

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, October 3, 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 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. Olson, 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. DeGroot, seconded by Comm. Hollekim, to approve the minutes of the September 19, 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 Corrections and Overweight fines through 9/21/2023. Upon roll call, Hollekim, Ruland, DeGroot, Rice and Olson voted yes. Motion carried.

D. PAYROLL

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the regular full-time employee classification for Chad Goodman with the Road & Bridge Department as a Roadworker II in the amount of \$5,615.58 per month/\$67,387 per year. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the regular full-time employee classification for Johann Freeberg with Corrections as a Correctional Officer I in the amount of \$4,590 per month/\$55,080 per year. Upon roll call, Hollekim, Olson, Ruland, DeGroot and Rice voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Hollekim, to approve the salary increase for satisfactory completion of probationary period for Jordan Moore with Corrections as a Correctional Officer I to the amount of \$4,500 per month/\$54,000 per year. Upon roll call, Olson, DeGroot, Ruland, Rice and Hollekim voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the regular full-time employee classification for Kory Good with the Sheriff as a Deputy I in the amount of \$5,397.50 per month/\$64,770 per year. Upon roll call, Rice, Hollekim, DeGroot, Ruland and Olson voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Rice, to approve the part-time employee classification for Logan Welch with Corrections as a Correctional Officer I in the amount of \$23.365 per hour not to exceed 36 hrs. per week/1872 hrs. per year. Upon roll call, Ruland, Rice, Olson, DeGroot and Hollekim voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. Olson, to approve the sick/vacation leave for appointed officials for periods 7-16-2023 to 8-12-2023 & 8-13-2023 to 9-16-2023. Upon roll call, Olson, Hollekim, DeGroot, Ruland and Rice voted yes. Motion carried.

Lynnette Vachal, County Extension Agent discussed the NDSU memorandum of agreement and supplemental stipend contract. Comm. Hollekim had questions concerning the pay of the stipend occurring in 2023 and also if retirement benefits are included in the fringe benefits. Comm. Hollekim discussed the 2022 financial terms in the contract and would like to request the updated funding base policy from NDSU.

Moved by Comm. Ruland, seconded by Comm. DeGroot, to approve the signing of the supplemental stipend contract and Memorandum of Agreement with NDSU for Lynnette Vachal, County Extension Agent totaling \$8,000 per year. Upon roll call, Hollekim, Ruland, Rice, Olson and DeGroot voted yes. Motion carried.

E. CONTRACT

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve signing the Courthouse Shop Contract with Architects Engineers-Architects, P.C. (EAPC) and Contractor Northstar Steel, Inc totaling \$2,790,000 and submitting the building permit to the City of Stanley. Upon roll call, DeGroot, Olson, Hollekim, Rice and Ruland voted yes. Motion carried.

Moved by Comm. Olson, seconded by Comm. Rice, to approve signing the Joint Powers Agreement Contract for Mountrail County Residents for Juvenile Detention with Ward County in the amount of \$258.50 per day. Upon roll call, Rice, DeGroot, Olson, Hollekim and Ruland voted yes. Motion carried.

F. DELEGATE

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve the appointment of Lynnette Vachal as the Delegate for the ND State Fair. Upon roll call, all present voted yes. Motion carried.

G. AIRPORT AUTHORITY

Moved by Comm. Hollekim, seconded by Comm. Olson, to enter into contract with the cities of New Town, Parshall, and Stanley to assist airport authorities with the operation and maintenance of the airports for a one-year period and to pass a resolution for the County to levy 1.5 mills with an equal distribution of 33 1/3% to be allocated to the airport authorities of New Town, Parshall, and Stanley. No allocation would be given to Plaza Airport Authority as they were not given a percentage until the Plaza Airport Board is established and a budget is submitted. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

H. BILLS

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve the bills totaling \$1,387,152.62 and September payroll, checks #17553-17569 and direct deposits #18820-18980 totaling \$1,143,315.19. 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 10/3/2023-PAYMENT 10/3/2023

Warrant #	Vendor Name	Warrant Total
107571	A&W TOWING & RECOVERY, INC. GENERAL FUND	1,250.00 1,250.00
107572	ABRAHAMSON/SANDRA GENERAL FUND	16.93 16.93
107573	ACKERMAN-ESTVOLD ENGINEERING & MANAGEMEN COUNTY ROAD & BRIDGE FUND	50,239.08 50,239.08
107574	ADVANCED BUSINESS METHODS GENERAL FUND COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE COUNTY AGENT FUND	1,297.23 650.88 130.80 384.75 130.80
107575	AGGREGATE CONSTRUCTION INC COUNTY ROAD & BRIDGE FUND	24,213.75 24,213.75
107576	ARAMARK UNIFORM SERVICES GENERAL FUND COUNTY ROAD & BRIDGE FUND	986.46 710.08 276.38
107577	ARMOR INTERACTIVE GENERAL FUND	3,688.04 3,688.04
107578	AXON ENTERPRISE, INC. GENERAL FUND	192.00 192.00
107579	BADLANDS OCCUPATIONAL TESTING SERVICES HUMAN SERVICE ZONE	1,080.00 1,080.00
107580	BOB HAYES ADDICTION SERVICES HUMAN SERVICE ZONE	5,178.00 5,178.00

107581	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	1,217.84 1,217.84
107582	CARD SERVICES COUNTY ROAD & BRIDGE FUND	150.35 150.35
107583	CHARM-TEX, INC. GENERAL FUND	92.98 92.98
107584	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	6,999.42 416.00 361.50 6,221.92
107585	CITY OF POWERS LAKE COUNTY ROAD & BRIDGE FUND	2,867.76 2,867.76
107586	CNH INDUSTRIAL ACCOUNTS COUNTY ROAD & BRIDGE FUND	3,505.91 3,505.91
107587	COLLINS/HANNAH GENERAL FUND	242.25 242.25
107588	CORPORATE TRANSLATION SERVICES INC HUMAN SERVICE ZONE	42.40 42.40
107589	CRUMMIE/KAITLYN HUMAN SERVICE ZONE	246.28 246.28
107590	CUPS DRUG TESTING & OCCUPATIONAL HEALTH HUMAN SERVICE ZONE	180.00 180.00
107591	DAKOTA BUSINESS SOLUTIONS GENERAL FUND	466.00 466.00
107592	DANKS/LISA HUMAN SERVICE ZONE	22.05 22.05
107593	DEGENSTEIN/NICHOLE GENERAL FUND	193.50 193.50
107594	DEPT OF CORRECTIONS & REHAB GENERAL FUND	75.00 75.00
107595	EAPC ARCHITECTS ENGINEERS GENERAL CAPITAL PROJECTS	37,749.22 37,749.22
107596	EMPLOYERS PREFERRED INS CO HUMAN SERVICE ZONE	331.00 331.00
107597	ENVIROTECH SERVICES, INC COUNTY ROAD & BRIDGE FUND	60,109.50 60,109.50
107598	FARMERS UNION OIL CO-WATFORD CITY HUMAN SERVICE ZONE	726.43 726.43
107599	FENSTER/KAYLA HUMAN SERVICE ZONE	571.82 571.82
107600	FIRE EXTINGUISHING SYSTEMS, INC GENERAL FUND	284.90 284.90
107601	FULKERSON STEVENSON FUNERAL HOME HUMAN SERVICE ZONE	3,500.00 3,500.00
107602	GJELLSTAD, LLC GENERAL FUND	10,000.00 10,000.00

107603	HANSON/LORI GENERAL FUND	242.25 242.25
107604	HB SOUND & LIGHT INC GENERAL FUND	80.00 80.00
107605	HERMANSON/NANCY HUMAN SERVICE ZONE	251.71 251.71
107606	INFORMATION TECHNOLOGY DEPT HUMAN SERVICE ZONE	60.00 60.00
107607	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	166.34 166.34
107608	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE COUNTY PARKS FUND COUNTY AGENT FUND WEED CONTROL FUND	16,221.39 1,589.55 312.11 6,016.73 7,589.41 615.07 98.52
107609	KADRMAS, LEE & JACKSON INC COUNTY ROAD & BRIDGE FUND	14,000.00 14,000.00
107610	KINNEY/SHELLY HUMAN SERVICE ZONE	88.20 88.20
107611	LARSON TIRE SERVICE HUMAN SERVICE ZONE	85.87 85.87
107612	LIGHT AND SIREN COUNTY ROAD & BRIDGE FUND	3,982.00 3,982.00
107613	LIGHT HOUSE TRADES, INC. COUNTY ROAD & BRIDGE FUND	168.20 168.20
107614	LOMMEN/ORVIN HUMAN SERVICE ZONE	825.00 825.00
107615	LOWE'S GARDEN CENTER & FLORAL GENERAL FUND	7,025.20 7,025.20
107616	MATTHEW BENDER & CO INC GENERAL FUND	630.36 630.36
107617	MAYO CONSTRUCTION COMPANY, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS	268,797.15 268,797.15
107618	MEYERS/MICHELLE HUMAN SERVICE ZONE	33.60 33.60
107619	MILLS/JAMIE HUMAN SERVICE ZONE	981.19 981.19
107620	MO CO FAIR BOARD GENERAL FUND	60,000.00 60,000.00
107621	MONTANA DAKOTA UTILITIES CO GENERAL FUND	8,778.97 8,778.97
107622	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	478.08 478.08
107623	MOUNTRAIL COUNTY PROMOTER GENERAL FUND HUMAN SERVICE ZONE	1,250.43 1,079.30 171.13

107624	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY PARKS FUND	13,713.13 817.42 12,895.71
107625	MULHOLLAND/HEIDI HUMAN SERVICE ZONE	234.22 234.22
107626	ND ASSOCIATION OF COUNTIES GENERAL FUND	63.00 63.00
107627	ND DEPT OF CORRECTIONS GENERAL FUND	225.00 225.00
107628	ND ENVELOPE COMPANY GENERAL FUND	1,711.00 1,711.00
107629	ND TRUCK WASH COUNTY ROAD & BRIDGE FUND	1,316.00 1,316.00
107630	NDTOA 150-92 UNORGANIZED TOWNSHIP 150-93 UNORGANIZED TOWNSHIP 152-93 UNORGANIZED TOWNSHIP 153-93 UNORGANIZED TOWNSHIP 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	750.00 125.00 125.00 125.00 125.00 125.00 125.00
107631	NEWMAN TRAFFIC SIGNS COUNTY ROAD & BRIDGE FUND	357.36 357.36
107632	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	1,239.16 1,239.16
107633	NORTHWEST COLLISION AND CUSTOM, INC HUMAN SERVICE ZONE	165.63 165.63
107634	ODP BUSINESS SOLUTIONS LLC GENERAL FUND COUNTY AGENT FUND	3,909.77 3,751.45 158.32
107635	OGDEN/CRYSTAL HUMAN SERVICE ZONE	341.95 341.95
107636	PEACE OFFICER STANDARDS & TRAINING BOARD GENERAL FUND	300.00 300.00
107637	PINNACLE COUNTY ROAD & BRIDGE FUND HUMAN SERVICE ZONE	22,903.83 21,928.20 975.63
107638	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	60.97 60.97
107639	PRAIRIE FORD, INC. HUMAN SERVICE ZONE	21.80 21.80
107640	R & T WATER DISTRICT COUNTY ROAD & BRIDGE CAPITAL PROJECTS	535,349.43 535,349.43
107641	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	576.62 576.62
107642	RISMON/JANE COUNTY ROAD & BRIDGE FUND	1,278.50 1,278.50
107643	RTC NETWORKS GENERAL FUND	286.89 286.89
107644	RUDOLPH ELECTRIC, LLC	450.00

	GENERAL FUND	450.00
107645	SAFARI FUELS #103 GENERAL FUND	283.87 283.87
107646	SAVAGE/KIM GENERAL FUND	36.00 36.00
107647	SIKES TOWNSHIP COUNTY ROAD & BRIDGE FUND	136,965.73 136,965.73
107648	SIRCHIE ACQUISITION COMPANY LLC GENERAL FUND	117.00 117.00
107649	STANLEY AUTO & TRUCK GENERAL FUND WEED CONTROL FUND	769.04 176.99 592.05
107650	STANLEY LUMBER & SUPPLY COUNTY ROAD & BRIDGE FUND	396.57 396.57
107651	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	96.58 96.58
107652	STATE CHEMICAL SOLUTIONS GENERAL FUND	553.35 553.35
107653	SUMMIT FOOD SERVICE, LLC GENERAL FUND	6,353.15 6,353.15
107654	TDC CONSULTING LLC COUNTY ROAD & BRIDGE FUND	1,000.00 1,000.00
107655	THOMAS LAW FIRM GENERAL FUND	985.00 985.00
107656	TRACTOR SUPPLY COMPANY COUNTY PARKS FUND	275.74 275.74
107657	TRUENORTH STEEL COUNTY ROAD & BRIDGE FUND	45,002.64 45,002.64
107658	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND	259.90 42.16 217.74
107659	VESTIGE GROUP LLC HUMAN SERVICE ZONE	2,429.40 2,429.40
107660	WARD COUNTY AUDITOR COUNTY LIBRARY-BOOKMOBILE FUND	3,360.00 3,360.00
107661	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	976.50 976.50
107662	WHITAKER/HILLARY HUMAN SERVICE ZONE	175.85 175.85
	FINAL TOTAL	1,387,152.62

3. APPOINTMENT SCHEDULED

9:15 A.M.

Tammy Leupp, Building Supervisor met with the board to discuss adding a digital sign to the south complex in conjunction with a flag pole. The Board suggested to get into contact with the City of Stanley on a building permit and contact Enbridge as their company has an easement that may restrict location of the sign/flag pole. Building Supervisor Leupp updated the board on the Memorial Building and the exposed duct work on the stage

area. Gloria Larsgaard with EAPC will meet with Comm. Hollekim and Building Supervisor Leupp to figure out a solution of the exposed duct work.

9:30 A.M.

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

1. NDOT FEDERAL FUNDS FORM

Engineer Hennessy updated the board on the NDDOT Federal Funds Form.

2. CR10-WETLANDS

Matthew Huettl with HDR Engineering stated the estimate is \$15,000 to purchase .15 acres of wetland credits from Ducks Unlimited for the CR 10 project located 6 miles east of Belden east to the Ward County line.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve allowing the purchase of the wetland credits from Ducks Unlimited for project CR 10. Comm. Ruland protests the method of the purchasing of the wetlands. Upon roll call, Olson, DeGroot, Hollekim, Rice voted yes and Ruland voted no. Motion carried.

3. REVIEW OF HAUL ROUTE AND EXCESS LOAD AGREEMENTS-BONDS

Engineer Hennessy reviewed the current haul route and excess load agreements and the process of cash bond, insurance bond and letter of credit. The Commissioners were in agreement with sticking with the letter of credit or cash bond for gravel roads and cash bond for the pavement and superloads.

Moved by Comm. Olson, seconded by Comm. DeGroot, to approve the current haul route and excess load agreements as letter of credit or cash bond for gravel roads and cash bond for pavement and superloads. Upon roll call, Olson, Rice, Hollekim, DeGroot and Ruland voted yes. Motion carried.

4. BRIDGE CONSTRUCTION BR10625

Engineer Hennessy discussed Bridge Project BR10625 located on 53rd St NW over the White Earth Creek in Section 3, Unorganized Township 154-94. Martin Construction requested to install a temporary bridge/bypass. Engineer Hennessy stated the R&B denied the request and Martin Construction continued to move forward with the temporary bridge. The bypass, approaches and overweight loads were not approved by the R&B department and there are safety issues that need immediate attention. Wade Enget, State's Attorney recommended installing barriers to close the road so the temporary bypass isn't utilized. Corey Bristol, Sheriff will enforce the barricades and the road closure.

Moved by Comm. Ruland, seconded by Comm. DeGroot, to approve installing barricades for closing the road on 53rd St NW at the closure signs, drop the weight limit to 6 ton/65,000 or lower at the discretion of Engineer Hennessy and take out the unauthorized approaches installed in the road right of way. Upon roll call, Ruland, Rice, Olson, DeGroot and Hollekim voted yes. Motion carried.

5. PARKING LOT-STRIPING

Engineer Hennessy discussed the poor communication by the contractor for the parking lot striping project. It was mentioned an email was sent to employees and it appears the overspray of paint on the vehicles was able to be removed with a washing.

6. 2023 TRAFFIC COUNT INFO

Engineer Hennessy discussed the traffic count information for county roads.

7. R&B SIGN, BRIDGE & CULVERT DATABASE

Alexis Hill, R&B Technician discussed how the Field Maps with ESRI is utilized by collecting data to keep track of culverts, signs and bridges.

10:45 A.M.

Discussion was held on the 2024 Final Budget Hearing for the County. Also present were Melissa Vachal, Jay Sandstrom, Lori Hanson, Lexi Hill, Mary Trahan, Lana Lucy and Heather Tomlinson. Jay Sandstrom discussed his concerns on levying taxes when there is a surplus of cash reserves in the general fund.

Moved by Comm. Ruland, seconded by Comm. Olson, to approve entering into Joint Powers Agreements with the cities of New Town, Parshall and Stanley and their airport authorities to fund 1.5 mills of the taxable valuation within each respected city with General Fund monies for the 2024 budget year pending signed agreements and subject to the cities reducing their mill rate by 1.5 mills for the 2024 budget year and to enter into Joint Powers Agreements with the Mountrail County Job Development Authority (JDA) and Mountrail County Water Resource District. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried. The reduction for airport authorities would result in a reduction of 1.5 mills for all taxpayers of the County as the 1.5 mills for the County Airport Fund in support of airport authorities would not be levied either.

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve using county General Fund monies to cover all county levies except for the Senior Citizens and a portion of Historical Society. Upon roll call, DeGroot, Rice, Ruland, Olson voted yes and Hollekim voted no. Comm. Hollekim indicated she voted no as she felt the Board should levy for all funds that receive mill levy matching funds from the State. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve a \$1,000 increase on the beginning base salary (Step 1) on the salary schedule for all bands/grades for the 2024 year excluding the Commissioners. Upon roll call, Ruland, Rice, Olson, DeGroot and Hollekim voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the 2024 Final Budget for Mountrail County less salary adjustments and changes made today by the Board and subject to the Board of Commissioners setting guidelines to the \$10,000,000 proposed allocation to the Job Development Authority. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 12:26 P.M. to meet in regular session on Tuesday, October 17, 2023 at 9:00 A.M. Accepted and approved this 17th day of October, 2023.

Trudy Ruland, Chairman
Mountrail County Commissioner

Stephanie A. Pappa
Mountrail County Auditor