

BOTTINEAU COUNTY  
COMMISSIONER PROCEEDINGS  
JANUARY 5, 2016  
8:30 A.M.

The Commissioner Meeting was called to order at 8:30 am by Chairman LeRoy Rude following the Social Service meeting. 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 with the addition of ProIT and raffle permits to other business, by Adams, seconded by Marquardt. Motion carried unanimously.

Minutes - A motion was made to approve the minutes from December 1<sup>st</sup> and December 14<sup>th</sup>, 2015 with a correction made to the December 14<sup>th</sup>, 2015 minutes, by Marquardt, seconded by Adams. Motion carried unanimously.

Consent Agenda – A motion was made to approve the consent agenda by Kjelshus, seconded by Beyer. Motion carried unanimously.

Bills – The January bills were reviewed; 23039 Clayton Allard \$225.00 (12/14), 23040 Anderson Welding \$44.28, 23041 B&M Laundry \$92.02, 23042 David Berge \$79.55, 23043 Bottineau Hometown Market \$332.81, 23044 Bottineau Clinic Pharmacy \$179.39, 23045 Bottineau Farmers Elevator \$1,086.87, 23046 Cenex Credit Card \$2,134.14, 23047 City of Maxbass \$45.00, 23048 Courant \$568.92, 23049 Farmers Union Oil Co. Mohall \$123.00, 23050 Farmers Union Oil Co. W. \$1,232.08, 23051 Farden Construction \$1,048.00, 23052 Ferrellgas \$100.00, 23053 Gooseneck Implement \$8,585.16, 23054 Lyle Gravseth \$94.50, 23055 Gustafson Oil \$324.30, 23056 HA Thompson & Sons \$2,733.00, 23057 Information Tech. Dept. \$662.55, 23058 Paul Johnson \$66.90, 23059 Lexis Nexis Matthew Bender \$117.60, 23060 Dan Marquardt \$218.50, 23061 Marlin Leasing \$762.41, 23062 MidContinent Communications \$68.71, 23063 MoJo Roast Inc. \$114.00, 23064 Ann Monson, Co. Treasurer \$350.80, 23065 Moums Tesoro \$639.18, 23066 ND Dept. of Human Services \$6,316.70, 23067 ND Telephone Co. \$291.38, 23068 Nero Funeral Home \$1,135.00, 23069 Northern Fuel Partners \$12,222.91, 23070 Office of Attorney General \$1,520.00, 23071 O’Keeffe Oil \$1,099.50, 23072 Onesource Wireless Solutions \$2063.20, 23073 Ottertail Power Co. \$5,086.67, 23074 Darwin Peterson \$115.20, 23075 Pro IT, LLC \$7,969.85, 23076 Pro It LLC \$999.95, 23077 Souris River Coop. \$227.87, 23078 State Bank of Bottineau Ins. \$58,314.00, 23079 True North Steel \$49,783.50, 23080 Tweed Co. Ag. \$656.24, 23081 UND Bureau of Government Affairs \$104.00, 23082 Visa \$509.14, 23083 Visa \$173.00, 23084 Terry Volk \$437.00, 23085 Waste Management \$402.35, 23086 Donald Wolfe \$1,395.00, 900617 Paystubz \$788.00 (12/15), 900618 Pitney Bowes \$\$2,500.00 (12/16), 23087 Advanced Business Methods \$496.74 (12/17), 23088

Baker & Taylor \$451.61, 23089 Birds & Blooms \$14.98, 23090 Gale/Cengage Learning \$69.42, 23091 Keller's Briteway \$80.00, 23092 Library Journal \$157.99, 23093 NDACo Resource Group \$14.00, 23094 Shopko \$39.54, 23095 Souris River Coop. \$98.50, 23096 The Standard \$25.75, 23097 Thompson Drug \$22.49, 23098 Turtle Mountain Communications \$97.95, 900619 Pitney Bowes \$2,500.00 (12/18), 23099 American Family Insurance \$766.16 (12/31), 23101 Lisa Atkinson \$472.65, 23012 Benson Law Office \$1,734.66, 23103 Swain Benson \$207.00, 23105 Addie Berg \$93.15, 23107 Colonial Life & Accident \$1,704.61, 23109 JLG Architects \$56,877.34, 23110 Lance Kjelshus \$658.95, 23111 Messerli & Kramer P.A. \$312.62, 23112 Ann Monson, Co. Treas. \$4,101.54, 23113 Ann Monson, Co. Treas. \$2,478.01, 23114 Ann Monson, Co. Treasurer \$1.89, 23116 Sheila Monson \$50.00, 23117 ND Child Support Division \$540.00, 23118 NDPERS Retirement \$400.00, 23119 NDPERS \$3,088.69, 23120 NDPERS Dakota Plan \$55,426.36, 23121 ND Public Employee Retirement \$39,485.49, 23122 North Dakota United \$314.08, 23123 New York Life Ins. \$142.89, 23124 Debra Orvedal \$150.00, 23125 Ottertail Power Co. \$303.15, 23127 LeRoy Rude \$805.00, 23128 The Standard Life Ins. Co. \$1,618.02, 23129 Theels Inc. \$33,176.00, 23130 UNUM Life Ins. Co. \$293.75, 23149 Bottineau Plumbing \$15,492.73, 23150 Bottineau County \$18,684.41, 23151 Theels Inc. \$40,062.00, 23152 Bottineau Economic Development Corp. \$2,000.00, 900620 IRS \$29,019.68, 900621 IRS \$39,550.96, Total \$528,441.28, 23153 Bottineau Co. Treasurer \$663,947.24 (1/11), 23154 Acme Tools \$529.99 (1/12), 23155 Anderson Welding \$1,170.00, 23156 AT&T Mobility \$320.22, 23157 AT&T Mobility \$644.80, 23158 Auto Value \$34.97, 23159 B&M Laundry \$312.34, 23160 Benson Law Office \$216.10, 23162 The Bismarck Tribune \$56.44, 23161 Bottineau Hometown Market \$125.66, 23163 Bottineau Lumber \$13.49, 23164 Butler Machinery \$1,700.64, 23165 Cambria \$240.30, 23166 Cenex Creditcard \$1,845.98, 23167 Century Link \$502.16, 23168 Circle Sanitation \$57.50, 23169 City of Bottineau \$471.51, 23170 City of Maxbass \$45.00, 23171 City of Newburg \$32.50, 23172 Clute Office Equipment \$393.32, 23173 Barb Cote \$9.54, 23174 Courant \$932.53, 23175 D&L Storage \$260.00, 23176 Digital Ally \$185.00, 23177 Family Bakery \$1,925.00, 23178 Farmers Union Oil Co. W. \$1,482.23, 23179 Farmers Union Oil Co. \$342.60, 23180 Forum Communications \$53.46, 23181 Mike Foster \$150.00, 23182 Gooseneck Implement \$419.10, 23183 Govern Soft \$12,195.00, 23184 Grand Forks Herald \$51.68, 23185 Great Plains Directory \$453.60, 23186 HACTC \$6,110.00, 23187 Information Tech. Dept. \$662.55, 23188 JS Wholesale & Vending \$869.43, 23189 Kinetic Leasing \$86,893.26, 23190 Klingbeil's Body & Glass \$1,989.65, 23191 Lexis Nexis \$297.38, 23192 Marlin Leasing \$762.41, 23193 Marchus Batteries Plus \$35.52, 23194 Karla Mattson \$92.00, 23195 Material Testing Services \$3,900.00, 23196 Mikkelsen Aggregates \$12,054.00, 23197 Mikkelsen Aggregates \$9,937.00, 23198 Minot Daily News \$234.54, 23199 MK Electric \$1,114.10, 23200 VOID, 23201 Moum's Tesoro \$32.99, 23202 Myers Parts of Bottineau \$27.98, 23203 National Assoc. of Counties \$450.00, 23204 ND Assoc. of Counties \$53,577.68, 23205 ND Assoc. of Counties \$10,482.00, 23206 ND Assoc. of Counties \$26.00, 23207 NDACE \$150.00, 23208 ND County Commissioner Assoc. \$1,600.00, 23209 ND County Recorder Association \$175.00, 23210 ND Dept. of Transportation \$6,744.96, 23211 ND Dept. of Transportation \$117.91, 23212 ND Newspaper Association \$191.40, 23213 ND State Radio Comm. \$410.00, 23214 ND Telephone Co. \$291.38, 23215 ND Water Users Association \$300.00, 23216 NENA \$137.00, 23217 Nodak Store \$684.71, 23218 Nodak \$725.35, 23219 Northern Fuel Partners \$8,580.27, 23220 North Central Electric \$609.42, 23221 ND 911 Association \$25.00, 23222 Northern Brake Service \$7.95, 23223 North Star. Comm. Credit Union \$20,000.00, 23224 Oak Creek Water Board \$240.00, 23225 Office of State Tax Commissioner \$7,264.74, 23226 Pro It, LLC

\$3,207.00, 23227 Productivity Plus Acct. \$14.45, 23228 Redwood Toxicology Lab \$25.00, 23229 Brad Robertson \$150.00, 23230 Sidwell \$9,995.00, 23231 Sirchie \$66.25, 23232 Souris River Communications \$1,428.57, 23233 Souris River Coop. \$186.91, 23234 Spectrum/4J's \$1,342.27, 23235 St. Andrew's Clinic \$438.00, 23236 State Bank of Bottineau Ins. \$653.00, 23237 The Standard \$242.21, 23238 Theels Inc. \$1,668.00, 23239 Thomas & Thomas \$150.00, 23240 Jeremy Tofteland \$157.80, 23241 Turtle Mtn. Communications \$1,744.36, 23242 Tweed Co. Ag. \$2,317.14, 23243 United Laboratories \$443.36, 23244 US Records Midwest LLC \$1,949.48, 23245 Verizon \$91.79, 23246 Verizon Wireless \$200.00, 23247 The Village \$1,800.00, 23248 Westlie Motor Co. \$92.64, 23249 Wex Bank \$212.00, 23250 Tanya Wieler \$1,000.00, 23251 Wold Engineering \$3,357.50, 23252 Wold Engineering \$2,062.50, Payroll \$200,767.88 (12/31), Total \$1,164,686.59 and a motion was made to approve paying the January bills by Beyer, seconded by Kjelskus. Motion carried unanimously.

Brad Robertson, Wold Engineering, gave an update on the county projects –

- Westhope West Surge Funding Project – Brad suggested that the curb and gutter be done in the City of Westhope as part of the project. A motion was made to add curb and gutter in the City of Westhope to the Westhope West Project by Kjelskus, seconded by Beyer. Motion carried unanimously. This project is being planned for an April bid letting date.
- Souris North Project – Right of way negotiations are ongoing at this time.
- Team Lab will be at Wold Engineering on January 19<sup>th</sup> and the Commissioners are invited to attend.

Ritchie Gimbel, Road Superintendent, obtained approval of HSIP safety projects, and a motion was made to advertise for an engineer for these projects, as required by NDDOT, by Beyer, seconded by Marquardt. Motion carried unanimously.

The Upper Great Plains Transportation Study is now being down online and Ritchie and Brad are working on the study for Bottineau County.

Discussion was held regarding a letter Ritchie Gimbel, Road Superintendent, received from BNSF Railway expressing an interest in closing crossing in Bottineau County.

Discussion was also held with Ritchie regarding tearing down the church in Landa. Further investigation needs to be done before the church is tore down to make sure the contents are handled appropriately.

Earth Moving Equipment Bids - A motion was made to open the earth moving equipment bids by Beyer, seconded by Marquardt. Motion carried unanimously. Two bids were received from RDO Equipment and Butler Machinery. A motion was made to accept both bids from RDO Equipment and Butler Equipment by Beyer, seconded by Kjelskus. Motion carried unanimously.

Excess Property Bids – A motion was made to open the excess property bids by Adams, seconded by Marquardt. Motion carried unanimously.

#1- no bids	#2- no bids
#3- high bid \$33.00	#4- high bid \$23.00
#5- high bid \$27.00	#6-no bids
#7-high bid \$253.00	#8-no bids
#9-high bid \$67.00	#10-high bid \$77.00
#11-high bid \$112.00	#12-no bids
#13-high bid \$23.00	#14-no bids
#15-high bid \$177.00	#16-no bids
#17-no bids	

A motion was made to accept the high bids by Beyer, seconded by Adams. Motion carried unanimously.

Vern Jacobson and Jerry Long, from Roland Township, met with the Commission to request assistance with their paving project at Lake Metigoshe.

Department Head Meeting – Vern Jacobson, State Bank Insurance Agent, was in attendance to answer questions on liability insurance regarding employee’s vehicles and on employees. Chairman Rude gave an update on the meeting.

Discussion was held on the funding of the jail project. It was decided to remove the parking lot and the sheriff’s residence from the project. The parking lot will be done by the county road department and the Sheriff’s residence will be offered for sale and if it doesn’t sell, it will be demolished by the road department. A motion was made to proceed with the jail expansion and hire Comstock Construction Inc. as the CMAR by Beyer, seconded by Marquardt. Motion carried unanimously.

Adjourned for lunch at 12:30 pm.

