

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, March 19, 2024 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Trudy Ruland, Wayne Olson, Jason Rice, Joan Hollekim and John DeGroot present. State's Attorney, Wade Enget was present.

Chairman Ruland called the meeting to order. The Pledge of Allegiance was recited.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the minutes of the March 5, 2024 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

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

D. PAYROLL

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the regular full-time employee classification for Jessica Brown with the Sheriff's Office as a Dispatcher in the amount of \$23.80 per hour/\$49,500 per year. Upon roll call, Hollekim, DeGroot, Ruland, Rice, and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the regular full-time employee classification for Patricia Jorgenson with the Mountrail McKenzie Human Service Zone as a Customer Support Center Supervisor in the amount of \$33.28 per hour/\$69,222.40 per year. Upon roll call, DeGroot, Ruland, Olson, Hollekim and Rice voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the regular full-time employee classification for Penni Miller with the Records Office as a Deputy I in the amount of \$25.240 per hour/\$52,500 per year. Upon roll call, Rice, Olson, Hollekim, DeGroot and Ruland voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the request for leave without pay for Natalie Gonzalez with the Sheriff's Office as a Dispatcher from 3-8-2024 to 4-19-2024. Upon roll call, Olson, Rice, DeGroot, Ruland and Hollekim voted yes. Motion carried.

E. MAINTENANCE AGREEMENT

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the preventative maintenance agreement for one visit per year for the wheelchair lift located at the Memorial Building from Access Elevator & Lifts (AEL) totaling \$1,800. Upon roll call, Rice, Hollekim, Ruland, DeGroot and Olson voted yes. Motion carried.

F. PROCUREMENT

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve amending the Mountrail County Policy for Procurement of Goods and Services. Upon roll call, Olson, DeGroot, Ruland, Rice and Hollekim voted yes. Motion carried.

G. BILLS

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the bills totaling \$762,610.87 and February 18 through March 2 payroll, checks #17745-17763 and direct deposits #20482-20630 totaling \$536,959.23. Upon roll call, Hollekim, Olson, DeGroot, Ruland and Rice 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).

APPROVED 03/19/2024 - PAYMENT 03/19/2024

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
108720	ADDCO OFFICE SYSTEMS	120.80
	GENERAL FUND	30.20
	COUNTY ROAD & BRIDGE FUND	30.20
	COUNTY AGENT FUND	30.20
	WEED CONTROL FUND	30.20
108721	ARAMARK UNIFORM SERVICES	1,142.34
	GENERAL FUND	775.22
	COUNTY ROAD & BRIDGE FUND	367.12
108722	ARMOR INTERACTIVE	20,286.22
	GENERAL FUND	19,206.22
	DOCUMENT PRESERVATION FUND	1,080.00
108723	BATTERIES PLUS BULBS #639	57.85
	GENERAL FUND	57.85
108724	BERT'S TRUCK EQUIPMENT OF MOORHEAD	298.00
	COUNTY ROAD & BRIDGE FUND	298.00
108725	BLACK HILLS AMMUNITION	3,306.00
	GENERAL FUND	3,306.00
108726	BOB BARKER CO INC	441.00
	GENERAL FUND	441.00
108727	BOYER TRUCKS	379,800.00
	COUNTY ROAD & BRIDGE FUND	379,800.00
108728	CNH INDUSTRIAL ACCOUNTS	1,391.63
	COUNTY ROAD & BRIDGE FUND	1,391.63
108729	COUNTIES PROVIDING TECHNOLOGY	4,035.00
	GENERAL FUND	4,035.00
108730	D & L CONSTRUCTION, INC	650.00
	COUNTY ROAD & BRIDGE FUND	650.00
108731	DAKOTA DUST-TEX, INC	274.35
	GENERAL FUND	274.35
108732	DAKOTA TRUCK & FARM SERVICE	1,094.55
	COUNTY ROAD & BRIDGE FUND	1,094.55
108733	DUCKS UNLIMITED, INC.	17,160.00
	COUNTY ROAD & BRIDGE FUND	17,160.00
108734	ENERBASE	10,842.73
	GENERAL FUND	725.53
	COUNTY ROAD & BRIDGE FUND	10,117.20
108735	FARMERS UNION OIL CO-WILTON	90.52
	GENERAL FUND	90.52
108736	GAEBE/MARILYN	706.66
	GENERAL FUND	706.66
108737	GAFFANEYS OF MINOT INC	109.22
	GENERAL FUND	109.22
108738	GRAVEL PRODUCTS INCORPORATED	18,180.54
	COUNTY ROAD & BRIDGE FUND	18,180.54
108739	GREENLEE/SAMANTHA	43.49
	GENERAL FUND	43.49

