

COMMISSIONER PROCEEDINGS

APRIL 6<sup>th</sup>, 2021

7:30 am

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

Old Business:

Agenda - A motion was made to approve the Agenda with amendments by Beyer, second by Marquardt. Motion carried.

Minutes - A motion was made to approve the minutes from March 2<sup>nd</sup>, 2021 by Kjelshus, second by Rude. Motion carried.

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

Bills –900998 Ann Monson \$5248.05, 900999 Paystubz \$615.27, 34600 Baker & Taylor 458.30, 34601 Collective Summer Library \$904.90, 34602 Fargo Forum \$218.80, 34603 Humanities North Dakota \$50.00, 34604 Jason's Superfoods \$22.28, 34605 Keller's Briteway \$80.00, 34606 Midwest Tape \$85.44, 34607 Oriental Trading \$255.63, 34608 Ottertail Power Company \$9,527.92, 34609 People Magazine \$225.72, 34610 Pierce County Tribune \$48.00, 34611 Turtle Mountain Communications \$51.89, 3412 Wold Engineering \$360.00, 34614 Butler Machinery \$50,958.92, 34616 LCBE Lansford Mall \$25.00, 34617 Quilt Inn \$30.00, 34618 Renville Corner \$50.00, 34619 Souris Fire Hall \$25.00, 901001 Internal Revenue Service 3-31-21 \$48,749.18, 901002 Internal Revenue Service \$29,291.45, 901003 First National Bank \$6,518.50, 34620 American Family Insurance \$3,335.45, 34621 Bank of ND \$813.75, 34622 Bank of ND \$35,000.00, 34623 Colonial Life & Accident \$1,401.67, 34624 Ann Monson \$3,139.46, 64325 Ann Monson \$4,239.80, 34626 ND Child Support Division \$1,550.00, 34627 North Dakota United \$91.84, New York Life Insurance \$86.14, 34629 Renville County \$1,733.84, 34630 Standard Life Ins. Co. \$2,974.08, 34631 Unum Life Insurance Company \$268.25, 34632 Accurate Controls (4/7/21) \$725.00, 34633 Anderson Welding \$45.00, 34631 Atco International \$2,440.00, 34635 Auto Value Bottineau \$14.18, 34636 Basin Service Company \$1,472.00, 34637 Bee-Line Services \$95.00, 34638 Addie Berg \$314.16, 34639 Erin Berenston \$194.08, 34640 B & M Laundry Services \$536.66, 34641 Border Ag & Energy \$885.82, 34642 Bottineau Clinic Pharmacy \$2.60, 34643 Bottineau Clinic Pharmacy \$835.38, 34644 Bottineau lumber \$1,440.87, 34645 Bottineau Plumbing & Heating \$154.20, 34646 Butler Machinery \$27,951.99, 34647 Cenex Credit Card \$2,055.39, 34648 Circle Sanitation \$68.75, 34649 Antler City \$93.00, 34650 Bottineau City \$517.11, 34651 Maxbass City \$87.00, 34652 Newburg City \$37.00, 34653 Claris International \$720.00, 34654 Sara Clemens \$198.80, 34655 Close Construction Company INC \$5,000.00, 34656 Clute Office Equip. \$353.29, 34657 Clute Office Equip \$185.05, 34658 Courant \$945.26, 34659 Courant \$86.10, 34660 Grand Forks County \$6,075.00, 34661 Creative Concepts \$139.50, 34662 DMC Wear Parts \$779.04, 34663 Farstad Oil \$1,926.10, 34664 Farmers Union Oil \$6,915.67, 34665 Farmers Union Oil \$10.99, 34666 Gates MFG INC \$837.00, 34667 Great Plains Directory Service \$25.00, 34668 Heisler Auto INC. \$516.00, 34669

Lisa Herbel \$100.00, 34670 Hoag & Sons' \$145.16, 34671 IDesign \$218.33, 34672 Jason's Super Foods \$129.05, 34673 J.B Express \$75.00, 34674 Johnson Controls \$7295.00, 34675 JS Wholesale Vending \$355.29, 34676 Keller's Briteway \$320.00, 34677 Ketterling's Yard \$228.00, 34678 Klingbeil's Body & Glass \$109.00, 34680 Lawson Products \$872.95, 34681 Magic City Garage Door \$415.00, Midcontinent \$101.86, 34683 M.K Electric \$1,608.98, 34684 Moum's Tesoro \$728.65, 34685 Myers Parts of Bottineau \$501.73, 34686 ND Association of Counties \$25.00, 34687 ND Dept of Transportation \$1,493.83, 34688 ND State Radio Communications \$840.00, 34689 Newman Signs \$4,433.10, 34690 North Central Electric Coop. \$691.62, 34691 Northern Exposure Sign Company \$490.00, 34692 Netex USA LLC \$754.52, 34693 Office Attorney General \$1,710.00, 34694 O'Keeffe \$4,918.42, 34695 Ottetail Power Company \$251.22, 34696 Polar Communications \$89.26, 34697 PRO IT \$3,886.50, 34698 Runnings Supply \$933.01, 34699 Rylee Lodoen \$54.12, 34700 Sawmill Lumber \$42.95, 34701 Sawmill Corner Stop \$50.40, 34702 Sidwell \$10,609.00 34703 Sirchie Acquisition \$177.58, 34704 Sodexo INC & Affiliates \$4,345.00, 34705 Souris River Telephone \$577.98, 34706 Souris River Telephone \$1389.60, 34707 Spartan Firearms \$896.75, 34708 Spectrum \$1,842.63, 34709 State Treasurer ND \$10,966.06, 34710 St. Andrews Clinic \$136.00, 34711 TBA Supply \$13.99, 34712 3D Specialties \$394.90, 34713 Kristy Titus \$617.12, 34714 Tracker Software Corporation \$955.00, 34715 Turtle MTN. Communications \$1,872.85, 34716 Turtle Mountain Floral \$112.35, 34717, Tweed Country Ag \$1458.45, 34718 United Laboratories \$659.25, 34719 Uniform Center \$677.95, 34720 Verizon \$50.02, 34721 Verizon Connect NWF \$324.61, 34723 Village Family Service Center \$2,700.00, 34724 Visa Ext. \$87.72, 34725 Visa \$19.03, 34726 Visa \$8,814.63, 34727 Visa \$8,010.29, 34728 Visa \$3,583.63, 34729 Terry Volk \$1,059.40, 34730 Wallwork Truck Center \$8.00, 34731 Waste Management \$1,889.60, 34732 Westlie Motor Company \$259.67, 34733 Wex Bank \$1,892.96, 901004 ND Public Employee Retirement \$48725.03, 901005 NDPers Dakota Plan \$92584.32, 901006 NDPers \$5076.00, 34744 Spectrum \$212.03, 34745 Vigilant Soulutions \$14965.00, 901007 First National Bank 7286.26, 901009 Ann Monson \$3473.53, 901010 ND Game And Fish \$53.00, 901012 Paystubz \$609.69, 901013 Verizon \$1818.88 Payroll \$ 256,950.38. A motion to approve the April bills by Marquardt, second by Kjelsus. Roll Call Vote: Adams Yes, Rude Yes, Beyer Yes, Marquardt Yes, and Kjelsus Yes. Motion carried.

#### New Business:

Commissioner Beyer discussed the litter on the road right of ways. He was approached by members in the county about the garbage in the road ways. Discussion was held about if this would be something that the community service program could assist with. A motion was made to create a county wide ordinance that all loads are to be tarped or secured before hauling to eliminate debris, hazards or damages to other property by Kjelsus, second by Beyer. Roll Call Vote: Rude yes, Beyer yes, Marquardt yes, Kjelsus yes, and Adams yes. Motion carried.

The board discussed the Annual Township meetings, many of the townships expressed concern about the roads in the townships and also about the amount of money that the Townships need to keep the roads up. Emily, Bottineau County Auditor, did explain to the board that there is currently HB1341 in the state legislative session for townships, but the decision is not finalized.

Emily Deschamp, County Auditor, updated the board on the COVID relief bill.

Discussion was held about the vacation benefits eligibility table to clarify the policy to state that the first day of the employees increase year they would receive the new accrual amount.

Commissioner Rude inquired about how to get on the Bottineau County Fair Board.

The City of Bottineau would like to place a welcome to Bottineau sign on the east side of the Townline road adjacent to the backside of the destination sign that is currently in place.

Discussion was held and the board agreed with the placement of the sign.

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

- Project BRO-0500(054) - Maxbass box culvert- seeding and final grading. Gladen Construction will be completing the final grading within the week and when the weather permits the seeding will be completed.

- Project BRO-0005(058) - Souris box scheduled to be bid in July.

- Project BRC-0520(058) – The State Water Commission was requested by Bottineau County to do a flow analysis of the Souris river to get the proper size for the new bridge. Determination should be completed late April or early May.

- Project HLC-0500(003) – County wide safety improvements - Parsons Electric will be working on the light at Maxbass sometime this week. When that is completed, this project will be final.

- Project HEC-0500(004) – The guardrail on bridge east of Westhope is going to be bid on Friday, April 9, 2021.

- Project TAC-0547(063) – The Narrows project at Lake Metigoshe is scheduled to be bid on April 9, 2021. We are waiting on permit from the State Water Commission. If Wold does not receive the permit from the State Water Commission by April 7<sup>th</sup>, this project might get bumped back to the May 14<sup>th</sup>, 2021 bid opening.

- Project BRO-0005(059) – A special township meeting was held about this project on April 5<sup>th</sup>, 2021. Ritchie, Road Supervisor, and Wold Engineering met with Wellington Township board and it was decided to move forward with the project.

Project BRO-0005 (052)-Omeeme Box Culvert-To be bid in May of 2021.

Project CVD-0500 (021)-Maxbass Chip Seal- To be bid in May of 2021.

Discussion was held about the signage that needs to be placed at the Pickleball bathroom as part of the requirement for the Garrison Diversion Grant. Northern Exposure will make the sign to recognize the donors for this project.

A motion was made to have a pedestrian crosswalk sign system installed by 3D Specialties at the Metigoshe Event Center crosswalk by Kjelshus, second by Beyer. Roll call vote Marquardt yes, Kjelshus yes, Adams yes, Rude Yes, Beyer yes. Motion carried. Marquardt amended the previous motion to state that the Bottineau County Road Department will install the pedestrian crosswalk system, second by Kjelshus. Roll call vote Marquardt yes, Kjelshus yes, Adams yes, Rude Yes, Beyer yes. Motion carried. Vote on main motion as amended. Roll Call Vote: Beyer yes, Marquardt yes, Kjelshus yes, Adam yes, Rude yes. Motion carried.

The commissioners approved the State's Attorney advertisement from Human Resource Consultant Tanya Weiler. Discussion was held about the end date for advertising. A motion was made to advertise the State's Attorney position through May 14<sup>th</sup>, 2021 at 5:00pm. Roll Call Vote: Marquardt yes, Kjelshus yes, Adams yes, Rude yes, Beyer yes. Motion carried.

Courthouse Maintenance was discussed and the possibility of hiring a general maintenance person for the Courthouse and grounds. It was the consensus of the board to have Tanya Weiler, Human Resource Consultant draw up an advertisement and job description for the position to discuss at the May meeting.

Emily Deschamp notified the board of the North Dakota Insurance Reserve Fund annual meeting on May 19<sup>th</sup>, 2021 in Bismarck this is also being offered virtually. Bottineau County received a 2020 conferment payment from the North Dakota Insurance Reserve Fund in the amount of \$30,812.00.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Ritchie discussed the townships and ways that he is working with township boards in order to lessen costs whenever possible. Ritchie is getting a quote on what it would cost to place rock on the planter located at Mystical Horizons. The road department will be putting in the sidewalk to the bathroom located at Mystical Horizons. Load restrictions are starting to come off south of interstate 94, and should be changing in the next few weeks for our area.

The County appreciation month pancake breakfast donations were discussed and the board decided to distribute the monies received to the county parks.

Mike McIntee, State's Attorney, gave an update on his department. Mike updated the commission on the roadways in the Long Lake subdivision and explained how the landowners will have to push the township to make the roads up to standard before the county would take them over. The closure of the Dalen Township Section line between Section 28: NE1/4 and

Section 21: SE1/4 was discussed and the petition is invalid due to the inadequate number of signatures therefore the section line closure is invalid.

Steve Watson, Sheriff, gave an update on the County activity.

A motion was made to approve the Bottineau Country Club raffle permit for the 2021 season by Kjelshus, second by Beyer. Motion Carried.

Eric Kuntz, Community Service Program Coordinator, introduced himself and met with the board to give an update on the services he provides to Bottineau County. The board explained how they would like quarterly reports on the activities of his office with regard to Bottineau County.

Heather Thompson, Veteran Service Officer, met with the board to discuss office activity.

Discussion on the closure of the east 878 feet of Section line between Section 28 NE1/4 and Section 21 SE1/4 Township 163N Range 76W. A motion made to rescind the original motion to close the section line between Section 28 NE1/4 and Section 21 SE1/4 made back in Dec 3<sup>rd</sup> of 2019 by Marquardt, second by Kjelshus. Roll call vote: Rude yes, Beyer yes, Marquardt yes, Kjelshus yes Adams yes. Motion carried.

Kristy discussed the County Burn policy which would only take effect when ND Fire Danger rating is in High, Very High or Extreme Status and/or Red Flag warning has been issued for Bottineau County. Jeff Soland with Lake Metigoshe Fire Department was present and Nathaniel Buynak with Antler Fire Department was on the phone for discussion. A motion was made to sign the Burn Policy as presented, by Kjelshus, seconded by Beyer. Roll Call Vote: Adams yes, Rude yes, Beyer yes, Marquardt yes, and Kjelshus yes. Motion carried.

Department Head Meeting - Chairman Adams gave an update on the meeting and asked the department heads to give an update on their office activity.

Tanner Hellenbrand, Head Jailer, met with the board to discuss the current staffing issues in dispatch. Recommendation from the board was to collect data from other counties for advertising and pay comparisons for dispatchers and revisit this at the May meeting.

As there was no further business, a motion was made to adjourn the meeting at 12:44 pm by Marquardt, seconded by Rude. Motion carried.

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Charlie Adams, Chairman

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Emily Deschamp, Auditor