

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, October 20, 2020 at 9:00 A.M. with GOTOMEETING with Commissioners Trudy Ruland, Joan Hollekim, Daniel Uran, Garry Jacobson and Wayne Olson all present via GOTOMEETING. Also present was States Attorney, Wade Enget. Also present were Theresa Heinle and John Salling.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

Moved by Comm. Hollekim, seconded by Comm. Jacobson, 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 October 6, 2020 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the bills totaling \$502,165.42. Upon roll call, Jacobson, Uran, Olson, 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.

APPROVED 10/20/2020 - PAYMENT 10/20/2020

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
99898	A&W TOWING & RECOVERY, INC. GENERAL FUND	500.00 500.00
99899	AGGREGATE CONSTRUCTION INC COUNTY ROAD & BRIDGE FUND	84,767.18 84,767.18
99900	AMAZON CAPITAL SERVICES GENERAL FUND	453.52 453.52
99901	AMERIPRIDE LINEN & APPAREL SERVICES GENERAL FUND	462.88 462.88
99902	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	14,888.57 14,348.57 540.00
99903	BATTERIES PLUS BULBS #639 GENERAL FUND	622.79 622.79
99904	BBH INSURANCE, INC GENERAL FUND	6,861.00 6,861.00
99905	BORDER STATES INDUSTRIES INC COUNTY ROAD & BRIDGE FUND	494.66 494.66
99906	BROSZ ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	68,210.00 68,210.00
99907	CARD SERVICES GENERAL FUND	113.18 113.18
99908	CARQUEST OF STANLEY COUNTY ROAD & BRIDGE FUND	94.59 94.59

99909	CENTRAL TRENCHING, INC. COUNTY ROAD & BRIDGE FUND	497.43 497.43
99910	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	52.00 52.00
99911	CITY OF STANLEY WEED CONTROL FUND	55.93 55.93
99912	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,453.88 3,453.88
99913	CUMMINS SALES AND SERVICE GENERAL FUND	1,268.10 1,268.10
99914	D & L CONSTRUCTION, INC COUNTY PARKS FUND	3,677.32 3,677.32
99915	DAKOTA DRUG CO GENERAL FUND	54.17 54.17
99916	DAKOTALAND AUTOGLASS, INC COUNTY ROAD & BRIDGE FUND	250.00 250.00
99917	DIRTY DIESEL REPAIR GENERAL FUND	500.00 500.00
99918	DMC WEAR PARTS LLC COUNTY ROAD & BRIDGE FUND	13,360.00 13,360.00
99919	EXTREME SALES COUNTY ROAD & BRIDGE FUND	6,999.00 6,999.00
99920	FARMERS UNION OIL CO-PLAZA GENERAL FUND COUNTY ROAD & BRIDGE FUND	11,264.64 1,457.85 9,806.79
99921	FORTERRA COUNTY ROAD & BRIDGE FUND	5,265.60 5,265.60
99922	GALLS-QUARTERMASTER GENERAL FUND	295.96 295.96
99923	GOOSENECK IMPLEMENT GENERAL FUND	708.87 708.87
99924	GOVERNMENT FORMS & SUPPLIES LLC GENERAL FUND	6,665.00 6,665.00
99925	GRAPHICS, LETTERING & TRIM GENERAL FUND	22.00 22.00
99926	H.A.THOMPSON & SONS INC GENERAL FUND	34,655.00 34,655.00
99927	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE FUND 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	67,558.19 15,433.12 41,700.06 10,425.01
99928	JERRY'S SEPTIC SERVICE COUNTY PARKS FUND	5,900.00 5,900.00
99929	JOB SERVICE OF NORTH DAKOTA GENERAL FUND	3,247.07 3,247.07
99930	JOHNSON CONTROLS FIRE PROTECTION LP GENERAL FUND	384.00 384.00

99931	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY ROAD & BRIDGE FUND	4,067.35 3,412.38 654.97
99932	K SQUARED ELECTRIC INC GENERAL FUND	6,203.16 6,203.16
99933	KOHLER COMMUNICATIONS INC GENERAL FUND	35.00 35.00
99934	KRONOS SAASHR INC GENERAL FUND	644.15 644.15
99935	LEUPP/TAMRA GENERAL FUND	43.90 43.90
99936	MEIERS OIL INC GENERAL FUND	345.60 345.60
99937	MENARDS - MINOT GENERAL FUND COUNTY PARKS FUND	69.91 7.99 61.92
99938	MIDSTATE TELEPHONE CO GENERAL FUND	3,755.66 3,755.66
99939	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	2,336.80 2,336.80
99940	MOUNTRAIL COUNTY PROMOTER VETERAN'S SERVICE OFFICER FUND	35.75 35.75
99941	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	55.77 55.77
99942	ND ASSOCIATION OF COUNTIES E 911 EMERGENCY/WIRELESS FUND	2,068.84 2,068.84
99943	ND ASSOCIATION OF COUNTIES GENERAL FUND	150.00 150.00
99944	ND STATE RADIO COMMUNICATIONS GENERAL FUND	720.00 720.00
99945	ND TRUST LANDS GENERAL FUND	4,832.73 4,832.73
99946	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
99947	O-DAY EQUIPMENT LLC COUNTY ROAD & BRIDGE FUND	9.76 9.76
99948	OFFICE DEPOT INC GENERAL FUND COUNTY AGENT FUND	2,598.08 2,592.91 5.17
99949	OFFICE OF THE STATE AUDITOR GENERAL FUND	380.00 380.00
99950	OLONIA/MORGAN COUNTY PARKS FUND	17,060.60 17,060.60
99951	OLSON/WAYNE GENERAL FUND	220.40 220.40
99952	ORTLOFF WATER DEPOT	132.00

	COUNTY ROAD & BRIDGE FUND	132.00
99953	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	85.11 85.11
99954	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	65.00 65.00
99955	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	1.60 1.60
99956	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	593.82 593.82
99957	QUADIENT FINANCE USA INC GENERAL FUND	1,457.08 1,457.08
99958	QUADIENT LEASING GENERAL FUND	699.24 699.24
99959	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,808.88 1,787.58 21.30
99960	RECORD KEEPERS, LLC GENERAL FUND	16.00 16.00
99961	RESERVATION TELEPHONE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	2,089.95 1,803.66 117.19 169.10
99962	ROSS TOWNSHIP GENERAL FUND	5,800.00 5,800.00
99963	RYAN GMC COUNTY ROAD & BRIDGE FUND	2,833.55 2,833.55
99964	SAFARI FUELS #103 GENERAL FUND	312.60 312.60
99965	SHELL CREEK SLIP & RENTALS INC COUNTY PARKS FUND	2,860.00 2,860.00
99966	SOURIS RIVER TELECOMMUNICATIONS E 911 EMERGENCY/WIRELESS FUND	168.00 168.00
99967	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND	657.49 490.87 166.62
99968	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
99969	STATE TREASURER GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	11,505.50 4,200.00 7,305.50
99970	STEINS INC GENERAL FUND	528.00 528.00
99971	SUMMIT FOOD SERVICE, LLC GENERAL FUND	10,579.79 10,579.79
99972	SWANSTON EQUIPMENT CORP COUNTY ROAD & BRIDGE FUND	27,650.00 27,650.00
99973	THE SIDWELL COMPANY	480.00

	GENERAL FUND	480.00
99974	TRUENORTH STEEL COUNTY ROAD & BRIDGE FUND	9,460.00 9,460.00
99975	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	26,569.59 2,131.41 23,942.80 495.38
99976	VACHAL/MELISSA GENERAL FUND	146.96 146.96
99977	VAN HOOK RESORT, LLC COUNTY PARKS FUND	4,149.00 4,149.00
99978	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND WEED CONTROL FUND	1,501.27 109.20 312.82 1,017.09 62.16
	FINAL TOTAL	\$ 502,165.42

D. FEES

Moved by Comm. Olson, seconded by Comm. Uran, to approve the August 2020 fees for the Recorder’s Office. Upon roll call, Ruland, Hollekim, Uran, Olson, and Jacobson voted yes. Motion carried.

E. TRANSFERS

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the transfer from the General Fund to the County Road & Bridge Fund for Overweight fines in the amount of \$3,555.00. Upon roll call, Olson, Hollekim, Jacobson, Uran, and Ruland voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the transfer from the General Fund to the County Road & Bridge Fund for Uniform Permits in the amount of \$332,622.28. Upon roll call, Ruland, Olson, Hollekim, Jacobson, and Uran voted yes. Motion carried.

F. SLAWSON MINERAL

Wade Enget, State’s Attorney discussed the email received from Slawson questioning the ownership of minerals on Block 54, Lots 4-6 former Village of Sanish in Section 13, Township 152 North, Range 93 West. State’s Attorney Enget stated a quit claim deed would need to be drawn up from a tax deed action process in the 1930’s. State’s Attorney Enget suggested that Slawson provide documentation from the Corps of Engineers of this acquisition of land taken for flood control purposes. Commissioners were all in agreement to have the State’s Attorney get ahold of Slawson to provide such documentation.

G. RESCHEDULE NOVEMBER 3RD COMMISSIONER MEETING

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve rescheduling the November 3rd 2020 Commissioner meeting to November 6th, 2020. Upon roll call, all present voted yes. Motion carried.

H. AUDIT

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve signing the letter of engagement for the State of North Dakota Audit for years ending December 31, 2019-2018. Upon roll call, Ruland, Olson, Jacobson, Uran and Hollekim voted yes. Motion carried.

3. APPOINTMENT SCHEDULED

9:30 A.M.

Lori Hanson, Tax Director met with the board for the abatement hearing on parcel #49-0009700 for a farm residence exemption for the 2020 year. Tax Director Hanson recommended approving the abatement in concurrence with Banner Township recommendation of accepting the farm residence exemption.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the abatement on parcel #49-0009700 for 2020 year as recommended by Tax Director Hanson. Upon roll call, Hollekim, Ruland, Jacobson, Olson and Uran voted yes. Motion carried.

Tax Director Hanson discussed the Sidwell contracts that were signed. Sidwell is asking for a Contract Amendment to the Land Use for Agricultural Assessment Services contract to extend the yearly contract due to expire on October 31, 2020 to February 28, 2021 to coincide with the County's GIS and Land Use Maintenance two year contracts.

Moved by Comm. Olson, seconded by Comm. Uran, to approve signing the Sidwell Contract Amendment to the Land Use for Agricultural Assessment Services contract to extend services to February 28, 2021. Upon roll call, Ruland, Hollekim, Jacobson, Uran and Olson voted yes. Motion carried.

9:35 A.M.

Melissa Vachal, P&Z Administrator met with the board to discuss the SRF proposal for updating the zoning ordinance. Wade Enget, State's Attorney is in full support of getting the zoning ordinance updated.

Moved by Comm. Uran, seconded by Comm. Olson, to approve going forward with SRF proposal in the amount of \$43,705 to update the zoning ordinance with payment of \$12,500 from the 2021 Planning & Zoning Budget and the remaining amount from the Commissioner Contingency Fund. Upon roll call, Olson, Jacobson, Uran, Hollekim and Ruland voted yes. Motion carried.

Melissa Vachal, Recorder discussed a quote for a removable wall.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the purchase of a removable wall in the amount of \$2,007 from Screenflex Portable Partitions with payment out of the County Buildings Fund. Upon roll call, Hollekim, Uran, Olson, Jacobson and Ruland voted yes. Motion carried

Wade Enget, State's Attorney left at 9:54 a.m. and returned at 11:00 a.m.

9:45 A.M.

Karen Babbitt, Building Supervisor met with the board to interview Ackerman & Estvold for professional architectural services for the Memorial Building.

Paul Breiner and Ryan Anderson with Ackerman & Estvold answered the boards questions concerning the Memorial Building.

10:15 A.M.

Karen Babbitt, Building Supervisor met with the board to interview EAPC for professional architectural services for the Memorial Building.

Gloria Larsgaard with EAPC answered the boards quesitons concerning the Memorial Building.

Comm. Hollekim did like that everything was inhouse with EAPC. Building Supervisor Babbitt was also in agreement with Comm. Hollekim. State's Attorney discussed the quotes or bids from both companies to compare apples to apples. State's Attorney Enget will look into and have a recommendation at the next meeting.

Discussion was held on the renovations of the basement of the courthouse. Comm. Hollekim wanted all walls removed and a big space to be utilized by the Tax Directors Office. Comm. Ruland stated not all walls should be removed as it defeats the purpose of having a separate office for Rory Porth to utilize. Comm. Hollekim stated the east jail cell would suffice for the separate office. Comm. Ruland stated the less remodeling the quicker the move can happen. Discussion was to have Lori Hanson, Tax Director along with Karen Babbitt to come up with the plans for the renovation. This matter will be discussed at the next meeting.

10:45 A.M.

Jana Hennessy, Engineer met to discuss Road & Bridge. Also present were Jeff Ruud and Grady Uran.

1. CSI-CR 9 PHASE I (101ST AVE NW)

Engineer Hennessy along with Craig Mizera and Jason Olson with HDR and Allan & Ryan Minnerath with CSI discussed the milestone completion, erosion control and roadway maintenance deducts with CSI on CR 9, 101st Ave NW Phase I. Engineer Hennessy discussed the questions and answers from both parties. Comm. Hollekim and Ruland were in consensus and not in favor of removing the liquidated damages. Comm. Uran along with Comm. Olson and Ruland were not happy with the 52 days just leaving the project. No further actions are needed.

2. 96th AVE NW

Jeff Ebsch with Brosz Engineering discussed two alternatives and recommendations for 96th Ave NW due to cold weather conditions: 1) Allow variation in temperature specification (40 degrees) for cement stabilization. Cement stabilization would be completed in next 2 weeks. All work would be completed by current completion date of 11/15/20. 2) Do not allow variation in temp spec. Farden would add 3" of aggregate before winter. Cement stabilization and remainder of work would be completed from May 1 to 31, 2021. Change order would need to be issued to extend completion date to 5/31/21 and for the additional gravel at an estimated cost of \$112,000. Steve Farden discussed moving forward if the weather allows this year. Jeff Ruud, Chairman for Rat Lake Township discussed the issue of working faster on the project with Farden Construction. Steve Farden stated was waiting for the entire road to be open before the cement stabilization could be applied. Steve Farden also stated the 404 permit was also a reason for the delay, the windy weather and now the cold weather. Jeff Ruud was wondering what kind of guarantee is given if done within the next few weeks in the cold. Steve Farden stated can't guarantee anything but would think it would work. Steve Farden stated would be willing to put down 3 inches of gravel and return in the spring to finish. The gravel will be utilized in the spring to cover the cement stabilization. Steve Farden indicated Farden would reclaim the gravel to use in the spring at no cost to the County. The farmers will be considered before the work begins in the spring. Steve Farden stated he is willing to arrive whenever he is called to complete the project.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve going forward with option 2 for 96th Ave NW with the understanding that Farden recovers the gravel in the spring at no cost to the County and that all conditions are put in writing. Upon roll call, Ruland, Hollekim, Jacobson, Olson and Uran voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve signing the final reimbursement request in the amount of \$266,320.98 for the infrastructure grant on 96th Ave NW. Upon roll call, Uran, Olson, Hollekim, Jacobson and Ruland voted yes. Motion carried.

3. NEW TOWN 4TH ST S

Patrick Samson with Ackerman-Estvold met with the board to discuss the extending of a storm sewer outlet on 4th St S in New Town and utilizing the County Right of Way on CR 19. The City of New Town and County need to work together. Comm. Hollekim would like a guarantee from the City of New Town if the storm sewer needs to be moved there is a memorandum of agreement. Patrick Samson stated a City Council meeting will be held tomorrow so will bring back to the board for review. Matthew Huettl with HDR stated the CR 19 is finalizing plans for bidding.

4. NDDOT CONSTRUCTION & MAINTENANCE AGREEMENT

Engineer Hennessy discussed the NDDOT Construction & Maintenance Agreement for County Federal Aid projects.

Moved by Comm. Jacobson, seconded by Comm. Hollekim, to approve signing the NDDOT Maintenance Certification for County Federal Aid projects. Upon roll call, all present voted yes. Motion carried.

5. OLD HWY 2

Engineer Hennessy discussed the letter received from Greg Bruhn regarding the pavement removed on Old Highway 2. A response letter will be sent to Greg Bruhn. Comm. Hollekim stated she did call Greg Bruhn and he had concerns on the maintenance on the road also.

Moved by Comm. Uran, seconded by Comm. Olson, to approve signing and sending a response letter to Greg Bruhn concerning Old Highway 2. Upon roll call, all present voted yes. Motion carried.

6. CR6 DRAINAGE CULVERT INSTALLATION

Engineer Hennessy discussed the motion made on September 23rd pertaining to the replacement of culvert on CR 6. Engineer Hennessy stated Farden Construction is all inclusive but they are completing the job as a one man job and the job is not moving forward. State's Attorney Enget stated that the Memorandum of Understanding should have been signed like the previous bidder signed.

7. SEALED QUOTES FOR NEW CRACK SEALER

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the sealed quote from Swanston Equipment Companies in the amount of \$37,500 for a purchase of new crack sealer which includes trade in allowance of \$15,000 for the 2013 crack sealer. Upon roll call, Hollekim, Uran, Olson, Jacobson and Ruland voted yes. Motion carried.

8. NDDOT/ROUNABOUT RETROFIT SAFETY IMPROVEMENT

Engineer Hennessy discussed the roundabout retrofit project on US Junction ND 23 & ND 8.

9. MWEC

Engineer Hennessy spoke concerning the system improvement application for the line move with Mountrail Williams Electric for the CR 9, White Earth Bay Road improvement project. Craig Mizera with HDR stated the application is needed to start the process to get an estimate to relocate utilities before moving on with the project.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve signing the system improvement application for the line move with Mountrail Williams Electric for the CR 9, White Earth Bay Road improvement project. Upon roll call, all present voted yes. Motion carried.

10. WETLAND MITIGATION

Engineer Hennessy discussed applying for funding through the Environmental Impact Mitigation Fund from the North Dakota Department of Agriculture.

11. PLAZA SHOP DOOR

Engineer Hennessy discussed the Plaza shop doors and the usage of the cranes. The current garage doors wouldn't be able to work with the cranes due to all the metal forms. The suggestion is to go with bifold doors instead of garage doors. Engineer Hennessy stated she will visit with the Contractor tomorrow. Comm. Olson stated this was always planned with the cranes and feels the Engineers dropped the ball on this issue.

12. MISCELLANEOUS

Discussion was held with Engineer Hennessy concerning the new fuel tank in New Town. Discussion was held on the chinese elm weed in the County Right of Way. Engineer Hennessy stated she will look into it.

12:30 P.M.

Discussion was held with Departments Heads concerning COVID-19 issues. Present for the discussion were Corey Serr, Mary Trahan, Nichole Degenstein, Corey Bristol, Jana Hennessy, Traci Hysjulien, Karen Babbitt, Melissa Vachal, Lori Hanson, Desiree Sorenson, Laurie Johnson, Lisa Lapica, Lynnette Vachal, Valerie Stammen, Tiffany Thiessen, Mary Dennis, Heather Tomlinson, Linda Wienbar and Lexi Hill. The county is currently sitting on an orange level. Nichole Degenstein, Human Resource Director stated that the buildings are good so far. Stephanie Pappa, Auditor stated that the election is going good but a special meeting might be needed if things go in the red level. Comm. Hollekim suggested no travel for county business unless a necessity. Director Degenstein asked if the essential workers would be reimbursed for the cost of the testing. Corey Bristol, Sheriff stated none of his employees had to pay for the testing. Jana Hennessy, Engineer stated her policy for close contact is if they test and it comes back negative then they are allowed to come back to work. Laurie Johnson, Jail Administrator stated that the CVC stated that essential worker with a close contact doesn't need to be tested to just monitor the symptoms. Desiree Sorenson, Mountrail McKenzie Human Service Zone Director reviewed the State policy for COVID.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve reimbursing the employees who are requested to be tested by their department supervisor up to \$30.00 with reimbursement from

Commissioner Contingency Fund. Upon roll call, Hollekim, Ruland, Uran, Jacobson, and Olson voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 1:17 P.M. to meet in regular session on Friday, November 6, 2020 at 9:00 A.M. Accepted and approved this 6th day of November, 2020.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor