

BOTTINEAU COUNTY  
COMMISSIONER PROCEEDINGS  
December 1ST, 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, Commissioner, Dan Marquardt, Lisa Herbel, County Auditor, Mike McIntee, States Attorney. LeRoy Rude and Lance Kjelshus attended the meeting via Zoom.

Old Business:

Agenda – A motion was made to approve the agenda by Marquardt, seconded by Adams. Motion carried.

Minutes - A motion was made to approve the minutes from November 4th, 2020 and November 12<sup>th</sup>, 2020 by Marquardt, seconded by Adams. Motion carried.

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

Bills –The December bills were reviewed; 33997 Baker & Taylor (11/17) \$876.91, 33998 Drive Chevrolet Buick \$28,714.00, 33999 HGTV Magazine \$39.97, 34000 Keller's Briteway \$80.00, 34001 Learning Opportunities \$1,339.47, 34002 Midwest Tape \$211.85, 34003 Spectrum \$184.39, 34004 Turtle Mountain Communications \$54.57, 34005 AFLAC (11/30) \$3,742.82, 34006 Bank of ND \$35,000.00, 34007 Colonial Life & Accidental \$1,558.16, 34008 Deborah Hill \$281.10, 34009 Ann Monson, Co Treas \$2,847.50, 34010 Ann Monson, Co Treas \$4,498.14, 34011 ND Child Support Division \$1,550.00, 34012 ND United \$123.50, 34013 NY Life Insurance \$86.14, 34014 Renville County \$5,201.52, 34015 The Standard Life Ins Co \$2,744.04, 34016 UNUM Life Ins \$290.64, 900965 IRS \$28,929.19, 900966 IRS \$47,595.27, 34017 Acme Tools of Minot (12/7) \$1,980.00, 34018 Charlie Adams \$121.90, 34025 Auto Value Bottineau \$38.67, 34026 Addie Berg \$775.10, 34027 B&M Laundry \$926.30, 34028 Bob Barker \$449.54, 34029 Border Ag & Energy \$3,719.40, 34030 Bottineau Clinic Pharmacy \$54.57, 34031 Bottineau Plumbing & Heating \$75.00, 34033 Butler Machinery \$3,153.18, 34035 Cat Financial \$87,942.24, 34036 Cenex Credit Card \$1,885.94, 34037 Central Square Technologies \$17,123.79, 34038 Circle Sanitation \$206.25, 34039 City of Antler \$93.00, 34040 City of Bottineau \$534.00, 34042 City of Maxbass \$74.00, 34043 Clute Office Equipment \$301.19, 34044 Clute Office Equipment \$160.81, 34045 The Computer Store \$336.98, 34047 DMC Wear Parts \$3,456.00, 34048 Drive Chevrolet Buick \$3,506.90, 34048 ES&S \$3,576.59, 34050 Family Bakery \$20.50, 34051 Farstad Oil \$120.45, 34052 Farmer's Union Oil-W \$258.32, 34053 Farmer's Union Oil-WC \$1,835.65, 34054 First District Health \$200.00, 34055 Shannon Goodwin \$7.54, 34059 H&H Trucking \$2,742.34, 34061 IAAO \$220.00, 34062 ITD \$18,729.55, 34063 Jason's Super Foods \$155.21, 34064 JB Express \$195.00, 34065 Johnson's Hoe Service \$11,800.00, 34066 JS Wholesale \$544.15, 34067 Ketterling's Yard \$428.00, 34070 Lakeshore Lawns \$ 1,425.00, 34072 Lawson Products \$222.54, 34074 Michael McIntee \$294.20, 34076 Midco \$103.16, 34077 Mikkelsen Aggregates \$6,932.00, 4081 Myer's Parts of Bottineau

\$69.49, 34082 NACCTFO \$75.00, 34083 ND Assoc Of Counties \$52,125.43, 34084 NDAAEA \$75.00, 34085 NDEAFCS \$115.00, 34086 ND Telephone Co \$128.03, 34087 Nodak Store Inc \$202.49, 34088 North Central Electric Coop \$669.74, 34089 Northern Plains Equipment \$535.69, 34090 Office of State Auditor \$17,550.00, 34091 O'Keeffe Oil \$1,258.83, 34092 OtterTail Power \$8,410.86, 34093 Polar Communications \$179.86, 34094 Praxair Distribution \$2,325.93, 34095 ProIT \$4,492.97, 34096 Productivity Plus Account \$535.69, 34097 Quadiant Finance \$2,500.00, 34098 Quadiant Leasing \$877.71, 34101 Sawmill Lumber \$6,556.75, 34102 Seachange \$113.79, 34103 Share Corp \$615.82, 34104 Sidwell Company \$5,480.00, 34106 SRT \$600.76, 34107 Spectrum \$1,515.67, 34108 St. Andrew's Health Clinic \$9,525.72, 34109 The Standard \$410.82, 3412 Thyssenknupp Elevator Corp \$952.36, 34113 Kristy Titus \$358.80, 34114 TrueNorth Steel \$2,543.91, 34115 TurnKey Corrections \$191.64, 34116 Turtle Mtn Communications \$1,919.84, 34117 Tweed Country Ag \$224.02, 34118 Tyler Technologies \$5,530.51, 34119 Vanguard Appraisals \$8,000.00, 34120 Verizon Wireless \$1,831.01, 34121 Verizon Connect \$324.61, 34122 Visa \$2,317.67, 34123 Visa \$736.07, 34124 Visa \$1,283.84, 34125 Visa \$192.29, 34126 Terry Volk \$605.20, 34127 Mark Vollmer \$562.00, 34130 Waste Management \$912.69, 34131 Western Agency \$58.00, 34132 Wex Bank \$1,015.42 34133 Tanya Wieler \$1,000.00, 34134 Wold Engineering \$33,507.94, 34135-34148 Social Services \$9,948.99, 900967 NDPERS Dakota Plan (12/9) \$85,489.92, 900968 NDPERS \$5,530.00, 900969 ND Public Employee Retirement \$48,606.21 and a motion was made to pay the bills by Marquardt, seconded by Kjelshus. Motion carried.

Chairman Beyer vacated his seat and Lisa asked for nominations for the Chairman of the County Commissioners for 2021 and a motion was made to appoint LeRoy Rude by Adams, seconded by Marquardt. A motion was made to appoint Charlie Adams by Rude, seconded by Beyer. Votes on both nominations took place and the motion to appoint Adams carried. Lisa asked for nominations for Vice-Chairman for 2021 and a motion was made to appoint LeRoy Rude by Kjelshus, seconded by Beyer. Motion carried. Chairs were exchanged and Chairman Adams proceeded to conduct the meeting.

A virtual meeting was held with Bryon Fuchs, Kent Leben and Paul Benning from the NDDOT regarding the 2021 Federal Aid projects for Bottineau County. Paul informed the board that a new highway bill was supposed to start October 1<sup>st</sup>, but instead, the current funding level will be extended two more years. Bryon also discussed that the Counties in North Dakota did not use all the funding available and they are looking for counties to submit projects to go to bid in 2021. Bryon also informed the board that the federal aid dollars can be used for engineering if the proper process is followed. Kent reviewed the project worksheet and the projects scheduled. A new worksheet will be sent to the County for approval.

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

-BRO-005(058), RCB NW of Souris, was bid at the NDDOT on November 13<sup>th</sup>, 2020, and Gladen Construction had the low bid in the amount of \$319,502.00.

-BRO-0005(054), RCB SW of Maxbass, project has been substantially completed. There is \$45,100.00 in liquidated damages because the project was not finished on time and this will be deducted off the contract amount.

-HCL-0500(003), County Safety Project, Mayo Construction will be straightening lighting poles and fixing the light at Maxbass because it is still not working. The project will remain open until the lighting issues are completed.

-BRO-0005(059), RCB at Maxbass, the Engineering Contract was presented to the commissioners for the combined structures, 05-158-27.0 and 05-135-11.0, and a motion was made to sign the Contract by Beyer, seconded by Marquardt. Motion carried.

-The Lake Metigoshe Narrows Project was discussed and a motion was made to sign the Project Concept Report to be bid in April, 2021, by Marquardt, seconded by Beyer. Motion carried.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Mikkelsen Aggregate submitted a bid to repair the Antler Dam for a cost of \$63,525.00, with a 40% cost share from the State Water Commission. The County also received a donation from the Arthur and Edith Pearson Foundation that was applied for by the Antler Outlaws in the amount of \$26,000.00. A motion was made to have Mikkelsen Aggregate proceed with fixing the Antler Dam in 2021, by Kjelshus, seconded by Marquardt. Motion carried. Ritchie also informed the board that the contractor will finish inspecting the bridges in 2021.

Commissioner Beyer had an inquiry as to who is responsible for the trees on the township road right-of-way and Mike McIntee, States Attorney, researched the Century Code and determined that it is the Township's cost.

The NDDOT sent a Resolution awarding Gladen Construction the BRO-0005(058) Project in the amount of \$319,502.00 and a motion was made to sign the resolution by Marquardt, seconded by Rude. Motion carried.

Lisa informed the board that a letter had been received from the Lake Metigoshe Improvement Association pledging up to \$60,000.00 to assist the county with the cost share for the completion of the Lake Metigoshe Bike Path. The TAP application will be mailed to the NDDOT once a letter of support is received from Roland Township.

Commissioner Marquardt received an inquiry about the abandoned cemetery in Section 24 in Oak Creek Township. Virgil and Mary Lentz are interested in acquiring the two acres to the side of the cemetery as they have been taking care of it for many years. Mike McIntee, States Attorney, will research the land records.

Commissioner Kjelshus received an inquiry from Richburg Township about the County assisting with graveling the haul road and Ritchie suggested that the township submit a request as soon as possible in 2021 as there is limited funding available.

A motion was made to renew the 2021 beer and liquor licenses for the following establishments –

- Birchwood Steakhouse and Lounge, Inc.
- Sawmill Corner Stop
- KC's Dockside Bar & Grill Inc.
- Four Season's Resort, Inc.
- Loreez A-Frame Bar & Grill
- Bottineau County Club
- Westhope Country Club
- The Renville Corner, Inc.
- Mohall Country Club, Inc.

by Rude, seconded by Kjelskus. Motion carried.

A motion was made to appoint Anne Moum to the Northern Prairie Human Service Zone by Beyer, seconded by Marquardt. Motion carried.

The Bottineau County Insurance Policy is up for renewal and Lisa confirmed with the board that the five million liability level is sufficient.

A motion was made to reappoint Nicki Weissman to the Zoning Board for a four year term; Charlie Adams and Lance Kjelskus to the Souris Basin Planning Council for a two year term; Dwane Getzlaff to the Oak Creek Water Resource District Board for a 3 year term; Jacob Bernstein to the Boundary Creek Water Resource District for a three year term; William Artz and Mark Glinz to the Bottineau County Water Resource District board for a three term; and Bruce Miller to the Bottineau County Park Board for a three year term, by Beyer, seconded by Rude. Motion carried.

Mike McIntee, States Attorney, gave an update on his office activity. The Senior Judge for the District has postponed all jury trials for sixty days due to COVID-19.

Discussion was held regarding the December GPT, and a motion was made to deposit the amount received in the 2016 Certificate Fund by Marquardt, seconded by Kjelskus. Motion carried.

The CARES Funding was deliberated and the Commissioners confirmed that using the funding for the 2021 jail payments, which benefits every tax payer including the tax payers of all the cities in the County, was the most prudent way to spend the funding. Without the CARES Funding, the jail payments would be delayed for a year due to sharp decrease in the Oil and Gas Funding.

Steve Watson, Sheriff, gave an update on his office activity.

Discussion was held regarding the Auditor's Office asking the board if a policy could be written that emailing the paystubs to the employees be made mandatory in order to save the office time and expense and a motion was made to approve the request by Marquardt, seconded by Rude. Motion carried.

Dustin Miller from Pro-IT met with the Commission to discuss the 2021 Contract for providing technical services for the County. Dustin also gave an explanation on the quote provided for the NAS storage system.

A motion was made to approve the 2021 ProIT contract and include adding the one-time cost of the NAS system, by Beyer, seconded by Marquardt. Motion carried.

A bid was received for Lot 6, Blk 28, East Side 1<sup>st</sup> Addition, Westhope in the amount of \$1700.00 and a motion was made to accept the bid by Kjelshus, seconded by Marquardt. Motion carried.

Cliff Issendorf, Chairman of the Bottineau County Water Board, met with the Commission to discuss the Lateral B to Stone Creek Legal Drain project. The Water District is seeking permission for improvements proposed in Whitby Township's right-of-way and for improvements to the Township's roadway. A motion was made to approve the Water Board request to proceed with the drain project in Whitby Township by Marquardt, seconded by Kjelshus. Motion carried.

Chairman Adams discussed the Antler Memorial Park playground equipment Garrison Grant that the County had been awarded. Randy Fyllesvold and Wyatt Thompson, Antler Outlaws, attended the meeting as the Antler Outlaws are seeking funding to help with the cost share. A motion was made to proceed with the Antler Memorial playground project in 2021 by Beyer, seconded by Rude. Motion carried.

Discussion was held regarding the COVID cases in the County and how the vaccine will be distributed.

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

Jeremy Ketterling met with the board to discuss snow removal at the courthouse. Eric Herbel also met the board to discuss the snow removal process.

As there was no further business, a motion was made to adjourn the meeting at 11:55 am by Beyer, seconded by Marquardt. Motion carried.

---

Charlie Adams, Chairman

---

Lisa Herbel, Auditor