108740	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND	54,716.43 2,917.50 51,798.93
108741	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	6,518.14 3,077.60 3,440.54
108742	JOHNSON AUTO BODY INC GENERAL FUND	1,664.45 1,664.45
108743	JOHNSON CONTROLS FIRE PROTECTION LP GENERAL FUND	714.00 714.00
108744	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	4,391.31 2,873.60 645.94 871.77
108745	K SQUARED ELECTRIC INC GENERAL FUND	2,229.11 2,229.11
108746	KOHLER COMMUNICATIONS INC COUNTY ROAD & BRIDGE FUND	933.36 933.36
108747	KRONOS SAASHR INC GENERAL FUND	711.73 711.73
108748	LANGUAGE LINE SERVICES, INC E 911 EMERGENCY/WIRELESS FUND	15.68 15.68
108749	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	116.76 116.76
108750	MATTHEW BENDER & CO INC GENERAL FUND	142.70 142.70
108751	MEIERS OIL INC GENERAL FUND	154.60 154.60
108752	MENARDS - MINOT GENERAL FUND	140.65 140.65
108753	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	800.00 800.00
108754	MOUNTRAIL COUNTY TREASURER GENERAL FUND	474.69 474.69
108755	MOWBRAY & SON, INC GENERAL CAPITAL PROJECTS	106,148.11 106,148.11
108756	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	21.98 21.98
108757	ND ASSOCIATION OF COUNTIES E 911 EMERGENCY/WIRELESS FUND	1.41 1.41
108758	ND ASSOCIATION OF COUNTIES GENERAL FUND	126.00 126.00
108759	ND ENVELOPE COMPANY GENERAL FUND WEED CONTROL FUND	950.00 475.00 475.00
108760	ND SHERIFFS & DEPUTIES ASSN GENERAL FUND	500.00 500.00

108761	NDLTAP/UGPTI COUNTY ROAD & BRIDGE FUND	100.00 100.00
108762	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	375.09 375.09
108763	NEW TOWN POLICE DEPT. CO. HAZARDOUS CHEMICAL ACCOUNT FUND	10,610.40 10,610.40
108764	NEWMAN TRAFFIC SIGNS E 911 EMERGENCY/WIRELESS FUND	1,932.92 1,932.92
108765	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	382.46 382.46
108766	NORTH PRAIRIE RURAL WATER DISTRICT COUNTY ROAD & BRIDGE FUND	212.80 212.80
108767	NORTHERN SAFETY TECHNOLOGY INC GENERAL FUND	2,814.40 2,814.40
108768	O'REILLY AUTO PARTS GENERAL FUND	166.11 166.11
108769	ODP BUSINESS SOLUTIONS LLC GENERAL FUND	401.28 401.28
108770	OTTER TAIL POWER COMPANY GENERAL FUND	543.17 543.17
108771	PAPPA/STEPHANIE GENERAL FUND	285.42 285.42
108772	PINNACLE GENERAL FUND COUNTY ROAD & BRIDGE FUND	18,044.17 4,469.50 13,574.67
108773	PRAIRIE FORD, INC. GENERAL FUND COUNTY ROAD & BRIDGE FUND	190.11 136.97 53.14
108774	PROCONTROLS MIDWEST GENERAL FUND	1,305.56 1,305.56
108775	PURCHASE POWER GENERAL FUND	1,500.00 1,500.00
108776	QUADIENT FINANCE USA INC GENERAL FUND	641.75 641.75
108777	R & T WATER DISTRICT COUNTY PARKS FUND	55.00 55.00
108778	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	1,315.38 1,315.38
108779	RTC NETWORKS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND COUNTY AGENT FUND WEED CONTROL FUND	5,167.63 4,471.36 167.49 388.95 69.91 69.92
108780	RUDOLPH ELECTRIC, LLC GENERAL FUND	375.77 375.77
108781	SAFARI FUELS #103 GENERAL FUND	343.95 343.95

108782	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	36,974.97 36,974.97
108783	STANLEY AUTO & TRUCK GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	330.23 68.30 95.34 166.59
108784	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE	1,089.74 649.52 400.26 39.96
108785	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
108786	SUMMIT FOOD SERVICE, LLC GENERAL FUND	3,167.84 3,167.84
108787	THOMAS LAW FIRM GENERAL FUND	150.00 150.00
108788	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	693.37 693.37
108789	TIOGA RURAL FIRE DEPT 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	8,144.00 2,098.00 6,046.00
108790	UNIFORM CENTER GENERAL FUND	203.36 203.36
108791	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	3,152.34 2,026.03 892.58 233.73
108792	VAN HOOK RESORT, LLC COUNTY PARKS FUND	17,817.50 17,817.50
108793	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	325.81 325.81
108794	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	1,560.33 147.02 296.26 1,059.23 57.82
108795	WASTE MANAGEMENT COUNTY ROAD & BRIDGE FUND	86.00 86.00

GRAND TOTAL \$ 762,610.87

H. BOARD CONCERNS

Discussion was held on a walk-through tentatively scheduled on March 28th at the Memorial Building. The Board would be notified if a special meeting is called in order for all Board members to participate in the walk-through.

Wade Enget, State’s Attorney discussed the possibility of the law student internship for the summer months and the future options for the State’s Attorney position as he will not be seeking reelection at the end of his term in 2026.

Moved by Comm. Hollekim, seconded by DeGroot, to approve the State’s Attorney to have the availability of a law student for the summer months. Upon roll call, all present voted yes. Motion carried.

3. APPOINTMENT SCHEDULED

9:10 A.M.

Corey Bristol, Sheriff met with the board to discuss the possibility of amending the Sheriff budget for the 2024 year for the purchase of body and vehicle cameras.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the purchase of 10 body and vehicle cameras for the Sheriff's Department totaling \$217,204.80 out of the American Rescue Plan Act (ARPA) funds. Upon roll call, Ruland, Hollekim, DeGroot, Olson and Rice voted yes. Motion carried.

Sheriff Bristol also discussed the shortage of deputies within his department and the possibility of hiring Zach Bristol as a Sheriff Deputy. Sheriff Bristol mentioned that the Chief Deputy would be the supervisor for this position.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve and comply with the Mountrail County Employee Handbook 107 Hiring of Relatives and N.D.C.C. 44-04-09 Nepotism to allow Sheriff Bristol the hiring capability of his son in the Sheriff's office. Upon roll call, Hollekim, DeGroot, Ruland, Rice, and Olson voted yes. Motion carried.

9:15 A.M.

Warren Bogert, Disaster Emergency Service Coordinator discussed adopting the 2024 burn ban.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve signing and adopting the 2024 Fire Disaster Declaration and Automatic Burn Ban Proclamation subject to Corey Bristol &/or Warren Bogert having authorization to approve a controlled burn. Upon roll call, all present voted yes. Motion carried.

9:20 A.M.

Madison Rodgers, Clerk of Court met with the board to discuss the possibility of attending classes for the National Center for State Courts' Institute for Court Management to become a ND Certified Court Manager. The program is designed specifically for court personnel interested in learning more about the administration of courts and applying this knowledge to their current position within the judicial system.

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve allowing Madison Rodgers, Clerk of Court to apply for the ND Certified Court Manager Program with the National Center for State Courts' Institute for Court Management with travel expenses paid by the county. Upon roll call, Ruland, Rice, Hollekim, DeGroot and Olson voted yes. Motion carried.

9:25 A.M.

Chad Hysjulien, Stanley City Council along with Amanda Dennis, Stanley City Assessor, met with the board to discuss contracting with the County to provide services to the City of Stanley for the current assessment/equalization period. Tax Director, Lori Hanson, was also present.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the contract for assessing with the City of Stanley in the amount based on \$75 per hour at 200 hours totaling \$15,000 for the 2024 assessment/equalization period. Upon roll call, Rice, Ruland, Olson, DeGroot and Hollekim voted yes. Motion carried.

9:35 A.M.

Roger Fjellsvold with the Plaza Fire Department met with the board to discuss the request for 3 grass units and the possibility of donating the old water tanker to the Road & Bridge Department (R&B).

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the purchase of 3 grass units for the Plaza Fire Department out of the Fire and Ambulance Fund totaling \$271,059 and to accept the donation of the tanker to the R&B. Upon roll call, Hollekim, Ruland, Rice and DeGroot voted yes and Olson abstained. Motion carried.

9:40 A.M.

Jana Hennessy, Road & Bridge (R&B) Engineer met to discuss Road & Bridge.

1. HAUL ROUTE AGREEMENT/CR 7

Robert McCain with Covia is requesting to haul excessive on CR 7, 93rd Ave NW.

Moved by Comm. Rice, seconded by Comm. Olson, to approve signing the haul route agreement with Covia to allow 8 ton per axle to the Manitou Terminal for the approximate 1.8 miles of CR 7, 93rd Ave NW from US Highway 2 north to the Terminal subject to providing a \$500,000 per mile cash bond and signage directing vehicles to travel south from the Manitou Terminal Facility. Upon roll call, DeGroot, Olson, Ruland, Rice and Hollekim voted yes. Motion carried.

2. US Geological Survey (USGS)

Engineer Hennessy informed the Board the USGS has installed hydrologic monitoring gauges on the bridge on the old Scenic road (53rd St NW) in Section 3 of Unorganized Township 154, Range 94 without prior approval. Further discussion will be held at the next commissioner meeting.

3. SECTION LINE

Tom PlentyChief discussed the possibility of constructing a road along a section line between Section 4 and Section 5 in Township Unorganized 150 North, Range 93 West. Wade Enget, State’s Attorney discussed the NDCC. 24-07-03.1 pertaining to improvement of section line by landowner for agricultural purposes only. Tom PlentyChief is going to try and get approval from adjacent landowners to build a road.

10:00 A.M.

Carol Ventsch and Beverly Neset with the Historical Society presented a few quotes for display cabinets.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the purchase of display cabinets and bookcases from Rough Rider Industries not to exceed \$20,000. Upon roll call, Ruland, Rice, Olson, DeGroot and Hollekim voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 11:15 A.M. to meet in regular session on Tuesday, April 2, 2024 at 9:00 A.M. Accepted and approved this 2nd day of April, 2024.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor