

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, September 17, 2024 at 8:30 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. DeGroot, 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. Hollekim, seconded by Comm. Rice, to approve the minutes of the September 3, 2024 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. FEES

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

D. PAYROLL

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve the appointed officials sick leave and vacation for August. Upon roll call, Rice, Ruland, Olson, Hollekim and DeGroot voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the salary increase form for a satisfactory probationary period for Bianca Chase with the Sheriff Department as a Deputy I to the amount of \$31.01 per hour/\$64,500 per year. Upon roll call, DeGroot, Ruland, Rice, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the regular ¾ part-time employee classification for Jacob Roberts with Corrections as a Correctional Officer I in the amount of \$26.97 per hour not to exceed 1560 regular hours per year. Upon roll call, Rice, Olson, Hollekim, DeGroot and Ruland voted yes. Motion carried.

Moved by Comm. Rice, seconded by Comm. DeGroot, to approve the regular full-time employee classification for Rylie Rogers with the Road & Bridge as a Roadworker I in the amount of \$27.04 per hour/\$56,250 per year. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

E. SECTION LINE CLOSURE

Moved by Comm. DeGroot, seconded by Comm. Rice, to approve advertising for the section line closing hearing on October 15th at 9:30 a.m. for the section line running between Section 17 and 18, Township 156 North, Range 94 West (**Myrtle Township**) beginning at a point on the SW corner of the SE¼NW¼ of Section 18, thence proceeding northerly upon the existing section line to a point that intersects with the U.S. Highway #2. Upon roll call, Hollekim, DeGroot, Ruland, Rice and Olson voted yes. Motion carried.

F. STOPPAYMENT

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the stop payment request for the 2023 Treasurer checks for Three Affiliated Tribes written on 3-23-23 for check #12815 in the amount of \$18.74; Bruce Bookout written on 3-31-23 for check #12821 in the amount of \$20.78; Lone Oskay written on 5-1-23 for check #12834 in the amount of \$7.68; Tasha Bad Bear written on 5-22-23 for check #12847 in the amount of \$20.46; LCAITO@WK written on 7-6-23 for check #12870 in the amount of \$45.65; Three Affiliated Tribes written on 10-12-23 for check #12894 in the amount of \$25.31 and Silver Legacy Contracting written on 12-15-23 for check #12915 in the amount of \$24.01 totaling \$162.63. Upon roll call, DeGroot, Ruland, Rice, Olson and Hollekim voted yes. Motion carried.

G. COURT FACILITIES GRANT APPLICATION

Discussion was held on the grant application for the court facilities.

H. PROCUREMENT POLICY

Wade Enget, State’s Attorney provided the amended procurement policy. Comm. Hollekim suggested a minimum specification document be required for the proposal process. More discussion will be held at the next commissioner meeting.

I. ARPA FUNDS

Comm. DeGroot will bring a cost estimate for three new warning sirens for New Town City to the next commissioner meeting.

J. SURVEY MONKEY RESULTS

Stephanie A. Pappa, Auditor provided the results of the survey monkey concerning the Armor Interactive performance review.

K. NOMINATION

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve Comm. Ruland submitting a letter of support for the nomination of Lynnette Vachal, Extension Agent for the Excellence in Extension Early Career Award. Upon roll call, all present voted yes. Motion carried.

L. FINANCIALS

Stephanie A. Pappa, Auditor supplied the financials for the 2024 General Fund.

M. BILLS

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the bills totaling \$1,160,973.76 and August 18 through August 31 payroll, checks #17974-17991 and direct deposits #22588-22749 totaling \$583,744.75. Upon roll call, DeGroot, Rice, Olson, Hollekim 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 under the County Commissioner heading and/or are available for review in the Auditor’s Office during normal business hours).

APPROVED 09/17/2024 - PAYMENT 09/17/2024

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
109884	ACME TOOLS WEED CONTROL FUND	329.78 329.78
109885	ADVANCED BUSINESS METHODS GENERAL FUND	4,915.28 4,915.28
109886	AMAZON CAPITAL SERVICES GENERAL CAPITAL PROJECTS	88.70 88.70
109887	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	27,443.14 26,903.14 540.00
109888	BBH INSURANCE, INC GENERAL FUND	2,870.00 2,870.00
109889	CARD SERVICES GENERAL FUND	375.13 375.13
109890	CENTRAL TRENCHING INC COUNTY ROAD & BRIDGE FUND	879.77 879.77
109891	CHAMLEY PIPE & SALVAGE LLC GENERAL CAPITAL PROJECTS	1,328.19 1,328.19
109892	CITY OF STANLEY WEED CONTROL FUND	271.42 271.42

109893	CNH INDUSTRIAL ACCOUNTS COUNTY ROAD & BRIDGE FUND	944.80 944.80
109894	COMPLETE ENERGY SERVICES LLC COUNTY ROAD & BRIDGE FUND	1,031.94 1,031.94
109895	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	4,085.00 4,085.00
109896	CROWN TROPHY COUNTY AGENT FUND	42.00 42.00
109897	CULLIGAN WATER CONDITIONING COUNTY PARKS FUND	140.19 140.19
109898	CUMMINS SALES AND SERVICE GENERAL FUND	1,483.00 1,483.00
109899	D & L CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	5,500.00 5,500.00
109900	DAKOTA DUST-TEX, INC GENERAL FUND	274.60 274.60
109901	DUSTBUSTERS, INC. COUNTY ROAD & BRIDGE FUND	114,198.53 114,198.53
109902	ECOLAB PEST ELIM. DIV. GENERAL FUND	310.00 310.00
109903	ENERBASE GENERAL FUND COUNTY ROAD & BRIDGE FUND	11,183.14 1,935.58 9,247.56
109904	EOG RESOURCES COUNTY ROAD & BRIDGE FUND	1,000.00 1,000.00
109905	FARMERS UNION OIL CO-WILTON GENERAL FUND	165.98 165.98
109906	FIRST DISTRICT HEALTH UNIT COUNTY PARKS FUND	480.00 480.00
109907	H & L SAFETY AND SUPPLY, INC COUNTY PARKS FUND	8,337.50 8,337.50
109908	HDR ENGINEERING, INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND	277,059.17 12,969.28 264,089.89
109909	INDIGO SIGNS GENERAL CAPITAL PROJECTS	4,976.48 4,976.48
109910	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	6,745.14 3,304.60 3,440.54
109911	JENSEN BROTHERS CONSTRUCTION, INC. COUNTY ROAD & BRIDGE FUND	262,953.09 262,953.09
109912	JOHN DEERE FINANCIAL COUNTY ROAD & BRIDGE FUND	831.30 831.30
109913	JOHNSON/FLORENCE & GERARD COUNTY ROAD & BRIDGE FUND	8,100.00 8,100.00
109914	JPMORGAN CHASE BANK NA GENERAL FUND	8,498.42 2,627.14

	COUNTY ROAD & BRIDGE FUND	4,653.38
	COUNTY AGENT FUND	530.00
	WEED CONTROL FUND	687.90
109915	KRONOS SAASHR INC GENERAL FUND	829.33 829.33
109916	L-TRON CORPORATION GENERAL FUND	91.67 91.67
109917	LANGUAGE LINE SERVICES, INC E 911 EMERGENCY/WIRELESS FUND	18.72 18.72
109918	LOWE'S PRINTING INC COUNTY PARKS FUND	439.15 439.15
109919	MARTIN CONSTRUCTION INC COUNTY ROAD & BRIDGE CAPITAL PROJECTS	124,370.28 124,370.28
109920	MATTHEW BENDER & CO INC GENERAL FUND	57.10 57.10
109921	MEDCALL LLC GENERAL FUND	45.76 45.76
109922	MENARDS - MINOT COUNTY PARKS FUND	4,323.88 4,323.88
109923	MINOT RESTAURANT SUPPLY CO GENERAL FUND	73.70 73.70
109924	MOUNTRAIL CO ROAD DEPART 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	31,251.43 16,612.79 14,638.64
109925	MOUNTRAIL COUNTY MEDICAL CENTER GENERAL FUND	400.00 400.00
109926	ND ENVELOPE COMPANY GENERAL FUND COUNTY ROAD & BRIDGE FUND	740.00 155.00 585.00
109927	ND TRUST LANDS GENERAL FUND COUNTY ROAD & BRIDGE FUND	573.50 323.50 250.00
109928	NORTH PRAIRIE RURAL WATER DISTRICT COUNTY ROAD & BRIDGE FUND	69.00 69.00
109929	ODP BUSINESS SOLUTIONS LLC GENERAL FUND	1,130.68 1,130.68
109930	OTTER TAIL POWER COMPANY GENERAL FUND	583.10 583.10
109931	PINNACLE GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	31,089.70 4,145.27 26,937.40 7.03
109932	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	444.78 444.78
109933	POMP'S TIRE SERVICE COUNTY ROAD & BRIDGE FUND	809.38 809.38
109934	PRAIRIE FORD, INC. GENERAL FUND	65,123.50 65,123.50

109935	PURCHASE POWER GENERAL FUND	8,455.49 8,455.49
109936	R & T WATER DISTRICT COUNTY PARKS FUND	123.14 123.14
109937	RADISSON HOTEL-BISMARCK GENERAL FUND	221.00 221.00
109938	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	8,679.47 8,679.47
109939	RICHLAND PUMP & SUPPLY COUNTY ROAD & BRIDGE FUND	140.95 140.95
109940	RTC NETWORKS GENERAL FUND GENERAL CAPITAL PROJECTS COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND COUNTY AGENT FUND WEED CONTROL FUND	6,000.20 4,615.30 599.16 186.29 536.87 31.29 31.29
109941	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	93,345.79 93,345.79
109942	STANLEY AUTO & TRUCK GENERAL FUND COUNTY ROAD & BRIDGE FUND	38.81 14.86 23.95
109943	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	2,078.03 899.29 1,114.77 63.97
109944	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	650.00 650.00
109945	STANLEY RURAL AMBULANCE GENERAL FUND	920.00 920.00
109946	STANLEY RURAL FIRE DIST#4 GENERAL FUND	920.00 920.00
109947	STEINS INC COUNTY PARKS FUND	99.36 99.36
109948	SUMMIT FOOD SERVICE, LLC GENERAL FUND	9,919.65 9,919.65
109949	THE SIDWELL COMPANY GENERAL FUND	330.00 330.00
109950	THOMAS LAW FIRM GENERAL FUND	425.00 425.00
109951	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	212.37 212.37
109952	TRACTOR SUPPLY COMPANY GENERAL FUND	282.41 282.41
109953	TYLER TECHNOLOGIES, INC GENERAL FUND	2,152.50 2,152.50
109954	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY PARKS FUND	2,397.20 1,811.97 585.23

109955	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	513.21 513.21
109956	VERIZON WIRELESS GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	1,149.72 89.26 1,060.46
109957	VESTIS GENERAL FUND	468.87 468.87
109958	WASTE MANAGEMENT COUNTY ROAD & BRIDGE FUND	86.00 86.00
109959	WESTERN DAKOTA ENERGY ASSOCIATION GENERAL FUND	125.00 125.00
109960	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	1,933.24 1,933.24
	TOTAL	1,160,973.76

N. BOARD CONCERNS

Comm. Ruland discussed two conferences, the Western Dakota Energy Association in Minot on October 9th & 10th and North Dakota Association of Counties Conference on October 20-22nd.

3. APPOINTMENTS SCHEDULED

8:30 A.M.

The Upper Missouri District Health Unit Budget hearing telephone conference for the 2025 budget was held in conjunction with Divide County, McKenzie County and Williams County Commissioners.

The 2025 Upper Missouri District Health Unit Budget was approved by the respective boards.

9:15 A.M.

Chairman Ruland opened the 9:15 A.M. public hearing for the purpose of receiving comments on an amendment to zoning request filed by Hunter Bear, applicant/landowner for an amendment to rezone a tract of land from Agricultural to Rural Residential for the purpose of selling the property on a tract of land 2.50 acres, more or less, located in the NE¼NE¼ of Section 36, Township 153 North, Range 91 West (**Crane Creek Township**).

Melissa Vachal, Planning & Zoning Administrator, presented the information from the August 27, 2024 Planning & Zoning Commission recommending to the Mountrail County Commissioners to approve the zoning request from Agricultural to Rural Residential.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the zoning request filed by Hunter Bear, applicant/landowner for an amendment to rezone a tract of land from Agricultural to Rural Residential for the purpose of selling the property on a tract of land 2.50 acres, more or less, located in the NE¼NE¼ of Section 36, Township 153 North, Range 91 West (**Crane Creek Township**) as Hunter Bear applicant/landowner, has met all criteria as set forth in the Mountrail County Land Development Code and is further contingent upon Hunter Bear applicant/landowner, complying with all other terms and conditions of the Mountrail County Land Development Code. Upon roll call, all present voted yes. Motion carried.

9:20 A.M.

Stephanie A. Pappa, Human Resources Director, discussed the recommendations of the Human Resource Advisory Committee (HRAC) held on September 12th. Jim Hennessy, Weed Control Officer & County Agent discussed the option of moving bands for his dual role into the D72.5. The Board suggested going in front of the HRAC to make the recommendation for the banding change.

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve the dual positions for the Recorder/Planning & Zoning from a banding/grading of D63 to a D72.5 and the Auditor/HR at a banding/grading of D72.5 as per the recommendation of the HRAC. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried. (The Auditor non-dual position will remain at a banding/grading of D64)

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve a Dual Chief Deputy 3 Recorder/P&Z and Auditor/HR at a banding/grading of a C44 as per the recommendation of the HRAC. Upon roll call, Rice, Olson, Hollekim, DeGroot and Ruland voted yes. Motion carried.

Moved by Comm. DeGroot, seconded by Comm. Hollekim, to approve a banding/grading change for the Building Supervisor from a C42 to a C45 as per the recommendation of the HRAC. Upon roll call, Hollekim, DeGroot, Ruland, Rice and Olson voted yes. Motion carried.

Department Heads met to discuss the 2025 salary recommendations to the board. Present for the discussion were Lisa Lapica, Veterans Service Officer; Melissa Vachal, Recorder; Corey Bristol, Sheriff; Jana Hennessy, R&B Engineer; Lori Hanson, Tax Director and Jim Hennessy, Co Agent/Weed Control.

Moved by Comm. DeGroot, seconded by Comm. Ruland, to approve a \$3,000 increase on the beginning base salary (Step 1) for all bands/grades and a percentage increase from .5% to .75% for the years 11 to 20 years on the salary schedule effective the 2025 budget year. Upon roll call, Olson, Rice, DeGroot, Ruland and Hollekim voted yes. Motion carried.

10:00 A.M.

Corey Bristol, Sheriff met with the board to discuss the 2025 budget for the Sheriff. Sheriff Bristol stated he would like to remove the 2 new deputies from the Sheriff budget and adjusting the vehicles from 5 to 3 replacements from \$310,000 to \$200,000 with a total decrease of \$247,700 from the 2025 preliminary budget.

10:10 A.M.

Lori Hanson, Tax Director met with the board to discuss the 2025 budget for the Tax Director. The 2025 budget will include four full-time positions with the intent that there will only be three full-time positions when Rory Porth resigns.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to accept the resignation of Tax Director, Lori Hanson as of December 31, 2024 and commend Lori Hanson on her 40 years of outstanding and dedicated service with the County. Upon roll call, Rice, Olson, Hollekim, DeGroot and Ruland voted yes. Motion carried.

10:20 A.M.

Madison Rodgers, Clerk of Court met with the board to discuss the 2025 budget for the Clerk of Court. The Board recommended cutting the proposed new full-time position down to a half-time position for the 2025 budget.

10:30 A.M.

Lisa Lapica, Veterans Service Officer met with the board to discuss the 2025 budget for the Veterans.

10:40 A.M.

Discussion was held on the 2025 Preliminary Budget Hearing for the County. Also present were Jay Sandstrom, Lori Hanson & Jana Hennessy.

Moved by Comm. Olson, seconded by Comm. Hollekim, to open the 2025 Preliminary Budget Hearing. Upon roll call, all present voted yes. Motion carried.

