

BOTTINEAU COUNTY
COMMISSIONER PROCEEDINGS
JANUARY 4th, 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 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 the Alzheimer’s letter, by Marquardt, second by Buynak. Motion carried.

Minutes - A motion was made to approve the minutes from December 21st, 2021, by Buynak, second by Beyer. Motion carried.

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

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

36083	Anderson Welding	144.07	01/12/22
36084	Basin Service Company	2,286.00	
36085	B & M Laundry Service	480.50	
36086	Boger & Sons Parking	1,000.00	
36087	Border Ag & Energy	1,190.38	
36088	Bottineau Plumbing & Heating	520.00	
36089	Butler Machinery Co	48,726.40	
36090	Cenex Fleet Fueling	1,880.37	
36091	CHI St Alexius Health EAP	436.05	
36092	Bottineau, City of	434.68	
36093	Newburg, City of	37.00	
36094	Clemens, Sara	222.32	
36095	Close Construction Company	5,000.00	
36096	Clute Office Equipment	238.23	
36097	Clute Office Equipment	69.29	
36098	Computer Store	673.96	
36099	Courant	1,295.75	
36100	Dakota Fire Extinguishers	238.13	

36101	Dakota Fluid Power	45.53
36102	D&L Storage	260.00
36103	Drive Chev Buick	3,896.45
36104	Family Bakery	30.00
36105	Farmers Union Oil W	14,845.05
36106	Farmers Union Oil WC	2,059.89
36107	Gooseneck Imp	1,510.72
36108	Govern Soft	13,583.00
36109	Hahn, Shawn	50.00
36110	Information Tech Dept	4,925.34
36111	Jasons Super Foods	2,699.86
36112	JB Express	275.00
36113	Johnson Controls	34,612.00
36114	JS Wholesale Vending	191.82
36115	Lawson Products	502.11
36116	Little, Nadine	55.00
36117	Lake Metigoshe Rec Dist.	521.00
36118	Mayo Construction INC	146,282.96
36119	Mikkelsen Agg	900.00
36120	Monson, Ann	3,181,879.22
36121	Monson, Ann	300.00
36122	Myers Parts of Bottineau	185.96
36123	NACCTFO	100.00
36124	National Assoc. of Counties	450.00
36125	ND Association of Counties ND County Commissioner	49,890.50
36126	Assoc.	1,650.00
36127	ND County Treasurers Assoc.	100.00
36128	NDC	100.00
36129	NDEMA	50.00
36130	ND County Recorders Assoc	200.00
36131	NDSU EXT ND State Radio	25.00
36132	Communications	480.00
36133	ND Water Users Assoc.	300.00
36134	Nelson Repair	345.00
36135	North Central Electric Coop	821.70
36136	O'Keeffe Oil	4,014.20
36137	Ottertail Power Co	129.62
36138	Overby, Justin	57.71
36139	Pomp's Tire Service	1,720.48
36140	Pro IT LLC	4,217.50
36141	Runnings Supply	1,561.22

36142	Sidwell Company	10,927.00
36143	Spectrum	340.36
36144	State Treasurer	17,195.60
36145	Swanston	408.82
36146	Take 5	400.00
36147	Titus, Kristy	313.60
36148	Tweed Country Ag	2,426.10
36149	Visa	342.86
36150	Visa	324.75
36151	WM Corporate Services	1,047.96
36152	Westlie Motor Company	214.16
36153	Western Agency	51.00
901101	North Dakota Job Service	927.92
901102	NDPers	84,875.96
901103	ND Public Retirement	45,614.42
901104	NDPers	5,391.00
901105	ND Tax Commissioner	8,840.18

36172	American Family Insurance	3,330.19
36173	Bank of ND	36,000.00
36174	Bank of ND	9,500.00
36175	Colonial Life & Accident	1,524.59
36176	Monson, Ann	3,855.96
36177	Monson, Ann	3,762.42
36178	ND Child Support Division	1,550.00
36179	North Dakota One Call	91.84
36180	New York Life Insurance	54.64
36181	Renville County	1,776.05
36182	Standard Life Ins. Co.	2,447.32
36183	UNUM	260.16
901110	First National Bank	6,902.38
901111	Internal Revenue Service	53,717.63
901112	Internal Revenue Service	35,766.04

Total	3,720,338.66
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Payroll	275,523.21
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Ryan Ackerman, with the Souris River Joint Board, met with the board and updated them on the upcoming projects that the Souris River Joint board will be working on in 2022.

A motion was made to call for bids for machine hire, gravel, bridge material and culvert bids at 9:30 am on February 1st, 2022 by Kjelshus, seconded by Buynak. Roll call vote unanimous. Motion carried.

Commissioner Beyer discussed the re-appointment of Northern Prairie Human Service Board member Lindsey Guss. A motion was made to re-appoint Lindsey Guss to the Northern Prairie Human Service Zone Board by Beyer, second by Marquardt, Roll call vote unanimous. Motion carried.

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

-Discussion was held about the 3-year contract that was presented to the County at the December 21st, 2021 meeting from Wold Engineering for engineering services but was tabled until the January 4th, 2022 meeting to allow the State's Attorney to go over the contract. After discussion a motion was made to sign the 3-year contract with Wold Engineering by Beyer, second by Kjelshus. Roll call vote unanimous. Motion carried.

-Project SC-0520(059)-Paving from Russell to Kramer-Ritch and Kent went through the updated estimate for the project, the bid for this project is scheduled for a March 11th, 2022 bid opening through the Department of Transportation.

-Project CMC 0520-Paving from 2 miles east of Maxbass to Russell- Kent presented an updated estimate to the board. A motion was made to bid the project on February 1st 2022 at 10:00am by Marquardt, second by Beyer. Roll call vote unanimous. Motion carried.

-Discussion was held about bridge rehabilitation. Ritch discussed bundling 4 structures in the county and submitting the application to Department of Transportation for the Scheflo bridge and 3 box culverts. A motion was made to submit the application to the Department of Transportation for the 4 structures by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Ritch and Kent are meeting with Representative Paul Thomas on January 13th, 2022 to address the bridge issues that are in Bottineau County. Discussion was held about graveling in Lewis township and Ritch will reach out to Kenny Rogers the township supervisor. Ritch notified the board of the Transportation Alternative Program and Special Road Funding funds

the county applied for from the state, the county will be notified in February of disbursements of the funds. Discussion was held about citizens and contractors pushing snow into and across township and county roads. Ritchie explained that the road department is sending letters out and posting in the local newspaper to inform the parties this is against the law.

A motion was made to allow Ritch Gimbel, Road Supervisor, to accept bids and sell for the sander by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried.

The Gross Production Tax Distribution was discussed and a motion was made to distribute the first \$600,000.00 to the County Road Fund, \$200,000.00 to the County General Fund, \$250,000.00 to the 2016 Certificate Fund, and \$50,000.00 to the Courthouse Fund by Marquardt, seconded by Kjelshus. Roll call vote unanimous. Motion carried.

Seymour Jordan, States Attorney, gave an update on his office activity. Discussion was held about a phone call to Commissioner Rude received by Les Thomas about signage at Lake Metigoshe. The State's Attorney will look into this matter and report to the board at the February meeting.

January cancellations were presented and a motion was made to cancel the taxes for the forfeited properties by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

BOTTINEAU COUNTY - 2021 Approved Amendments								
Fiscal Year 2021 Budget								
Expenditures								
Fund								
Number		Budget	Actual Amount	(Under/Over Budget)	Accts Payable	Amendment	Budget	Explanation for Amendment
1000	General Fund	\$4,539,696.00	\$4,545,304.95	\$5,608.95	\$20,512.00	\$26,120.95	\$4,565,816.95	Expenses higher with Payment of Lake Road Project.
Special Rev. Funds								
2140	County Rd & Brg	2,441,500.00	2,666,009.59	\$224,509.59	66,374.81	\$290,884.40	\$2,732,384.40	Additional cost for extra road project cash reserve to cover expenses.
2150	Hwy Tax Dist.	1,802,696.00	1,697,794.46	-\$104,901.54	21,511.67	-\$83,389.87	\$1,719,306.13	
2210	Social Services	1,609,383.09	1,402,262.62	-\$207,120.47	9,351.39	-\$197,769.08	\$1,411,614.01	
2910	Emergency	20,000.00	75,043.71	\$55,043.71	-	\$55,043.71	\$75,043.71	Scheflo bridge repair cash reserve to cover.
2915	911	254,508.00	266,548.74	\$12,040.74	8,272.69	\$20,313.43	\$274,821.43	Road Signs were purchased to have a stock.
2920	VSO	46,632.00	41,325.59	-\$5,306.41	46.92	-\$5,259.49	\$41,372.51	
2945	Airport	50,200.00	48,878.22	-\$1,321.78	-	-\$1,321.78	\$48,878.22	
2950	Library	220,776.00	173,472.75	-\$47,303.25	2,092.01	-\$45,211.24	\$175,564.76	
2955	Library Bldg	5,000.00	7,908.78	\$2,908.78	-	\$2,908.78	\$7,908.78	Repairs and Maintenance Expenses
2960	Extension	133,059.00	123,414.55	-\$9,644.45	13,551.38	\$3,906.93	\$136,965.93	
2970	Weed	259,350.00	211,812.60	-\$47,537.40	45.50	-\$47,491.90	\$211,858.10	
2975	Hazardous Chem.	5,000.00	812.58	-\$4,187.42		-\$4,187.42	\$812.58	
2980	Courthouse Bldg	50,000.00	71,139.93	\$21,139.93	-	\$21,139.93	\$71,139.93	Expenses for heating and cooling system.
2981	2016 Cert. Fund	439,175.95	429,000.00	-\$10,175.95		-\$10,175.95	\$429,000.00	
2985	EDC	144,307.00	136,469.92	-\$7,837.08		-\$7,837.08	\$136,469.92	
2995	Senior Citizens	124,011.00	123,509.53	-\$501.47		-\$501.47	\$123,509.53	
2996	Zoning	750.00	842.29	\$92.29		\$92.29	\$842.29	
2997	Document Pres.	5,000.00	15,051.85	\$10,051.85		\$10,051.85	\$15,051.85	Expenses higher than anticipated have cash reserve to cover.
GRAND TOTAL		\$12,151,044.04	\$12,036,602.66	-\$114,441.38	\$141,758.37	\$27,316.99	\$12,178,361.03	

Amendments for 2021 budget were presented to the commissioners. A motion was made to approve amendments by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Emily discussed with the board a purchasing memorandum that she sent to the board to see if this is something they would like to have sent to all department heads for purchasing of supplies over a specified amount. Emily will make changes to the memorandum and submit to the board at the February 1st, 2022 meeting.

Emily presented the board with quotes from Johnson Controls for a Loop Flush and Controller update in the Courthouse. Discussion was held with Kameron from Johnson Controls and in discussion the board decided that a side stream filter should be added to the existing system.

A motion was made to accept the quotes from Johnson Controls for the loop flush, controller update and a side stream filter added onto the existing lines of the courthouse boiler system by Marquardt, second by Beyer. Roll call vote unanimous. Motion carried.

Department Head meeting – Chairman Rude gave an update on the Commissioner meeting and the department heads gave an update on their office activity.

Steve Watson, Sheriff, gave a report on the activity in the Sheriff's Department.

Commissioner Rude discussed the Bottineau County Township meeting that will be held on February 7th, 2022 at 9am at the Newburg Community Center. Commissioner Rude discussed the retirement of Kenny Rogers, the current Chairman for the Bottineau County Township Officers Association.

Ashley Pedie, Tax Director, met with the Commission to discuss the 2022 ag values and her recommendation was to keep the ag values the same for 2022. A motion was made to keep the ag values at 91.4% for 2022 by Marquardt, seconded by Kjelshus. Roll call vote unanimous. Motion carried.

Commissioner Marquardt discussed the Bottineau County Policy book. The board and department heads will look into the Bottineau County policy book and make any recommendations at the February 1st, 2022 meeting.

The Commissioner's discussed a letter that was received from the Alzheimer's Support.

Emily discussed the purchasing memorandum that she was forwarded to the board. Emily will update the memorandum and forward to the board for approval at the February 1st, 2022 meeting.

As there were no further business, a motion was made to adjourn the meeting at 11:29am by Marquardt, second by Buynak. Motion carried.

LeRoy Rude, Chairman

Emily Deschamp, Auditor