

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, October 17, 2023 at 8:30 A.M. in the Emergency/Community Room, Mountrail County Courthouse, Stanley ND with Commissioners Joan Hollekim, Trudy Ruland, Wayne Olson, Jason Rice were present and John DeGroot absent. State’s Attorney, Wade Enget was absent.

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

2. BUSINESS

A. AGENDA

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

B MINUTES

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the minutes of the October 3, 2023 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

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

D. PAYROLL

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the regular full-time employee classification for Kurt Myers with the Road & Bridge Department as a Roadworker I in the amount of \$30.762 per hour/\$63,985 per year. Upon roll call, Ruland, Rice, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the regular full-time employee classification for Michael Fonseca with the Sheriff as a Deputy I in the amount of \$27.475 per hour/\$57,150 per year. Upon roll call, Rice, Hollekim, Ruland and Olson voted yes. Motion carried.

E. TRANSFER

Moved by Comm. Olson, seconded by Comm. Rice, to approve the transfer for uniform permits from July 1st to September 30th from the General Fund to the Road & Bridge Fund totaling \$882,781.55. Upon roll call, Olson, Hollekim, Rice and Ruland voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the transfer for overweight fines from July 1st to September 30th from the General Fund to the Road & Bridge Fund totaling \$20,200. Upon roll call, Rice, Olson, Hollekim and Ruland voted yes. Motion carried.

F. BILLS

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the bills totaling \$6,077,695.66. Upon roll call, Ruland, Hollekim, Olson 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 10/17/2023-PAYMENT 10/17/2023

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
107667	ABRAHAMSON/SANDRA GENERAL FUND	37.02 37.02
107668	ACKERMAN-ESTVOLD ENGINEERING & MANAGEMEN COUNTY ROAD & BRIDGE FUND	98,069.50 98,069.50
107669	AGGREGATE CONSTRUCTION INC	61,083.75

	COUNTY ROAD & BRIDGE FUND	61,083.75
107670	AMAZON CAPITAL SERVICES GENERAL FUND	5,479.29 5,479.29
107671	ARAMARK UNIFORM SERVICES GENERAL FUND	312.93 312.93
107672	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	8,215.11 7,675.11 540.00
107673	ARMSTRONG SANITATION COUNTY PARKS FUND	952.00 952.00
107674	BBH INSURANCE, INC GENERAL FUND	50.00 50.00
107675	CALIBRE PRESS GENERAL FUND	577.00 577.00
107676	CENTRAL DOOR & HARDWARE, INC COUNTY PARKS FUND	6,090.00 6,090.00
107677	CITY OF STANLEY GENERAL FUND WEED CONTROL FUND	2,744.23 2,600.09 144.14
107678	CLEARWATER DEPOT LLP COUNTY ROAD & BRIDGE FUND	3,456.00 3,456.00
107679	CNH INDUSTRIAL ACCOUNTS COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	6,252.32 3,692.61 2,559.71
107680	COLLINS/HANNAH GENERAL FUND	19.80 19.80
107681	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,920.00 3,920.00
107682	CULLIGAN WATER CONDITIONING COUNTY PARKS FUND	110.23 110.23
107683	DAKOTA DRUG CO GENERAL FUND	13.17 13.17
107684	DAKOTA DUST-TEX, INC GENERAL FUND	269.80 269.80
107685	DAKOTALAND AUTOGLASS, INC COUNTY ROAD & BRIDGE FUND	193.90 193.90
107686	DEGENSTEIN/NICHOLE GENERAL FUND	13.80 13.80
107687	EGAN TOWNSHIP 2019 FLOOD DISASTER FUND	43,309.17 43,309.17
107688	ELECTION SYSTEMS & SOFTWARE INC GENERAL FUND DOCUMENT PRESERVATION FUND	11,986.16 6,486.16 5,500.00
107689	ENERBASE GENERAL FUND COUNTY ROAD & BRIDGE FUND	23,332.08 1,005.33 22,326.75
107690	ENGET/WADE GENERAL FUND	261.15 261.15

107691	FARDEN CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	233,460.00 233,460.00
107692	FOX/ASHLEY GENERAL FUND	65.51 65.51
107693	GRATECH COMPANY COUNTY ROAD & BRIDGE CAPITAL PROJECTS	1,137,312.88 1,137,312.88
107694	GREAT PLAINS DIRECTORY SERVICE GENERAL FUND	240.00 240.00
107695	H.A.THOMPSON & SONS INC GENERAL FUND	13,787.89 13,787.89
107696	HANSON/LORI GENERAL FUND	257.95 257.95
107697	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND	388,191.84 135,559.27 252,632.57
107698	HENNESSY/JIM WEED CONTROL FUND	10.20 10.20
107699	HEYDT/NATALIE GENERAL FUND	395.72 395.72
107700	HIGHLINE WATER LLC COUNTY ROAD & BRIDGE FUND	1,000.00 1,000.00
107701	HOMETOWN RADIO GROUP GENERAL FUND	798.00 798.00
107702	HORNBERGER/BONITA GENERAL FUND	5.22 5.22
107703	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	6,588.29 3,147.75 3,440.54
107704	JERRY'S SEPTIC SERVICE COUNTY PARKS FUND	25,350.00 25,350.00
107705	JOB SERVICE OF NORTH DAKOTA GENERAL FUND	4,519.19 4,519.19
107706	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	814.06 778.13 35.93
107707	JOHNSON/LAURIE GENERAL FUND	199.39 199.39
107708	KRONOS SAASHR INC GENERAL FUND	709.04 709.04
107709	LANGUAGE LINE SERVICES, INC E 911 EMERGENCY/WIRELESS FUND	9.80 9.80
107710	LAPICA/LISA VETERAN'S SERVICE OFFICER FUND	232.79 232.79
107711	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	5,282.09 5,282.09
107712	MAERTENS-BRENNY CONSTRUCTION COMPANY GENERAL CAPITAL PROJECTS	157,161.16 157,161.16

107713	MARTIN CONSTRUCTION INC R&B HB 1505 COUNTY ROAD & BRIDGE CAPITAL PROJECTS	3,626,009.19 925,803.42 2,700,205.77
107714	MCKESSON MEDICAL-SURGICAL GENERAL FUND	416.86 416.86
107715	MENARDS - MINOT GENERAL FUND	129.10 129.10
107716	MINOT AUTOMOTIVE COMPANY COUNTY ROAD & BRIDGE FUND	71,096.00 71,096.00
107717	MOUNTRAIL COUNTY HEALTH CENTER GENERAL FUND	600.00 600.00
107718	MOUNTRAIL COUNTY VICTIM GENERAL FUND	5,000.00 5,000.00
107719	MOUNTRAIL WILLIAMS ELECTRIC COOP COUNTY ROAD & BRIDGE FUND	202.61 202.61
107720	ND ASSOCIATION OF COUNTIES E 911 EMERGENCY/WIRELESS FUND	1,722.83 1,722.83
107721	ND ASSOCIATION OF COUNTIES GENERAL FUND	189.00 189.00
107722	ND ENVELOPE COMPANY GENERAL FUND	542.76 542.76
107723	ND STATE RADIO COMMUNICATIONS GENERAL FUND	480.00 480.00
107724	NDDHS FISCAL ADMINISTRATION GENERAL FUND	1,121.50 1,121.50
107725	NDWCA WEED CONTROL FUND	475.00 475.00
107726	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	756.52 756.52
107727	NORTH DAKOTA CHAPTER OF APCO E 911 EMERGENCY/WIRELESS FUND	180.00 180.00
107728	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
107729	NOVA FIRE PROTECTION, INC. GENERAL FUND	1,025.00 1,025.00
107730	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	35.95 35.95
107731	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY AGENT FUND	1,354.54 1,286.06 68.48
107732	OLONIA/MORGAN COUNTY PARKS FUND	17,418.10 17,418.10
107733	ORTLOFF WATER DEPOT COUNTY ROAD & BRIDGE FUND	315.00 315.00
107734	OTTER TAIL POWER COMPANY GENERAL FUND	775.48 775.48

107735	PAPPA/STEPHANIE GENERAL FUND	9.78 9.78
107736	PARSHALL AMBULANCE GENERAL FUND	1,000.00 1,000.00
107737	PARSHALL RURAL FIRE DIST #2 GENERAL FUND	1,000.00 1,000.00
107738	PINNACLE GENERAL FUND COUNTY ROAD & BRIDGE FUND	47,027.62 5,757.99 41,269.63
107739	PITNEY BOWES GLOBAL FINANCIAL SERVICES GENERAL FUND	668.58 668.58
107740	PLAZA OK HARDWARE GENERAL FUND	8.98 8.98
107741	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	2,845.92 2,845.92
107742	PORTH/THOMAS GENERAL FUND	219.51 219.51
107743	PRAIRIE FORD, INC. GENERAL FUND	96.68 96.68
107744	PURCELL TOWNSHIP GENERAL FUND	1,800.00 1,800.00
107745	QUADIENT FINANCE USA INC GENERAL FUND	1,453.00 1,453.00
107746	R & T WATER DISTRICT COUNTY PARKS FUND	82.63 82.63
107747	RAMADA BISMARCK HOTEL GENERAL FUND	529.20 529.20
107748	RAY/DENISE GENERAL FUND	3.76 3.76
107749	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	11,475.81 11,475.81
107750	RODGERS/MADISON GENERAL FUND	10.02 10.02
107751	ROSS TOWNSHIP GENERAL FUND	2,800.00 2,800.00
107752	RTC NETWORKS GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND COUNTY AGENT FUND WEED CONTROL FUND	5,544.52 4,847.09 167.02 396.60 66.90 66.91
107753	RYAN CHEVROLET GENERAL FUND	125.14 125.14
107754	SAFARI FUELS #103 GENERAL FUND	52.07 52.07
107755	SCHUMAIER/RANDI GENERAL FUND	30.13 30.13
107756	SKAAR/TERA	3.30

	GENERAL FUND	3.30
107757	STANLEY AUTO & TRUCK GENERAL FUND	799.05 144.49
	COUNTY ROAD & BRIDGE FUND	236.80
	WEED CONTROL FUND	417.76
107758	STANLEY LUMBER & SUPPLY GENERAL FUND	16.78 16.78
107759	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
107760	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	145.35 145.35
107761	STATE TREASURER E 911 EMERGENCY/WIRELESS FUND	6,305.00 6,305.00
107762	STATE TREASURER GENERAL FUND	2,800.00 2,800.00
107763	SUMMIT FOOD SERVICE, LLC GENERAL FUND	3,012.18 3,012.18
107764	THE SIDWELL COMPANY GENERAL FUND	60.00 60.00
107765	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	189.62 189.62
107766	TOMLINSON/HEATHER COUNTY AGENT FUND	12.75 12.75
107767	UNIFORM CENTER GENERAL FUND	111.97 111.97
107768	UNITED QUALITY COOPERATIVE GENERAL FUND	1,678.22 1,398.09
	COUNTY ROAD & BRIDGE FUND	20.69
	COUNTY PARKS FUND	259.44
107769	VACHAL/LYNNETTE COUNTY AGENT FUND	102.75 102.75
107770	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	136.74 136.74
107771	VERIZON WIRELESS GENERAL FUND	47.11 47.11
107772	WARD COUNTY AUDITOR GENERAL FUND	150.00 150.00
107773	WEST CHATHAM WARNING DEVICES INC GENERAL FUND	1,567.00 1,567.00
107774	YOUNG/CALEB GENERAL FUND	10.62 10.62
	FINAL TOTAL	6,077,695.66

G. BOARD CONCERNS

Discussion was held on the 2024 County Extension budget on whether to keep the original stipend pay of \$20,888 in the budget or drop it to the \$8,000 approved for the stipend pay for the 2023 budget. The board agreed to leave the \$20,888 as the approved amount for the 2024 County Extension budget.

3. APPOINTMENT SCHEDULED

9:10 A.M.

Corey Bristol, Sheriff met with the board to update on the generators coming out of the COVID/ARPA funding.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve extending the deadline to November 10, 2023 for recipients to submit an estimated cost and notice accepting the award from the County for the purchase of generators for the six entities including the cities of New Town, Parshall, White Earth, Plaza, Palermo (latest) and Mountrail County Medical Center from COVID funding under the American Rescue Plan Act (ARPA) at actual cost not exceeding the \$250,000 for equipment only. Upon roll call, Ruland, Rice, Olson and Hollekim voted yes. Motion carried.

9:20 A.M.

Jesse Barlow with the Pursuit Church met with the board to request the waiver of the rental fees for the South Complex for Fall Spectacular/Halloween activities.

Moved by Comm. Olson, seconded by Comm. Rice, to approve waiving the South Complex rental fees for the Pursuit Church for Fall Spectacular/Halloween activities with the Pursuit supplying insurance liability and covering the cleaning and damage deposits. Upon roll call, Olson, Hollekim, Ruland and Rice voted yes. Motion carried.

9:30 A.M.

Tammy Leupp, Building Supervisor met with the board to discuss the enclosed trailer being used to store winter items at the Carquest Building that is owned by Andy Domben.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve paying Andy Domben a total of a \$1,000 (\$500 per year) for the two years for the use of the enclosed trailer. Upon roll call, Olson, Ruland, Rice and Hollekim voted yes. Motion carried.

9:40 A.M.

Nichole Degenstein, Human Resource Director met with the board to discuss the Human Resource Advisory Committee policies and discuss the option of a Christmas Party.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the changes to Policy 214, Telecommuting of the Mountrail County Employee Handbook as recommended by the Human Resource Advisory Committee and as presented by Director Degenstein. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Ruland, to approve the changes to Policy 315, Family and Medical Leave of the Mountrail County Employee Handbook as recommended by the Human Resource Advisory Committee and as presented by Director Degenstein. Upon roll call, all present voted yes except Hollekim and Rice. Motion denied. This motion will be brought back at the next commissioner meeting.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the changes to Policy 403, Paydays of the Mountrail County Employee Handbook as recommended by the Human Resource Advisory Committee and as presented by Director Degenstein. Upon roll call, all present voted yes. Motion carried.

Human Resource Director Degenstein discussed the results of the survey monkey concerning the Christmas Party. The board recommended looking into a Christmas Party with a catered meal in January.

10:00 A.M.

Jim Hennessy, Weed Control Agent met with the board to request amending the Weed Control Budget for purchase of some new utility vehicles.

Moved by Comm. Olson, seconded by Comm. Rice, to approve amending the 2023 budget for Weed Control Budget for purchase of utility vehicles to increase by \$45,000 for equipment and to increase the chemicals by \$10,000. Upon roll call, Ruland, Rice, Olson, and Hollekim voted yes. Motion carried.

10:05 A.M.

Moved by Comm. Hollekim, seconded by Comm. Olson, to adopt minimum appraisal prices on tax deed sale properties to be offered for sale on November 21, 2023. Upon roll call, Olson, Hollekim, Ruland and Rice voted yes. Motion carried.

10:10 A.M.

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

1. CR9 PHASE II

Engineer Hennessy discussed the approach/driveway issue in White Earth Cottage Bay on Lot 6. Also present were Shawn Iwen, Craig Mizera and Matthew Huettl with HDR Engineering.

Moved by Comm. Olson, seconded by Comm. Rice, to approve correcting the approach/driveway with eliminating the cement stabilization and reduce roadway width from 24' to 20' by Lot 6 in White Earth Cottage Site. Upon roll call, Hollekim, Rice, Olson and Ruland voted yes. Motion carried.

2. NDDOT FEDERAL AID SHEET

Engineer Hennessy discussed the negative balance with NDDOT for the 2024 County Federal Aid Program.

3. CR6/PROJECT #06(68)22-CHANGE ORDER #2

Engineer Huettl gave an update on the CR6 White Earth West Road Project. Discussion was held on concrete sticking out of the ground in the right of way and the property owner would like to have it removed. Engineer Hennessy will bring back at the next meeting.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve change order #2 for the extension of 7 days for CR6 Project #06(68)22. Upon roll call, Olson, Rice, Hollekim and Ruland voted yes. Motion carried.

4. CR10/PROJECT #10(51)23-ADVERTISEMENT FOR BIDS

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve advertising for bids on CR 10 Project #10(51)23 consisting of approximately 7.025 miles of grading, aggregate base and aggregate surfacing on CR10 (53rd St NW) from CR11 (57th Ave NW) east to the Ward County Line. Upon roll call, Ruland, Rice, Olson and Hollekim voted yes. Motion carried.

5. SOURCEWELL COOPERATIVE PURCHASING PROGRAM PARTICIPATION AGREEMENT

Engineer Hennessy will present to Wade Enget, State's Attorney before presenting to the board at the next meeting.

6. SALT SAND STORAGE-LAND

Engineer Hennessy discussed the possibility of storing salt/sand on land that was purchased from Jerome & Ardis Rice and Brian & Nancy Rice which is located on the E ½ of the NE¼ of Section 18, Township 156 North, Range 94 West (**Myrtle Township**). More discussion will be held at the next meeting.

7. CR9 PAVEMENT DAMAGE-QUOTE

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the emergency repairs for pavement damage to CR 9, 101st Ave NW with Keller Paving & Landscaping totaling \$23,200. Upon roll call, Rice, Hollekim, Ruland and Olson voted yes. Motion carried.

8. CR4-LIBERTY RESOURCES INVOICE

Moved by Comm. Rice, seconded by Comm. Olson, to approve sending a letter to Liberty Resources for the extra cost of maintaining and keeping CR 4 (74th St NW) in safe travel conditions along with the invoice totaling \$439,172.25 with reimbursement of \$250,000 being paid by Liberty Resources. Upon roll call, Hollekim, Ruland, Rice and Olson voted yes. Motion carried.

9. MISCELLANEOUS

Discussion was held on a generator to be installed at the Plaza Complex/Shop.

11:30 A.M.

Laurie Johnson, Correctional Administrator along with Javayne Oyloe, Upper Missouri District Health Unit Executive Officer, Becky Fladeland, Nurse with Upper Missouri District Health Unit and Sandy Mack, Correctional

Nurse discussed the possibility of sharing the Correctional Nurse with Upper Missouri District Health Unit. More research will be done concerning the coverage of insurance with North Dakota Insurance Reserve Fund (NDRF). More discussion will be held at the next meeting.

4. ADJOURN

The Board adjourned at 11:43 A.M. to meet in regular session on Tuesday, November 7, 2023 at 9:00 A.M. Accepted and approved this 7th day of November, 2023.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor