

BOTTINEAU COUNTY
COMMISSIONER PROCEEDINGS
JANUARY 5th, 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, Commissioners, Jeff Beyer, Dan Marquardt, States Attorney, Mike McIntee County Auditor Elect, Emily Deschamp. LeRoy Rude, Vice-Chairman and Commissioner Lance Kjelshus attended the meeting via Zoom.

Old Business:

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

Minutes - A motion was made to approve the December 17th, 2020 minutes, by Kjelshus, seconded by Rude. Motion carried.

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

Bills-3422 AcquiSign \$500.00 1/8/21, 34223 Anderson Welding \$361.68, 34224 Auto Value \$104.91, 34225 Bank of ND \$761.25, 34226 Basin Service Company \$960.00, 34227 Border Ag & Energy \$555.74, 34228 Bottineau Lumber \$183.52, 34229 Bottineau Plumbing and Heating \$1,113.18, 34230 Butler Machinery \$10,954.14, 34321 Cenex Credit Card \$1,862.81, 34232 Circle Sanitation \$68.75, 34233 Bottineau, City \$534.47, 34234 Newburg, City \$36.00, 34235 Clute Office Equipment \$276.07, 34236 Clute Office Equipment \$119.17, 34237 Computer Store \$299.98, 34238 Bottineau Courant 259.20, 34239 Dakota Communications \$1,618.98, 34240 Department of Transportation \$113,351.55, 34241 DMC Wear Parts \$3,237.95, 34242 Drive Chevrolet Buick \$1,001.79, 34243 Electrolux Vacuums \$259.75, 34244 Farmers Union Oil \$5,939.95, 34245 Farmers Union Oil \$2,271.14, 34246 Farden Construction \$203.25, 34247 GovernSoft \$13,317.00, 34248 Guardian Fleet \$1,200.00, 34249 H.A Thompson & Sons \$5,749.93, 34250 Jason's Super Foods \$2,670.67, 34251 JB Express \$205.00, 34252 JS Wholesale Vending \$271.49, 34253 Kittleson Truck Repair \$474.00, 34254 Lance Kjelshus \$267.95, 34255 Lakeshore Lawns \$780.00, 34256 Lovette Graphix \$650.00, 34257 MK Electric \$330.24, 34258 Monson, Ann \$1,732,103.29, 34259 Moum's Tesoro \$455.13, 34260 Myers Parts of Bottineau \$108.47, 34261 Nardini Fire Equipment \$774.50, 34262 National Association of Counties \$450.00, 34263 ND Association of Counties \$10,933.60, 34264 ND Association of County Engineers \$275.00, 34265 ND Association of County Tribal V50's \$50.00, 34266 ND County Commissioners Association \$1,650.00, 34267 ND County Auditors Association \$100.00, 34268 NDEMA \$50.00, 34269 NDSU Extension \$24.32, 34270 ND State Radio Communications \$480.00, 34271 ND Sheriffs & Deputies Association \$400.00, 34272 ND Waters

Users Association \$300.00, 34273 Nelson International \$145.00, 34274 North Central Electric Coop \$709.55, 34275 O’Keeffe Oil \$2,732.67, 34276 OK Tire Store Service \$1,798.88, 34277 Ottertail Power Company \$144.19, 37278 Penguin Management INC. \$2,268.00, 34279 Polar Communications \$89.26, 34280 Pro IT \$3,974.50, 34281 Pro IT \$194.99, 34282 Quadient Finance \$2,500.00, 34283 Romfo Auto Repairs & Sale \$743.12, 34284 Rough Rider Industires \$945.00, 34285 Sawmill Lumber \$574.28, 34286 Sodexo INC & Affiliates \$5,602.00, 34287 Souris River Telephone \$1,381.79, 34299 Spectrum \$2,129.40, 34289 The Standard 286.80, 34290 The Standard \$28.00, 34291 Turtle Mountain Communications \$1,865.11, 34292 Tweed Country Ag \$676.74, 34293 Uline \$150.15, 34294 Vanguard Appraisals \$75.00, 34295 Verizon Wireless \$150.06, 34296 Vigilant Solutions \$23,183.00, 34297 Visa \$1057.81, 34298 Visa \$2,465.62., 34299 Visa \$379.00, 34300 Visa 373.95, 34301 Waste Management \$920.60, 34302 Westlie Truck Center \$632.10, 34303 Western Agency \$44,563.17, 34304 Wex Bank \$1,267.35, 34305 Wieler, Tanya \$1,000.00, 34306 Wold Engineer \$13,155.00, 900976 NDPers \$49,293.07, 900977 NDPers \$93,624.24, 900978 NDPers \$5,630.00, 900979 Monson, Ann \$4,173.43, 900980 ND Game & Fish \$59.00, 900981 ND State Tax Commissioner \$8,682.59, 900982 Paystubz \$600.69, 900982 Paystubz \$62.50, 900983 Verizon Wireless \$1,720.07, 34307-34311 Social Services Bills \$501.54, Payroll \$265,121.47. Total \$2,468,525.00.

The January bills were reviewed and a motion was made to pay the bills by Beyer, seconded by Marquardt. Motion carried.

A motion was made to call for bids for machine hire, gravel, bridge material and culvert bids at 9:30 am on February 2nd, 2021 by Marquardt, seconded by Rude. Motion carried.

The Gross Production Tax Distribution was discussed and a motion was made distribute the first \$500,000.00 to the County Road Fund, and then the next \$200,000.00 to the County General Fund, and then the next \$100,000.00 to the 2016 Certificate Fund, by Marquardt, seconded by Kjelshus. Motion carried.

January cancellations were presented and a motion was made to cancel the taxes for the forfeited properties by Beyer, seconded by Marquardt. Motion carried.

Amendments for 2020 budget were presented to the commissioners. A motion was made to approve amendments by Kjelshus. Seconded by Marquardt. Motion carried.

BOTTINEAU COUNTY - 2020 Approved Amendments								
Fiscal Year 2020 Budget								
Expenditures								
Fund				(Under/Over	Accts			
Number		Budget	Actual Amount	Budget)	Payable	Amendment	Budget	Explanation for
								Amendment
1000	General Fund	\$4,448,926.00	\$4,301,366.42	-\$147,559.58	\$78,609.59	\$0.00	\$4,448,926.00	
Special Rev. Funds								
2140	County Rd & Brg	2,329,800.00	2,422,418.84	\$92,618.84	150,391.64	\$243,010.48	\$2,572,810.48	Additional cost for extra road project cash reserve to cover expenses.
2150	Hwy Tax Dist.	1,938,800.00	1,589,607.98	-\$349,192.02	12,035.07	\$0.00	\$1,938,800.00	
2210	Social Services	1,620,267.31	1,369,601.72	-\$250,665.59	473.45	\$0.00	\$1,620,267.31	
2910	Emergency	100,000.00	13.56	-\$99,986.44			\$100,000.00	
2915	911	265,009.00	242,269.71	-\$22,739.29	724.10	\$0.00	\$265,009.00	
2920	VSO	43,351.00	40,214.27	-\$3,136.73	341.82	\$0.00	\$43,351.00	
2945	Airport	50,692.72	48,444.75	-\$2,247.97	-	\$0.00	\$50,692.72	
2950	Library	220,776.00	171,380.69	-\$49,395.31	2.83	\$0.00	\$220,776.00	
2955	Library Bldg	5,000.00	6,166.36	\$1,166.36	-	\$1,166.36	\$6,166.36	Repairs and Maintenance Expenses
2960	Extension	131,118.00	121,899.40	-\$9,218.60	517.18	\$0.00	\$131,118.00	
2970	Weed	263,908.00	193,111.47	-\$70,796.53	253.45	\$0.00	\$263,908.00	
2975	Hazardous Chem.	5,000.00	2,735.21	-\$2,264.79		\$0.00	\$5,000.00	
2980	Courthouse Bldg	50,000.00	63,642.38	\$13,642.38	6,959.68	\$20,602.06	\$70,602.06	Expenses for heating and cooling system.
2981	2016 Cert. Fund	480,000.00	431,009.40	-\$48,990.60		\$0.00	\$480,000.00	
2985	EDC	144,307.00	137,548.62	-\$6,758.38		\$0.00	\$144,307.00	
2995	Senior Citizens	124,283.60	121,778.30	-\$2,505.30		\$0.00	\$124,283.60	
2996	Zoning	1,000.00	107.64	-\$892.36		\$0.00	\$1,000.00	
2997	Document Pres.	5,000.00	6,235.15	\$1,235.15		\$1,235.15	\$6,235.15	Expenses higher than anticipated have cash reserve to cover.
GRAND TOTAL		\$12,227,238.63	\$11,269,551.87	-\$957,686.76	\$250,308.81	\$266,014.05	\$12,493,252.68	

A motion was made to sign the contract for Federal Aid for Project BRO-0005(58) in the amount of \$319,502.00 for Gladen Construction by Beyer. Seconded by Kjelskus. Motion Carried.

Discussion was held between the commissioners and States Attorney about the County adopting the ND Fire Code. In discussion they decided to table until the February's meeting.

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

-HCL-0500(003), County Safety Project, Mayo Construction, 4 light poles have been straightened and the light at Maxbass corner is still not working. The county will hold payment till the light is repaired.

-TAC-0547(063), Metigoshe Narrows, Environmental documents have been submitted and scheduled for an April 9th 2021 bid opening is set.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Discussion was held about a 2022 project for Kramer to Russell. This project is one that the county would borrow ahead in Federal Aid funding. The Omemee box culvert is set for a June bid opening. Ritchie made a request to use Braun Intertec to test weight limits on approximately 30 miles of highway within the county the estimate for the testing is \$12,000.00. Motion was made to proceed with Braun Intertec to complete road testing in the spring of 2021 by Marquardt. Seconded by Beyer. Motion carried. Ritchie asked the commission if they felt that there needed to be 2 boat landings at the Narrows, commissioners had discussion at felt that there needed to be 2 landings at this point and time. Ritchie will contact Game and Fish for possible funding and temporary repairs will be made in the spring. Discussion was held about the snow removal done by contractors and private property owners who are pushing snow in or across right of ways which is illegal. Ritchie is going to advertise in the paper to notify contractors and property owners.

Mike McIntee, States Attorney, gave an update on his office activity.

Tanner Hellenbrand met with the commissioners via zoom to discuss the heating and cooling contracts that were received from HA Thompson and Johnson controls. A motion was made to pay the remainder of the HA Thompson bill and to accept the Johnson controls annual contract and the contract for quote 1-1A2U6IVM by Kjelshus. Seconded by Marquardt. Motion carried.

Beth Reitan, Librarian, and Tanya Weiler HR consultant, met with the board to discuss the salary for Charlotte Bedlion the assistant Librarian. A motion was made to approve the proposed pay plan by Beyer. Seconded by Marquardt. Motion carried. Beth made a request to the commissioners to carry over her Annual Leave from 2020 due to the circumstances in the Library that left her unable to use her time. A motion was made to reinstate Beth's annual leave for 2020 due to the unforeseen circumstances by Marquardt. Seconded by Beyer. Motion carried.

Steve Watson, Sheriff, gave a report on the activity in the Sheriff's Department.

A motion was made to open the excess property bids by Rude. Seconded by Beyer. Motion carried. A motion was made to accept the high bids for the excess property bids by Marquardt. Second by Rude. Motioned carried.

Taylor Kippen, Tax Director, met with the Commission to discuss the 2021 ag values and her recommendation was to do a 3% to 5% increase in the ag values. As the County is on the low

end of the State parameters. A motion was made to increase the ag values by 1% by Marquardt, seconded by Beyer. Motion carried.

Department Head meeting – Chairman Adams gave an update on the Commissioner meeting and the department heads gave an update on their office activity.

As there were no further business, a motion was made to adjourn the meeting at 11:15am by Kjelshus. Seconded by Marquardt. Motion carried.

Charlie Adams, Chairman

Emily Deschamp, Deputy Auditor