. Jana Hennessy, Engineer discussed the new classification job duties and the difference between a Road Worker vs Grounds and Shop Maintenance Worker.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the new job title classification under the Road and Bridge Department, "Grounds and Shop Maintenance Worker" with the salary banding and grading under the B21. Upon roll call, all present voted yes. Motion carried.

Discussion was held on the Mountrail County Human Resource Advisory Committee Policy.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the changes to the Human Resource Advisory Committee Policy. Upon roll call, all present voted yes. Motion carried.

The newly appointed Human Resource Advisory Committee members were Jana Hennessy and Corey Bristol who replaced Desiree Sorenson and Traci Hysjulien.

11:50 A.M.

Discussion was held with Departments Heads concerning COVID-19 issues. Present for the discussion were Mary Trahan, Nichole Degenstein, Jana Hennessy, Traci Hysjulien, Karen Babbitt, Melissa Vachal, Lori Hanson, Candice Grilley, Laurie Johnson, Lisa Lapica, Lynnette Vachal, Valerie Stammen, Tiffany Thiessen, Mary Dennis, Heather Tomlinson, and Linda Wienbar. No new updates were provided.

4. ADJOURN

The Board adjourned at 1:09 P.M. to meet in special session on Tuesday, March 30, 2021 at 8:30 A.M. Accepted and approved this 6<sup>th</sup> day of April, 2021.

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Trudy Ruland, Chairman  
Mountrail County Commissioner

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Stephanie A. Pappa  
Mountrail County Auditor