

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, April 2, 2019 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Justice Center, Stanley, ND with Commissioners Trudy Ruland, Daniel Uran, Joan Hollekim, Garry Jacobson and Wayne Olson present. Also present was States Attorney Wade Enget.

Chairman Ruland called the meeting to order.

2. BUSINESS

A. AGENDA

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

B. MINUTES

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the minutes of the March 19, 2019 meeting. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Olson, seconded by Comm. Uran, to approve the bills totaling \$254,031.62 and March payroll, checks #10701-10716, direct deposit #9478-9621 totaling \$849,026.69. Upon roll call, all present 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](http://www.co.mountrail.nd.us) under the County Commissioner heading.)

**APPROVED 04/02/2019 - PAYMENT 04/02/2019**

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
96066	ACME TOOLS COUNTY ROAD & BRIDGE FUND	103.38 103.38
96067	ADVANCED BUSINESS METHODS GENERAL FUND	739.46 739.46
96068	AMERICAN BANK CENTER SOCIAL WELFARE FUND	3,249.17 3,249.17
96069	AMERICAN TRUCK AND TRAILER, LLC COUNTY ROAD & BRIDGE FUND	7,187.30 7,187.30
96070	ARMOR INTERACTIVE GENERAL FUND DOCUMENT PRESERVATION FUND	75,060.33 74,520.33 540.00
96071	BLUE CROSS BLUE SHIELD GENERAL FUND	152.40 152.40
96072	BOB HAYES ADDICTION SERVICES SOCIAL WELFARE FUND	3,080.00 3,080.00
96073	BROSZ ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	15,137.50 15,137.50
96074	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	648.66 648.66
96075	CARD SERVICES GENERAL FUND	180.93 180.93
96076	CARQUEST OF STANLEY COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,156.48 998.86 157.62

96077	CBM MANAGED SERVICES GENERAL FUND	5,020.02 5,020.02
96078	CDW GOVERNMENT GENERAL FUND COUNTY ROAD & BRIDGE FUND	10,588.24 9,216.52 1,371.72
96079	CHARM-TEX, INC. GENERAL FUND	1,127.12 1,127.12
96080	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	519.50 370.00 149.50
96081	CITY OF STANLEY GENERAL FUND	850.56 850.56
96082	COMFORT SUITES GENERAL FUND SOCIAL WELFARE FUND	676.80 169.20 507.60
96083	CRAFT/KATHY SOCIAL WELFARE FUND	208.49 208.49
96084	D & L CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	1,860.00 1,860.00
96085	DAKOTA DENTAL HEALTH CENTER, PLLC SOCIAL WELFARE FUND	834.33 834.33
96086	DAKOTA FLUID POWER, INC. COUNTY ROAD & BRIDGE FUND	286.96 286.96
96087	DAKOTALAND AUTOGLASS, INC COUNTY ROAD & BRIDGE FUND	409.22 409.22
96088	DANKS/LISA SOCIAL WELFARE FUND	140.00 140.00
96089	DHS-MMIA GENERAL FUND	4,246.24 4,246.24
96090	DICKINSON RESEARCH EXTENSION CENTER GENERAL FUND	163.35 163.35
96091	ELECTRO WATCHMAN, INC SOCIAL WELFARE FUND	454.10 454.10
96092	ELECTRONICS COMMUNICATIONS INC E 911 EMERGENCY/WIRELESS FUND	269.70 269.70
96093	EXPRESSWAY SUITES FARGO COUNTY ROAD & BRIDGE FUND	338.40 338.40
96094	FALLIN/RAVEN COUNTY ROAD & BRIDGE FUND	49.00 49.00
96095	FENSTER/KAYLA SOCIAL WELFARE FUND	281.30 281.30
96096	FOUR BEARS CASINO & LODGE SOCIAL WELFARE FUND	179.97 179.97
96097	GILBERTSON/HEATHER SOCIAL WELFARE FUND	44.80 44.80
96098	GIVING HEARTS HOME CARE LLC SOCIAL WELFARE FUND	600.00 600.00
96099	GRAVEL PRODUCTS INCORPORATED	6,078.23

	COUNTY ROAD & BRIDGE FUND	6,078.23
96100	GRILLEY/CANDICE SOCIAL WELFARE FUND	105.00 105.00
96101	HENNESSY/JIM GENERAL FUND	70.81 70.81
96102	HOLIDAY CREDIT OFFICE GENERAL FUND	2,215.53 2,215.53
96103	HOLLEKIM/JOAN GENERAL FUND	394.20 394.20
96104	HR COLLABORATIVE GENERAL FUND	50.00 50.00
96105	INFORMATION TECHNOLOGY DEPT SOCIAL WELFARE FUND	115.10 115.10
96106	JOHN DEERE FINANCIAL GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,606.37 813.91 24.32 768.14
96107	JPMORGAN CHASE BANK NA VETERAN'S SERVICE OFFICER FUND	84.60 84.60
96108	JUNGEMANN/MARLO WEED CONTROL FUND	826.00 826.00
96109	KINNEY/SHELLY SOCIAL WELFARE FUND	519.40 519.40
96110	KOHLER COMMUNICATIONS INC COUNTY ROAD & BRIDGE FUND	610.00 610.00
96111	KREISERS INC SOCIAL WELFARE FUND	158.62 158.62
96112	KRONOS SAASHR INC GENERAL FUND	493.94 493.94
96113	LA QUINTA INN & SUITES GENERAL FUND	676.80 676.80
96114	LAPICA/LISA VETERAN'S SERVICE OFFICER FUND	255.58 255.58
96115	LARSON'S TIRE SERVICE SOCIAL WELFARE FUND	146.07 146.07
96116	LEES/KAITLYN SOCIAL WELFARE FUND	461.10 461.10
96117	LITTLE FALLS MACHINE, INC. COUNTY ROAD & BRIDGE FUND	1,164.76 1,164.76
96118	LOCKREM/DAWN SOCIAL WELFARE FUND	208.25 208.25
96119	LOMMEN/ORVIN SOCIAL WELFARE FUND	1,890.00 1,890.00
96120	LONIER/RACHEL SOCIAL WELFARE FUND	16.52 16.52
96121	LOWE'S PRINTING INC GENERAL FUND	77.50 77.50

96122	LUTTRELL/JANETTE SOCIAL WELFARE FUND	184.80 184.80
96123	LYSTAD/GRACE SOCIAL WELFARE FUND	12.40 12.40
96124	MAC'S, INC COUNTY ROAD & BRIDGE FUND	864.00 864.00
96125	MEIERS OIL INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	5,692.70 747.50 4,945.20
96126	MIDSTATE TELEPHONE CO GENERAL FUND COUNTY ROAD & BRIDGE FUND SOCIAL WELFARE FUND COUNTY AGENT FUND WEED CONTROL FUND	585.06 183.07 135.28 161.57 51.30 53.84
96127	MILLS/JAMIE SOCIAL WELFARE FUND	134.84 134.84
96128	MONTANA DAKOTA UTILITIES CO GENERAL FUND COUNTY ROAD & BRIDGE FUND	13,821.31 11,267.45 2,553.86
96129	MOORE MEDICAL LLC GENERAL FUND	114.56 114.56
96130	MOUNTRAIL COUNTY FOOD PANTRY SOCIAL WELFARE FUND	100.00 100.00
96131	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,868.67 382.81 371.23 1,114.63
96132	MRC GLOBAL (US) INC. COUNTY ROAD & BRIDGE FUND	835.57 835.57
96133	ND ASSOCIATION OF COUNTIES GENERAL FUND	252.00 252.00
96134	ND COUNTY AUDITORS ASSN GENERAL FUND	250.00 250.00
96135	ND COUNTY TREASURERS ASSN GENERAL FUND	250.00 250.00
96136	NEW TOWN AMBULANCE SERVICE, INC. CO. HAZARDOUS CHEMICAL ACCOUNT FUND	10,000.00 10,000.00
96137	NIEMITALO/JESSICA GENERAL FUND	189.08 189.08
96138	NORTH DAKOTA TELEPHONE CO SOCIAL WELFARE FUND	14.80 14.80
96139	NORTHERN BAG AND BOX COMPANY GENERAL FUND	2,100.00 2,100.00
96140	NORTHWEST COLLISION AND CUSTOM, INC SOCIAL WELFARE FUND	50.00 50.00
96141	O-DAY EQUIPMENT LLC COUNTY ROAD & BRIDGE FUND	2,480.66 2,480.66
96142	OFFICE DEPOT INC GENERAL FUND	2,018.35 1,697.75

	COUNTY ROAD & BRIDGE FUND	320.60
96143	OGDEN/CRYSTAL SOCIAL WELFARE FUND	134.05 134.05
96144	OLSON/JAMES H. COUNTY ROAD & BRIDGE FUND	416.00 416.00
96145	OSTDAHL/JOANN SOCIAL WELFARE FUND	37.26 37.26
96146	OVERHEAD DOOR COMPANY OF MINOT COUNTY ROAD & BRIDGE FUND	124.00 124.00
96147	PATTERSON/EDDIE COUNTY ROAD & BRIDGE FUND	99.38 99.38
96148	PAULSON/JANINNE SOCIAL WELFARE FUND	28.70 28.70
96149	PINNACLE SOCIAL WELFARE FUND	830.25 830.25
96150	PORTH/THOMAS GENERAL FUND	1,567.98 1,567.98
96151	PRODUCTIVITY PLUS ACCOUNT COUNTY ROAD & BRIDGE FUND	22.71 22.71
96152	QUALITY INN VETERAN'S SERVICE OFFICER FUND	253.80 253.80
96153	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	1,734.83 1,734.83
96154	RESERVATION TELEPHONE GENERAL FUND SOCIAL WELFARE FUND	603.90 204.05 399.85
96155	RESIDENCE INN SOCIAL WELFARE FUND	1,353.60 1,353.60
96156	REVELATOR SERVICES COUNTY ROAD & BRIDGE FUND	150.00 150.00
96157	RISMON/JANE COUNTY ROAD & BRIDGE FUND	390.00 390.00
96158	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND	8,127.08 8,127.08
96159	SOURIS BASIN PLANNING COUNCIL GENERAL FUND	289.42 289.42
96160	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,242.88 405.27 117.92 719.69
96161	STAPLES, INC. AND SUBSIDIARIES GENERAL FUND COUNTY ROAD & BRIDGE FUND	63.63 39.15 24.48
96162	STEINS INC GENERAL FUND	666.74 666.74
96163	STONE/ERIC COUNTY ROAD & BRIDGE FUND	49.00 49.00
96164	SVEEN/SHADOE	123.27

	SOCIAL WELFARE FUND	123.27
96165	THOMSON REUTERS-WEST PUBLISHING CORP. GENERAL FUND	306.00 306.00
96166	TIOGA RURAL FIRE DEPT 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	2,691.45 1,456.23 1,235.22
96167	UPPER MISSOURI DIST HEALTH UNIT GENERAL FUND	80.00 80.00
96168	VACHAL/MELISSA GENERAL FUND	288.20 288.20
96169	VAN HOOK RESORT, LLC COUNTY PARKS FUND	17,227.50 17,227.50
96170	VANGUARD APPRAISALS, INC GENERAL FUND	9,670.83 9,670.83
96171	VERIZON WIRELESS GENERAL FUND COUNTY ROAD & BRIDGE FUND E 911 EMERGENCY/WIRELESS FUND	1,582.25 198.82 459.12 924.31
96172	WARNE CHEMICAL & EQUIP CO WEED CONTROL FUND	428.50 428.50
96173	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	1,861.52 1,861.52
96174	WHITE EARTH BAY LLC COUNTY PARKS FUND	5,700.00 5,700.00
	<b>FINAL TOTAL</b>	<b>\$254,031.62</b>

D. FEES

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the February 2019 fees for the Recorders Office. Upon roll call, all present voted yes. Motion carried.

E. TRANSFERS

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the transfer for Oil & Gas allocations totaling \$1,232,971.69 for current allocations from the General Fund to the County Road & Bridge Fund (60% of Oil & Gas Funds). Upon roll call, all present voted yes. Motion carried.

Discussion was also held on moving the formula percentage back to 70% to County Road & Bridge and 30% to the General Fund.

F. PAYROLL

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve Regular Full-time Employee Agreement for Raymond Grotte from the Building Maintenance at a salary of \$47,627 per year pending written documentation supplied to Nichole Degenstein, Human Resource Department. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Olson, to approve Regular Full-time Employee Agreement for Tiffany Thiessen from the County Agent as an Administrative Assistant at a salary of \$47,000 per year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the salary increase for Niles Thielen from the Road & Bridge for successful completion of 6 month probationary at a salary of \$53,580 per year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the Regular Part-time Employee Agreement for Lorena Vergora from the Jail Facility as a Correctional Officer at a salary of \$20.00 an hour. Upon roll call, all present voted yes. Motion carried.

G. CONTRACTS

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the amended County and Township Road Mileage Certification for 2018 year due to 101st Ave NW becoming a major Collector Route and Unorganized Township 154 North, Range 94 West decreasing in miles. Upon roll call, all present voted yes. Motion carried.

H. APPOINTMENT

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the appointment of William Wilber to the Job Development Authority Board for an unexpired term ending December 31, 2019. Upon roll call, all present voted yes. Motion carried.

I. INTEREST RATES

Discussion on putting more money into CD's or keep in the money market.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve renewing the CD of \$5,000,000 with American Bank Center at the 24 months & and an additional 5 million for a 18 months CD all designated for road funds. Upon roll call, all present voted yes. Motion carried.

J. LEGISLATION/BOARD CONCERNS

Discussion on Planning and Zoning being busy. Auditor Pappa will advertise for a full-time position to be a rover between Planning and Zoning and the Auditors office.

Discussion on the redesign of the legislation on the Social Service bill SB 2124.

K. MISCELLANEOUS

Chairman Ruland gave an update on the Load Pass Meeting.

Moved by Comm. Uran, seconded by Comm. Olson, to approve appointing Warren Bogert as an alternate to the CRIB Board. Upon roll call, all present voted yes. Motion carried.

3. APPOINTMENTS SCHEDULED

9:30 A.M.

Lori Hanson, Tax Director met with the board for the abatement hearing on parcel #41-0004000 for a farm residence exemption. Tax Director Hanson recommended approving the abatement due to an error in the office.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the abatement on parcel #41-0004000 for 2017 year as recommended by Tax Director Hanson. Upon roll call, all present voted yes. Motion carried.

9:35 A.M.

Lori Hanson, Tax Director met with the board for the abatement hearing on parcel #41-0004100 for a farm residence exemption. Tax Director Hanson recommended approving the abatement due to an error in the office.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the abatement on parcel #41-0004100 for 2018 year as recommended by Tax Director Hanson. Upon roll call, all present voted yes. Motion carried.

10:00 A.M.

Nichole Degenstein, Human Resource Director met with the board to discuss the Compensation and Performance Plan. Also present were Lori Hanson, Tax Director; Melissa Vachal, Recorder; Traci Hysjulien, Clerk of Court and Candice Grilley, Social Service Director.

Discussion was held on the new salary forms being utilized. Discussion was held on exempt employees and the concerns from the department heads. Director Degenstein had brought to the Commission a suggestions from the Sheriff with Glenda Ulven going to an exemption status and raising the band level and grade. Comm. Hollekim thinks this should go to the Advisory Committee and then forward the recommendations to the board. Director Degenstein brought concerns on Kory Goods years of service from prior work history with Mountrail County. Lynnette Vachal recommends her Administrative Assistant be moved up to a different band. Social Services would like to bring in years of service. Discussion on job titles on the Road and Bridge and should it be changed to heavy equipment operator. Comm.

Olson believes its deceiving because they do more than just heavy equipment operator. Consensus of Board was to leave as is for the titles. No action was taken at this meeting.

Discussion was held on the Weed Board and the salaries that are determined and recommended by the Weed Board. The Board discussed speaking to the Weed Board to discuss the banding policy. Director Degenstein reviewed the Employee Relations and Job Classification Plan and the plan will be forwarded to the Department Heads for review. Wade Enget, State’s Attorney spoke of the Attorney General opinion for the Weed Board versus the County Board budget process.

11:00 A.M.

Jana Hennessy, Engineer met with the board to discuss road and bridge. Also present was Trevor Hunter, Michelle Phillips and David Ewing with Hess.

1. HESS SECTION LINE IMPROVEMENT SECTION 3 & 4, TOWNSHIP 155 NORTH, RANGE 94 WEST

Engineer Hennessy stated Hess would like to improve the section line between Sections 3 & 4, Township 155 North, Range 94 West (Unorganized Township). Discussion was held on the 75’ ROW and purchasing ROW from the landowners. Engineer Hennessy discussed the requirements of the section line road specifications.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the request of Hess to improve the section line between Sections 3 & 4, Township 155 North, Range 94 West within the 66’ statutory right of way pending land owner ROW easement, a maintenance agreement, and subject to meeting minimum roadway standards as required by the Mountrail County Road & Bridge Department. Upon roll call, all present voted yes. Motion carried.

2. CR 9 RECONSTRUCTION/AGREEMENT BETWEEN OWNER & CONTRACTOR FOR CONSTRUCTION CONTRACT

Discussion was held on the performance and certificate of liability insurance on CR 9 Reconstruction project.

Moved by Comm. Uran, seconded by Comm. Olson, to approve signing the agreement between the owner (Mountrail County) and contractor (Central Specialties, Inc.) for the construction contract on CR 9 Reconstruction project. Upon roll call, all present voted yes. Motion carried.

3. 96<sup>th</sup> AVE NW

Engineer Hennessy discussed the meeting held with Debing and Rat Lake Township concerning the additional ROW purchase. Both Townships agreed to pay for permanent ROW bump outs at each of the culverts and will be split between Mountrail County, Debing Township and Rat Lake Township.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve purchasing the permanent ROW at each bump out of the culverts on 96<sup>th</sup> Ave NW with County share of the cost being \$4,285.71. Upon roll call, all present voted yes. Motion carried.

4. PLAZA SHOP

Discussion was held on the Plaza Shop. State’s Attorney Enget stated that the cost of moving the Plaza Shop location a little further south of the current location will be an extra cost to the County with Brosz Engineering doing the site specifications.

Discussion on the mold and asbestos testing at the old Plaza Shop. Recommendation from Jim Kunzelman was to not test if the County is looking at selling the current Plaza Shop.

5. MISCELLANEOUS

Engineer Hennessy reviewed an updated construction map for 2019. Also Engineer Hennessy provided pictures of the water issues on the roads and concerns on 101st Ave NW south of Hwy 1804 with water on both sides of the road.

The Board discussed moving forth with preliminary plans for upgrading and improving the gravel roads across the County. The roads will be looked at the next Commissioner meeting.

4. ADJOURN

The Board adjourned at 12:25 P.M. to meet in regular session on Tuesday, April 16, 2019 at 9:00 A.M.



Accepted and approved this 16<sup>th</sup> day of April, 2019.

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Trudy Ruland, Chairman

Mountrail County Commissioner

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Stephanie A. Pappa

Mountrail County Auditor