

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in regular session on Tuesday, July 16, 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. Hollekim, 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. Olson, seconded by Comm. Jacobson, to approve the minutes of the July 2, 2019 meeting. Upon roll call, all present voted yes. Motion carried.

C. BILLS

Moved by Comm. Olson, seconded by Comm. Hollekim, to approve the bills totaling \$2,756,816.98. Upon roll call, Olson, Jacobson, Uran, 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.)

APPROVED 07/16/2019 - PAYMENT 07/16/2019

<u>Warrant #</u>	<u>Vendor Name</u>	<u>Warrant Total</u>
96780	ACME TOOLS	579.27
	COUNTY ROAD & BRIDGE FUND	362.99
	COUNTY PARKS FUND	216.28
96781	ADDCO OFFICE SYSTEMS	185.89
	GENERAL FUND	92.95
	COUNTY ROAD & BRIDGE FUND	46.47
	COUNTY AGENT FUND	46.47
96782	ADVANCED BUSINESS METHODS	1,992.46
	GENERAL FUND	1,916.46
	COUNTY ROAD & BRIDGE FUND	76.00
96783	AGGREGATE CONSTRUCTION INC	1,043.10
	COUNTY PARKS FUND	1,043.10
96784	AMERICAN TRUCK AND TRAILER, LLC	873.32
	COUNTY ROAD & BRIDGE FUND	873.32
96785	AMERIPRIDE LINEN & APPAREL SERVICES	592.65
	GENERAL FUND	493.61
	COUNTY ROAD & BRIDGE FUND	99.04
96786	ARMOR INTERACTIVE	6,769.18
	GENERAL FUND	6,769.18
96787	BAKKEN COMMERCIAL TRUCK WASH	30.00
	GENERAL FUND	30.00
96788	BBH INSURANCE, INC	147,041.00
	GENERAL FUND	147,041.00
96789	BECHTOLD PAVING INC	293,780.60
	COUNTY ROAD & BRIDGE FUND	293,780.60

96790	BELSTAD/ARDELL GENERAL FUND	1,000.00 1,000.00
96791	BHG INC COUNTY ROAD & BRIDGE FUND	114.00 114.00
96792	BROSZ ENGINEERING, INC COUNTY ROAD & BRIDGE FUND 154-94 UNORGANIZED TOWNSHIP 155-94 UNORGANIZED TOWNSHIP	4,133.14 2,066.57 1,549.93 516.64
96793	BURLINGTON ELECTRIC, INC COUNTY PARKS FUND	240.00 240.00
96794	BUTLER MACHINERY CO COUNTY ROAD & BRIDGE FUND	4,824.55 4,824.55
96795	CARQUEST OF STANLEY GENERAL FUND COUNTY ROAD & BRIDGE FUND	656.27 38.82 617.45
96796	CDW GOVERNMENT GENERAL FUND	51.93 51.93
96797	CENTRAL SPECIALTIES, INC. COUNTY ROAD & BRIDGE FUND	1,151,175.02 1,151,175.02
96798	CHARM-TEX, INC. GENERAL FUND	16.33 16.33
96799	CITY OF NEW TOWN COUNTY ROAD & BRIDGE FUND	52.00 52.00
96800	CITY OF PLAZA COUNTY ROAD & BRIDGE FUND	82.50 82.50
96801	CITY OF STANLEY WEED CONTROL FUND	186.68 186.68
96802	COUNTIES PROVIDING TECHNOLOGY GENERAL FUND	3,453.88 3,453.88
96803	CULLIGAN WATER CONDITIONING COUNTY PARKS FUND	175.00 175.00
96804	D & L CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	68,507.06 68,507.06
96805	DAKOTA DRUG CO GENERAL FUND	807.10 807.10
96806	DEANS BULK SERVICE, INC COUNTY ROAD & BRIDGE FUND	189.00 189.00
96807	ENGET/WADE GENERAL FUND	328.06 328.06
96808	ENVIROTECH SERVICES, INC COUNTY ROAD & BRIDGE FUND	173,727.25 173,727.25
96809	FARDEN CONSTRUCTION, INC COUNTY ROAD & BRIDGE FUND	172,040.00 172,040.00
96810	FARMERS UNION OIL CO-PLAZA GENERAL FUND COUNTY ROAD & BRIDGE FUND	7,991.64 70.93 7,920.71
96811	FRITEL CONSTRUCTION, INC. 154-94 UNORGANIZED TOWNSHIP	63,502.56 44,789.39

	155-94 UNORGANIZED TOWNSHIP	18,713.17
96812	GALLS-QUARTERMASTER GENERAL FUND	176.23 176.23
96813	H.A.THOMPSON & SONS INC GENERAL FUND	14,996.00 14,996.00
96814	HANSON/KYLE GENERAL FUND	250.00 250.00
96815	HANSON/LORI GENERAL FUND	92.80 92.80
96816	HENNESSY/JIM GENERAL FUND	120.29 120.29
96817	HOLIDAY CREDIT OFFICE GENERAL FUND	3,046.35 3,046.35
96818	I.A.O. TRAINING GENERAL FUND	525.00 525.00
96819	INFORMATION TECHNOLOGY DEPT GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	5,966.01 2,324.70 3,641.31
96820	JOHN'S SAND & GRAVEL COUNTY ROAD & BRIDGE FUND	50,175.65 50,175.65
96821	JPMORGAN CHASE BANK NA GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND WEED CONTROL FUND	1,388.68 347.68 -99.00 390.00 750.00
96822	LARSON'S TIRE SERVICE WEED CONTROL FUND	219.56 219.56
96823	LEGAL SERVICES OF NORTH DAKOTA GENERAL FUND	11,154.90 11,154.90
96824	LOWE'S PRINTING INC GENERAL FUND COUNTY ROAD & BRIDGE FUND	66.55 30.80 35.75
96825	MAC'S, INC COUNTY ROAD & BRIDGE FUND	432.00 432.00
96826	MEIERS OIL INC GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	16,301.35 130.00 15,739.55 431.80
96827	MENARDS - MINOT GENERAL FUND COUNTY PARKS FUND	155.98 110.98 45.00
96828	MIDSTATE TELEPHONE CO GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND WEED CONTROL FUND	741.06 483.57 143.95 52.87 60.67
96829	MO CO FAIR BOARD GENERAL FUND	60,000.00 60,000.00
96830	MOUNTRAIL CO ROAD DEPART 152-93 UNORGANIZED TOWNSHIP 154-94 UNORGANIZED TOWNSHIP	62,168.80 5,889.00 45,282.89

	155-94 UNORGANIZED TOWNSHIP	10,996.91
96831	MOUNTRAIL SOIL CONSERVATION COUNTY PARKS FUND	1,000.00 1,000.00
96832	MOUNTRAIL TOWING AND RECOVERY,LLC. GENERAL FUND	650.00 650.00
96833	MRC GLOBAL (US) INC. COUNTY ROAD & BRIDGE FUND	286.40 286.40
96834	NAPA COUNTY ROAD & BRIDGE FUND	29.35 29.35
96835	NAPA AUTO PARTS COUNTY ROAD & BRIDGE FUND	200.57 200.57
96836	ND ASSOCIATION OF COUNTIES E 911 EMERGENCY/WIRELESS FUND	2,243.36 2,243.36
96837	ND ASSOCIATION OF COUNTIES GENERAL FUND	612.00 612.00
96838	ND DEPT OF TRANSPORTATION COUNTY ROAD & BRIDGE FUND	11.50 11.50
96839	ND DEPT. OF ENVIRONMENTAL QUALITY COUNTY ROAD & BRIDGE FUND	400.00 400.00
96840	ND ENVELOPE COMPANY GENERAL FUND	510.88 510.88
96841	ND INSURANCE DEPART-STATE FIRE & TORNADO GENERAL FUND	22,498.59 22,498.59
96842	ND STATE RADIO COMMUNICATIONS GENERAL FUND	720.00 720.00
96843	ND STATE WATER COMMISSION GENERAL FUND	61,482.00 61,482.00
96844	ND STATES ATTORNEYS ASSN GENERAL FUND	450.00 450.00
96845	NELSON INTERNATIONAL COUNTY ROAD & BRIDGE FUND	114,800.00 114,800.00
96846	NEOFUNDS BY NEOPOST GENERAL FUND	746.00 746.00
96847	NIEMITALO/JESSICA GENERAL FUND	213.58 213.58
96848	NORTH AMERICAN TRAILER SALES, LTD COUNTY ROAD & BRIDGE FUND	4,465.09 4,465.09
96849	NORTH COUNTRY SPORTSWEAR INC WEED CONTROL FUND	724.00 724.00
96850	NORTHWEST COMMUNICATIONS COOP E 911 EMERGENCY/WIRELESS FUND	129.00 129.00
96851	OFFICE DEPOT INC GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY AGENT FUND	1,197.56 683.53 29.24 484.79
96852	OLSON JR./GEORGE COUNTY ROAD & BRIDGE FUND	2,149.00 2,149.00

96853	OTTER TAIL POWER COMPANY COUNTY ROAD & BRIDGE FUND	66.31 66.31
96854	PAPPA/STEPHANIE GENERAL FUND	224.08 224.08
96855	PARSHALL CITY GENERAL FUND	550.00 550.00
96856	PEARL VALLEY OILFIELD SERVICE & RENTALS COUNTY ROAD & BRIDGE FUND	65.00 65.00
96857	PICTOMETRY INTERNATIONAL CORP. GENERAL FUND	10,099.00 10,099.00
96858	PINNACLE COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	25,244.12 20,261.85 4,982.27
96860	PLAZA OK HARDWARE COUNTY ROAD & BRIDGE FUND	255.12 255.12
96861	PRAIRIE FORD, INC. GENERAL FUND	340.34 340.34
96862	PRIA GENERAL FUND	60.00 60.00
96863	RADISSON HOTEL-BISMARCK GENERAL FUND	253.80 253.80
96864	RALPHS PLUMBING & HEATING INC. GENERAL FUND	700.02 700.02
96865	RDO EQUIPMENT CO COUNTY ROAD & BRIDGE FUND	1,886.60 1,886.60
96866	RECORD KEEPERS, LLC GENERAL FUND	16.00 16.00
96867	RESERVATION TELEPHONE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	1,435.69 1,199.76 116.61 119.32
96868	RYAN CHEVROLET COUNTY ROAD & BRIDGE FUND	1,577.66 1,577.66
96869	SAFARI FUELS #103 GENERAL FUND	816.22 816.22
96870	SATERMO TRUSTWORTHY HARDWARE COUNTY PARKS FUND	33.65 33.65
96871	SAUBER ENGINEERING, INC COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	56,362.93 54,663.78 1,699.15
96872	SOURIS RIVER TELECOMMUNICATIONS E 911 EMERGENCY/WIRELESS FUND	170.10 170.10
96873	SPRINGANS FURNITURE GENERAL FUND	398.00 398.00
96874	STANLEY HARDWARE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND WEED CONTROL FUND	899.48 728.56 56.95 53.98 59.99

96875	STANLEY PROFESSIONAL BUILDING VETERAN'S SERVICE OFFICER FUND	1,300.00 1,300.00
96876	STAPLES, INC. AND SUBSIDIARIES COUNTY ROAD & BRIDGE FUND	158.32 158.32
96877	STATE TREASURER E 911 EMERGENCY/WIRELESS FUND	7,868.50 7,868.50
96878	STEINS INC COUNTY PARKS FUND	316.80 316.80
96879	SUMMIT FOOD SERVICE, LLC GENERAL FUND	3,179.83 3,179.83
96880	SWANSTON EQUIPMENT CORP COUNTY ROAD & BRIDGE FUND	1,476.34 1,476.34
96881	THE SIDWELL COMPANY COUNTY ROAD & BRIDGE FUND	916.00 916.00
96882	TITAN MACHINERY COUNTY ROAD & BRIDGE FUND	3,555.00 3,555.00
96883	TOMLINSON/HEATHER GENERAL FUND COUNTY AGENT FUND WEED CONTROL FUND	120.00 30.00 60.00 30.00
96884	TRACTOR SUPPLY COMPANY GENERAL FUND COUNTY ROAD & BRIDGE FUND WEED CONTROL FUND	1,390.22 529.98 319.33 540.91
96885	ULINE COUNTY PARKS FUND	2,182.25 2,182.25
96886	UNITED QUALITY COOPERATIVE GENERAL FUND COUNTY ROAD & BRIDGE FUND COUNTY PARKS FUND	3,487.35 1,684.75 832.92 969.68
96887	VAN HOOK TOWNSHIP GENERAL FUND	2,550.00 2,550.00
96888	VERIZON CONNECT NWF, INC. COUNTY ROAD & BRIDGE FUND	828.80 828.80
96889	WALK-N-ROLL COUNTY ROAD & BRIDGE FUND	1,549.96 1,549.96
96890	WARNE CHEMICAL & EQUIP CO WEED CONTROL FUND	2,297.80 2,297.80
96891	WESTLIE TRUCK CENTER COUNTY ROAD & BRIDGE FUND	151.54 151.54
96892	WHITE EARTH CITY GENERAL FUND	2,850.00 2,850.00
96893	ZEE SERVICE COMPANY COUNTY ROAD & BRIDGE FUND	168.35 168.35
96894	ZUERCHER TECHNOLOGIES, LLC GENERAL FUND E 911 EMERGENCY/WIRELESS FUND	64,958.27 36,328.85 28,629.42

FINAL TOTAL**\$ 2,756,816.98**

D. FEES

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the June 2019 fees for the Sheriff's Office. Upon roll call, Jacobson, Ruland, Hollekim, Uran, and Olson voted yes. Motion carried.

E. TRANSFER

Moved by Comm. Jacobson, seconded by Comm. Hollekim, to approve the transfer for park policing totaling \$3,000 from the County Park Fund to the General Fund. Upon roll call, Hollekim, Uran, Ruland, Olson, and Jacobson voted yes. Motion carried.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve the transfer for uniform permits from April 1 to June 30, 2019 totaling \$1,873,576.92 from the General Fund to the County Road and Bridge Fund. Upon roll call, Jacobson, Uran, Ruland, Olson and Hollekim voted yes. Motion carried.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the transfer for overweight fines from April 1 to June 30, 2019 totaling \$92,110 from the General Fund to the County Road and Bridge Fund. Upon roll call, Hollekim, Jacobson, Uran, Ruland and Olson voted yes. Motion carried.

F. PAYROLL

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve the salary increase in the amount of \$3,937.50 per month (\$47,250 per year) for Heidi Kory from Auditor's/Planning and Zoning Office. Upon roll call, Olson, Uran, Hollekim, Ruland, and Jacobson voted yes. Motion carried.

Laurie Johnson, Jail Administrator discussed the part-time agreement for Kristoffer Bingen and stated would like to keep the employee around the 36 hours.

Moved by Comm. Jacobson, seconded by Comm. Uran, to approve the regular part-time employee agreement in the amount of \$21.418 per hour for Kristoffer Bingen from Correction Facility. Upon roll call, Olson, Hollekim, Ruland, Jacobson, and Uran voted yes. Motion carried.

Moved by Comm. Hollekim, seconded by Comm. Jacobson, to approve the regular full-time Employee Agreement for Deborah Bentz from Auditor's Office/Planning and Zoning at a salary of \$3,525 per month (\$42,300 per year). Upon roll call, Uran, Hollekim, Olson, Jacobson, and Ruland voted yes. Motion carried.

G. FINANCIALS

Stephanie A. Pappa, Auditor gave an update on the 2019 Financials.

H. GRANT CONTRACT

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve signing the Human Trafficking-Victim Treatment & Support Services Grant. Upon roll call, Hollekim, Uran, Ruland, Olson and Jacobson voted yes. Motion carried.

I. BOARD CONCERNS

Discussion was held on nominating Lori Hanson for the Excellence in County Government Award with NDACO.

Moved by Comm. Ruland, seconded by Comm. Jacobson, to approve nominating Lori Hanson for the Excellence in County Government Award with NDACO. Upon roll call, all present voted yes. Motion carried.

Comm. Hollekim discussed the Brownfield Grants which is utilized to clean up asbestos.

The Board had no objections of allowing Traci Hysjulien, Clerk of Court to take vacation with the days requested by email.

Moved by Comm. Hollekim, seconded by Comm. Olson, to approve Chairman signing the letter to take part in the Mountrail County Hazard Mitigation Plan. Upon roll call, all present voted yes. Motion carried.

3. APPOINTMENT SCHEDULED

9:30 A.M.

Scott Harmstead with SRF Consulting, Inc. met with the board to give a proposal for the Planning and Zoning Comprehensive Plan. Also present was Heidi Kory, Assistant Planning and Zoning Administrator. Scott Harmstead gave a timeline beginning on August-September 2019 and complete in April-June 2020. Scott Harmstead also gave optional tasks.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve hiring SRF Consulting, Inc. for the Planning and Zoning Comprehensive Plan in the amount of \$78,891 with no additional options at this time. Upon roll call, Olson, Ruland, Uran, and Hollekim voted yes except Jacobson who voted no. Motion carried.

10:00 A.M.

Nichole Degenstein, Human Resource Director met with the board to discuss the Employee Policy #519 Inclement Weather and Emergency Closing. Also present were Lori Hanson, Tax Director; Melissa Vachal, Recorder and Corey Bristol, Sheriff. Discussion was held on the compensation. The board would like more work to be done on the policy to state no compensation will be given unless in an Emergency closing. Director Degenstein along with State's Attorney Enget will bring the policy back at the next commissioner meeting.

10:15 A.M.

Discussion was held concerning the communication between Department Heads when absent from work. Present for the discussion were Jana Hennessy, Engineer; Corey Bristol, Sheriff; Melissa Vachal, Recorder; Lori Hanson, Tax Director; Mary Trahan, Road & Bridge Accountant; Lisa Lapica, Veterans Service Officer; Laurie Johnson, Jail Administrator; Candice Grilley, Social Service Director; Jessica Niemitalo, Treasurer; Traci Hysjulien, Clerk and Court and Nichole Degenstein, Human Resource Director. The Board discussed the importance of notifying all department heads with email when being absent from work. Commissioner Ruland stated all department heads should be notifying at least the Commissioners when absent. The board also expressed the importance of the one person offices to have backup when absent.

10:30 A.M.

Candice Grilley, Social Service Director met with the board to discuss the Vulnerable Adult Protection Services (VAPS) contract.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the Vulnerable Adult Protection Services (VAPS) contract. Upon roll call, Hollekim, Ruland, Uran, Jacobson and Olson voted yes. Motion carried.

10:40 A.M.

Jana Hennessy, Engineer along with Mary Trahan, Road & Bridge Accountant met with the Board to discuss Road & Bridge. Also present were Ron and Peggy Stromstad.

1. White Earth Bay

Engineer Hennessy along with Ron Stromstad representing the White Earth Bay Association discussed the need of gravel on the White Earth Bay cottage site roads. The roads within White Earth Bay Cottage sites need gravel assistance. Ron Stromstad is requesting 850 yards of gravel and then a contractor will take care of the shaping of the roads. Comm. Ruland stated a liability to supply the gravel due to privately owned cabin roads.

2. ROM-0300(142)

Engineer Hennessy discussed the letter from the Department of Transportation and the Federal Highway Administration concerning ROM-0300(142) and denying the award due to lack of funding and will rebid next year.

3. TITAN MACHINERY

Engineer Hennessy discussed the purchasing of a broom attachment for the plow trucks in the amount of \$11,870.

Moved by Comm. Jacobson, seconded by Comm. Olson, to approve and sign the Retail Sales Agreement for the purchase of a broom attachment for the plow truck in the amount of \$11,870. Upon roll call, Olson, Jacobson, Ruland, Hollekim, and Uran voted yes. Motion carried.

4. CR 9

Update was given by Engineer Hennessy on CR 9, 101st Ave NW. Charles Ramberg is consistently contacting the Road and Bridge with the following issues: 1) culvert placement 2) the access on 59th St NW is wider so the current cattle guard is not fitting any longer 3) the ditch in one location is deeper than previously 4) and requesting to add additional approaches.

Moved by Comm. Uran, seconded by Comm. Jacobson, to approve a letter be sent to Charles Ramberg to address the issues and concerns in writing. Upon roll call, all present voted yes. Motion carried.

5. MISCELLANEOUS

Discussion was held on the purchase of equipment resolution and a policy to be looked at in the near future.

11:00 A.M.

Auditor Pappa discussed the 2020 budgets.

Alan Ibach, IT with Armor Interactive discussed the email server being old and outdated. Alan Ibach suggested the following 2 options: to migrate to Office 365 hosted exchange or install the newest exchange on the new server and then export all email to a pst file and import into the new exchange. Both options will take some time to switch over. The consensus from the board was to stay with the exchange server.

4. ADJOURN

The Board adjourned at 2:50 P.M. to meet in regular session on Tuesday, August 6, 2019 at 9:00 A.M. Accepted and approved this 6th day of August, 2019.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor