

BOTTINEAU COUNTY
COMMISSIONER PROCEEDINGS
October 12th, 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 and Jeff Beyer, and Auditor, Emily Deschamp.

Old Business:

Agenda –A motion was made to approve the amended agenda, by Marquardt, second by Buynak. Motion carried.

Minutes - A motion was made to approve the minutes from September 7th, 2021 and September 23rd, 2021, by Kjelshus, second by Beyer. Motion carried.

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

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

Check #	Name	Amount	
35556	Baker & Taylor	\$ 992.52	09/16/21
35557	Courant	\$ 67.65	
35558	Country Woman	\$ 19.97	
35559	Farmers Union Oil WC	\$ 1,408.26	
35560	Food Network	\$ 57.98	
35561	HGTV Magazine	\$ 81.98	
35562	Jasons Super Foods	\$ 44.53	
35563	Kellers Briteway	\$ 80.00	
35564	Learning Opportunities Inc	\$ 36.94	
35565	Legacy Coop	\$ 448.88	
35567	Midwest Tape	\$ 210.40	
35567	Moums Tesoro	\$ 259.32	
35568	Online Dakota Info Network	\$ 81.00	
35569	Souris River Telephone	\$ 1,914.76	
35570	Spectrum	\$ 404.56	
35571	ND Chapter of APCO	\$ 1,080.00	09/24/21
35572	Ottertail Power Company	\$ 6,103.77	
35573	Pierce County Auditor	\$ 10,000.00	

35575	American Family Insurance	\$	3,403.70	09/30/21
35576	Bank of ND	\$	36,000.00	
35577	Bank of ND	\$	9,500.00	
35578	Colonial Life & Accident	\$	1,552.59	
35579	Ryan Ellsworth	\$	1,500.00	
35580	Monson, Ann	\$	3,242.00	
35581	Monson, Ann	\$	3,762.42	
35582	ND Child Support Division	\$	1,550.00	
35583	North Dakota United	\$	91.84	
35584	New York Life Insurance	\$	86.14	
35585	Renville County	\$	1,733.84	
35586	Standard Life INS CO.	\$	2,447.32	
35587	Unum Life INS Company	\$	269.05	
35588	Western Agency	\$	600.00	
901065	First National Bank	\$	6,902.38	
901066	Internal Revenue Service	\$	49,797.37	
901067	Internal Revenue Service	\$	31,756.07	
35589	US Treasury	\$	0.01	10/7/2021
901068	ND Public Employee Retirement	\$	46,402.62	10/08/21
901069	NDPERS Dakota Plan	\$	92,592.22	
901070	NDPers	\$	5,426.00	
901071	ND Tax Commissioner	\$	9,558.00	
35590	A1 Evans Septic Service	\$	210.00	10/12/2021
35591	All Seasons Water Users Dist.	\$	1,801.04	
35592	Anderson Welding	\$	67.50	
35593	Auto Value Bottineau	\$	50.41	
35594	Balco Uniform Co Inc	\$	278.10	
35595	Basin Service Company	\$	1,619.25	
35596	Bechtold Paving	\$	64,848.18	
35597	B & M Laundry Service	\$	839.47	
35598	Border Ag and Energy	\$	966.19	
35599	Bottineau Clinic Pharmacy	\$	248.08	
35600	Bottineau Plumbing & Heating	\$	291.50	
35601	Bottineau County Fairground co	\$	4,642.25	
35602	Braun Intertec	\$	7,370.00	
35603	Butler Machinery Co	\$	15,440.64	
35604	Cenex Fleet Fueling	\$	1,664.11	
35605	CHI ST Alexius Health EAP	\$	436.05	
35606	Circle Sanitation	\$	68.75	
35607	Antler, City of	\$	93.00	
35608	Bottineau, City of	\$	491.64	
35609	Maxbass, City of	\$	87.00	
35610	Newburg, city of	\$	37.00	

35611	Clemens, Sara	\$	356.02
35612	Clute Office Equip.	\$	2,012.63
35613	Clute Office Equip.	\$	202.98
35614	Courant	\$	1,575.92
35615	Dakota Fire Extinguishers	\$	57.63
35616	Dakota Agronomy	\$	1,810.00
35617	Deschamp, Emily	\$	190.40
35618	Drive Chev Buick	\$	820.29
35619	Farstad Oil Inc	\$	1,280.50
35620	Farmers Union Oil W	\$	9,999.47
35621	Famers Union Oil WC	\$	2,647.99
35622	Farden Construction	\$	3,308.44
35623	Gooseneck Implement	\$	2,212.22
35624	Information Tech Dept	\$	4,777.65
35625	JB Express	\$	275.00
35626	Johnson Controls	\$	2,724.49
35627	Jordan Law Office PPLC	\$	5,493.00
35628	JS Wholesale Vending	\$	565.79
35629	Kellers Briteway	\$	320.00
35630	Ketterlings Yard	\$	993.00
35631	Lakeshore lawns	\$	1,060.00
35632	Lawson Products INC	\$	72.84
35633	Little, Nadine	\$	55.00
35634	Mathew Bender & Co Inc.	\$	300.36
35635	Midcontinent	\$	105.01
35636	Mikkelsen Aggregates	\$	5,688.00
35637	ND Association of Counties	\$	384.10
35638	ND Dept of Transportation	\$	953.93
35639	NDSU Extension	\$	10,853.33
35640	ND State Radio Communications	\$	480.00
35641	Nelson, Don	\$	450.00
35642	Nelson, Darci	\$	80.37
35643	North Central Electric Coop	\$	1,218.28
35644	Nutrien Ag Solutions	\$	1,648.00
35645	O'Keeffe Oil	\$	7,567.21
35646	Ottertail Power Co	\$	6,116.55
35647	Pedie, Ashley	\$	392.56
35648	Praxair Distribution	\$	33.52
35649	Pro It LLC	\$	3,966.49
35650	Quality Inn	\$	172.80
35651	Quadient Finance	\$	2,500.00
35652	Renville Co Farmer	\$	164.81
35653	Romfo Auto Repair & Sales	\$	90.00

35654	Runnings Supply	\$	179.90	
35655	Share Corp	\$	239.41	
35656	Sodexo INC & Affiliates	\$	8,621.25	
35657	Soltis Sportswear	\$	1,101.33	
35658	Souris River Telephone	\$	564.83	
35659	Spartan Firearms	\$	1,030.00	
35660	Spectrum	\$	2,810.21	
35661	State Treasurer	\$	3,856.73	
35662	Swanston Equipment	\$	50,000.00	
35663	TK Elevator Corporation	\$	1,744.79	
35664	TrueNorth Steel	\$	4,231.50	
35665	Turtle Mountain	\$	1,903.50	
35666	Tweed Country AG	\$	297.10	
35667	Tyler Technologies INC	\$	250.05	
35668	United Laboratories	\$	299.76	
35669	Us Records Midwest LLC	\$	4,283.07	
35670	Vanguard Appraisals	\$	8,725.00	
35671	Verizon	\$	40.02	
35672	Verizon Connect NWF	\$	649.22	
35673	Visa	\$	522.28	
35674	Visa	\$	1,073.89	
35675	Visa	\$	188.92	
35676	Visa	\$	315.49	
35677	WM Corporate Services	\$	1,035.74	
35678	Wex Bank	\$	2,048.24	
35679	Weiler, Tanya	\$	2,000.00	
35680	Wold Eng.	\$	42,008.50	
35686	Ramkota	\$	864.00	
35688	Titus, Kristy	\$	864.00	10/12/21
	Total	\$	660,741.56	
	Payroll	\$	239,026.27	

New Business:

Emily notified the board of the letter that was received from the Lake Road Hiking and Biking Trail committee. Discussion was held.

Emily discussed with the board a letter that was received from the North Dakota State Fair asking the board to appoint a delegate from Bottineau County. A motion was made to appoint Sara Clemens, NDSU Extension Agent to as the 2021 delegate for Bottineau County by Kjelshus, second by Beyer. Roll call vote. Motion carried.

Discussion was held about COVID leave for County employees. It was the consensus of the board to not have COVID pay from the County the employee will need to utilize their annual or sick leave.

Discussion was held about the bids that were received for a lawn mower. A motion was made to purchase the John Deere Z720E ZTrak by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried. A motion was made to withdraw the previous motion by Kjelshus, second by Beyer. Roll call vote unanimous. Motion withdrawn. It was the consensus of the board to table the discussion until the November 2nd, 2021 meeting.

Emily notified the board that the County will be making the final payment to the Bottineau Fair Grounds Arena Committee for the Garrison Diversion Grant in the amount of \$4,642.25.

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

- Project TAC-0547(063) Narrows Project at Lake Metigoshe is about completed. Paving and striping has been completed. Decorative rock will be placed by Mikkelsen's.
- Project HEC-0500(004)-Westhope Bridge Guardrail replacement. Everything is complete and the signs have been removed.
- Antler Dam Project- Project is near completion.
- Project BRO-0005(052)-Omeme Box Culvert-Gladen Construction plans to start on this project this week weather permitting.
- Project-0005(058)-Souris Box Culvert- Gladen is substantially complete. Seeding was completed. The gravel needs touch up and minor spall repair to the box culvert. There was liquidated for damages in the amount of \$3,600.00 for going beyond the deadline.
- Scheflo Bridge- Swigen Construction pounded in the pilling and replaced a second pilling on the bridge, County forces fixed other issues bridge was reopened.
- Kent discussed the meeting that was held on October 4th with the Department of Transportation on the upcoming projects for Bottineau County.

A motion was made to open the sealed bids for the 2014 320E Excavator bids by Beyer, second by Marquardt. Roll call vote unanimous. Motion carried. A motion was made to accept the high bid for the 2014 320E Excavator by Marquardt, second by Kjelshus. Roll call vote unanimous. Motion carried.

Emily discussed the quote that was received from M.K. electric to update the lights in the commissioner room to LED. Emily and Nathaniel will look into some energy saving grants that may be available to the County.

A notification was received from the Court Facilities Improvement Advisory Committee advising that a grant was available for 2022 courtroom projects.

Ritch Gimbel, Road Superintendent, gave an update on his department's activity. Ritch updated the board on the insurance money that was received for the truck in the amount of \$42,000.00. Ritch attended the Garrison Diversion meeting on September 23rd, 2021 for the boat landing at the Narrows at Lake Metigoshe, the County was awarded the grant in the amount of \$6,625.00. Ritch has contacted Roland Township and Lake Metigoshe Improvement Association about cost share. Ritch notified the board that he was advertising for a blade operator in the Landa area.

A motion was made to sign the maintenance certification for the federal aid from the Department of Transportation by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

The Gross Production Tax was discussed, Emily notified the board that the Certificate Fund will be filled by next month and the board would need to decide where the remainder of the funds shall be distributed. A motion was made to put the remainder of the Gross Production Tax for 2021 into the Certificate Fund by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried.

Appointments for the 911 board and also the Souris Basin planning board were discussed. The positions were held by prior District 5 County Commissioner, and will need to be filled. A motion was made to appoint Nathaniel Buynak to the Souris Basin Planning Board and the 911 Board by Beyer, second by Marquardt. Roll call vote unanimous. Motion carried.

Commissioner Rude resigned his position on the Community Service board. A motion made to appoint Commissioner Beyer to the Community Service Board by Marquardt, second by Kjelshus. Roll call vote unanimous. Motion carried.

Steve Watson, Sheriff, met with the board to give an update on the Sheriff's department. Deputies Sean Murphy and Tim Klabo met with the board to discuss the County Pay Scale.

Allan Kluth, Mike Dorscher, and Chris Brown with the Pickleball Club met with the board to discuss adding and additional Pickleball Court at Lake Metigoshe. They are requesting the permission of the board to put in another 38x64 court at Lake Metigoshe. The board tabled the discussion until the November 2nd, 2021 meeting.

Discussion was held about the at large vacancy on the Zoning and Planning board due to the resignation of District 5 Commissioner Charlie Adams. A motion was made to appoint Commissioner Kjelshus to the Zoning and Planning board by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

An appraisal hearing was held for the properties that the County foreclosed on for non-payment of three years of taxes and a motion was made to approve to advertise the properties for the 3 years taxes owed and 95% of 2021 taxes on the property by Kjelshus, seconded by Marquardt. Roll call vote unanimous. Motion carried.

Seymour Jordan, State's Attorney, met with the board to discuss his office activity. Discussion was held with the board about the Special Event Permits and being transferred from city establishments transferring their license into the County.

A motion was made to approve the special event permit for Backroads Café in Lansford to the Lansford County Club by Buynak, second by Kjelshus. Roll call vote unanimous. Motion carried.

Kristy Titus, Emergency Manager, met with the board to discuss the burn policy that Bottineau County has in place. Nathaniel Buynak and Dave Vad, Fire Chiefs in Bottineau County, also met with the board to discuss the burn policy.

Discussion was held and about the estimate from TectaAmerica Dakotas for the Courthouse and Library roof. It was the consensus of the board to have the maintenance coordinator do the repairs to the roof.

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

Ashley Pedie, Tax Director, met with the board to discuss a re-zoning for Farmers Choice LLC from agriculture to commercial. A motion was made to approve the re-zoning of Outlot 1 of the NE ¼ of 31-159-82 3 by Beyer, second by Marquardt. Roll call vote unanimous. Motion carried. Discussion was held with the board about a Zoning Board member that did not attend the meeting but requested to be paid. A motion was made to deny the request for pay by Buynak, second by Beyer. Roll call vote unanimous. Motion carried. Ashley discussed contracting Taylor Kippen to assist the Tax Director with any questions that would arrive for a six-month period at \$25.00 per hour. It was the consensus of the board to contract Taylor at \$25.00/hour for a six-month period.

A motion was made to adjourn the meeting at 12:36 am by Kjelshus, second by Beyer. Motion carried.

LeRoy Rude, Chairman

Emily Deschamp, Auditor