

BOTTINEAU COUNTY
COMMISSIONER PROCEEDINGS
November 2nd, 2021
7:30 am

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

Old Business:

Agenda –A motion was made to approve the amended agenda with the addition of PayScale discussion, by Beyer, second by Kjelshus. Motion carried.

Minutes - A motion was made to approve the minutes from October 12th, 2021, by Marquardt, second by Buynak. Motion carried.

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

Bills – The November bills were reviewed and a motion was made to pay the bills by Marquardt, second by Kjelshus. Motion carried.

Check #	Name	Amount	
35690	Baker & Taylor	\$ 673.48	10/15/21
35691	Char	\$ 286.16	
35692	Border Ag & Energy	\$ 808.97	
35693	Bottineau County Road Dept	\$ 8,513.00	
35694	Canad Inns	\$ 356.60	
35695	D&H Full Services	\$ 171.22	
35696	Giraffe Systems	\$ 332.90	
35697	Jasons Super Foods	\$ 40.92	
35698	Kellers Briteway	\$ 80.00	
35699	Learning Opportunities Inc	\$ 411.63	
35700	Midwest Tape	\$ 503.61	
35701	NDAAO	\$ 200.00	
35702	ND Telephone Company	\$ 128.03	
35703	Oriental Trading	\$ 113.58	
35704	Ottertall Power CO	\$ 72.88	
35705	Polar Communications	\$ 89.26	

35706	Reitan, Beth	\$	303.66	
35707	SRT	\$	694.80	
901072	Monson, Ann	\$	4,348.61	
901073	ND Game and Fish	\$	30.00	
901074	Paystubz	\$	614.91	
901075	Verizon Wireless	\$	1,811.81	
35708	ND Game and Fish		2,453.68	10/20/21
35709	Ottertail Power Company		50.55	
35710	American Family Insurance	\$	3,403.70	10/29/21
35711	Bank of ND	\$	9,500.00	
35712	Bank of ND	\$	36,000.00	
35713	Colonial Life & Accident	\$	1,524.59	
35714	Monson, Ann	\$	2,862.10	
35715	Monson, Ann	\$	3,762.42	
35716	ND Child Support Division	\$	1,550.00	
35717	North Dakota United	\$	91.84	
35718	New York Life Insurance	\$	54.64	
35719	Renville County	\$	1,733.84	
35720	The Standard	\$	2,624.40	
35721	Unum Life INS Company	\$	268.27	
901076	First National Bank	\$	6,902.38	
901077	Internal Revenue Service	\$	27,216.85	
901078	Internal Revenue Service	\$	46,079.53	
901079	ND Unclaimed Property Division	\$	838.66	
35728	Aquasign LLC	\$	450.00	11/05/21
35729	Balco Uniform Co Inc	\$	227.60	
35730	Berenston, Erin	\$	38.50	
35731	B & M Laundry Service	\$	454.81	
35732	Border Ag & Energy	\$	345.98	
35733	Bottineau Clinic Pharmacy	\$	58.08	
35734	Bottineau Plumbing & Heating	\$	580.67	
35735	Broke White Company	\$	1,950.00	
35736	Butler Machinery	\$	5,873.73	
35737	Cenex Fleet Fueling	\$	2,491.66	
35738	Circle Sanitation	\$	68.75	
35739	Bottineau, City of	\$	505.80	
35740	Maxbass, City of	\$	87.00	
35741	Newburg, City of	\$	37.00	
35742	Clemens, Sara	\$	62.41	
35743	Clute Office Equip.	\$	464.30	
35744	Clute Office Equip.	\$	167.74	
35745	Courant	\$	935.25	
35746	Deschamp, Emily	\$	89.60	

35747	DH Full Service	\$	327.03
35748	DMC Wear Parts	\$	23,723.15
35749	Drive Chev Buick	\$	2,046.12
35750	Bottineau EDC	\$	1,000.00
35751	Family Vison Center	\$	306.00
35752	Farmers Union Oil WC	\$	29.38
35753	Gooseneck Implement	\$	76.24
35754	Gustafson Oil	\$	334.50
35755	IAAO	\$	225.00
35756	Information Tech Dept	\$	4,776.30
35757	Jasons Super Foods	\$	67.21
35758	JB Express	\$	190.00
35759	Johnson Controls	\$	3,388.55
35760	Johnson Controls	\$	11,400.00
35761	Jordan Law Office PLLC	\$	8,334.00
35762	JS Wholesale Vending	\$	315.72
35763	Keller, Darrel	\$	60.00
35764	Kettlerlings Yard	\$	604.00
35765	Kippen, Taylor	\$	206.25
35766	Lakeshore lawns	\$	1,100.00
35767	Lee, Carl	\$	621.00
35770	Mikkelsen Aggregates	\$	72,935.00
35771	MK Electric	\$	1,650.21
35772	Murphy, Sean	\$	105.00
35773	NCTI	\$	899.00
35774	ND Association of Counties	\$	138.60
35775	NDAAEA	\$	75.00
35776	North Dakota One Call	\$	8.40
35777	NDEAFCS	\$	115.00
35778	Nelson, Don	\$	150.00
35779	Newman Signs	\$	965.25
35780	North Central Electric Coop	\$	598.34
35781	Normont Equipment Co	\$	1,111.16
35782	O'Keefe Oil	\$	5,533.25
35783	OK Tire Store Minot	\$	704.80
35784	Ottertail Power Co	\$	133.64
35785	Pedie, Ashley	\$	553.84
35786	Polar Communications	\$	89.26
35787	Pomps Tire Service	\$	309.45
35788	Pro It LLC	\$	5,795.92
35789	Productivity Plus Account	\$	815.07
35790	Quality Inn	\$	259.20
35791	Runnings Supply	\$	1,554.63

35792	Sawmill Corner Stop	\$	71.01	
35793	Share Corp	\$	189.06	
35794	Souris River Telephone	\$	544.61	
35795	Source One Supply Inc	\$	246.38	
35796	Spectrum	\$	57.99	
35797	Spectrum	\$	1,380.92	
35798	State Treasurer	\$	3,690.75	
35799	St Andrews Health Center	\$	912.27	
35800	St Andrews Clinic	\$	1,181.00	
35801	Swanston Equipment	\$	5,000.00	
35802	Swingen Construction	\$	75,000.00	
35803	Thompson, Heather	\$	195.40	
35804	Thomas Law Firm	\$	275.00	
35805	Tk Elevator Corporation	\$	983.60	
35806	Transunion Risk Alternative	\$	220.00	
35807	Tritech Software Systems	\$	17,979.91	
35808	Trinity Medical Group	\$	175.00	
35809	TrueNorth Steel Inc	\$	746.73	
35810	True North Chiropractic	\$	100.00	
35811	Turtle Mountain Communications	\$	1,867.99	
35812	Turbo Septic Service	\$	250.00	
35813	Tweed Country Ag	\$	334.45	
35814	United States Treasury	\$	0.01	
35815	Verizon	\$	40.02	
35816	Ward County Sheriffs Dept	\$	24.24	
35817	WM Corporate Services	\$	1,054.08	
35818	Wex Bank	\$	1,259.52	
35819	Whitteman, Lori	\$	98.00	
35820	Wold Eng.	\$	23,128.28	
901080	NDPers- Dakota plan	\$	87,386.78	11/08/21
901081	ND Public Employee Retirement	\$	45,722.24	
901082	NDPers	\$	5,451.00	
35821	Biberdorf, David & Veronica	\$	180.00	
35822	Diebold, Melissa	\$	225.00	
35823	Block, Todd & Marilyn	\$	1,812.00	
35824	Caterpillar Financial Services	\$	42,080.00	
35825	Caterpillar Financial Services	\$	45,862.24	
35826	Diebold, Wayde	\$	225.00	
35827	Farmers Union Oil W	\$	13,259.62	
35828	Graveseth, Howard & Elaine	\$	1,680.00	
35829	Mikkelsen, Monte & Darla	\$	1,524.00	
35830	Ottertail Power Co	\$	36.90	
35831	Quadient Leasing	\$	183.33	

35832	Twin Lake Farms LLC	\$	168.00	
35833	Verizon Connect NWF	\$	324.61	
35834	Visa (Ann)	\$	71.42	
35835	Visa Ritchie)	\$	812.77	
35836	Visa (Auditor)	\$	867.77	
35837	Visa (EXT)	\$	627.20	
35841	Lexipol	\$	936.00	11/09/21
	Payroll	\$	236,749.28	
	Total	\$	959,214.21	

New Business:

Emily discussed with the board a request from Melonie Bowers, Park Attendant, for edging to be placed around the playground equipment that was added to Carbury Dam Park in August.

It was the consensus of the board to provide years of service awards to employees.

The board discussed the PayScale that Bottineau County has implemented. A motion was made to grant a 2% COLA to the 2022 budgeted to all employees by Marquardt, second by Beyer. Roll call vote unanimous. Motion carried.

Emily updated the board on the letter that was received from the Internal Revenue Service.

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

- Project BRO-0005(052)-Omeme Box Culvert-Gladen Construction has installed the box culvert and is finishing up this project. It was the consensus of the board for the project to remain open until the seeding is completed next spring.

- Project-0005(058)-Souris Box Culvert- This project has been completed. Damage to the ditch was done by the drain tile company. Ritch will monitor till the repairs are completed.

- Special Road Fund Application for paving at Long Lake was discussed. The estimate was revised to \$738,710.00. A motion was made to apply for the Special Road Fund application by Buynak, second by Marquardt. Roll call vote unanimous. Motion carried.

- Kent discussed the Kramer to Russell paving. He gave the board an updated cost estimate for this project. A motion was made to accept the estimate for CP-0520 in the amount of \$2,041,034.87 by Marquardt, second by Kjelshus. Roll call vote

unanimous. Motion carried. This project will have a possible bid opening of March 2022.

Ritchie Gimbel, Road Superintendent, discussed the TAP funding for 2025 in the amount of \$288,900.00 to connect the bike trail from Sawmill Corner to Highland Road. A motion was made to apply for the TAP funding for 2025 by Beyer, second by Buynak. Roll call vote unanimous. Motion carried. Ritch updated the board on the progress on replacing the pipe 2 ¼ miles south of Souris on County Road 37. Ritch received two applications for the Landa blade operator, a decision will be made within the week for this position.

Seymour Jordan, States Attorney, met with the board and discussed County activity.

Matt Schimetz, Chief Deputy, met with the board to discuss the Sheriff Office activity. A motion was made to sell surplus county property by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried. It was consensus of the board to donate the old light bars from deputy vehicle to Bottineau County Fire Departments.

Discussion was held about COVID pay and what the steps will be going forward for employees. It was the consensus of the board for employees to use their annual or sick leave if they are required to miss work due to COVID.

The board discussed the application that was submitted to authorize LL beverages LLC to sell alcohol during the LandOLive Event at Lake Metigoshe in 2022. A motion was made to table the application until the States Attorney and other entities are contacted for further information regarding this, by Marquardt, second by Beyer. Roll call vote unanimous. Motion carried.

Paul Muskoff, Comp Cam, met with the board to discuss an IT contract with the County.

Emily updated the board on the Energy Grant, she will be submitting to update the lights in the Commissioner Room to LED.

Emily and Nathaniel updated the board on the Elmer Jesme meeting that was held on October 25, 2021 in Ward County.

Kristy Titus, Emergency Manager, met with the board to discuss the Burn Policy for Bottineau County. She also discussed the table top exercise that was completed by the employees on October 20th, 2021.

Department Head meeting – Chairman Rude gave a review of the meeting and asked the department heads to give an update on their office activity.

Discussion was held about the mower bids that were received for the County. A motion was made to purchase the Z720E mower from Gooseneck Implement of Mohall by Buynak, second by Kjelshus. Roll call vote unanimous. Motion carried.

Emily presented the board with an application from the Metigoshe Lions for a raffle permit. A motion was made to approve the raffle permit for the Metigoshe Lions by Beyer, second by Kjelshus. Roll call vote unanimous. Motion carried.

Emily notified the board of the Gross Production Tax for the month of November.

Commissioner Kjelshus discussed the Fairgrounds and who the owns the property.

A motion was made to adjourn the meeting at 12:12 am by Kjelshus, second by Buynak. Motion carried.

LeRoy Rude, Chairman

Emily Deschamp, Auditor