

BOTTINEAU COUNTY
COMMISSIONER PROCEEDINGS
FEBRUARY 2nd, 2016
7:30 A.M.

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: Chairman LeRoy Rude, Vice-Chairman Dan Marquardt, Commissioners Lance Kjelshus, Jeff Beyer, Charlie Adams, States Attorney, Swain Benson and County Auditor, Lisa Herbel.

Old Business:

Agenda - A motion was made to approve the Agenda by Beyer, seconded by Marquardt. Motion passed 5-0.

Minutes - A motion was made to approve the minutes from the meeting on January 5th, 2016 by Adams, seconded by Kjelshus. Motion passed 5-0.

Consent Agenda – The reports were reviewed and a motion was made to approve the consent agenda by Marquardt, seconded by Beyer. Motion passed 5-0.

Bills – The February bills were reviewed; 23256 Bottineau County Treasurer \$2,140,712.38 (1/13), 900622 Paystubs \$480.00 (1/15), 23257 Ag Communications \$400.00 (1/19), 23258 Anderson Welding \$318.38, 23259 Addie Berg \$19.99, 23260 Bottineau Hometown Market \$200.10, 23261 Bottineau Farmers Elevator \$879.46, 23262 City of Antler \$89.00, 23263 Dakota Fire Extinguishers \$128.95, 23264 Gustafson Oil \$60.60, 23265 HACTC \$4,431.48, 23266 Lawson Products \$723.84, 23267 Lexis Nexis Matthew Bender \$117.60, 23268 MidContinent Communications \$68.71, 23269 The Mirror \$26.00, 23270 Moum’s Tesoro \$762.90, 23271 ND Assoc. of Counties & Tribal Veteran Services \$50.00, 23272 ND County Treasurer Assoc. \$200.00, 23273 ND Auditor’s Assoc. \$250.00, 23274 ND Dept. of Transportation \$8,487.48, 23275 Office of Attorney General \$1,520.00, 23276 O’Keeffe Oil \$639.54, 23277 Ottertail Power Co. \$5,966.09, 23278 Rolette Co. \$563.50, 23279 Sawmill Corner Stop \$32.48, 23280 Souris Basin Planning Council \$3,325.00, 23281 Tennyson Garage \$184.64, 23282 Thomas & Thomas \$75.00, 23283 Turtle Mtn. Floral \$43.00, 23284 U-Line \$58.86, 23285 United Telephone Mutual Aid \$2,642.65, 23286 Visa \$19.50, 23287 Visa \$668.87, 23288 Waste Management \$406.11, 23289 WENCK \$11,475.00, 23290 Williston Herald/Great Plains Reporter \$60.60, 23291 Bakery & Taylor \$176.49, 23292 Book Systems Inc. \$1,690.00, 23293 Courant \$36.75, 23294 Creative Product Source \$256.56, 23295 Farmers Union Oil W \$17.85, 23296 Gale/Cengage Learning \$68.77, 23297 Junior Library Guild \$2,235.00, 23298 Learning Opportunities \$135.65, 23299 The Mirror \$45.60, 23300 Moen Electric \$74.32, 23301 Ann Monson, Co. Trea. \$1,747.26, 23302 Moum’s Tesoro \$73.00, 23303 NDACo Resource Group \$14.00, 23304 ND Library Assoc. \$140.00, 23305 Shopko Stores Operating Co. \$12.98, 23306 Souris River Coop. \$46.92, 23307 Spectrum/4J’s \$39.99, 23308 State Historical Society \$35.00, 23309 TEI

Landmark Audio \$1,623.25, 23310 Turtle Mtn. Comm. \$97.95, 23311 Turtle Mtn. Star \$34.00, 23313 Kevin Statema Construction \$650.00 (1/26), 23315 St. Michel Furniture \$750.00 (1/27), 23316 American Family Insurance \$766.16 (1/29), 23317 Benson Law Office \$1,734.66, 23318 Bottineau Co. Veterans \$34,000.00, 23320 Colonial Life & Accident \$1,704.61, 23322 Mike Foster \$675.00, 23323 Messerli & Kramer P.A. \$312.62, 23324 Ann Monson, Co. Treasurer \$4,101.54, 23324 Ann Monson, Co. Treas. \$2,552.66, 23325 ND Child Support Division \$540.00, 23326 NDPERS Retirement \$400.00, 23327 NDPERS \$3,088.69, 23328 NDPERS Dakota Plan \$54,844.88, 23329 ND Public Employee Retirement \$40,975.50, 23330 North Dakota United \$314.48, 23331 New York Life Ins. \$142.89, 23332 Nodak \$214.00, 23333 Ottertail Power Co. \$377.58, 23334 Brad Robertson \$675.00, 23335 The Standard Ins. Co. \$1,582.52, 23336 UNUM Life Ins. Co. \$296.95, 23337 Bottineau Co. Water Board \$83,070.13, 900627 IRS \$29,988.76 (1/29), 900628 IRS \$40,244.60, 23338 AT&T industries \$12.61 (2/4), 23339 Acme Tools \$459.96, 23340 Action Carpet Care \$454.00, 23341 Anderson Welding \$145.04, 23342 Asphalt Surface Tech Corp. \$6,584.47, 23343 ATCO International \$520.95, 23344 AT&T Mobility \$331.92, 23345 AT&T Mobility \$644.80, 23346 AT&T \$785.26, 23347 Auto Value \$135.90, 23348 B&M Laundry \$266.33, 23349 Addie Berg \$54.55, 23350 Best Western Plus Ramkota Hotel \$160.20, 23351 Bottineau Hometown Market \$254.96, 23352 Bottineau Farmers Elevator \$1,766.79, 23353 Bottineau Lumber \$83.19, 23353 Bottineau Lumber \$83.19, 23354 Bottineau Plumbing & Heating \$261.98, 23355 Bottineau Co. Road Dept. \$975.00, 23356 Bottineau Co. Road Dept. \$1,847.50, 23357 Braun Intertec Corp. \$257.50, 23358 Butler Machinery \$3,004.33, 23359 Cenex Credit Card \$1,370.93, 23359 Cenex Credit Card \$1,370.93, 23360 Cenex Propane Partners \$621.60, 23361 Century Link \$522.52, 23362 Circle Sanitation \$57.50, 23363 City of Bottineau \$423.57, 23364 Clute Office Equipment \$83.82, 23365 Comfort Inn \$160.00, 23366 Computer Store \$1,028.97, 23367 Dakota Fire Extinguishers \$45.98, 23368 Dakota Communications \$656.40, 23369 Deluxe \$137.13, 23370 Family Bakery \$2,840.50, 23371 Farmers Union Oil Co. WC \$31.97, 23372 Farden Construction \$2,124.00, 23373 Percy Fibelstad \$100.00, 23374 Gooseneck Implement \$90.89, 23375 HACTC \$50.96, 23376 Lisa Herbel \$86.40, 23377 Information Tech. Dept. \$662.55, JLG Architects \$58,261.59, 23379 Job Service North Dakota \$738.00, 23380 JS Wholesale & Vending \$530.93, 2381 Ketterling's Yard \$15.00, 23382 Kinetic Leasing \$20,443.49, 23384 Dan Marquardt \$86.40, 23385 Marlin Leasing \$762.41, 23387 MK Electric Inc. \$588.77, 23386 Mayo Construction \$66,606.61, 23388 MoJo Roast Inc. \$181.20, 23389 Moum's Tesoro \$487.55, 23390 ND Assoc. of Counties \$400.00, 23391 ND Clerk's Association \$60.00, 23392 ND Emergency Managers Assoc. \$30.00, 23393 Nodak Store \$1,077.82, 23394 North Central Electric \$682.24, 23395 NorMont Equipment \$4,750.00, 23396 Oak Creek Water Board \$240.00, 23397 O'Keeffe Oil \$37.52, 23398 Pitney Bowes \$801.39, 23399 Pro IT, LLC \$109.99, 23400 Pro IT, LLC \$99.98, 23401 Pro IT, LLC \$3,207.00, 23402 Reliance Telephone \$2,500.00, 23403 Souris River Communications \$1,409.68, 23404 Spectrum/4J's \$989.15, 23405 St. Andrew's Health Center \$3,165.50, 23406 The Standard Ins. Co. \$361.03, 23407 Taser International \$1,447.35, 23408 Theels Inc. \$1,493.76, 23409 Thyssenkrupp Elevator Corp. \$835.65, 23410 TREC Inc. \$52.00, 23411 Trinity Medical Group \$445.72, 23412 Turtle Mountain Comm. \$1,749.54, 23413 Tweed Co. Ag. \$2,273.67, 23414 United Laboratories \$252.25, 23415 Verizon \$49.08, 23416 Waste Management \$400.79, 23417 Weatherman Inc. \$1,481.00, 23418 Westlie Truck Center \$2,884.48, 23419 Wex Bank \$608.38, 23420 Tanya Wieler \$1,000.00, 23421 Wold Engineering \$5,328.53, 23422 Wold Engineering \$437.73, 23423 Wold Engineering \$526.75, 23424 ND Workforce Safety & Insurance \$250.00, 23425-23437 Social Services \$2,735.46 (2/4), 23438 GCR Tires & Services

\$2,998.94 (2/5), 23439 Myers Parts of Bottineau \$297.78, 23440 Nodak Store \$114.60, 23441 Truck Utilities Inc. \$5,610.00, 23442 United Truck & Equipment \$8,170.00, 41076-41154 Payroll \$203,913.33 (1/29), Total \$2,944,219.37 and a motion was made to approve paying the February bills by Marquardt, seconded by Adams. Motion passed 5-0.

The Jail plans were reviewed and a motion was made to sign the Schematic Design agreement from JLG Architects by Beyer, seconded by Marquardt. Motion passed 5-0.

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

-Project COIB-0503(052) - A final estimate was received from Mayo Construction for \$66,606.61 and a motion was made to pay the estimate by Adams, seconded by Kjelshus. Motion passed 5-0.

-Project CP-0506(015) – A final estimate was received from Asphalt Surface Technologies for \$6584.47 and a motion was made to pay the estimate by Kjelshus, seconded by Marquardt. Motion passed 5-0.

-Project COIB-0537(053), Souris North, a Surge funding project, grading and graveling County Road 37B; Wold Engineering is still working on right of ways.

-Project COIB-0506(056) Westhope West; Wold Engineering is working on the final plans for the March meeting and it is the intention that an April 5th bid date can be scheduled.

The Landa church and property was discussed and Swain Benson, States Attorney, is checking to make sure the proper legal channels are being followed before the church is demolished and the property is sold.

At the January meeting, Roland Township requested funding for their paving project at Lake Metigoshe and this was further discussed. While the Board acknowledges the tax revenue the Roland Township contributes to the County, it was the consensus of the board to deny the request to contribute to the paving project based on several reasons including; the county budget has been set for 2016 and there is no extra money; the revenue from the State has decreased and is continuing to decrease; and the County is trying to fund a new jail. It was the consensus of the board to revisit this request again at the 2017 budget discussion time.

Ryan Ackerman, from the Souris River Joint Board gave an update on the current initiatives the board is working on –

- 1) Developing and implementing the SRJB Rural StaRR program.
- 2) Developing a revised Emergency action plan for the entire Mouse River Valley.
- 3) Securing funding from the US Department of Housing and Urban Development.

- 4) Preparing and Environmental Impact Statement for work from Burlington through Minot.
- 5) Design 3 of flood control project in the City of Minot.
- 6) J. Clark Salyer Improvements.

A liquor and beer license from KC's Dockside Bar and Grill was presented for approval and a motion was made to approve the licenses for KC's Dockside Bar and Grill Inc., contingent upon Roland Township's approval, by Beyer, seconded by Adams. Motion passed 5-0.

The Bottineau County Water Board is having a meeting on February 15, 2016 to discuss having a wetland bank and the Commissioners are invited to attend.

Discussion was held regarding purchasing a carpet cleaner and having the janitor taking care of the courthouse carpets. A motion was made to buy a carpet cleaner for the courthouse by Beyer, seconded by Adams. Motion passed 5-0.

A motion was made to call for bids for machine hire, gravel, culverts, and bridge materials for the meeting on March 1, 2016 by Kjelshus, seconded by Marquardt. Motion passed 5-0.

Lisa Atkinson, Tax Director, met with the Commission to discuss Ag values. The County is currently below the State mandated rates of 90-100%. A motion was made to increase the values by 4% by Kjelshus, seconded by Beyer. Motion passed 5-0.

A request was received from the City of Mohall asking that the NW1/4 of Section 19 in Cut Bank Township be annexed into Renville County and it was the consensus of the board that the land remain in Bottineau County.

The N 5' of the S 35' of Lot 14, Blk 14, in Antler that Bottineau County acquired in a tax sale several years ago was discussed and a motion was made to donate the property to the Antler Fire Department by Kjelshus, seconded by Adams. Motion passed 5-0.

Steve Farden met with the Board to discuss our stock piles of milling located in two of Farden's pits. Discussion was held regarding crushing the millings and mixing gravel to create a material to be used for county purposes and to be used to sell to townships and a motion was made to have Farden Construction crush the two piles and create a county stock pile by Marquardt, seconded by Kjelshus. Motion passed 5-0. Steve also held discussion on their subcontracting work with Central Specialties.

Barb Waagen expressed her concerns regarding her property and the work the county has done on behalf of the Whitteron Township. It was decided that Commissioner Beyer would meet with Paul Milbrath, Steve and Barb Waagen, and Ritchie Gimbel and try to find a solution.

Department Head Meeting – Chairman Rude talked about the proposed maternity leave and asked the department heads to provide feedback about proposed policy.

Meeting adjourned at 12:15 pm.

Meeting reconvened at 1:15 pm.

Ritchie Gimbel, Road Superintendent, gave an update on the activity in the road department –

-Ritchie gave a demonstration on the Upper Great Plains Training Institute site that he has been working on to get the County's information updated.

-North Dakota Local Technical Assistance Program training will be introduced at the Annual Township meeting in Newburg on the February 9th. The increase in the 2017 fees will also be addressed at the meeting in Newburg.

A motion was made to lease two Butler 2016 Caterpillar 140M Motor Graders by Beyer, seconded by Marquardt. Motion passed 5-0.

Discussion was held regarding the culverts that need replacing in Whitby Township on 91st Street. Boundary Creek Water Board and Bottineau County, using Whitby Township's funds, will do the normal cost share on the replacement costs.

Final Payment on RSC-0517(054), the safety grant for the railroad crossing 4.5 miles south of Maxbass, was presented for payment and a motion was made to make the final payment of \$8487.48 to the NDDOT, by Kjelshus, seconded by Adams. Motion passed 5-0.

A Gaming License application from the American Foundation for Wildlife was presented for KC's Dockside Bar & Grill and a motion was made to approve the Gaming License by Beyer, seconded by Kjelshus. Motion passed 5-0.

Discussion was held on the maternity leave policy and the different options. A motion was made to adopt a six week Policy to be paid at 60% of the mother's salary by Rude, seconded by Adams. Motion passed 5-0.

It was also the consensus of the Board to change the verbiage in the Years of Service Awards section of the Personnel Policy to read that "The County wishes to recognize employees' service to the county at the end of each year. The County Commission generally provides a gift card to each county employee in recognition of another year of service to the citizens of Bottineau County."

The 2016-2017 County Federal Aid Program sheet was received from the NDDOT which currently shows no federal aid money is available for 2016, and a motion was made to sign the NDDOT Federal Aid Program sheet by Kjelshus, seconded by Marquardt. Motion passed 5-0.

Commissioner Marquardt volunteered to do NDSU performance reviews on February 10th.

Commissioners Adams and Rude will be attending the Bottineau/Renville 911 Advisory meeting on February 17th at 9:30 am at the Renville County Courthouse.

A motion was made to adjourn the meeting at 4:00 pm. by Marquardt, seconded by Adams. Motion passed 5-0.

LeRoy Rude, Chairman

Lisa Herbel, Auditor