

BOTTINEAU COUNTY
COMMISSIONER PROCEEDINGS
AUGUST 3rd, 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 Kjelskus, Jeff Beyer, Dan Marquardt, State's Attorney, Mike McIntee, and Auditor, Emily Deschamp.

Old Business:

Agenda –A motion was made to approve the amended agenda with additions of City Police Contract and District 5 Commissioner by Beyer, second by Marquardt. Motion carried.

Minutes - A motion was made to approve the minutes from July 6th, 2021, July 12th, 2021 and July 20th, 2021 Police Committee meeting, by Rude, second by Kjelskus. Motion carried.

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

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

Check #	Name	Amount
35216	Advanced Business Solutions	\$ 95.00
35217	Baker & Taylor	\$ 279.39
35218	Bottineau County Road Dept	\$ 7,848.00
35219	Courant	\$ 116.86
35220	Herbel, Lisa	\$ 300.00
35221	Information Tech Dept	\$ 4,820.90
35222	Jasons Super Foods	\$ 95.62
35223	Kellers Briteway	\$ 80.00
35224	M.K Electric	\$ 352.05
35225	ND Game and Fish	\$ 2,110.98
35226	Ottertail Power Co	\$ 6,209.49
35227	Wex Bank	\$ 1,938.00
901040	Monson, Ann	\$ 5,904.54
901041	ND Game and Fish	\$ 59.00
901042	ND Pers Dakota Plan	\$ 734.72
901043	ND State Tax Commissioner	\$ 9,198.81
901044	Verizon Wireless	\$ 1,768.65

901045	Paystubz	\$	586.10
35281	American Family Insurance	\$	3,626.00
35282	Bank of ND	\$	9,407.00
35283	Bank of ND	\$	36,000.00
35284	Colonial Life & Accident	\$	1,552.59
35285	Ellsworth Ryan	\$	7,475.00
35286	Monson, Ann	\$	3,862.42
35287	Monson, Ann	\$	3,191.81
35288	ND Child Support Division	\$	1,550.00
35289	North Dakota United	\$	91.84
35290	New York Life Insurance	\$	56.14
35291	Renville County	\$	1,733.84
35292	The Standard Life INS Co.	\$	2,798.84
35293	Unum Life INS Company	\$	298.60
901046	First National Bank	\$	6,902.38
901047	Internal Revenue Service	\$	30,647.57
901048	Internal Revenue Service	\$	52,443.42
35294	Anderson Welding	\$	30.90
35295	Basin Service Company	\$	2,628.25
35296	Berenston, Erin	\$	148.40
35297	B & M Laundry Service	\$	969.07
35298	Border Ag & Energy	\$	2,322.36
35299	Border Ag & Energy	\$	1,079.88
35300	Border Ag & Energy	\$	1,997.85
35301	Bottineau Clinic Pharmacy	\$	822.22
35302	Bottineau Plumbing & Heating	\$	420.83
35303	Bottineau County Road Dept	\$	188.42
35304	Butler Machinery	\$	10,800.49
35305	Butler Machinery	\$	54,656.11
35306	Caterpillar Financial Services	\$	86,125.36
35307	Cenex Credit Card	\$	1,467.83
35308	Cenex Fleet Fueling	\$	1,888.65
35309	Circle Sanitation	\$	68.75
35310	Antler, City of	\$	96.00
35311	Bottineau, City of	\$	558.47
35312	Maxbass, City of	\$	87.00
35313	Newburg, City of	\$	37.00
35314	Willow City, City of	\$	552.00
35315	Clemens, Sara	\$	607.60
35316	Clute Office Equip.	\$	458.75
35317	Clute Office Equip.	\$	102.88
35318	Courant	\$	221.40
35319	Courant	\$	3,023.99

35320	Dakota Agronomy	\$	291.64
35321	Deschamp, Emily	\$	89.60
35322	DMC Wear Parts	\$	16,769.37
35323	Drive Buick Chev	\$	796.07
35324	Elmer Jesme Conference	\$	75.00
35325	Envision Cooperative	\$	52.92
35326	Family Bakery	\$	24.00
35327	Farmers Union Oil W	\$	262.62
35328	Farmers Union Oil W	\$	15,573.22
35329	Farmers Union Oil WC	\$	2,314.30
35330	Gooseneck Implement	\$	832.37
35331	Gooseneck Implement	\$	120.24
35332	Gustafson Oil	\$	148.51
35333	Haas Tire	\$	901.00
35334	Herbel, Lisa	\$	250.00
35335	Information Tech Dept	\$	5,051.75
35336	Jasons Super Foods	\$	187.94
35337	JB Express	\$	50.00
35338	Johnson Controls	\$	3,192.71
35339	Jones Law Office	\$	8,490.00
35340	JS Wholesale Vending	\$	306.11
35341	Ketterling's Yard	\$	1,223.00
35342	Kjelshus, Lance	\$	282.24
35343	Lakeshore lawns	\$	960.00
35344	Lawson Products INC	\$	299.14
35345	Little, Nadine	\$	45.00
35346	Mathew Bender & Co Inc.	\$	144.43
35347	Mayo Construction	\$	13,375.00
35348	Midcontinent	\$	105.01
35349	Mikkelsen Aggregates	\$	16,983.16
35350	MK Electric	\$	444.56
35351	Moum's Tesoro	\$	614.83
35352	Myers Parts of Bottineau	\$	3.29
35353	NDAAO	\$	90.00
35354	ND Dept of Transportation	\$	58,977.38
35355	ND One Call	\$	16.80
35356	NDSU Extension	\$	14,800.49
35357	ND States Attorney Association	\$	300.00
35358	ND Telephone Company	\$	128.03
35359	Neubauer, Angie	\$	422.10
35360	North Central Electric Coop	\$	1,208.72
35361	North Central Rental & Leasing	\$	1,872.00
35362	Nutrien Ag Solutions	\$	8,141.50

35363	O'Keeffe Oil	\$	1,299.43
35364	Ottertail Power Co	\$	192.12
35365	Pomp's Tire Service	\$	299.70
35366	Praxair Distribution	\$	1,122.44
35367	Pro It LLC		9,733.50
35368	Quadient Finance	\$	2,500.00
35369	Quadient Leasing	\$	183.33
35370	Raymo, Lois	\$	923.90
35371	Redwood Toxicology Laboratory	\$	29.18
35372	Rice Signs	\$	821.08
35373	Roland TWP #2	\$	100,000.00
35371	Romfo Auto Repair & Sales	\$	570.17
35375	Runnings Supply	\$	1,741.14
35376	Sawmill Lumber	\$	15.97
35377	Sawmill Corner Stop	\$	505.00
35378	Secretary of State ND	\$	36.00
35379	Secretary of State ND	\$	36.00
35380	Sign Solutions	\$	4,962.94
35381	Sodexo INC & Affiliates	\$	8,810.00
35382	Souris River Telephone	\$	1,921.07
35383	Source One Supply Inc	\$	102.46
35384	Spectrum	\$	1,329.83
35385	State Treasurer	\$	4,229.97
35386	St Andrews Health Center	\$	4,439.20
35387	St Andrews Clinic	\$	555.00
35388	TK Elevator Corporation	\$	952.36
35389	Tritech Software Systems	\$	1,417.50
35390	True North Steel	\$	868.00
35391	True North Chiropractic	\$	100.00
35392	Turnkey Corrections	\$	560.13
35393	Turtle Mountain Communications	\$	1,872.85
35394	Tweed Country AG	\$	144.99
35395	United Laboratories	\$	260.80
35396	Verizon	\$	39.35
35397	Verizon Connect NWF INC	\$	324.61
35398	Visa	\$	1,202.21
35399	Visa	\$	56.38
35400	Visa	\$	542.32
35401	Visa	\$	587.68
35402	Volk, Terry	\$	2,248.78
35403	Ward County Sheriffs Dept	\$	60.80
35404	WM Corporate Services	\$	1,031.49
35405	Western Agency	\$	50.00

35406	Western Asphalt	\$	6,860.00
35407	Wex Bank	\$	2,128.21
35408	Weiler, Tanya	\$	1,000.00
35409	Wold Eng.	\$	51,742.05
901049	ND Public Employee Retirement	\$	49,111.67
901050	NDPers- Dakota plan	\$	95,225.90
901051	NDPers-	\$	5,476.00
Total		\$	921,935.58
Payroll		\$	269,437.68

New Business:

A raffle permit request was presented to the board from the Bottineau County Family Snowmobilers. A motion was made to accept the raffle permit by Beyer, second by Kjelskus. Roll call vote unanimous. Motion carried.

Commissioner Rude gave an update on the hiring of a new Community Service Program Coordinator, also a request was received for the \$10,000 commitment and a motion was made to table the disbursement of the payment until the August 25th, 2021 meeting, by Kjelskus, seconded by Marquardt. Motion carried.

Emily discussed the dock that used to be at Carbury Dam's south boat access. It was removed by the Road Department this spring because it was a liability. Emily has been in contact with the North Dakota Game and Fish about a new dock and they will add Bottineau County to the list for a dock but the County would be responsible for \$1,000.00 of the cost if awarded a dock. A motion was made to have North Dakota Game and Fish place a new dock at Carbury Dam if approved in the spring of 2022 by Marquardt, second by Beyer. Roll call vote unanimous. Motion carried.

A motion was made to pay the Roland Township paving payment of \$100,000.00 by Beyer, second by Marquardt. Motion carried.

A motion was made to table the discussion on the mowers until the September meeting by Rude, second by Beyer. Motion carried.

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

Project -Maxbass Box Culvert- Discussion was held about the final acceptance letter for the project.

Project TAC-0547(063) Narrows Project at Lake Metigoshe. Dirt work and graveling will be taking place this week and the curb and gutter will be started the week of August 9, 2021.

-Project – Westhope Bridge. Is moving forward.

-Antler Dam Project- Formed up will be filling this project on Thursday Aug 5th, 2021.

-Project CVD-0500(021)- Maxbass Chip Seal. Kent discussed the project and the finishing date is set for September 1st, 2021.

Project BRO-0005(059)-Box Culverts for south and west of Souris and east of Willow City. Discussion was held about the PS&E plan review. The projects are to be bid in November 2021.

Ritchie Gimbel, Road Superintendent, gave an update on his department's activity. Ritchie notified the board of a proposal for work that needs to be completed for the bike trail at Lake Metigoshe from Sawmill Corner to Minot Beach. The road department did complete fog sealing on a 5-mile portion of the hiking and biking trail at Lake Metigoshe. Discussion was held about conducting traffic counts on some of the roads within the County. Ritchie notified the board that he has purchased counters for the Road Department. Discussion was held about the Garrison Diversion grant to utilize it towards the boat landing at the Narrows at Lake Metigoshe, A motion was made to apply for the Garrison Diversion Grant for the loading dock at the Narrows at Lake Metigoshe by Beyer, second by Marquardt. Roll Call Vote Unanimous. Motion carried. Discussion was held about the Hiking and Biking path from Highway 5 to the Bottineau Country Club it was the consensus of the board to have the representatives for the Woodland Hiking and Biking path attend the September meeting.

A motion was made to pay \$55,209.07 to the Department of a Transportation and sign the Certification of Local Match for Bridge Inspection by Rude, second by Marquardt. Roll call Vote. Motion failed unanimously.

Mike McIntee, State's Attorney, met with the board to discuss his office activity. He also notified the board that the Joint Powers Agreement was signed by Source Well. A motion was made to sign the Joint Powers Agreement with Source Well by Beyer, second by Marquardt. Roll call vote unanimous. Motion carried.

Matt Schimetz, Chief Deputy, met with the board to give an update on the Sheriff's department.

Seymour Jordan met with the board and presented the hourly fee agreement that will take effect September 10th, 2021. A motion was made to sign the agreement for States Attorney services from Jordan Law by Rude, second by Beyer. Roll call vote unanimous. Motion carried.

Terry Volk, Weed Board, met with the board to discuss the Weed Department and staffing.

Emily discussed purchasing cards with the board, it was the consensus of the board to move forward with the process of the County utilizing purchasing cards. Emily will have a policy for the board at the September 7th, 2021 meeting.

10:30 am- A motion was made to open the bids that were received for the W1/2 Lots 22 thru 24 Blk 33 Whites 1st Addition in the City of Bottineau. A motion was made to accept the bid by Marquardt, second by Beyer, Roll call vote unanimous. Motion carried.

Taylor Kippen, Tax Director, submitted her resignation letter to the board. A motion was made to accept Taylor's resignation by Kjelshus, second by Beyer. Roll call vote. Motion carried. It was the consensus of the board to advertise for the position of the Tax Director closing date for the position will be on August 20th, 2021 at 5pm.

Taylor Kippen, Tax Director, met with the board to discuss the changes to the Zoning Guidelines and a Conditional Use permit. A motion was made to accept the Conditional use permit by Rude, second by Kjelshus. Roll call vote unanimous. Motion carried. Taylor discussed the changes to the Zoning guidelines to the board. A motion was made to adopt the Zoning Guidelines changes by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

Charlie Adams, District 5 Commissioner, gave his resignation to the board as of August 31st, 2021. Charlie made a recommendation to the board to appoint Nathaniel Buynak to the District 5 County Commissioner. A motion was made to appoint Nathaniel Buynak as the District 5 County Commissioner September 1st, 2021 by Adams, second by Marquardt. Roll Call vote unanimous. Motion carried.

Jeff Beyer and Dan Marquardt Police committee members discussed the city Police contract with the board.

A motion was made to appoint Emily as the North Dakota Association of Counties delegate for Bottineau County by Adams second by Rude. Roll call vote unanimous. Motion carried.

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

Commissioner Rude asked that the county road department maintain the Long Lake lot roads with the board. A motion was made to maintain the public lot roads on west side of Long Lake by Kjelshus, second by Rude. Roll call vote unanimous. Motion carried.

11:30 am – Emily reviewed the 2022 Budget. Discussion was tabled.

Matt Miller, Butler Machinery, met with the board to propose the 2021 motor grader purchases. A motion was made to purchase 2 motor graders at \$ by Marquardt, second by Beyer. Roll call vote unanimous motion carried.

Ritchie met with the board to discuss the purchase of an oil distributing truck. A motion was made to purchase the oil distributing truck by Marquardt, second by Rude. Roll call vote unanimous. Motion carried.

Discussion was revisited for the 2022 budget. A motion was made to approve the 2022 Preliminary budget as presented by Emily with further review before the final budget hearing to take place on September 23rd, 2021 by Marquardt, second by Adams. Roll call vote Adams yes, Rude no, Beyer yes, Marquardt yes, and Kjelshus yes. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 2:34pm by Marquardt, second by Kjelshus. Motion carried.

Charlie Adams, Chairman

Emily Deschamp, Auditor