

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, January 8, 2019 at 9:00 A.M. in the Emergency/Community Room, Mountrail County Justice Center, Stanley, ND with Commissioners Trudy Ruland, Garry Jacobson, Daniel Uran, Joan Hollekim and Wayne Olson present. Also present was States Attorney Wade Enget.

Chairman Ruland called the meeting to order.

2. APPOINTMENTS

9:30 A.M.

Nichole Degenstein, Deputy Treasurer met with the board to discuss the HR position that closed on January 7, 2019. Also present were Corey Bristol, Sheriff, Traci Hysjulien, Clerk of Court, Laurie Johnson, Jail Administrator, Jana Hennessy, Engineer, Scott Duerre, Engineer Technician and Lori Hanson, Tax Director. Sheriff Bristol spoke concerning the interview process and gave the recommendation to the board to hire Nichole Degenstein. Sheriff Bristol recommended for Nichole Degenstein to consider helping to train in the Treasurer's Office.

Discussion on the HR salary along with the Workforce Safety Manager salary would be taken from the Auditor and be included in the salary for the Human Resource position. Discussion on the office spaces which will be discussed in detail at the next commissioner meeting.

Moved by Comm. Olson, seconded by Comm. Uran, to approve hiring Nichole Degenstein as the Human Resource Director at a salary of \$67,774 per year effective January 1, 2019. Upon roll call, all present voted yes. Motion carried.

9:40 A.M.

Jessica Niemitalo, Treasurer met with the board to discuss hiring a deputy. Treasurer Niemitalo discussed the possibility of hiring either a fulltime or a part-time deputy position depending on the applications received.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve advertising for a full-time or part-time deputy to work in the Treasurer's Office. Upon roll call, all present voted yes. Motion carried.

9:50 A.M.

Nichole Degenstein, Human Resource Director met with the board to discuss the grievance process and requesting the Commission to appoint a representative to sit on the grievance process. Comm. Hollekim stated she did not want to be appointed as a representative.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve and appoint Garry Jacobson and Dan Uran as representatives to meet with the grievant and/or employee representative within 10 working days as per Step II of Policy 515 of Mountrail County Employee Handbook. Upon roll call, all present voted yes except Comm. Jacobson who voted no. Motion carried.

10:00 A.M.

Lori Hanson, Tax Director met with the board along with Rory Porth, Deputy Tax Assessor to discuss updates on soils, agricultural land values and four abatements.

Discussion on the soils update and new investigation form for a request for Ag land review to be utilized with any issues that arise.

Moved by Comm. Olson, seconded by Comm. Uran, to approve the form for the "Mountrail County Request for Ag Land Use Review". Upon roll call, all present voted yes. Motion carried.

Tax Assessor Hanson stated the 2019 agricultural land value for Mountrail County is \$454.62. Currently the County is at \$434.67 for the 2018 assessment year which is within the 10% tolerance level allowed by the State.

Moved by Comm. Uran, seconded by Comm. Jacobson, that all agricultural land for the 2019 assessment year be within the estimated tolerance of 95.88% in which the total value per acre will remain approximately the same as the 2018 assessment year to stay in compliance with State guideline. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the abatement for parcel #61-0077100 to grant a 100% homestead credit for 2018 year. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the abatement for parcel #14-9000800 due to clerical error and delete the 2019 mobile home taxes. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the abatement for parcel #14-9000700 due to clerical error and delete the 2019 mobile home taxes. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the abatement for parcel #61-0045700 to grant a 100% homestead credit for 2018 year. Upon roll call, all present voted yes. Motion carried.

10:30 A.M.

Garrett Volk, IT Administrator met with the board to discuss the contracting amount until a new IT Administrator is hired. Discussion was also held on the interviewing committee.

Comm. Hollekim suggested to appoint Trudy Ruland, Wayne Olson, Garrett Volk, Nichole Degenstein and Rory Porth to the committee to interview for the IT Administrator position.

Administrator Volk would like an hourly basis contracting at a \$100 an hour.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve entering into a contract with Garrett Volk for IT Services on an hourly basis of \$100 an hour. Upon roll call, all present voted yes. Motion carried.

10:45 A.M.

Stephanie Pappa, Auditor along with Elizabeth Hollowell, P&Z Administrative Assistant and Corey Bristol, Sheriff met with the board to discuss the Planning and Zoning and DES job opening.

Sheriff Bristol and Administrative Assistant Hollowell discussed the requirements and ongoing projects on the Disaster Emergency Coordinator side. Sheriff Bristol did speak with prior DES/P&Z Administrator Don Longmuir and he felt it would be beneficial and would be workable within the Sheriff's Office. Sheriff Bristol also stated a dedicated person would need to be hired. Sheriff Bristol would like to wait and make an informed decision at the next meeting for the DES side.

Administrative Assistant Hollowell discussed the ongoing projects in the planning and zoning side and what is needed to be completed. Discussion was also held on the salary of the Administrative Assistant position which Auditor Pappa will bring to the next commissioner meeting. Auditor Pappa was in agreement of moving the Planning and Zoning back into the Auditors Office.

Moved by Comm. Hollekim, seconded by Comm. Uran, to move the Planning and Zoning back into the Auditor's Office with the Auditor overseeing the position effective January 1, 2019. Upon roll call, all present voted yes. Motion carried.

11:00 A.M.

Jana Hennessy, Engineer along with Scott Duerre, Engineering Technician met with the board to discuss road and bridge.

#### 1. 2019 MOTOR GRADER BID RESULTS

Engineer Hennessy discussed three bids from Butler Machinery and two different bids from RDO Equipment with two different Motor Graders for purchasing 3 new Motor Graders with taking buyback option for 3 motor graders. Engineer Technician Duerre gave the difference between the John Deere 772 G and John Deere 772 GP motor grader bids.

Also present were Brad Murphy with RDO, Kent Jaeger with RDO and Matthew Miller with Butler Machinery.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the low bid from RDO Equipment for the purchase of three 772GP motor graders in the amount of \$1,061,000 less trade in value in the amount of \$546,300 for three used motor graders for a net purchase price of \$514,700. Upon roll call, all present voted yes. Motion carried.

#### 2. 2019 PAVEMENT OVERLAY PROJECT

Engineer Hennessy discussed two engineering services proposals for 2019 overlay projects for CR5 & CR17. Also present was Zach Gaaskjolen with Brosz Engineering.

Discussion on the bids if Brosz Engineering was not to exceed rather than an estimate per the quote. Engineer Gaaskjolen stated the contract would be not to exceed.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve moving forward with Brosz Engineering for the engineering on 2019 overlay projects for the Ross South Road (CR5) and the East Loop Road (CR17)) not to exceed the \$27,060 and approve taking bid proposals for construction engineering in the future. Upon roll call, all present voted yes. Motion carried.

3. PUBLIC INPUT MEETING ADVERTISEMENT FOR NDDOT ND 37 MAJOR REHABILITATION PROJECT FROM ND 23 TO RAUB

Engineer Hennessy stated a public input meeting will be held on Thursday, January 17<sup>th</sup> at the City Offices in Parshall from 5 p.m. to 7 p.m.

4. COUNTY FEDERAL AID PROGRAM 2019

Discussion on the monies available to utilize for overlays but recommendation from Engineer Hennessy is to wait until the monies increase. Engineer Hennessy will check into the Federal Aid to make sure the County will not lose funding when waiting on the monies to increase.

5. ROM – 0300(134) PCN 21834/CHANGE ORDER #6

Moved by Comm. Jacobson, seconded by Comm. Hollekim, to approve the change order 6 for ROM-0300 (134) PCN 21834 with no extra cost to Mountrail County. Upon roll call, all present voted yes. Motion carried.

6. MISCELLANEOUS

Discussion on Engineer Hennessy and attending the Transportation Day with the legislation and the needs that need to be brought forward.

Discussion on posting road condition closure on the website when IT Coordinator is gone. Engineer Hennessy along with Auditor Pappa will meet with IT Coordinator Volk to get a training for the website postings until the job is filled.

It was discussed that no addendum would be added to the current township contracts regarding ice removal, although the Road & Bridge Department would get written authorization from the township before proceeding with ice removal on township roads.

Engineer Hennessy gave an update on the discussion with the Martens meeting concerning 53rd St NW and the drainage of the water by the farm yard. Martens were informed to follow up with the Water Resource Board to determine the natural flow of the water.

12:00 P.M.

Traci Hysjulien, Clerk of Court met with the board to discuss being asked to train the new Clerk of Court in Burke County. The board discussed that it would be best to have the Burke County Clerk of Court come train in Mountrail County.

BUSINESS

A. AGENDA

Moved by Comm. Jacobson, 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. Uran, to approve the minutes of the December 18, 2018 meeting as corrected. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the minutes of the December 27, 2018 special meeting as corrected. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Olson, seconded by Comm. Jacobson, to approve the bills totaling \$149,657.20 and December payroll, checks 10652-10670, direct deposit #9037-9189 totaling \$886,747.04. Upon roll call, all present voted yes. Motion carried.

**APPROVED 01/08/2019- PAYMENT 01/08/2019**

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
95505	ADVANCED BUSINESS METHODS GENERAL FUND	1,194.40 1,194.40
95506	AG SPRAY EQUIPMENT COUNTY ROAD & BRIDGE FUND	86.64 86.64
95507	AMERICAN SOLUTIONS FOR BUSINESS GENERAL FUND	393.45 393.45
95508	AMERIPRIDE LINEN & APPAREL SERVICES GENERAL FUND	722.19 722.19
95509	BOB HAYES ADDICTION SERVICES SOCIAL WELFARE FUND	2,920.00 2,920.00
95510	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	720.00 720.00
95511	CBM MANAGED SERVICES GENERAL FUND	2,117.52 2,117.52
95512	CDW GOVERNMENT GENERAL FUND SOCIAL WELFARE FUND	4,601.48 4,433.49 167.99
95513	CIRCLE SANITATION INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	519.50 370.00 149.50
95514	CITY OF STANLEY GENERAL FUND	752.64 752.64
95515	CRAFT/KATHY SOCIAL WELFARE FUND	274.28 274.28
95516	DOMBEN/ANDY SOCIAL WELFARE FUND	8.99 8.99
95517	ELLVANGER/LINDSEY SOCIAL WELFARE FUND	122.50 122.50
95518	ESCO BISMARCK COUNTY ROAD & BRIDGE FUND	836.00 836.00
95519	EVERSPRING INN & SUITES-BISMARCK GENERAL FUND	169.20 169.20
95520	FENSTER/KAYLA SOCIAL WELFARE FUND	202.09 202.09
95521	GALLAGHER BENEFIT SERVICES, INC. GENERAL FUND	2,275.00 2,275.00
95522	GALLS-QUARTERMASTER GENERAL FUND	113.20 113.20
95523	GERDAU AMERISTEEL CORP COUNTY ROAD & BRIDGE FUND	979.85 979.85
95524	GILBERTSON/HEATHER	42.90

	SOCIAL WELFARE FUND	42.90
95525	GRILLEY/CANDICE SOCIAL WELFARE FUND	124.25 124.25
95526	HENNESSY/JIM GENERAL FUND	368.92 368.92
95527	HERMANSON/NANCY SOCIAL WELFARE FUND	159.67 159.67
95528	HOLIDAY CREDIT OFFICE GENERAL FUND	2,550.63 2,550.63
95529	HOLIDAY INN EXPRESS & SUITES GENERAL FUND	178.00 178.00
95530	ICS INC WEED CONTROL FUND	443.00 443.00
95531	KINNEY/SHELLY SOCIAL WELFARE FUND	64.40 64.40
95532	KRONOS SAASHR INC GENERAL FUND	491.98 491.98
95533	LEES/KAITLYN SOCIAL WELFARE FUND	360.63 360.63
95534	LINDLEY/MELANIE SOCIAL WELFARE FUND	137.77 137.77
95535	LOCKREM/DAWN SOCIAL WELFARE FUND	40.95 40.95
95536	LONIER/RACHEL SOCIAL WELFARE FUND	209.29 209.29
95537	LUTTRELL/JANETTE SOCIAL WELFARE FUND	225.28 225.28
95538	M & S SHEET METAL, INC GENERAL FUND	1,062.86 1,062.86
95539	MARTINEZ/DELIA SOCIAL WELFARE FUND	34.30 34.30
95540	MENARDS - MINOT GENERAL FUND	118.10 118.10
95541	MILLS/JAMIE SOCIAL WELFARE FUND	254.88 254.88
95542	MINOT AUTO SUPPLY/INDUSTRIAL BEARING WEED CONTROL FUND	25.27 25.27
95543	MONTANA DAKOTA UTILITIES CO GENERAL FUND COUNTY ROAD & BRIDGE FUND	11,453.79 9,374.79 2,079.00
95544	MOUNTRAIL COUNTY TREASURER GENERAL FUND	13,475.21 13,475.21
95545	MOUNTRAIL WILLIAMS ELECTRIC COOP GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,744.20 179.82 462.66 1,101.72
95546	NAT'L ASSOCIATION OF COUNTIES GENERAL FUND	450.00 450.00

95547	ND ASSOCIATION OF COUNTIES GENERAL FUND	82,119.02 82,119.02
95548	ND COUNTY RECORDERS ASSN GENERAL FUND	200.00 200.00
95549	ND DEPT OF HEALTH GENERAL FUND	210.00 210.00
95550	ND WEATHER MODIFICATION ASSN GENERAL FUND	1,800.00 1,800.00
95551	NELSON/ELMER SOCIAL WELFARE FUND	229.33 229.33
95552	NEOPOST USA INC SOCIAL WELFARE FUND	180.57 180.57
95553	NEWMAN TRAFFIC SIGNS GENERAL FUND	143.84 143.84
95554	NORTH DAKOTA SAFETY PROS, INC. COUNTY ROAD & BRIDGE FUND	990.00 990.00
95555	NORTH DAKOTA TELEPHONE CO SOCIAL WELFARE FUND	80.20 80.20
95556	NORTHERN BRAKE SERVICE WEED CONTROL FUND	367.40 367.40
95557	O'REILLY AUTO PARTS COUNTY ROAD & BRIDGE FUND	64.98 64.98
95558	OFFICE DEPOT INC COUNTY ROAD & BRIDGE FUND SOCIAL WELFARE FUND	143.85 90.99 52.86
95559	OGDEN/CRYSTAL SOCIAL WELFARE FUND	162.81 162.81
95560	OSTDAHL/JOANN SOCIAL WELFARE FUND	17.50 17.50
95561	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	247.36 247.36
95562	PRAIRIE FORD, INC. GENERAL FUND	113.32 113.32
95563	RAMKOTA HOTEL GENERAL FUND	253.80 253.80
95564	RICHLAND PUMP & SUPPLY COUNTY ROAD & BRIDGE FUND	28.11 28.11
95565	STANLEY HARDWARE SOCIAL WELFARE FUND	104.97 104.97
95566	STAPLES BUSINESS ADVANTAGE GENERAL FUND COUNTY ROAD & BRIDGE FUND	39.35 18.61 20.74
95567	STEINS INC GENERAL FUND	842.20 842.20
95568	SVEEN/SHADOE SOCIAL WELFARE FUND	75.02 75.02
95569	THE SIDWELL COMPANY	7,000.00

	COUNTY ROAD & BRIDGE FUND	7,000.00
95570	TRACTOR SUPPLY COMPANY	273.80
	GENERAL FUND	187.82
	COUNTY ROAD & BRIDGE FUND	85.98
95571	TRAILER AND TRUCK EQUIPMENT	144.56
	COUNTY ROAD & BRIDGE FUND	144.56
95572	TYLER TECHNOLOGIES, INC	800.00
	DOCUMENT PRESERVATION FUND	800.00
	<b>FINAL TOTAL</b>	<b>\$149,657.20</b>

D. FEES

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the November 2018 fees for Recorder’s Office and December 2018 Fees for the Sheriff’s Office. Upon roll call, all present voted yes. Motion carried.

E. TRANSFERS

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the transfer for Oil & Gas allocations totaling \$2,041,780.14 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.

F. MISCELLANEOUS

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the travel for Jim Hennessy to attend and utilize the county suburban for the National Western Show and Conference in Denver on January 10-14<sup>th</sup>. Upon roll call, all present voted yes. Motion carried.

Discussion was held on taxable vs non-taxable meals. Wade Enget, State’s Attorney gave an update on the IRS findings. Further discussion will be held after more research is completed.

Discussion on the Gallagher Survey and the salaries no new updates provided as of yet. Discussion on how to treat moving forward whether the oil salaries vs non-oil salaries and how to compare the other counties salaries. Discussion to look at maybe moving forward with lanes and steps for years of experience.

Candice Grilley, Social Service Director discussed the policy for accepting sick leave and annual leave for new hires. Comm. Hollekim is questioning if this is a directive from the State of North Dakota. Comm. Hollekim is requesting information from Human Services before the board makes a decision.

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve waiving fee for the South Complex for the Pee Wee Wrestlers within the County. Upon roll call, all present voted yes. Motion carried.

Discussion on Kronos utilizing the mobile application. If a building has a Kronos clock employees should be utilizing the clock. States Attorney Wade Enget will discuss with Human Resource Nichole Degenstein to get a detailed policy for the Employee Handbook.

Discussion on HB 1066 “Operation Prairie Dog” and testimony being held on Tuesday January 15, 2019 at 10 a.m. A letter of support will be drafted in favor of HB 1066.

G. PAYROLL

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve the salary increase for Duane Marmon from the Sheriff’s Office as Chief Deputy at a salary of \$6,388 per month effective January 1, 2019. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the salary increase for Corey Bristol for the E911 Coordinator at a salary of \$266 per month effective January 1, 2019. Upon roll call, all present voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve the salary for Duane Marmon for the E911 Assistant Coordinator at a salary of \$209 per month effective January 1, 2019. Upon roll call, all present voted yes. Motion carried.

4. ADJOURN

The Board adjourned at 1:15 P.M. to meet in regular session on Tuesday, January 22, 2019 at 9:00 A.M.

Accepted and approved this 22nd day of January, 2019.

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Trudy Ruland, Chairman

Mountrail County Commissioner

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Stephanie A. Pappa

Mountrail County Auditor