The Board reviewed the preliminary budget for the county budgets for 2025. Jay Sandstrom had concerns with the levy amounts and disagreed with the letter sent in the estimated tax statements. Mr. Sandstrom thought it was persuading the voting on Measure #4.

Moved by Comm. DeGroot, seconded by Comm. Rice, to close the 2025 Preliminary Budget Hearing for the County. Upon roll call, all present voted yes. Motion carried.

11:00 A.M.

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

1. 2025 BUDGET

Engineer Hennessy met with the board to discuss the 2025 budget for Road & Bridge.

2. 2025 TOWNSHIP ANNUAL ROAD MAINTENANCE AGREEMENT

Engineer Hennessy presented the Township Annual Road Maintenance Agreement.

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the Township Annual Road Maintenance Agreement with no rate changes for the 2025 year. Upon roll call, Rice, Olson, DeGroot, Ruland and Hollekim voted yes. Motion carried.

3. CR 3 PALERMO N PROJECT #03(71)23

Engineer Hennessy updated the board on the right of way acquisition on CR 3 Palermo N. A special meeting will be held concerning the road project on CR 3 and county roads in the NE quadrant of the County.

4. NEW MOWER

Moved by Comm. Olson, seconded by Comm. Rice, to approve the purchase of a new Degelman mower from Gooseneck totaling \$72,900 less trade. Upon roll call, Ruland, Rice, DeGroot, Olson and Hollekim voted yes. Motion carried.

5. NDACO CONFERENCE

Engineer Hennessy discussed the meeting with NDDOT at the NDACO conference that will be on October 22nd at 7:45 a.m.

6. LETTER TO NDDOT/CHIP SEAL FEDERAL FUNDING PM2021

Engineer Hennessy presented the response letter from NDDOT for Chip Seal Federal Funding PM2021. The NDDOT will credit the county's federal aid balance with an additional \$76,744.20 for future projects if the County pays this amount for the Chip Seal PM2021 Project. The Board wants to know if it would be possible to utilize this funding on a bridge project.

7. TOWNSHIP CULVERT ASSISTANCE-WHITE EARTH & BICKER TOWNSHIP

Moved by Comm. DeGroot, seconded by Comm. Olson, to approve the township culvert assistance agreement for White Earth and Bicker Township totaling \$33,318. Upon roll call, Ruland, DeGroot, Olson and Hollekim voted yes; Comm. Rice abstained from voting. Motion carried.

12:30 P.M.

Laurie Johnson, Correctional Administrator met with the board to discuss the 2025 budget for Corrections.

12:40 P.M.

Wade Enget, State's Attorney met with the board to discuss the 2025 budget for State's Attorney.

12:50 P.M.

Lynnette Vachal, Extension Agent met with the board to discuss the 2025 budget for Extension Agent.

1:00 P.M.

Melissa Vachal, Recorder/Planning & Zoning Administrator met with the board to discuss the 2025 budget for Recorder, Planning and Zoning and Document Preservation.

1:10 P.M.

Desiree Sorenson, Mountrail McKenzie Human Service Zone Director met with the board to discuss the 2025 budget for the Mountrail McKenzie Human Service Zone.

1:20 P.M.

Jim Hennessy, Weed Control/County Agent met with the board to discuss the 2025 budget for the Weed and County Agent.

1:30 P.M.

Briselda Hernandez & Kristin Jaeger with Job Development Authority (JDA) met with the board to discuss the 2025 budget for the Job Development Authority and to present the board with a spreadsheet of the monies that were allocated to the JDA from the County General Fund.

1:40 P.M.

Tammy Leupp, Building Supervisor met with the board to give updates on the county building projects.

Moved by Comm. Hollekim, seconded by Comm. DeGroot, to approve the quote from Dakota Fence for the installation of the used fence on the south side of the courthouse for correctional use. Upon roll call, Ruland, Rice, Olson, Hollekim and DeGroot voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 2:17 P.M. to meet in regular session on Tuesday, October 1, 2024 at 9:00 A.M. Accepted and approved this 1st day of October, 2024.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor