

BOTTINEAU COUNTY
COMMISSIONER PROCEEDINGS
JUNE 2ND, 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, Commissioner LeRoy Rude, Lisa Herbel, County Auditor, Mike McIntee, States Attorney, and Ritchie Gimbel, Road Superintendent, were also in attendance; Vice-Chairman, Charlie Adams, Commissioners, Lance Kjelshus, Dan Marquardt, were on a Zoom call.

Old Business:

Agenda - A motion was made to approve the Agenda by Marquardt, seconded by Rude. Motion carried.

Minutes - A motion was made to approve the minutes from May 5th and May 19th, 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 Kjelshus, seconded by Adams. Motion carried.

Bills – The June bills were reviewed; 33095 (5/18) Baker & Taylor \$493.85, 33096 Fargo Glass & Paint \$1453.35, 33097 Gumdrop Books \$3261.12, 33098 Jason's Super Foods \$25.75, 33099 Minot Daily News \$239.20, 33100 Reveal \$20, 33101 SHSND Foundation \$40, 33102 Taste of Home \$14.98, 33104 Turtle Mtn Communications \$54.37, 33105 Kinetic Leasing (5/21) \$91916.64, 900916 IRS (5/29) 27437.38, 900917 IRS \$46611.51, 33106 American Family Ins \$3959.01, 33107 Bank of ND \$36000, 33108 Colonial Life & Accidental \$1690.05, 33109 DCI Credit Services \$731.26, 33110 Ann Monson, Co Treas \$2713.19, 33111 Ann Monson, Co Treas \$4498.14, 33112 ND Child Support \$1550, 33113 ND United \$123.50, 33114 NY Life Ins \$86.14, 33115 Renville Co \$1733.84, 33118 Abrahamson Refrigeration (6/4) \$128, 33119 ATCO Intl \$165.95, 33120 Auto Value \$41.98, 33121 Axon Enterprise \$1967.52, 33122 Balco Uniform \$1185.91, 33123 Addie Berg \$139.73, 33124 B&M Laundry \$48.44, 33128 Border Ag & Energy \$494.51, 33126 Bottineau Clinic Pharmacy \$25, 33127 Bottineau Lumber \$53.98, 33128 Bottineau Plumbing & Heating \$300, 33129 Butler Machinery \$19175.09, 33130 Cenex Credit Card \$1389.61, 33131 Circle Sanitation \$68.75, 33132 City of Antler \$93, 33133 City of Bottineau \$424.24, 33132 City of Maxbass \$74, 33135 City of Newburg \$36, 33136 Claris \$770.40, 33137 Sara Clemens \$51.18, 33138 Clute Office Equip \$81.88, 33139 Clute Office Equip \$271.26, 33140 Courant #753.55, 33141 Dakota Fire Extinguishers \$230, 33145 Dakota Business Solutions \$250, 33143 Dataspec \$699, 33144 DMC Wear Parts \$15101.96, 33145 Drive Chevrolet Buick \$1702.61, 33146 ES&S \$2044.17, 33147 Electrolux Vacuums \$54.95, 33148 Family Bakery \$5, 33149 Farmer's Union Oil-W \$6518.82, 33150 Farmer's Union Oil-WC \$1229.25, 33151 Farden Const. \$1627.60, 33152 Fargo Glass & Paint \$916, 33153 Shannon

Goodwin \$42.44, 33154 Gustafson Oil \$63, 33155 Jason's Super Foods \$60.02, 33156 Johnson Controls \$520.47, 33157 John Deere Financial \$4222.50, 33158 JS Wholesale \$245.83, 33159 Keller's Briteway \$320, 33160 Karen Keller \$71.30, 33161 Ketterling's Yard \$890, 33162 Taylor Kippen \$186.88, 33163 Kittleson's Truck Repair \$711, 33164 Lakeshore Lawns \$1350, 33165 Mato Const. \$509650.97, 33166 Midstates Wireless \$144, 33167 Mikkelsen Aggregates \$3405.04, 33168 MK Electric \$1046.48, 33169 Moum's Tesoro \$440.55, 33170 Myer's Parts \$72.70, 33171 ND Assoc of Counties \$409.50, 33172 ND Assoc of Counties \$63, 33173 NDACS Treasurer \$50, 33174 ND Insurance Reserve Fund \$4.32, 33175 ND One Call \$1.20, 33176 ND School Board Assoc \$200, 33177 ND State's Attorney Assoc \$300, 33178 Newman Signs \$250, 33179 Newman Signs \$47.10, 33180 NoDak Store \$1143.52, 33181 North Central Electric \$830.18, 33182 Nutrien \$11692.00, 33184 O'Keeffe Oil \$3824.42, 33185 OtterTail \$210.23, 33186 Penguin Mgmt \$2268, 33187 Polar Communications \$89.26, 33188 Pomp's Tire \$862, 33189 ProIT \$3733.50, 32190 Quadient Finance \$1061.04, 33191 Quadient Finance \$2500, 33192 Redwoos Toxicology Lab \$38.33, 33193 Renville Co Farmer \$33.08, 33194 Rice Signs \$47.10, 33195 Share Corp. \$1370.44, 33196 Sodexo Inc & Affiliates \$3153, 33197 SRT \$640.47, 33198 Spectrum \$1002.61, 33199 State Treasurer \$3857.78, 33200 St. Andrew's Health Center \$1039.20, 33201 St/ Andrew's Clinic \$555, 33202 Standard \$353.72, 33203 Tracker Software Corp. \$927, 33204 True North Steel \$36246.77, 33205 Turtle Mtn Communications \$1891.30, 33206 Turtle Mtn Communications \$5512.51, 33207 Tweed Country Ag \$507.77, 33208 United Laboratories \$1798.56, 33209 Verizon Wireless \$1589.81, 33210 Verizon Connect \$311.10, 33211 Waste Mgmt \$906.43, 33212 Western Agency \$2072, 33213 Wex Bank \$714.47, 33214 Tanya Wieler \$1000, 33215 Lori Witteman \$95, 33216 Wold Engineering \$123487.25, 900918 NDPERS Dakota Plan (6/9) \$87997.20, 900919 NDPERS \$5280, 900920 ND Public Employee Retirement \$48010.15, 33222 D&L Storage (6/10) 155.87, 33229 Information Technology Dept. \$3928.85, 33225 Mayo Construction \$17927.25, 33225 Visa \$1793.88, 33227 Visa \$373.58, 33228 Visa \$59.66, 33229 Larry Lawrence \$18530, 33230 Mikkelsen Aggregates \$18530, 33231 Visa \$367.49, 900921 Ann Monson, Co Treas (6/15) \$5.181.75, 900922 Paystubz \$579.50, 45648-45750 Payroll \$260,793.16, Total: \$1.494.513.86 and a motion was made to approve paying the June bills by Marquardt, seconded by Rude. Motion carried.

New Business:

Lisa informed the Board that the NACo Annual Meeting has been cancelled due to COVID concerns, but a virtual business meeting will be held. The Association is asking for a delegate from the County to be nominated and a motion was made to nominate Lisa to be the NACo delegate, to represent Bottineau County, by Kjelshus, seconded by Rude. Lisa also asked if she could continue to serve on the NACo Finance, Pension and Intergovernmental Affairs Steering Committee and a motion was made to reappoint Lisa to serve on the FPIGA Committee, by Rude, seconded by Adams. Motion carried. Lisa gave the Commission on an update on the call the FPIGA Committee had the previous day, which discussed the importance of the 4.0 HEROS stimulus package that could assist the County in being able to meet its financial obligations for 2020 and 2021.

Discussion was held regarding the condition of the township gravel roads. The frost boils are making traveling the roads difficult and it's a challenge for the road department to prevent the roads from breaking up again after they are fixed and the Townships do not have money to repair them. Ritchie has talked to Bryon Fuchs, NDDOT, and at this time, there isn't State Funding available to help with the problem. Ritchie has also been in contact with Justin Messner, DES, to see if the County and Townships would qualify for FEMA funding. A motion was made to declare an Emergency Disaster for the Bottineau County gravel roads by Marquardt, seconded by Kjelshus. Motion carried.

Brad Robertson and Kent Indvik, Wold Engineering, gave an update on the County Road Projects –

- Project CP-0526(020), Lansford Overlay has been completed and Kent presented Estimate #1 in the amount of \$509,650.97 and a motion was made to pay the estimate to Mayo Construction, by Kjelshus, seconded by Marquardt. Motion carried.
- Project HEC-0549(001), Old Lake Road, shoulder dirt work has been completed past the golf course and the shoulder graveling will start in a couple of days. The first estimate has been prepared for submittal to the NDDOT. Speed reduction has been addressed and there is a pilot car available should the problem persist.
- HLC-0500(003), County Wide Safety Project, the Russell and Gardena shoulder widening and pavement has been completed.

Ritchie Gimbel, Road Superintendent, gave an update on the Road Department activity. They have been hauling millings to the worst frost boil spots in the County and the blades have been out as much as possible. Discussion was held regarding lifting the weight restrictions on a few highways that are in good condition, and it was the consensus of the board to follow Ritchie's recommendations regarding which roads to lift the restrictions and which ones should remain restricted. Ritchie also recommended watching the road restriction map and calling the road department if there are any questions, until the roads improve. It was also recommended that a public service announcement should be placed in the newspaper and on the radio warning drivers to be cautious when traveling on the gravel roads.

Heather Thompson, Veteran Service Officer, requested that she purchase Dataspec for \$699.00. The Dataspec program would enable her to submit Veteran benefit claims electronically which would save on time and postage and a motion was made to purchase the program by Adams, seconded by Kjelshus. Motion carried.

Mike McIntee, States Attorney, gave an update on his office activity and also discussed the exchange of land with Roxanne Olson at Lake Metigoshe. A motion was made to sign the Quit Claim Deed for Outlot 22 of Gov't Lot 9, Section 35, Township 164 N, Range 75W and the Outlot Plat to complete the land exchange with Roxanne Olson and the County, by Rude, seconded by Marquardt. Motion carried.

A Covenant and Maintenance Agreement for joint use of the sewer lateral for the Metigoshe Drive-In and the VFW Park bathroom was reviewed by the States Attorney. A motion was made to sign the agreement by Kjelshus, seconded by Marquardt. Discussion was held regarding who was going to pay the service fee for sewer and water. As there was nothing in the agreement to specify who was responsible for the charges, a motion was made to withdraw the first motion by Kjelshus, seconded by Marquardt. Motion carried. Commission Rude abstained from the motion.

Judge Benson met with the Commission to discuss the reopening of the courthouse and the implications of having court again. The Judge would like the Courthouse to open as soon as it's safe to do so as there are cases that need to come before him and there are jury trials that need to be scheduled.

Steve Watson, Sheriff, gave an update on the Sheriff Department activity and the protests that have been happening in North Dakota.

The NDDOT Contract and Contract Bond for Project BRO-0005(054) awarding Gladen Construction with the structure replacement 3 miles south and 3 miles west of Maxbass in the amount of \$536,422.95 was presented for approval and a motion was made to sign the Contract and Bond by Marquardt, seconded by Adams. Motion carried.

KC's Dockside Bar and Grill requested their liquor license be transferred to the Event Center, Annie's House and the Race Track for events in June and July and a motion was made to approve the transfers by Kjelshus, seconded by Rude. Motion carried.

A request was received from Ethan Baril, Deputy in the Sheriff's Department, to transfer 32.12 hours of his sick leave from the City of Carrington to Bottineau County and a motion was made approving the request by Marquardt, seconded by Kjelshus. Motion carried.

Lisa reviewed the premium return amounts that were received from the ND Association of Counties for participating in the safety programs. Lisa also noted that Apex Engineering submitted paperwork for the Commission if they wanted to submit comments for the project on US Highway 83 from East Junction ND 5 through Westhope. Lisa also informed the Commission that she had contacted the Bank of North Dakota regarding the jail/sheriff department payments to see if there were options available should the County not have the

funds available to make the payments due to the decrease in the Gross Production Tax. Lisa advised the Commission that the Courthouse was closed on July 3rd for the July 4th holiday. Lisa reported that a window was broken at the shack at Antler Memorial Park and a motion was made to have the window repaired by the County by Kjelshus, seconded by Rude. Motion carried. Lisa also asked for direction on how to begin work on the 2021 budget. At this time the salaries and positions will stay the same until projections can be reviewed.

A bid was received for lots 5-7, Blk 10, in Willow City, which are empty lots. A motion was made to open the bid by Rude. Motion failed for lack of second. It was determined that the property has not been advertised and the decision was made to sell the lots in November when the lots have been advertised with other foreclosed property.

Brad Mann, HA Thompson & Sons was contacted regarding the possibility of installing a commercial air system which would control and destroy germs in the air. Brad will provide an estimate for installing a system and a decision on the purchase will be tabled until the July meeting or if there is a special meeting called in June.

10:00 am – County Equalization Meeting - Taylor Kippen, Tax Director, provided a synopsis on her findings for 2020. Bottineau County has to follow the State Board of Equalization tolerance levels and with decreases in residential values of 7,170,000, commercial values of 2,517,908 and an increase in agricultural values of 7,380; the County is within State guidelines. A motion was made to accept Taylor's values, as presented, by Marquardt, seconded by Rude. Motion carried.

Reopening of the courthouse was discussed with the department heads in attendance and on the Zoom call. A decision was made to reopen the Courthouse on June 15th but it was decided to form a committee to work with the department heads about safety measures that would work best for their departments. Chairman Beyer and Commissioner Rude volunteered to participate in the discussion.

As there was no further business, a motion was made to adjourn the meeting at 11:20 am by Adams, seconded by Marquardt. Motion carried.

Jeff Beyer, Chairman

Lisa Herbel, Auditor