

BOTTINEAU COUNTY  
COMMISSIONER PROCEEDINGS  
JANUARY 6th, 2015  
8:30 A.M.

The Commissioner Meeting was called to order at 8:30 am. following the Social Service Meeting, by Chairman Todd Streich. A meeting of the Board of Bottineau County Commissioners was held in the Commissioner Room at the Courthouse with the following members present: Chairman Todd Streich, Vice-Chairman LeRoy Rude, Commissioners Dan Marquardt, Lance Kjelshus, Jeff Beyer, States Attorney, Swain Benson and County Auditor, Lisa Herbel.

Old Business:

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

Minutes - A motion was made to approve the December 1<sup>st</sup> and the December 17<sup>th</sup>, 2014 minutes after a change was made to a motion in the December 17<sup>th</sup>, 2014 minutes regarding the Veteran Service Officer by Beyer, seconded by Marquardt. Motion carried unanimously.

Consent Agenda –The monthly reports were reviewed and a motion was made to approve the Consent Agenda by Kjelshus, seconded by Rude. Motion carried unanimously.

Bills – The January bills were reviewed; 20651 Americ Inn 149.40 (1/8), 20653 AT&T Mobility \$103.59, 20654 AT&T \$504.14, 20655 Auto Value \$30.10, 20656 B&M Laundry \$174.31, 20657 Swain Benson \$56.50, 20658 Bottineau Hometown \$507.50, 20659 Bottineau Farmers Elevator \$374.98, 20660 Bottineau Lumber \$824.66, 20661 Bottineau Tech Center \$350.00, 20662 Kristie Brennan \$25.00, 20663 Butler Machinery \$3,592.04, 20664 Cenex Credit Card \$3,100.89, 20665 Cenex Propane Partners \$685.40, 20666 Century Link \$501.94, 20667 Circle Sanitation \$57.50, 20668 City of Bottineau \$345.48, 20669 City of Newburg \$32.50, 20670 Clute Office Equipment \$121.60, 20672 Courant \$766.86, 20673 D&B Body Shop Inc. \$5,045.88, 20674 Dakota Communications \$90.00, 20675 Family Bakery \$16.00, 20676 Farmers Union Oil Co. W. \$3,011.50, 20677 Farmers Union Oil Co. W. \$143.94, 20678 GCR Tires & Services \$673.40, 20679 GE Capital \$610.00, 20680 Govern Soft \$12,195.00, 20681 HACTC \$2,305.83, 20682 HA Thompson & Sons \$469.00, 20684 Johnston Motor Co. \$50.00, 20686 Kinetic Leasing \$86,893.26, 20687 Lawson Products \$1,357.07, 20688 Nadine Little \$100.00, 20689 Marlin Leasing \$762.41, 20690 Mayo Construction \$39,283.41, 20691 McGuire in Rugby \$823.75 20692 Mikkelsen Aggregates \$1,610.00, 20694 The Mirror \$26.00, 20695 Ann Monson, Co. Teas. \$1,938,578.24, 20696 Moom's Tesoro \$1,033.69, 20697 Mount Rose TWP \$9,123.75, 20698 Myers Parts of Bottineau \$119.73, 20699 NACO \$450.00, 20700 ND Assoc. of Counties \$10,043.00, 20701 ND Assoc. of Counties \$52,796.79, 20702 ND County Comm. \$1,500.00, 20703 ND Dept. of Transportation \$18,749.77, 20704 ND Dept. of Transportation \$1,265.71, 20705 ND Dept. of Transportation \$678.88, 20706 ND Resource Assoc. \$150.00, 20707 ND State Tax Comm. \$7,048.95, 20708 ND State Radio Comm. \$240.00, 20709 ND Water Users Assoc. \$300.00, 20710 Jared Nelson \$273.46, 20711 NENA \$137.00, 20712 Nodak Store \$2,379.44, 20713 Northern Fuel Partners \$4,312.15, 20714 North Central Electric \$632.41, 20715 North Central Rental & Leasing \$7,500.00, 20716 North Dakota Ins. Dept. \$40.00, 20717 O'Keeffe Oil \$2,947.40, 20718 Deb Orvedal \$50.00, 20719 Ottertail Power Co. \$261.70,

20720 Peck's Spray Foam Insulation \$9,651.00, 20721 Pro It, LLC \$2,515.00, 20722 Reliance Telephone \$1,000.00, 20723 Sawmill Corner Stop \$154.06, 20724 Souris River Telephone \$1,467.18, 20725 Stevenson Towing \$100.00, 20726 Systems & Services \$19.60, 20727 Jason Tangsrud \$160.00, 20728 TBA Supply \$14.95, 20729 Theels \$1,276.38, 20730 Turtle Mtn. Communications \$1,722.98, 20731 Tweed Co. Ag. \$1,052.53, 20732 Uline \$60.66, 20733 Ultimate Safety Concepts \$341.91, 20734 US Foods \$711.78, 20735 Visa \$194.00, 20736 Visa \$237.43, 20737 Visa \$339.00, 20738 Tanya Wieler \$1,000.00, 20739 Wold Engineering \$31,109.76, 20740 Wold Engineering \$3,142.67, 20741-20743 Social Services \$2,315.80 (1/8), 39968-40050 Payroll \$188,997.71 (12/23), Total \$2,475,967.31 and a motion was made to approve paying the bills by Rude, seconded by Kjelshus. Motion carried unanimously.

Brad Robertson, Wold Engineering, gave an update on the County Projects –

Project CNOA-0527(053), Newburg North – a final estimate was received from Mayo Construction for \$39,283.41 and a motion was made to pay the final estimate by Marquardt, seconded by Kjelshus. Motion carried unanimously.

The NDDOT TAP application for a hot bituminous pavement overly on the existing Lake Metigoshe Bike Path was reviewed and a motion was made to submit the application to the NDDOT by Beyer, seconded by Marquardt. Motion carried unanimously.

Project CMC-0530, Forfar Road -plans for this project were reviewed and will move forward pending receiving Surge Funding.

Project CMC-0503, Lansford North – if the County moves forward with this project, we will need to begin work on the railroad right away and insurance will have to be purchased, as this could be a lengthy process. The scope of the project was discussed and it was decided to add one more mile to extend to railroad crossing (east/west road).

Project CM-0527, ND State Hwy 5 to Landa – working on plans should Surge funding be received.

Lisa Peterson, Bottineau County Tax Director, presented a conditional use permit request on behalf of Buell Consulting/James Lodoen for a Verizon Wireless Tower on the SW1/4, Section 23, Township 163 North, Range 80 West and a motion was made to approve the request by Marquardt, seconded by Kjelshus. Motion carried unanimously.

Lisa also discussed the Ag Values which are currently sitting at 90.3%, and according to the ND State law, need to be between 90-100%. Possessory interest was discussed.

9:45 am. – Proposal for Construction Engineering Services for Project #BRO-0005(032) -the only proposal received was from Wold Engineering and a motion was made to accept the Wold Engineering Proposal by Kjelshus, seconded by Beyer. Motion carried unanimously.

The Boundary Creek Water Board was discussed and a motion was made to appoint Jacob Bernstein to the Board by Kjelshus, seconded by Marquardt. Motion carried unanimously.

10:00 am. – Annual Lease Rental of Earthmoving Equipment bids – a motion was made to open the bids by Beyer, seconded by Kjelshus. Motion carried unanimously. The only bid received was from Butler Machinery and a motion was made to accept the Butler Machinery bids by Rude, seconded by Marquardt. Motion carried unanimously.

The Memorandum of Understand and the Job Description for the Veteran Service Officer, Dwight Nahinurk was discussed. The job description was signed and placed in Dwight's file, and the outreach efforts was removed from the Memorandum of Understand and this was also signed and placed in Dwight's personnel file. A letter from Lori Witteman was received and also placed in Dwight's personnel file.

Alan Cote, Lordsburg Township, met with the Commission to discuss the location where the County put a culvert in their township. A hydrological study was done and gave three options. Gerald Christenson, Brandon, Coleen and Kent Nehring were also in attendance to speak about their concerns about the culverts. After discussion, it was decided to go with the third option of the hydrological study and Lordsburg Township agreed to put gravel on all three trouble spots and they would pay for one culvert, Gerald Christenson will pay for one, and the County will pay for one.

A raffle permit was received from the Metigoshe Lions Club was received and a motion was made to approve the permit by Beyer, seconded by Kjelshus. Motion carried unanimously.

A liquor and beer license was received from Terry and Carole Herbert as Hiatt's have deeded to the Midway Bar property to the Herbert's. A motion was made to approve the liquor and beer license for the Midway Bar by Rude, seconded by Kjelshus. Motion carried unanimously.

A meeting date was discussed for the Annual Township Officers Meeting and the date was set for February 28<sup>th</sup>, 2015 at the Newburg Senior Citizens Center.

A Whitby Township bill was received from Mikkelsen Aggregates for \$1519.00 and a motion was made to pay this out of the Whitby Township funds by Kjelshus, seconded by Marquardt. Motion carried unanimously.

The Village EAP Contract for 2015 was reviewed and a motion was made to sign the contract by Marquardt, seconded by Beyer. Motion carried unanimously.

Department Head meeting – Chairman Streich gave an update on the meeting and the department heads gave an update on their office activity. Kronos timekeeping system was discussed.

Ritchie Gimbel, Road Superintendent, gave a power point presentation on different bridge replacement options in the County. It was also decided to replace the door for the Maxbass Shop.

A motion was made to sign the deed selling the Bottineau Property to Brad Blada by Kjelshus, seconded by Rude. Motion carried unanimously.

A letter was received from Daryl Dukart, Chairman of Vision West North Dakota, asking for support for Dunn County's application for EIO Funding on VWND's behalf and a motion was made to support this request by Beyer, seconded by Marquardt. Motion carried unanimously.

Resolutions – A motion was made to approve the following January resolutions by Beyer, seconded by Rude. Motion carried unanimously.

**Property Acquired** – The list of real estate taxes on property acquired or sold by Bottineau County through tax deed action was presented to the Board and marked Exhibit Z. All real estate described on the sale list has been sold and the amount of sale applied to the unpaid taxes and the list be cancelled from the record of the County Auditor and County Treasurer.

**Agreement** – The Agreement for Board for prisoners is hereby renewed for the year 2015 with the Family Bakery.

**Warrant Authorization** – the County Auditor is hereby authorized to issue warrants for necessary items that require payment at the time of purchase. Such items are to be listed the following month after approval by the County Commissioners.

**Supervision – Roads and Bridges** – The Board of County Commissioners shall supervise all county road and bridge work within the County and townships are asked to contact the Road Superintendent prior to any township road or bridge construction.

**Pledge of Securities** - the Pledge of Securities are approved at the First National Bank, Bottineau, ND, Peoples State Bank, Westhope, ND, State Bank of Bottineau, ND, and Starion Financial of Bottineau, ND.

**Authorization of County Funds** – The County Treasurer is granted authority to invest county funds at local institutions for the year 2015.

**Remit Fair Funds** – Bottineau County Fair and Bottineau County Fair Building Funds be remitted to the Bottineau County Fair Secretary to be deposited in the County Fair Account by the 10<sup>th</sup> working day of each month on the same basis as other entities of the County.

**2015 Depositories** - Applications be approved to designate First National Bank of Bottineau, Peoples State Bank of Westhope, State Bank of Bottineau, and Starion Financial of Bottineau as depositories of Bottineau County Funds as required by North Dakota Century Code Section 21-04.14 with security to 110% Government Bonds or equivalent.

#### County Treasurer's Report for quarter ending December 31, 2014

Ledger Balance 9/30/14	\$10,686,817.80	Disbursements 10/14	\$ 1,827,970.28
Collections 10/14	\$ 1,491,552.55	Disbursements 11/14	\$ 930,473.85
Collections 11/14	\$ 1,315,755.71	Disbursements 12/14	\$ 1,039,247.34
Collections 12/14	\$ 3,071,250.45	Ledger Balance 12/31/14	\$12,767,685.04

Summary of Ledger Balance 12/31/14

County General & Special Revenue Funds	\$10,607,872.98
Unapportioned Taxes	\$ 1,938,578.24
Trust & Agency Funds	\$ 37,889.87
Cities	\$ 3,569.25
City Park District	\$ 313.30
School Districts	\$ 7,548.95
Townships	\$ 168,740.23
Recreation Service District	\$ 1,868.16
Water Resource Districts	\$ 489.99
Rural Fire Districts	\$ 538.72
Soil Conservation Districts	\$ 275.35
Total of all Funds – Ledger Balance	\$12,767,685.04

**Budget Amendments** – The 2014 budget is to be amended in the funds that are over appropriation, but have an interim fund which is sufficient to cover the expenditures and amend any revenue appropriation that has more collections than budgeted. A motion was made to make the following amendments to the 2014 budget by Beyer, seconded by Rude. Motion carried unanimously.

BOTTINEAU COUNTY

Fiscal Year 2014 Budget							
Fund					<b>Expenditures</b>		
Number		Budget	Actual Amount	(Under/Over Budget)	Amendment	Budget	Explanation for Amendment
-	General Fund	\$2,186,838.00	\$2,156,804.16	\$30,033.84	-	\$2,186,838.00	-
-		-	-	-	-	-	-
	<b>Special Rev. Funds</b>						
2110	Farm to Market	706,000.00	438,174.81	267,852.19	-	706,000.00	
2140	County Rd & Brg	2,735,000.00	3,459,201.27	(724,201.27)	724,201.27	3,459,201.27	Paid for two Oil Impact Projects in one year.
2150	Hwy Tax Dist.	1,117,044.00	982,749.24	134,294.76	-	1,117,044.00	
2160	Misc. Road	760,000.00	748,369.27	11,630.73	-	760,000.00	
2170	Co Rd Repair	235,000.00	234,928.21	71.79	-	235,000.00	
2196	FEMA 2009		7,966.98	(7,966.98)	7,966.98	7,966.98	remaining balance in funds spent after audit approval
2197	FEMA 2010		16,546.54	(16,546.54)	16,546.54	16,546.54	remaining balance in funds spent after audit approval
2198	FEMA 2011		2,190.98	(2,190.98)	2,190.98	2,190.98	funds to be reimbursed by Federal and State funding

2199	FEMA - 2013		88,085.73	(88,085.73)	88,085.73	88,085.73	funds to be reimbursed by Federal and State funding
2192	FEMA-2014		52,569.24	(52,569.24)	52,569.24	52,569.24	funds to be reimbursed by Federal and State funding
2210	Social Services	1,105,142.29	899,315.43	205,826.86	-	1,105,142.29	
2910	Emergency	200,000.00	121,029.70	78,970.30	-	200,000.00	
2915	911	210,589.00	159,747.94	50,841.06	-	210,589.00	
2920	VSO	35,626.00	36,251.24	(625.24)	625.24	36,251.24	extra advertising
2925	Health Insurance	210,000.00	198,639.72	11,306.28	-	210,000.00	
2930	SS/Ret/Tech.	628,360.00	598,926.15	29,433.85	-	628,360.00	
2935	Property Ins	135,000.00	114,371.22	20,628.78	-	135,000.00	
2940	Advertising	25,000.00	14,316.34	10,683.66	-	25,000.00	
2945	Airport	43,100.00	41,956.73	1,143.27	-	43,100.00	
2950	Library	188,754.00	180,670.05	8,083.95	-	188,754.00	
2955	Library Bldg	5,000.00	1,237.82	3,762.18	-	5,000.00	
2960	Extension	116,079.00	112,082.83	3,762.18	-	116,079.00	
2970	Weed	228,030.00	180,825.71	47,204.29	-	228,030.00	
2975	Hazardous Chem.	2,000.00	1,955.68	44.32	-	2,000.00	
2976	Homeland Sec. -11	-	3,900.00	(3,900.00)	3,900.00	3,900.00	funds fully reimbursed by Federal and State funding
2977	Homeland Sec.-14		1,256.00	(1,256.00)	1,256.00	1,256.00	funds fully reimbursed by Federal and State funding
2980	Courthouse Bldg	45,000.00	18,638.03	23,361.97	-	45,000.00	
2985	EDC	220,661.20	220,450.76	210.44	-	220,661.20	
2990	County Park	44,000.00	62,571.05	(18,571.05)	18,571.05	62,571.05	Grants received, but not in the budget
2995	Senior Citizens	90,672.73	95,895.40	(5,222.67)	5,222.67	95,895.40	Increased State money received
2996	Zoning	1,000.00	1,319.06	(319.06)	319.06	1,319.06	increase in number of meetings
2997	Document Pres.	15,000.00	4,729.89	10,270.11		15,000.00	
	<b>GRAND TOTAL</b>	<b>9,102,058.22</b>	<b>9,100,869.02</b>	<b>(6,800.17)</b>	<b>921,454.76</b>	<b>9,911,298.52</b>	

A motion was made to adjourn the meeting at 12:30 by Rude, seconded by Kjelshus. Motion carried unanimously.

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Todd Streich, Chairman

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Lisa Herbel, Auditor