

BOTTINEAU COUNTY  
COMMISSIONER PROCEEDINGS  
September 7, 2021  
7:30 am

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

Reorganization of the board was completed with Vice-Chairman LeRoy Rude taking the Chairman position. Emily asked for nominations for Vice Chairman. A motion to appoint Lance Kjelshus to Vice Chairman by Marquardt, second by Beyer. Motion carried.

Old Business:

Agenda –A motion was made to approve the amended agenda with the additions of Pro IT services, by Kjelshus, second by Marquardt. Motion carried.

Minutes - A motion was made to approve the minutes from August 3, 2021 and August 25, 2021, by Marquardt, second by Buynak. Motion carried. A motion to approve the August 25, 2021 minutes by Kjelshus, second by Marquardt. Motion carried.

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

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

Check #	Name	Amount	
35418	Association for Rural & Small Libraries	\$ 275.00	08/16/21
35419	Baker & Taylor	\$ 627.77	
35420	Baker & Taylor	\$ 74.41	
35421	Bottineau Plumbing & Heating	\$ 293.04	
35422	Consumer Reports	\$ 30.00	
35423	Demco	\$ 187.47	
35425	Kellers Briteway	\$ 80.00	
35426	Kinetic Leasing	\$ 116,629.32	
35427	Learning Opportunities Inc	\$ 1,068.48	
35428	Midwest Tape	\$ 497.72	

35429	Oriental Trading	\$	349.81	
35430	Ottertail Power Co	\$	6,318.61	
35431	Polar Communications	\$	89.26	
901052	Monson, Ann	\$	3,520.81	
901053	ND Game and Fish	\$	42.00	
901054	Paystubz	\$	607.98	
901055	Verizon	\$	1,750.01	
35432	Border Ag & Energy	\$	1,774.50	08/19/21
35433	North Dakota Telephone Company	\$	129.68	
35434	Ottertail Power Co	\$	76.71	
35435	American Family Insurance	\$	3,485.59	08/31/21
35436	Bank of ND	\$	36,000.00	
35437	Bank of ND	\$	9,500.00	
35438	Colonial Life & Accident	\$	1,552.59	08/31/21
35439	Monson, Ann	\$	3,244.19	
35440	Monson, Ann	\$	3,862.42	
35441	ND Child Support Division	\$	1,550.00	
35442	North Dakota United	\$	91.84	
35443	New York Life Insurance	\$	86.14	
35444	Renville County	\$	1,733.84	
35445	The Standard	\$	2,851.80	
35446	Unum Life INS Company	\$	294.68	
901056	First National Bank	\$	6,902.38	
901057	Internal Revenue Service	\$	31,270.00	
901058	Internal Revenue Service	\$	53,170.79	
35447	Allard, Kenny	\$	387.18	09/08/21
35448	Basin Service Company	\$	1,143.00	
35449	Baymont By Wyndham	\$	172.80	
35450	Border Ag & Energy	\$	2,737.73	
35451	Border Ag & Energy	\$	2,162.96	
35452	Border Ag & Energy	\$	1,044.29	
35453	Bottineau Clinic Pharmacy	\$	179.92	
35454	Bottineau Lumber	\$	66.90	
35455	Business Radio Licensing	\$	210.00	
35456	Butler Machinery Company	\$	70,954.41	
35457	Caroline, Erin	\$	78.40	
35458	Cenex Fleet Fueling	\$	2,226.54	
35459	Circle Sanitation	\$	68.75	
35460	Bottineau, City of	\$	497.75	
35461	Maxbass, City of	\$	87.00	
35462	Newburg, City of	\$	37.00	
35463	Clemens, Sara	\$	81.76	
35464	Clute Office Equip.	\$	650.26	

35465	Clute Office Equip.	\$	270.03
35466	Courant	\$	841.62
35467	Dakota Agronomy	\$	1,837.50
35468	DH Full Service	\$	55.00
35469	D & L Storage	\$	260.00
35470	DMC Wear Parts	\$	550.25
35471	Drive Buick Chev	\$	2,793.09
35472	Family Bakery	\$	44.25
35473	Farmers Union Oil W	\$	18,250.83
35474	Farmers Union Oil W	\$	386.27
35475	Famers Union Oil WC	\$	1,857.14
35476	Farden Construction	\$	19,589.10
35477	Gates MFG Inc	\$	95.20
35478	Gibbons, Shawna	\$	125.00
35479	Goodwin, Shannon	\$	45.08
35480	Gustafson Oil	\$	346.46
36481	Herbel, Lisa	\$	150.00
35482	Information Tech Dept	\$	4,746.72
35483	Jasons Super Foods	\$	81.02
35484	JB Express	\$	125.00
35485	JS Wholesale Vending	\$	198.06
35486	Ketterlings Yard	\$	424.00
35487	Lady Brambleton	\$	7.00
35488	Lakeshore Lawns	\$	960.00
35489	LR Emergency Communication	\$	1,080.00
35490	Mathew Bender & Co Inc.	\$	27.08
35491	McHenry County Auditor	\$	18,640.17
35492	Midcontinent	\$	105.01
35493	Mikkelsen Aggregates	\$	927.00
35494	MK Electric	\$	1,412.14
35495	Moums Tesoro	\$	664.15
35496	Myers Parts of Bottineau	\$	431.23
35497	ND Dept of Transportation	\$	55,209.07
35498	ND Telephone Company	\$	128.03
35499	Nelson Repair	\$	301.50
35500	Nelson, Don	\$	450.00
35501	North Central Electric Coop	\$	1,156.64
35502	Office Attorney General	\$	305.00
35503	O'Keeffe Oil	\$	7,900.28
35504	Ottertail Power Co	\$	203.85
35505	Pedie, Ashley	\$	251.58
35506	Peterson, Rod	\$	79.52
35507	Pierce County Auditor	\$	13,195.86

35508	Polar Communications	\$	90.60	
35509	Praxair Distribution	\$	1,234.89	
35510	Pro IT LLC	\$	4,172.43	
35511	Protech Intergrations	\$	608.52	
35512	Quadient Finance	\$	2,500.00	
35513	Quadient Leasing	\$	877.71	
35514	Ramada Hotel Bismarck	\$	288.00	
35515	Redwood Toxicology Laboratory	\$	87.54	
35516	Romfo Auto Repair & Sales	\$	280.65	
35517	Runnings Supply	\$	1,332.30	
35518	Sawmill Corner Stop	\$	96.87	
35519	Sodexo INC & Affiliates	\$	6,930.00	
35520	Souris River Cooperative	\$	1,914.76	
35521	Spectrum	\$	1,280.14	
35522	State Treasurer	\$	4,039.59	
35523	St Andrews Health Center	\$	3,912.80	
35524	St Andrews Clinic	\$	1,306.00	
35525	Streichers	\$	548.88	
35526	Swanston Equipment	\$	5,000.00	
35527	Titus, Kristy	\$	561.12	
35528	Trans Union	\$	220.00	
35529	Truenorth Steel	\$	713.26	
35530	Turtle Mountain Communications	\$	1,872.85	
35531	Tweed Country AG	\$	755.56	
35532	Underground Vaults	\$	462.00	
35533	Verizon	\$	40.02	
35534	Verizon Connect NWF INC	\$	324.61	
35535	Visa	\$	265.75	
35536	Visa	\$	561.36	
35537	Visa	\$	318.49	
35538	Visa	\$	1,031.49	
35539	WM Corporate Services	\$	1,031.49	
35540	Western Agency	\$	15.00	
35541	Western Dakota ENG. Assoc.	\$	4,258.04	
35542	Wex Bank	\$	2,101.45	
35543	Whittman, Lori	\$	98.00	
35544	Wold Eng.	\$	124,805.00	
9010259	ND Pers Dakota Plan	\$	92,715.08	09/09/21
901060	ND Public Employee Retirement	\$	48,179.10	
901061	NDPers	\$	13,476.00	
35546	Emilie Cote	\$	572.76	09/10/21
901062	Monson, Ann	\$	3,019.23	09/15/21
901063	Paystubz	\$	622.57	

901064 Verizon Wireless	\$ 1,757.16
	\$ 865,591.29
Payroll	\$ 256,770.83

New Business:

Kelly Jensen, Director of Northern Prairie Human Service Zone, met with the board to discuss the 2022 budget for the Zone. A motion was made to approve the Northern Prairie Human Service Zone budget by Marquardt, second by Kjelshus. Roll call vote unanimous. Motion carried.

A motion was made to approve the indirect costs for the Northern Prairie Human Service Zone for the 2022 budget by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

Emily discussed the Purchasing Card Policy with the board. A motion was made to approve the Purchasing Card Policy by Buynak, second by Marquardt. Roll call vote unanimous. Motion carried.

Emily notified the board of the Gross Production Tax for the month of August.

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

Project TAC-0547(063) Narrows Project at Lake Metigoshe. The remaining curb and gutter have been installed. Kent had not been in contact with Bechtold Paving regarding their paving schedule but would guess it will be completed in the next couple of weeks.

- Project HEC-0500(004)-Westhope Bridge Guardrail replacement. The paving and guardrail have been installed. Seth discussed the progress and notified the board that the only work left is the spall repair on the concrete and Professional Concrete Services would complete their portion this week.

-Antler Dam Project- Project is near completion.

-Project CVD-0500(021)- Maxbass Chip Seal. Kent discussed the project and the notified the board that the project has been completed.

-Project BRO-0005(052)-Omeme Box Culvert-Gladen Construction plans to move to this project after Souris has been completed.

-Project-0005(058)-Souris Box Culvert- Gladen is to start work on September 20<sup>th</sup>, 2021 instead of the original start date of September 7<sup>th</sup>, 2021.

-Project BRO-0005(059)-Tied bridges at Souris and Willow City- Final plans and all paper work have been submitted to Department of Transportation. This project is scheduled to be bid November 21<sup>st</sup>, 2021 through the Department of Transportation.

-Special Road Funding was discussed for the 2 miles of proposed pavement from Highway 43 south and west to the north side of Long Lake. The application for this is due December 1<sup>st</sup>, 2021.

-The application was submitted to Garrison Diversion for funding on the boat ramp at Lake Metigoshe.

Emily notified the board that the County is receiving a yearly rent from Verizon for the cell phone tower that is located at Lake Metigoshe.

The estimated tax notice cost was discussed and a motion was made to send a yearly bill to recover the cost of postage for the notices, to the taxing districts that have a budget of \$100,000.00 or greater, by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

Commissioner Rude gave an update on the hiring of a new Community Service Program Coordinator, also the request for the \$10,000 commitment was discussed. It as the consensus of the board to have Emily reach out to Pierce County about question regarding the contract and revisit the contract at the October 12<sup>th</sup>, 2021 commissioner meeting.

Ritchie Gimbel, Road Superintendent, gave an update on his department's activity. He notified the board that three large structures have been replaced within the county. The stop signs have been removed at the intersection of County Road 47 and County Road 20. Discussion was held about the wetlands that were purchased by the County; Wold Engineering is assisting the County with securing the wetlands. Discussion was held about the Scheflo bridge and the piling repairs that need to be made to reopen the structure. A motion was made to accept the bid from Swingen Construction in the amount of \$70,000 to repair the piling on the Scheflo bridge by Marquardt, second by Beyer. Roll call vote unanimous. Motion carried. Ritchie also notified the board of the retirement of an employee that has been with the County for 33 years in the Lansford area.

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/Load Rating by Marquardt, second by Buynak. Roll call vote. Motion carried.

Mike McIntee, State's Attorney, met with the board to discuss his office activity.

Steve Watson, Sheriff, met with the board to give an update on the Sheriff's department.

Commissioner Marquardt discussed the current IT contract that the County has with Pro IT and having the County look into a local contractor for our IT services. Discussion will be held at the October 12<sup>th</sup>, 2021 meeting.

Emily discussed with the boards the House Bill 2015 Township distribution that was distributed to the townships in August of 2021.

A motion was made to open the lawn mower bids by Kjelshus, second by Marquardt. Discussion was held about the submitted bids. A motion was made to table the discussion until the October 12<sup>th</sup>, 2021 meeting by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

Kathy McGhan with the Hiking and Biking path met with the board to discuss the hiking and biking path and what the next steps would be for committee. The board notified the Kathy that the County was in favor of the path but financially the county could not support the project at this time.

Kristy Titus, Emergency Manager, met with the board to discuss a Courthouse employee table top exercise that she would like to conduct with the employees, this would involve the courthouse closing early one day to allow the employees to attend the exercise. It was the consensus of the board to close early to allow the employees to attend the exercise. Kristy will notify Emily of the date and the public will be notified of the early closure.

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

2022 Budget- Emily discussed the 2022 budget with the board. The budget hearing is set for September 23, 2021 at 9:30am in the Bottineau County Courthouse commissioner room

Tyler B, with Butler Machinery, met with the board to discuss the purchase of a 2021 Excavator for the road department. A motion was made to lease a 2021 Excavator for 5 years by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

With no further business before the board a motion was made to adjourn meeting at 12:17 by Kjelshus second by Marquardt. Motion carried.

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LeRoy Rude, Chairman

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Emily Deschamp, Auditor