BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

JUNE 7th, 2022

7:30 am

The Commissioner Meeting was called to order at 7:30 am by 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, Chairman, Lance Kjelshus, Vice-Chairman, Commissioners, Dan Marquardt, Nathaniel Buynak, and Auditor, Emily Deschamp. Jeff Beyer attended the meeting via phone.

Old Business:

Agenda - A motion was made to approve the agenda with the additions of contract help by Kjelshus, second by Buynak. Motion carried.

Minutes - A motion was made to approve the minutes from May 3rd, 2022 by Marquardt, second by Buynak. Motion carried.

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

Bills –

|  |  |  |
| --- | --- | --- |
| 36700 | Baker & Taylor (5/12) | 580.11 |
| 36701 | Border Ag & Energy | 870.96 |
| 36702 | Courant | 147.60 |
| 36703 | Farmers Union Oil | 556.37 |
| 36704 | Information Tech Dept | 5,346.69 |
| 36705 | Jasons Superfoods | 5.79 |
| 36706 | Kellers Briteway | 80.00 |
| 36707 | Midwest Tape | 121.19 |
| 36708 | Mk Electric | 136.64 |
| 36709 | ND Horizons | 20.00 |
| 36710 | Ottertail Power Co | 8,138.72 |
| 36712 | State Historical Society ND | 40.00 |
| 36713 | Spectrum | 80.19 |
| 901151 | JP Morgan (5/13) | 10,681.74 |
| 901152 | ND Game & Fish | 180.00 |
| 901153 | Paystubz | 981.93 |
| 901154 | Verizon | 1,788.85 |
| 36716 | American Family Insurance (5/31) | 4,687.79 |
| 36717 | Argus Dental | 2,077.53 |
| 36718 | Bank of ND | 10,000.00 |
| 36719 | Bank of ND | 36,000.00 |
| 36720 | Colonial Life & Accident | 1,270.84 |
| 36721 | Monson, Ann | 3,611.14 |
| 36722 | Monson, Ann | 3,666.48 |
| 36723 | ND Child Support Division | 1,550.00 |
| 36724 | North Dakota United | 91.84 |
| 36725 | New York Life Insurance | 54.64 |
| 36726 | Renville County | 1,776.05 |
| 36727 | The Standard | 544.36 |
| 36728 | UNUM | 279.38 |
| 901157 | Internal Revenue Service | 29,741.31 |
| 901156 | Internal Revenue Service | 48,149.50 |
| 901155 | First National Bank | 6,902.38 |
| 36729 | ACME Tools (6/9) | 707.93 |
| 36730 | Anderson Welding | 245.35 |
| 36731 | Auto Value | 65.47 |
| 36732 | Bee-Line Service | 1,003.04 |
| 36733 | Addie Berg | 487.50 |
| 36734 | Erin Berentson | 427.22 |
| 36735 | B&M Laundry | 367.93 |
| 36736 | B&M Laundry | 367.93 |
| 36737 | Border Ag & Energy | 255.84 |
| 36738 | Bottineau Clinic Pharmacy | 151.87 |
| 36739 | Bottineau Lumber | 279.99 |
| 36740 | Bottineau Plumbing & Heating | 1,811.09 |
| 36741 | Butler Machinery | 15,102.70 |
| 36742 | CapFirst Equipment | 93,739.44 |
| 36743 | Cenex Fleet Fueling | 1,673.96 |
| 36744 | Circle Sanitation | 68.75 |
| 36745 | City of Antler | 95.00 |
| 36746 | City of Bottineau | 481.51 |
| 36747 | City of Maxbass | 87.00 |
| 36748 | City of Newburg | 76.00 |
| 36749 | Sara Clemens | 194.22 |
| 36750 | Clute Office Equipment | 443.79 |
| 36751 | Clute Office Equipment | 264.63 |
| 36752 | Cole Papers, Inc. | 356.27 |
| 36753 | Courant | 2,309.83 |
| 36754 | Dakota Fire Extinguishers | 613.15 |
| 36755 | Dakota Agronomy Partners | 155.00 |
| 36756 | D&L Storage | 390.00 |
| 36757 | Drive Chevrolet Buick | 90.17 |
| 36758 | DSM, Inc. | 724.50 |
| 36759 | Election Systems & Software | 2,913.87 |
| 36760 | Envision Cooperative | 153.93 |
| 36761 | Family Bakery & Restaurant | 17.00 |
| 36762 | Family Bakery & Restaurant | 24.00 |
| 36763 | Farmer's Union Oil - Westhope | 18,760.16 |
| 36764 | Farmer's Union Oil - Willow City | 3,718.33 |
| 36765 | Farden Construction | 234.75 |
| 36766 | First National Bank & Trust | 240.45 |
| 36767 | Kelsey Fulsebakke | 38.03 |
| 36768 | Guardain Fleet Safety | 631.46 |
| 36769 | Gerdau | 1,656.18 |
| 36770 | Gooseneck Implement | 871.69 |
| 36771 | Heartland Consulting Group | 11,240.00 |
| 36772 | Idesign | 479.92 |
| 36773 | JB Express | 430.00 |
| 36774 | Johnson Controls | 607.02 |
| 36775 | Johnson Controls | 42,077.50 |
| 36776 | Johnson Controls | 7,951.25 |
| 36777 | Jordan Law | 18,564.00 |
| 36778 | Keller's Briteway | 370.00 |
| 36779 | Ketterling's Yard | 370.00 |
| 36780 | Taylor Kippen | 75.00 |
| 36781 | Kyleen Kitzman | 13.00 |
| VOID 36782 | Klingbeil's Body & Glass | -4,561.61 |
| 36783 | Lakeshore Lawns | 680.00 |
| 36784 | Lawson Products | 672.09 |
| 36785 | Linde Gas & Equipment | 735.57 |
| 36786 | Debra Martinson | 180.00 |
| 36787 | Matthew Bender & Company, Inc. | 77.81 |
| 36788 | McHenry County Sheriff | 65.00 |
| 36789 | MK Electric | 921.31 |
| 36790 | Ann Monson, Co Treasurer | 5.00 |
| 36791 | Ann Monson, Co Treasurer | 11.50 |
| 36792 | ND Association of Counties | 135.00 |
| 36793 | NDACS | 50.00 |
| 36794 | ND Dept of Transportation | 4,328.00 |
| 36795 | ND Dept of Transportation | 10,754.58 |
| 36796 | NDSBA | 200.00 |
| 36797 | NDSAA | 300.00 |
| 36798 | NDSU | 35.00 |
| 36799 | Nelson Repair | 198.00 |
| 36800 | North Central Electric Cooperative | 746.98 |
| 36801 | Northern Improvement | 4,201.72 |
| 36802 | O'Keefe Oil, Co | 9,154.26 |
| 36803 | OK Tire Store | 924.80 |
| 36804 | OtterTail Power Company | 347.21 |
| 36805 | ProIt | 3,985.50 |
| 36806 | Quadient Finance | 2,499.26 |
| 36807 | Quadient Leasing | 1,124.82 |
| 36808 | Runnings Supply | 2,071.86 |
| 36809 | Seachange | 448.20 |
| 36810 | SMP Health | 3,228.16 |
| 36811 | Sodexo, Inc & Affiliates | 8,309.50 |
| 36812 | Souris River Telephone | 528.58 |
| 36813 | ND State Treasurer | 3,694.88 |
| 36814 | St. Andrew's Clinic | 458.00 |
| 36815 | Stutsman County Correction Center | 225.00 |
| VOID 36816 | Swanston Equipment Corporation | -11,800.00 |
| 36817 | True North Steel | 5,667.86 |
| 36818 | True North Chiro | 100.00 |
| 36819 | TurnKey | 164.70 |
| 36820 | Turtle Mountain Communications | 1,802.51 |
| 36821 | Tweed Country Ag | 1,811.88 |
| 36822 | Uniform Center | 530.97 |
| 36823 | Verizon Wireless | 40.02 |
| 36824 | Verizon Connect | 324.61 |
| 36825 | VISA | 349.99 |
| 36826 | VISA | 516.98 |
| 36827 | VISA | 374.49 |
| 36828 | Waste Management Corporation | 1,230.64 |
| 36829 | West Shore Services | 585.00 |
| 36830 | Western Asphalt Products | 22,050.00 |
| 36831 | Tanya Wieler | 1,000.00 |
| 36832 | Wold Engineering | 972.50 |
| 36833 | Yunker Law | 600.00 |
| 901158 | NDPERs (6/14) | 47,010.99 |
| 901159 | NDPERS | 5,706.00 |
| 901160 | NDPERS | 83,834.58 |
| 48030-48139 | Payroll | 262,642.68 |
|  |  | 896,887.02 |

A motion was made to approve the June bills by Beyer, second by Kjelshus. Motion carried.

New Business:

Emily Deschamp, County Auditor, notified the board of the Workers Compensation premium return that was received by the County.

Emily notified the board of the invoice received from Johnson Controls for the Jail DDC Retrofit. In discussion the board decided to move forward with the payment to Johnson Controls. Consensus of the board was to pay the bill out of the ARPA funds.

Emily advised the Commission that the Courthouse will be closed on Monday for the July 4th holiday it was the consensus of the board to change the commissioner meeting to July 6th 2022.

Discussion was held about the 2023 budget and what date the board would like to meet with department heads to discuss their 2023 budgets. July 6th, 2022 at 1:00pm in the Bottineau County Commissioner Room to discuss the 2023 budgets with Department Heads.

Emily presented the board with a Special Event Permit from the A Frame Bar and Grill to transfer their alcohol license to The Lake House Event Center. A motion was made to approve the special event permits transfer from the A Frame to The Lake House Event Center by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Emily presented the board with a Special Event Permit for The Birchwood to transfer their alcohol license to Annie’s House. A motion was made to approve the special event permits transfer from The Birchwood to Annie’s House by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

Emily presents the board with a raffle permit from Dakota College at Bottineau for a raffle during the Logrollers golf tournament. A motion was made to approve the raffle permit from the Dakota College Logrollers golf tournament by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

A motion was made to approve a Gaming Site Authorization for Bottineau Blue Line Club Inc. to The Bottineau Country Club for electronic pull tab devices by Marquardt, second by Kjelshus. Roll call vote unanimous. Motion carried.

A motion was made to approve a Gaming Site Authorization for Westhope Senior Citizens to The Westhope Country Club for electronic pull tab devices by Marquardt, second by Kjelshus. Roll call vote unanimous. Motion carried.

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

*-*Project CP-0520(022)- Maxbass to Russell Paving- Kent updated the board on the project and informed them of 2-inch overlay will be starting in the next couple of days.

-Project SC-0520(059)- Russell to Kramer Paving- Kent updated the board on the progress of the will be completed in the next 2 weeks weather depending.

-Project BRO-005 (052)- Omemee Box Culvert-Completed the seeding and rouge control. Fencers will be returning to fix the fences in the next couple of weeks.

-Project BRC-0520(058) Kramer Bridge- Seth updated the board on the project.

-Project BRO-0005 (059) Bottineau Structure Bundle- Pre job scheduled for Wednesday June 8th at pending documents Farden’s delivery of documents.

-Project BRP-0005 (060)- Scheflo and Overly Structure Bundle waiting on survey data.

-Scenic Byway bike path proposal from Sawmill Corner to Highland Road-Ritch discussed with Bryon Fuchs at the DOT about a local match guarantee from the county for the 2023 budget and $40,000 will be from Lake Metigoshe Improvement. A motion was made to pledge 20,000 to the Highland Road bike path by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

Ritchie Gimbel, Road Superintendent, gave an update on the Road Department activity. TAP funding for the 2024 and 2025 for the bike path at Lake Metigoshe. Ritch discussed the meeting that was held with Representative Paul Thomas on May 9th, 2022. Discussion was held about removing the boat landing at the Narrows at Lake Metigoshe. Ritch updated the board on the township funding that was available.

Emily presented the board with the Final estimate and Certification of Local Match from the Department of Transportation for Project TAC-0547(063) in the amount of $6,295.62. A motion was made to pay the Final Estimate of $6,295.62 and sign the Certificate of Local Match by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

Emily presented the board with the Certification of Local Match from the Department of Transportation for Project BRC-BRS-0099(008) PCN 22815 for NW Region Bridge Inspection/Load Rating in the amount of $3,084.77. A motion was made to pay the $3,084.77 and sign the Certificate of Local Match by Buynak, second by Marquardt. Roll call vote unanimous. Motion carried.

Emily presented the board with the Certification of Local Match from the Department of Transportation for Project BRO-0005(058) structure replacement Final estimate in the amount of $1,374.19. A motion was made to pay the $1,374.19 and sign the Certificate of Local Match by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

Steve Watson, Sheriff, gave an update on the Sheriff Department activity.

Emily discussed The Standing Committees of the North Dakota County Commissioners Association and asked the board if there was any interest in participation from our County.

Ashley Pedie, Tax Director, met with the board to discuss attending the NCRAAO Conference June 26th through the 30th, 2022. A motion was made to approve the hotel and mileage for Ashley and Mandy to attend the NCRAAO conference by Marquardt, second by Beyer. Roll call vote. Motion carried.

Ashley Pedie, Tax Director, introduced her new hire Mandy Artz, Deputy Tax Director to the board. Discussion was held with the board as to salary for the Deputy Tax Director. A motion was made to start Mandy at a Step 2 by Buynak, second by Beyer. Roll call vote unanimous. Motion carried.

Buynak made a motion to move the board appointments to the July meeting, second by Kjelshus. Roll call vote unanimous. Motion carried.

Discussion was held about the current gas reimbursement rate for personnel vehicle use reimbursement which is set at .585 and due to the increase in the price of gas. A motion was made to increase the mileage to .66 by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

Emily discussed with the board the letters that have been received from the IRS. Emily notified the board that with the direction from the State’s Attorney to not remit payment at this time until further information is received from the IRS regarding this matter.

Discussion was held about digitizing County records in the future. The Tax Director notified the board that the State Archive is willing going to look through materials and see what they can archive for the County at no charge to the county.

Discussion was held about the land contract with Wagner. A motion was made to allow the Chairman Rude to sign the contract for the Wagner property when it is received and reviewed by the State’s Attorney by Kjelshus second by Buynak. Roll call vote unanimous. Motion carried.

10:00 am – A motion was made to open the County Equalization meeting by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried. Ashley Pedie, Tax Director, provided a synopsis on her findings for 2022. Bottineau County has to follow the State Board of Equalization tolerance levels and with increases in residential values of 3,368,500, commercial values of 2,007,200, and an decrease in agricultural values of 22,300; the County is within State guidelines. A motion was made to accept Ashley’s values, as presented, by Buynak, seconded by Marquardt. Roll Call vote unanimous. Motion carried. A motion was made to close the County Equalization by Kjelshus, second Buynak. Roll call vote unanimous. Motion carried.

Ashley Pedie Tax director, discussed the rezoning request received from James Diepolder to rezone Section 19 from agricultural to commercial which would allow him to sell NH3 fertilizer on SE1/4SE1/4 of Section 19-159-74. A motion was made to go along with the recommendation from the Zoning board and approve the zoning from agricultural to commercial by Marquardt, second by Kjelshus. Discussion was held. Roll call vote unanimous. Motion carried.

Seymour Jordan, State’s Attorney, met with the board to discuss his office activity.

Daniel Fett, Bottineau Winter Park President, updated the board on the Winter Park. Discussion was held about the progress of the T-Bar Lift at the Winter Park.

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

As there was no further business, a motion was made to adjourn the meeting at 12:10pm by Kjelshus, second by Buynak. Motion carried.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LeRoy Rude, Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emily Deschamp, Auditor