

BOTTINEAU COUNTY
 COMMISSIONER PROCEEDINGS
 MARCH 1st, 2022
 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 Kjelskus, Vice-Chairman, Commissioners, Dan Marquardt, Nathaniel Buynak, and Auditor, Emily Deschamp. Commissioner Jeff Beyer was absent from the meeting.

Old Business:

Agenda - A motion was made to approve the agenda with additions of Lordsburg Township, written warning process, and department portfolios by Kjelskus, second by Buynak. Motion carried.

Minutes - A motion was made to approve the minutes from February 1st, 2022 by Kjelskus, second by Buynak. Motion carried.

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

Bills – A motion was made to approve the March bills by Marquardt, second by Kjelskus. Motion carried.

Check #	Name	Amount	Check #	Name	Amount	Check #	Name	Amount	Check #	Name	Amount
901116	JP Morgan	\$ 8,121.06	36309	Anderson Welding	\$ 868.04	36344	Gooseneck Imp	\$ 227.52	36378	Productivity Plus acct	\$ 118.65
901117	Monson, Ann	\$ 2,044.30	36310	Auto Value Bottineau	\$ 45.98	36345	Haas Tire	\$ 213.00	36379	Quadient Finance	\$ 2,500.00
901118	Paystubs	\$ 591.93	36311	Balco Uniform	\$ 228.60	36346	Heisler Auto	\$ 27.98	36380	Quadient Leasing	\$ 941.49
901119	Verizon	\$ 2,397.87	36312	Basin Service Company	\$ 1,012.50	36347	His & Hers Garage Doors	\$ 175.00	36381	RD Electric	\$ 504.59
36278	Baker & Taylor	\$ 1,067.22	36313	Batteries Plus Bulbs	\$ 55.68	36348	Information Tech Dept	\$ 4,919.69	36382	Renville Corner Store	\$ 50.00
36280	Jasons Super Foods	\$ 15.45	36314	Berts Truck Equipment of MHD	\$ 78.23	36349	Information Tech Dept	\$ 4,927.08	36383	Romfo Auto Repair	\$ 325.41
36281	Kellers Briteway	\$ 80.00	36315	B&M Laundry	\$ 367.93	36350	Jasons Super Foods	\$ 57.69	36384	Rude, Leroy	\$ 221.20
36282	Learning Opportunities	\$ 630.67	36316	B&M Laundry	\$ 367.93	36351	JB Express	\$ 510.00	36385	Share Corp	\$ 203.50
36283	Miswest Tape	\$ 203.91	36317	Border Ag & Energy	\$ 728.34	36352	Jeffs Repair	\$ 183.46	36386	SMP Health St Andrews	\$ 2,495.92
36284	Ottertail Power Co	\$ 10,974.77	36318	Bottineau Plumbing & Heating	\$ 432.80	36353	Johnson Controls	\$ 4,002.48	36387	Sodexo Inc Affiliates	\$ 3,038.25
36285	Visa	\$ 258.49	36319	Braun Intertec Corp	\$ 2,167.50	36354	Johnson Controls	\$ 781.60	36388	Souris River Telephone	\$ 515.21
36286	Visa	\$ 64.61	36320	Butler Machinery Co	\$ 25,532.03	36355	Jordan Law Office	\$10,801.00	36389	Source One Supply	\$ 570.56
36287	Baker & Taylor	\$ 1,127.24	36321	Cenex Fleet Fueling	\$ 830.44	36356	Jordan Law Office	\$ 6,832.00	36390	Souris Fire Dept	\$ 25.00
36290	Bottineau County Fair	\$ 96,000.00	36322	Circle Sanitation Service	\$ 68.75	36357	JS Wholesale Vending	\$ 318.04	36391	State Treasurer	\$ 25,878.05
36291	Bottineau Co Veterans	\$ 30,000.00	36324	Maxbass, City of	\$ 87.00	36358	Ketterlings Yard	\$ 220.00	36392	St Andrews Clinic	\$ 440.00
36293	Liebelt, Ralph	\$ 500.00	36325	Newburg, City of	\$ 74.00	36359	Kinetic Leasing	\$50,158.00	36393	Talk Point Tech	\$ 822.95
36294	Monson, Ann	\$ 50,000.00	36326	Citizens State Bank at Mohall	\$ 46,088.37	36360	La Quinta by Wyndham	\$ 259.20	36394	Thorson Radiator Service	\$ 385.00
36295	Rude, Richard	\$ 500.00	36327	Clems, Sara	\$ 234.00	36361	Lawson Products Inc	\$ 777.17	36395	Turnkey Corrections	\$ 169.20
36296	Tri County Meals	\$ 55,280.07	36328	Clute Office Equipment	\$ 821.14	36362	LCBE	\$ 25.00	36396	Turtle Mountain Communicati	\$ 1,711.56
36297	American Family Insurance	\$ 3,330.19	36329	Clute Office Equipment	\$ 393.35	36363	Linde Gas & Equipment	\$ 35.30	36397	Tweed Country Ag	\$ 969.57
36298	Bank of ND	\$ 9,500.00	36330	Compcam	\$ 334.00	36364	Mikkelsen Agg	\$ 7,200.00	36398	Verizon	\$ 40.02
36299	Bank of ND	\$ 36,000.00	36331	Courant	\$ 650.06	36365	Myers Parts of Bottineau	\$ 35.48	36399	Verizon Connect NWF Inc	\$ 324.61
36300	Colonial Life & Accident	\$ 1,524.59	36332	Courant	\$ 344.40	36366	ND Association of Counties	\$ 128.00	36400	Volk, Terry	\$ 1,297.84
36301	Monson, Ann	\$ 4,302.41	36333	Dakota Truck & Farm	\$ 52.73	36367	NDACTVSO	\$ 125.00	901123	ND Public Retirement	\$ 46,649.29
36302	Monson, Ann	\$ 3,762.42	36334	Deschamp, Emily	\$ 128.70	36368	ND Clerks Association	\$ 100.00	901124	NDPERS Dakota Plan	\$ 83,834.58
36303	ND Child Support Divison	\$ 1,550.00	36335	DMC Wear Parts	\$ 6,940.14	36369	ND Game & Fish	\$ 1,002.92	901125	NDPERS	\$ 5,416.00
36304	North Dakota United	\$ 91.84	36336	Drive Chev Buick	\$ 1,330.98	36370	ND Weed Control Association	\$ 275.00	36421	Bottineau Courant	\$ 86.10
36305	New York Life Insurance	\$ 54.64	36337	Envision Cooperative	\$ 299.07	36371	Nelson International	\$ 675.05	36422	Ottertail Power Co	\$ 10,651.71
36306	Renville County	\$ 1,776.05	36338	Family Bakery	\$ 5.99	36372	North Central Electric Coop	\$ 746.82	36423	Peoples State Bank	\$ 10,780.00
36307	Standard Life Ins Co	\$ 2,552.44	36339	Farstad Oil Inc	\$ 2,476.10	36373	O'Keeffe Oil	\$10,140.10	36424	Runnings Supply	\$ 424.08
36308	UNUM	\$ 290.76	36340	Farmers Union Oil W	\$ 39,124.17	36374	Ottertail Power Co	\$ 358.79	36425	Visa (EXT)	\$ 371.26
901120	First National Bank	\$ 6,902.37	36341	Farmers Union Oil W	\$ 36,550.96	36375	Pedie, Ashley	\$ 494.21		Payroll	\$ 249,873.45
901121	Internal Revenue Service	\$ 4,911.42	36342	Farmers Union Oil WC	\$ 5,285.79	36376	Pomps Tire Service	\$ 8,459.00			
901122	Internal Revenue Service	\$ 30,827.08	36343	Farmers Union Oil WC	\$ 4,129.28	36377	Pro IT LLC	\$ 9,592.49			

New Business:

Tony Kaufmann, Community Service Coordinator, met with the board to update them on his office activity.

Emily notified the board that the Bottineau County Park Board was approved for a dock at Carbury Dam boat ramp and public use area. The County is responsible for 25% match in the amount of \$1,002.92 to the North Dakota Game and Fish. A motion was made to pay the \$1,002.92 to the North Dakota Game and Fish for the dock at Carbury Dam by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

Discussion was held regarding options for Clerk of Court services and a motion was made enter into a funding agreement with the State for the 2023-2025 biennium to receive reimbursement for providing Clerk of Court Services by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

Emily notified the board of the transitions that the two Bank of North Dakota Loans the county has will be taking as of March 1st, 2022. The change is going to be from a 30-day LIBOR to one-month Federal Home Loan of DeMoines Fixed Advance Rate and Update Margin over Index from 1.50% to 1.30%. The current rates of the counties certificates and the frequency of the rate changes will remain unchanged. A motion was made to sign the Change in Terms Agreement for the Bank of North Dakota by Kjelshus, second by Buynak. Roll call vote unanimous, Motion carried.

Emily notified the board of the Report of Recommendation that was received from the North Dakota Insurance Reserve Fund.

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

- Project BRO-005(059)-Box Culvert project at Souris and Willow City. This project was bid on February 11th, 2022 and the low bid was \$1,442,728.05 by Farden Construction. A motion was made to sign the Resolution for Project BRO-005(059) for the bid in the amount of \$1,442,728.05 from Farden Construction by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

- Project SC-0520(059)-Russell to Kramer paving project will be bid through the Department of Transportation on March 11th, 2022.

- Project CP-0520(022)-Maxbass to Russell Paving -Kent updated the board on the paving project. The project was awarded to Mayo Construction on February 1st, 2022.

A Notice of Award and Contract for Construction were presented to the board for Project CP-0520(022) from Mayo Construction in the amount of \$2,083,377.52. A motion was made sign the Notice of Award and Contract for Construction in the amount of \$2,083,377.52 for Mayo Construction by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

A pancake and sausage breakfast will be held at the Bottineau County Veterans Building in April for County Government month. The road crew will serve breakfast from 8:00 am to 11:00 am on Friday April 8th, 2022.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Ritchie updated the board on the mediation that was held in Minot on February 17th, 2022. Ritch discussed the \$600,000.00 that the County received from the ARPA funds.

Tyler Berbue, Butler Machinery, met with the board to discuss the motor grader purchases for 2022 and 2023. A motion was made to move forward with the purchase of the 2022 motor graders with the contingency on when we receive the new machines by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

Discussion was held about the contract that is between Lordsburg Township and Bottineau County for maintaining the roads in the Lordsburg Township.

Steve Watson, Sheriff, met with the board to give an update on the Sheriff's Department. Steve discussed with the board about the hiring process for deputies.

Emily presented the board with a quote from Dakota Fire Protection Inc. and Johnson Controls for the inspection of the fire sprinkler system for the Courthouse and Jail. A motion was made to accept the proposal from Dakota Fire for \$1,150.00 by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried.

Kristy Titus, Emergency Manager, met by phone with the board to discuss the Emergency Snow Declaration for Bottineau County that was implemented at the February 1st, 2022 meeting.

Ashley Pedie, Tax Director met with the board to discuss the Rezoning request from the ND Water Commission for two concrete pumping stations in the Bottineau and Souris area to support NAWS. The request is to rezone Outlot 16 of Section 1 162-76 from agricultural to commercial. A motion was made to rezone Outlot 16 of Section 1 162-76 from agricultural to commercial from the recommendation from the Zoning Board by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

Emily presented the board with a Joint Powers Agreement that will be presented to the Bottineau School District allowing the Bottineau County Auditor's Office to complete the

election process for the Bottineau School District on election and non-election years. A motion was made to sign the Joint Powers Agreement with the Bottineau School District by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried.

Ann Monson, Treasurer, met with the board to discuss the purchasing of a School District layer to add to the current GIS system that the County has. A motion was made to add the school district, water district, and fire district layers to the GIS system in the amount of \$4,200.00 to come out of the General Fund by Kjelshus, second by Buynak. Roll call vote. Motion carried.

Commissioner Buynak discussed department portfolios for the departments within the county. A motion was made to move forward with the department portfolios by Buynak, second by Kjelshus. Roll call vote unanimous. Motion carried.

Department Head Meeting - Chairman Rude gave an update on the meeting and asked the department heads to give an update on their office activity. Discussion was held with the Department Heads about the Bottineau County Storm Policy that is currently in place which states that the Chairman of the Board, Auditor, and Sheriff will determine when building closure is required. A motion was made to update the storm policy to follow the school by Buynak, second by Kjelshus. Roll call vote unanimous. Motion carried. Discussion was held about inappropriate language within the offices and the Courthouse.

Emily discussed applying for the Energy Saving Grant for the updating of the lights to LED in the lobby and bathrooms on the first and second floor of the courthouse.

Commissioner Rude discussed the written warning process.

Tanya Weiler, Human Resource Consultant, phoned in with the board to discuss the sheriff office payroll. Tanya also discussed the written warning process with the board.

Tanner Hellenbrand, Matt Schimetz and Steve Watson with the Sheriff Office met with the board to discuss the purchasing of a drone for the County. The sheriff office presented the board with three estimates for drones. A motion was made to purchase the Autel EVO 2 Dual Enterprise drone if the ARPA funds are available for the purchase by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 12:53 pm by Marquardt, seconded by Kjelshus. Motion carried.

LeRoy Rude, Chairman

Emily Deschamp, Auditor