

BOTTINEAU COUNTY  
 COMMISSIONER PROCEEDINGS  
 MAY 4<sup>th</sup>, 2021  
 7:30 am

The Commissioner Meeting was called to order at 7:30 am by Chairman Charlie Adams. A meeting of the Board of Bottineau County Commissioners was held in the Commissioner Room at the Courthouse with the following members present: Chairman, Charlie Adams; Vice-Chairman, LeRoy Rude, Commissioners, Lance Kjelshus, Jeff Beyer, Dan Marquardt, State’s Attorney, Mike McIntee, and Auditor, Emily Deschamp.

Old Business:

Agenda - A motion was made to approve the Agenda by Marquardt, second by Kjelshus. Motion carried.

Minutes - A motion was made to approve the minutes from April 6<sup>th</sup>, 2021, by Beyer, second by Marquardt. Motion carried.

Consent Agenda –The monthly reports were reviewed and a motion was made to approve the consent agenda by Rude, second by Beyer. Motion carried.

Bills –

Check #	Name	Amount	Date
34747	Baker & Taylor 4/16/21	\$ 330.36	4/16/2021
34748	Jasons Super Foods	\$ 23.51	
34749	Midwest Tape	\$ 251.12	
34751	Pioneer Woman	\$ 18.00	
34752	Turtle Mountain Communications	\$ 51.55	
901014	ND State Tax Commissioner	\$ 9,282.57	04/20/20
34753	Butler Machinery Company	\$ 48,038.73	04/22/21
34754	Diane Cote	\$ 633.08	
34755	Glenore Gross	\$ 66.64	
34756	Haakenson, Sandra	\$ 161.45	
34757	Huber, Sarity	\$ 674.31	
34758	Kippen, Taylor	\$ 57.20	
34759	Kissner, Janet	\$ 136.75	
34760	Klassen, Joseph	\$ 559.32	
34761	Knutson, Mary	\$ 347.88	
34762	Lack, Ryan	\$ 380.09	
34763	Ottetail Power Company	\$ 7,063.10	
34764	Schultz, Virgil	\$ 53.82	
34765	Tennancore, Carolle	\$ 33.07	
34766	Wieler, Tanya	\$ 1,000.00	

<b>34767</b>	American Family Insurance	\$	3,431.52	04/30/21
<b>34768</b>	Bank of ND	\$	787.50	
<b>34769</b>	Bank of ND	\$	36,000.00	
<b>34770</b>	Colonial Life & Accident	\$	1,550.48	
<b>34771</b>	Monson, Ann	\$	3,751.30	
<b>34772</b>	Monson, Ann	\$	3,159.43	
<b>34773</b>	ND Child Support Division	\$	1,550.00	
<b>34774</b>	North Dakota United	\$	91.84	
<b>34775</b>	New York Life Insurance	\$	86.14	
<b>34776</b>	Renville County	\$	1,733.84	
<b>34777</b>	The Standard Life INS Co.	\$	2,851.80	
<b>34778</b>	Unum Life INS Company	\$	274.65	
<b>901015</b>	Internal Revenue Service	\$	30,064.41	
<b>901016</b>	Internal Revenue Service	\$	49,530.06	
<b>34779</b>	Acme Tools	\$	464.23	5/6/2021
<b>34780</b>	Adams, Charles	\$	296.80	
<b>34781</b>	Advanced Business Method	\$	342.37	
<b>34782</b>	A1 Evans Septic Service	\$	210.00	
<b>34783</b>	Anderson Welding	\$	6,439.12	
<b>34784</b>	Axon Enterprise	\$	9,060.00	
<b>34785</b>	Basin Service Company	\$	952.50	
<b>34786</b>	Boettcher, Jeffery	\$	372.00	
<b>34787</b>	Border Ag & Energy	\$	1,572.95	
<b>34788</b>	Border Ag & Energy	\$	63.01	
<b>34789</b>	Bottineau County Fair	\$	95,400.00	
<b>34790</b>	Bottineau County Road Dept	\$	2,460.00	
<b>34791</b>	Bottineau Ambulance	\$	1,022.42	
<b>34792</b>	Butler Machinery Company	\$	93.32	
<b>34793</b>	Cenex Credit Card	\$	2,734.55	
<b>34794</b>	Circle Sanitation	\$	68.75	
<b>34795</b>	Bottineau, City of	\$	521.25	
<b>34796</b>	Maxbass, City of	\$	87.00	
<b>34797</b>	Newburg, City of	\$	37.00	
<b>34798</b>	Souris, City of	\$	6.00	
<b>34799</b>	Clemens, Sara	\$	122.36	
<b>34800</b>	Clute Office Equip.	\$	302.72	
<b>34801</b>	Clute Office Equip.	\$	393.28	
<b>34802</b>	Computer Store	\$	169.98	
<b>34803</b>	Courant	\$	43.05	
<b>34804</b>	Courant	\$	1,603.56	
<b>34805</b>	Dakota Business Solution	\$	330.99	
<b>34806</b>	D&L Storage	\$	260.00	
<b>34807</b>	Dolbeare, Jim&Carmen	\$	372.00	

<b>34808</b>	Drive Buick Chev	\$	3,302.11
<b>34809</b>	Electrolux Vacuums	\$	30.00
<b>34810</b>	Family Bakery	\$	20.50
<b>34811</b>	Farstad Oil	\$	2,186.25
<b>34812</b>	Farmers Union Oil	\$	151.33
<b>34813</b>	Farmers Union Oil	\$	1,995.00
<b>34814</b>	Four Seasons Resort INC	\$	16.81
<b>34815</b>	Gates MFG Inc.	\$	264.00
<b>34816</b>	Gerdu	\$	164.84
<b>34817</b>	Grandbois, Joe	\$	205.00
<b>34818</b>	Gustafson Oil	\$	138.00
<b>34819</b>	Harrys Tire Service	\$	1,180.56
<b>34820</b>	Herbel, Lisa	\$	225.00
<b>34821</b>	Information Tech Dept	\$	8,372.15
<b>34822</b>	Information Tech Dept	\$	4,820.90
<b>34823</b>	JB Express	\$	20.00
<b>34824</b>	Jeffs Repair	\$	506.07
<b>34825</b>	Walette, Frank	\$	600.00
<b>34826</b>	JS Wholesale Vending	\$	459.50
<b>34827</b>	Ketterlings Yard	\$	991.00
<b>34828</b>	Kippen, Taylor	\$	462.00
<b>34829</b>	KJ Repair LLC	\$	75.00
<b>34830</b>	Lady Brambleton	\$	45.34
<b>34831</b>	Lawson Products	\$	874.63
<b>34832</b>	Nadine little	\$	55.00
<b>34833</b>	Magic City Garage Door	\$	2,171.50
<b>34834</b>	Midcontinent	\$	101.86
<b>34835</b>	Midstate Wireless	\$	1,312.00
<b>34836</b>	Modern Marketing	\$	270.09
<b>34837</b>	Moums Tesoro	\$	555.70
<b>34838</b>	Myers Parts of Bottineau	\$	16.91
<b>34839</b>	ND Association of Counties	\$	70.00
<b>34840</b>	ND Game And Fish	\$	1,639.53
<b>34841</b>	North Dakota One Call	\$	2.40
<b>34842</b>	NDSU Extension	\$	12,686.25
<b>34843</b>	ND State Radio Communications	\$	2,419.64
<b>34844</b>	North Dakota State University	\$	400.00
<b>34845</b>	Nelson Repair	\$	1,367.00
<b>34846</b>	Nelson, Don	\$	150.00
<b>34847</b>	North Central Electric Coop	\$	698.40
<b>34848</b>	Office of the State Auditor	\$	18,500.00
<b>34849</b>	O'Keeffe Oil	\$	5,931.40
<b>34850</b>	Ottertail Power Company	\$	160.75

<b>34851</b>	Polar Communication	\$	89.26	
<b>34852</b>	Pomps Tire Service	\$	676.56	
<b>34853</b>	Praxair Distribution	\$	205.61	
<b>34854</b>	Pro It LLC	\$	375.00	
<b>34855</b>	Pro It LLC	\$	3,848.50	
<b>34856</b>	Quadient Leasing	\$	183.33	
<b>34857</b>	Renville County Farmer	\$	92.00	
<b>34858</b>	Romfo Auto Repair & Sales	\$	812.58	
<b>34859</b>	Running Supply Inc	\$	1,171.14	
<b>34860</b>	Sanford Health Bismarck EMS ED	\$	170.50	
<b>34861</b>	Sidwell	\$	5,754.00	
<b>34862</b>	Sirchie Acquisition Company LLC	\$	56.40	
<b>34863</b>	Sodexo INC & Affiliates	\$	6,621.00	
<b>34864</b>	Souris River Telephone	\$	569.36	
<b>34865</b>	Spectrum	\$	1,707.29	
<b>34866</b>	State Treasurer	\$	4,812.46	
<b>34867</b>	St Andrews Health Center	\$	3,036.48	
<b>34868</b>	St Andrews Clinic	\$	325.00	
<b>34869</b>	Standard	\$	229.44	
<b>34870</b>	Standard	\$	36.00	
<b>34871</b>	Stepp MFG	\$	172.29	
<b>34872</b>	Trans Union	\$	102.00	
<b>34873</b>	True North Steel	\$	11,185.80	
<b>34874</b>	Turtle Mountain Communications	\$	1,905.67	
<b>34875</b>	Tweed Country AG	\$	448.28	
<b>34876</b>	Tyler Technologies INC	\$	449.00	
<b>34877</b>	Verzion	\$	50.02	
<b>34878</b>	Verizon Connect NWF	\$	324.61	
<b>34879</b>	Visa	\$	25.58	
<b>34880</b>	Visa	\$	195.04	
<b>34881</b>	Visa	\$	115.99	
<b>34882</b>	Visa	\$	1,328.14	
<b>34883</b>	Visa	\$	1,133.76	
<b>34884</b>	Volk, Terry	\$	1,359.40	
<b>34885</b>	WM Corporate Services	\$	971.39	
<b>34886</b>	Watch Guard Video	\$	195.00	
<b>34887</b>	Westlie Motor Company	\$	38.64	
<b>34888</b>	Wex Bank	\$	1,888.85	
<b>34889</b>	Weiler, Tanya	\$	1,000.00	
<b>34890</b>	Wold Eng.	\$	38,825.00	
<b>901017</b>	ND Public Employee Retirement	\$	49,436.07	05/07/21
<b>901018</b>	ND Pers Dakota Plan	\$	94,357.92	
<b>901019</b>	NDPERS	\$	5,126.00	

<b>34899</b>	Loon Lake Services	\$	4,050.00	05/10/21
<b>901023</b>	Verizon Wireless	\$	1,750.38	05/14/12
<b>901022</b>	Paystubz	\$	1,005.27	
<b>901021</b>	ND Game and Fish	\$	183.00	
<b>901020</b>	Monson, Ann	\$	4,503.29	
<b>Payroll Total:</b>				<b>\$248083.36</b>
<b>Total:</b>				<b>\$906422.81</b>

The May bills were reviewed; and a motion was made to approve paying the bills by Beyer, second by Marquardt. Motion carried.

Emily Deschamp, County Auditor, notified the board of the Workers Compensation premium return that was received by the County in the amount of \$5,027.84.

Board was notified of the letter that was sent to the landowners by the Minot Air Force base.

A Motion was made by Beyer to approve the request from the Lake Region Radio Amateurs to set up at Mystical Horizons from June 26 and 27, 2021 for Hams Radio training for possible emergency and disaster operations, second by Marquardt. Roll call vote unanimous. Motion carried.

Discussion was held about the Antler Outlaws proposal to restore the pump house at Antler Memorial Park. The board took no action at this time.

A motion was made to approve the special event permits transfer for KC's Dockside to The Lake House Event Center and Annie's House by Rude, second by Kjelshus. Roll call vote unanimous. Motion carried.

A Motion was made to approve the special event permits transfer for A Frame to The Lake House Event Center by Rude, second by Kjelshus. Roll call vote unanimous. Motion carried.

Jeff and Dan updated the board on the police committee meeting on April 28, 2021 with the City of Bottineau.

Darol Bonebrake requested an audience with the commission to discuss the Lake Loop Road speed limit. Kent Indvik, Wold Engineering, confirmed that the Lake Loop Road speed limit meets engineering design standards for the road. No action was taken by the board.

Kent Indvik and Seth Demontigny, Wold Engineering, gave an update on the County projects –

- Project BRO-005(052)-Box Culvert at Omemee has a bid opening set for May 13<sup>th</sup>, 2021.

- Project TAC-0547(063)-Narrows Project has a bid opening set for May 14<sup>th</sup>, 2021.

- Project CVD-0500(021)-Maxbass chip seal has a bid opening set for May 13<sup>th</sup>, 2021.

- Project HEC-0500(004)-Guardrail repair east of Westhope was bid on April 9<sup>th</sup>, 2021. The Engineer Estimate was \$153,824.00. Farden Construction received the low bid at

\$150,580.00. Motion was made to except the bid from Farden Construction of \$150,580.00 by Kjelshus, second by Rude. Roll call vote unanimous. Motion carried.

-Project BRO-0500(054) - Maxbass box culvert- the final grading has been completed by Gladen Construction. When the weather permits the seeding will be completed.

-Project HLC-0500(003)- is complete the final project estimate was submitted to Department of Transportation.

Ritchie Gimbel, Road Superintendent, gave an update on the County projects. The Road Department has completed the sidewalk to the bathroom at Mystical Horizons and the planter has been updated with stone. Road Restrictions were discussed and per Ritchie's recommendation to keep restrictions on to mirror state restrictions. Donations from the Pancake Breakfast put on by the Road Department at the Shop in Bottineau on April 23<sup>rd</sup> for County Government Month were \$620.00, the proceeds will be donated to County parks.

Mike McIntee, State's Attorney, gave an update on his office activity.

Steve Watson, Sheriff, gave an update on the Sheriff Department activity.

Department Head Meeting - Chairman Adams gave an update on the meeting and asked the department heads to give an update on their office activity.

A motion was made to appoint Matt Martin, of Lansford Township, to the Bottineau County Zoning Board for District 5 by Adams, second by Kjelshus. Roll call vote unanimous. Motion carried.

Discussion was held on the advertisement for a Maintenance Coordinator for the Courthouse. Motion was made to advertise for the Maintenance Coordinator with an application closing date of May 28<sup>th</sup> by Rude, second Marquardt. Motion carried.

A motion was made to sign the Right of Way Plat for project BRO-005(052) by Rude, second by Beyer. Roll call vote unanimous. Motion carried.

A motion was made to have a Bottineau County surplus sale by Rude, second by Marquardt. Motion carried. Emily Deschamp will notify Department Heads of the sale so if there is excess equipment that they may have to notify the Auditors office before the June 1<sup>st</sup>, 2021 commissioner meeting. Tanya Weiler, HR consultant, and Tanner Hellenbrand, Head Jailer, met with the board to discuss the staffing issues in the Jail. Discussion was held about what changes could be made to fill positions in the dispatch and correction. A motion was made to increase to the dispatch and correction by \$2.00 per hour and a shift differential of \$1.00 for nights and weekends and by Marquardt, second by Rude. Motion to withdraw the previous motion by Marquardt. Second by Rude. Motion carried.

A motion was made to advance correction and dispatch salaries by 4 steps on the current Bottineau County pay scale on June 1<sup>st</sup>, 2021 for current employees and effective immediately for new employees hired by Marquardt, seconded by Beyer. Roll Call vote unanimous. Motion carried.

Discussion was held about the Sherriff's Dept fire alarm system. A motion was made to pay the quote from Johnson Controls in the amount of \$14,950.00 by Beyer, second by Kjelshus. Roll call vote unanimous. Motion carried.

STOP Domestic Violence Against Women grant was discussed and per the board the County will not move forward with this grant at this time as it is not appropriate entity for grant eligibility.

Discussion was held with Human Resource Consultant, Tanya Weiler, about the County purchasing the software Survey Monkey to assist with employee feedback with when conducting department wide evaluations.. A motion was made to purchase Survey Monkey by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

Emily Deschamp gave an update for the North Dakota Association of Counties.

Discussion was held about the carpet within the Social Service office due to the wear. A quote of \$4747.60 was received from St. Michel Furniture to replace the main areas of the office. A motion was made to accept the quote of \$4,747.60 from St. Michel Furniture to replace the carpet in the front waiting area, hallways and breakroom within the office by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

Discussion about the 2022 Budget was held, Emily Deschamp, Bottineau County Auditor, will move forward with the process.

As there was no further business, a motion was made to adjourn the meeting at 12:10 pm by Rude, second by Marquardt. Motion carried.

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Charles Adams, Chairman

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Emily Deschamp, Auditor