

BOTTINEAU COUNTY
COMMISSIONER PROCEEDINGS
NOVEMBER 4TH, 2020
7:30 am

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

Old Business:

Agenda – VFW restroom sewer line was added to the agenda. A motion was made to approve the agenda by Adams, seconded by Marquardt. Motion carried.

Minutes - A motion was made to approve the minutes from October 6th, 2020 by Rude, seconded by Kjelshus. Motion carried.

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

Bills – The November bills were reviewed; 33843 Baker & Taylor (10/16) \$694.94, 33844 Credit Collections Bureau \$189.35, 33845 Good Housekeeping \$24.97, 33846 In Style \$35.70, 33847 Jason's Super Foods \$28.03, 33848 Keller's Briteway \$80, 33849 Learning Opportunities \$20.95, 33850 The Library Store \$280.77, 33851 Marie Claire \$12, 33852 Ottertail \$6,103.96, 33853 Turtle Mtn Communications \$50.73, 900956 Ann Monson, Co Treas (10/28) \$779.47, 900957 IRS (10/30) \$28,673.09, 900958 IRS \$48,406.99, 33854 American Family Ins \$3,742.82, 33855 Bank of ND \$35,000, 33856 Colonial Life & Accidental \$1,558.16, 33857 Ann Monson, Co Treas \$4,498.14, 33858 Ann Monson, Co Treas \$2,826.68, 33859 ND Child Support Division \$1,550, 33860 ND United \$123.50, 33861 NY Life Ins \$2,921.12, 33862 Ottertail \$189.05, 33863 The Standard Life Ins \$2,921.12, 33864 UNUM Life Ins \$293.84, 33865 Deanna Abernathey (11/5) \$73.60, 33866 ASTECH \$3,599.16, 33867 Lisa Atkinson \$135.00, 33868 Lisa Atkinson \$217.50, 33869 Auto Value \$532.87, 33870 Batteries & Bulbs \$439.98, 33871 Karen Bergman \$337.50, 33872 Penny Bierman \$75, 33873 B&M Laundry \$454.20, 33874 Border Ag \$259.12, 33875 Bottineau Plumbing & Heating \$3,016.04, 33876 Bottineau Co Road Dept \$7,736.50, 33876 Bottineau Co Road Dept \$6,561.50, 33877 Jamey Brown \$20, 33878 Butler \$4,230.63, 33879 Cenex Credit Card \$2,261.72, 33880 City of Bottineau \$524.60, 33881 City of Newburg \$36, 33882 Clute Office Equip \$272.80, 33883 Clute Office Equip \$206.94, 33884 James Condit \$10, 33885 James Condit \$100, 33886 Tim Condit \$10, 33887 Courant \$2,238.24, 33889 DMC Wear Parts \$7,823, 33890 Drive Chevrolet Buick \$1,244.17, 33891 DS Solutions \$200, 33892 ES&S \$1,613.60, 33893 Envision \$89.46, 33894 Family Bakery \$12, 33895 Farstad Oil \$1,876.60, 33896 Farmer's Union-W \$6,117.02, 33897 Farmer's Unio-WC \$1,640.80, 33898 Farden \$585, 33899 First District Health \$5,770.29, 33900 Darci Fix

\$337.50, 33901 Galls \$83.49, 33902 Gooseneck Implement \$13.25, 33903 Donny Haas \$60, 33904 Shawn Hahn \$30, 33905 Jane Hambleton \$396.15, 33906 Lisa Herbel \$69, 33907 iDesign \$66.46, 33908 ITD \$3,943.20, 33909 JB Express \$110, 33910 JS Wholesale \$303.85, 33911 Darrel Keller \$30, 33912 Ketterling's Yard \$268, 33913 Sue Krohn \$203.65, 33914 Rhonda Langehaug \$337.50, 33915 Lawson Products \$277.09, 33916 Sharon McGuire \$263.35, 33917 Lenny McGuire \$240, 33918 Midco \$103.16, 33919 Mikkelsen Aggregates \$3,480, 33920 Scott Moen \$70, 33921 Ann Monson, Co Treas \$11, 33922 Moom's Tesoro \$229.63, 33881 City of Newburg \$36, 33923 ND Assoc of Counties \$525, 33924 NDAAO Treasurer \$225, 33925 ND Newspaper Assoc \$131.60, 33926 ND One Call \$13.20, 33927 NDSU Extension \$10,571.82, 33928 ND Telephone Co \$128.03, 33929 Don Nelson \$300, 33930 Tami Neubauer \$254.75, 33931 Nodak Store \$1,699.34, 33932 North Central \$716.11, 33933 Glenda Nordmark \$296.75, 33934 Office of Attny General \$1,266, 33935 O'Keeffe Oil \$4,272.66, 33938 ProIT \$3,464, 33937 Ryan Pederson \$21.01, 33940 Redwood Toxicology Lab \$36.66, 33941 Renville Co Farmer \$134.20, 33942 Sawmill Lumber \$750.89, 33943 Sawmill Corner Stop \$38.90, 33944 Jade Smith \$229.15, 33945 Sodexo Inc & Affiliates \$10,845, 33946 Soltis Sportswear \$1,009.80, 33947 SRT \$1,305.17, 33948 Spectrum \$1,281.74, 33949 State Treasurer \$4,783.89, 33950 The Standard \$286.80, 33952 Alex Stenson \$50, 33952 Swantson Equip \$165, 33953 TransUnion \$100, 33954 TrueNorth Steel \$10,223.84, 33955 Turtle Mtn Communications \$1,861.37, 33956 Turtle Mtn Floral \$55, 33957 Avis Tvedt \$389.25, 33958 Tweed Country Ag \$316.98, 33959 Tyler Technologies \$238.14, 33960 Underground Vaults \$4.50, 33961 Irva Undlin \$267.50, 33962 USIQ \$3,695, 33962 Verizon Wireless \$1,614.33, 33964 Verizon Connect \$324.61, 33965 Visa \$926.94, 33966 Visa \$189.71, 33967 Visa \$1,222.48, 33968 Terry Volk \$719.10, 33969 Ward County \$5,945.50, 33970 Waste Mgmt \$906.43, 33971 Westlie \$367.96, 33972 Western Agency \$41, 33973 Wex Bank \$583.18, 33974 Tanya Wieler \$2,000, 33975 Wold \$49,687.73, 33976-33985 Social Services (11/16) \$5,725.12, 900959 ND Public Employee Retirement (11/13) \$48,760.07, 900960 NDPERS \$5,505, 900961 NDPERS Dakota Plan \$86,529.84, 33986 Jamey Brown \$30, 33987 James Condit \$110, 33988 Tim Condit \$30, 33989 Donny Haas \$140, 33990 Shawn Hahn \$70, 33992 Darrel Keller \$120, 33993 Bud LaRocque \$150, 33994 Scott Moen \$130, 33995 ND Game & Fish \$3,962.25, 33996 Alex Stenson \$20, 900962 Ann Monson, Co Treas (11/16) \$2,081.89, 900963 ND Game & Fish \$284.50, 900964 Paystubx \$600.69, 46160-46259 Payroll (11/30) \$246,057.57 and a motion was made to pay the bills with the exception of the D & B Body Shop, which Lisa will look into, by Marquardt, seconded by Kjelshus. Motion carried.

Kelly Jensen discussed the NPHS Zone Plan which was sent to the Department of Human Services. DHS has made revisions and the NPHS Zone Plan is now complete. The Zone board approved the plan on October 20th, 2020, which now goes before the three County Commission Boards for approval. A motion was made to approve the NPHS Zone plan by Adams, seconded by Marquardt. Motion Carried.

Kelly also discussed the NPHS Zone Board and the appointment of the 1-year term that will need to be filled. The commissioners asked if Kelly would give some recommendations of who could represent Bottineau County. The appointment will need to be made at the December meeting.

Lisa gave an update on the Cares Funding that was recently approved which is based on law enforcement officer costs for August through December. The August through September deputy's payroll will be submitted for reimbursement in November. As there are no funds available for the 2021 jail payments due to the drastic reduction in Gross Production Oil Tax, Lisa suggested that the money that the county will receive should be put towards the jail payments and a motion was made to use the Cares funding to make 2021 jail payments by Kjelskus, seconded by Marquardt. Motion carried.

Discussion was held about the fire breaks and nothing further was decided.

A notification was received from the Court Facilities Improvement Advisory Committee advising that a grant was available for 2021 courtroom projects.

Lisa Herbel, County Auditor submitted her resignation effective 1/15/2021 and a motion was made to accept Lisa's resignation by Rude, seconded by Adams. Motion carried.

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

CP-05027(020), Landa Chip project has been completed and a motion was made to sign the acceptance letter and make the final payment to ASTECH in the amount of \$3,599.16, by Kjelskus seconded by Adams Motion carried.

HEC-0549(001), Shoulder widening on the old Lake Road, the project will be complete once 3-D design removes all of the construction signage. Mayo Construction was contacted about approach repair and they will not be here until next spring to complete the work.

HCL-0500(003), County Safety Project, Mayo still need straighten the lighting poles and fix the light at Maxbass because it is still not working and the project will remain open until the lighting is fixed.

-BRO-0005(054), -RCB, Maxbass project, is progressing.

Ritchie Gimbel, Road Superintendent, discussed the bridges in the county that require maintenance or replacement. Ritchie, Kent, Seth, and Brad have met with the DOT to discuss the possibility of funding by bundling projects. The DOT is willing to help fund one box culvert and remove two bridges in Wellington Township. Right of way will need to be purchased in order to complete these projects. A motion was made that the county establish a policy that the county Road Superintendent can negotiate to purchase road right away up to \$1200.00 an acre without board approval by Beyer, seconded by Marquardt. A motion was made to amend the original motion to add future bridge projects to the original motion by Marquardt, seconded by Adams. A motion was made to reconsider the original motion as amended by Beyer, seconded by Marquardt. Motion carried. A motion was made to let NDDOT know that

Bottineau County plans to proceed with the bridge project on 21st Ave NE and to offer David Biberdorf \$1200.00 an acre for right of way as proposed for the bridge project by Marquardt, seconded by Adams. Kjelshus and Rude voted no. Motion carried. Eight bridges have been closed to date by the NDDOT bridge contractors, but Ritchie stated that they have been able to re-open 2 of them with structure repairs, 4 will be removed, and 1 was reduced in tonnage. Ritchie invited Brad Robertson with Wold Engineering forward and he was given a token of appreciation on behalf of Bottineau County for his years of service. Discussion was held about the annual DOT meeting and a virtual meeting on December 1st 2020 will be arranged. Discussion was held about applying for TAP funding for extending the hiking and biking trail from Sawmill Corner to Highland Road. The Lake Metigoshe Improvement Association is willing to help with the cost share and the board would like their commitment in writing. The Rec. Service district will be looking for an easement for the right away along the county highway by the Minot Beach crossing and motion was made to approve their request by Kjelshus, seconded by Marquardt. Motion carried.

Discussion was held about the placement of the sewer line for the bathroom at VFW park.

The NDDOT Maintenance Certification Contract was received and a motion was made to sign the contract by Marquardt, seconded by Adams. 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 the valuations as recommended by Taylor Kippen, Tax Director, by Adams, seconded by Marquardt. Motion carried.

Lisa provided an update on the 2019 Audit. The County received a finding for purchasing motor graders through a Cooperative Purchasing Contract, but there is further investigation being done as many counties and cities throughout the State were led to believe the Century Code was being followed.

Brad Mann with HA Thompson met with the board to discuss about the proposals to update the temperature controls in the Courthouse and the Sheriff's Department. Jeff and Tanner will discuss the two proposals that HA Thompson has given to the county and will make a recommendation to the board.

The board and the department heads met and discussed the Covid-19 issues within the county and what the thoughts are of the employees. The board decided to make masks mandatory within the common areas of the courthouse.

Department Head meeting – Chairman Beyer gave an update on the meeting. The department heads gave an update on their office activity.

Kristy Titus, Emergency Manager, asked the board if they would like to rescind the burn band policy for 2020 and a motion was made to rescind the 2020 burn ban by Marquardt, seconded by Adams. Motion carried.

Elma Severson met with the board to discuss the status of the bike trail from Hwy 5 to Bottineau Country Club.

Matt Miller, and Tyler Berbue, the new sales representative for Butler Machinery, met with the board.

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

A flexible benefit plan policy will be drafted by Tanya Wieler, the County's Human Resource consultant.

Discussion was held about the drug testing for the Sheriff's Department.

As there was no further business, a motion was made to adjourn the meeting at 12:45 pm by Kjelshus, seconded by Marquardt. Motion carried.

Jeff Beyer, Chairman

Emily Deschamp, Deputy Auditor