Meeting reconvened at 1:45 pm.

A motion was made to call for bids on the sheriff’s residence to be sold as is and to be moved at the buyer’s expense with the bids to be submitted by February 29, 2015 at 5:00 pm by Beyer, seconded by Kjelshus. Motion carried unanimously.

A motion was made to change the county’s reimbursement rate for mileage to reflect the state rate of .54 a mile by Kjelshus, seconded by Marquardt. Motion carried unanimously.

A motion was made to appoint Mark Glinz to the Bottineau County Water Board by Kjelshus, seconded by Marquardt. Motion carried unanimously.

**Resolutions** – A motion was made to approve the following January **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 2016 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 2016.

**2016 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, 2015

Ledger Balance 9/30/15	\$10,332,750.68	Disbursements 10/15	\$ 1,003,745.44
Collections 10/15	\$ 2,559,267.14	Disbursements 11/15	\$ 951,319.59
Collections 11/15	\$ 600,080.14	Disbursements 12/15	\$ 1,078,566.77
Collections 12/15	\$ 2,957,866.39	Ledger Balance 12/31/15	\$13,416,332.55

Summary of Ledger Balance 12/31/15

County General & Special Revenue Funds	\$11,040,810.52
Unapportioned Taxes	\$ 2,140,712.38
Trust & Agency Funds	\$ 37,132.79
Cities	\$ 2,366.02
City Park District	\$ 180.72

School Districts	\$ 13,818.17
Townships	\$ 175,806.56
Recreation Service District	\$ 2,053.54
Water Resource Districts	\$ 2,068.10
Rural Fire Districts	\$ 975.89
Soil Conservation Districts	\$ 407.86
Total of all Funds – Ledger Balance	\$13,416,332.55

A motion was made to approve the January resolutions and the County Treasurer’s Report and Pledge of Securities by Marquardt, seconded by Adams. Motion carried unanimously.

BOTTINEAU COUNTY							
Fiscal Year 2015 budget							
<b>2015 BUDGET AMENDMENTS</b>							
Fund							
Number		Budget	Actual Amount	(Under/Over Budget)	Amendment	Budget	Explanation for Amendment
	General Fund	\$2,353,771.00	\$2,372,690.76	\$18,919.76	\$18,919.76	\$2,372,690.76	sheriff deputies received a pay increase as they were below like counties
	<b>Special Rev. Funds</b>						
2110	Farm to Market	805,000.00	131,647.75	-\$673,352.25	-	805,000.00	
2140	County Rd & Brg	2,813,000.00	2,350,901.83	-\$462,098.17	-	2,813,000.00	
2150	Hwy Tax Dist.	1,117,628.00	1,115,344.90	-\$2,283.10	-	1,117,628.00	
2160	Misc. Road	616,500.00	495,889.68	-\$120,610.32	-	616,500.00	
2170	Co Rd Repair	250,000.00	281,043.59	\$31,043.59	31,043.59	281,043.59	unexpected repairs
2194	Oil Impact		4,281,216.94	\$4,281,216.94	4,281,216.84	4,281,216.84	Received Surge funding - all funds reimbursed by the State
2197	FEMA 2010		4,364.71	\$4,364.71	4,364.71	4,364.71	remaining balance in funds spent after audit approval
2198	FEMA 2011		3,984.75	\$3,984.75	3,984.75	3,984.75	funds to be reimbursed by Federal and State funding
2192	FEMA-2014		50,551.70	\$50,551.70	50,551.70	50,551.70	funds to be reimbursed by Federal and State funding
2210	Social Services	1,172,631.56	953,809.19	-\$218,822.37	-	1,172,631.57	
2910	Emergency	150,000.00	3,527.00	-\$146,473.00	-	150,000.00	
2915	911	240,711.00	156,650.00	-\$84,061.00	-	240,711.00	
2920	VSO	36,396.00	44,812.93	\$8,416.93	8,416.93	44,812.93	extra expenses moving office
2925	Health Insurance	225,000.00	199,419.14	-\$25,580.86	-	225,000.00	
2930	SS/Ret/Tech.	618,488.00	605,171.46	-\$13,316.54	-	618,488.00	

2935	Property Ins	125,000.00	131,242.19	\$6,242.19	6,242.19	131,242.19	extra insurance expenses
2940	Advertising	23,000.00	16,160.49	-\$6,839.51	-	23,000.00	
2945	Airport	47,630.00	46,529.76	-\$1,100.24	-	47,630.00	
2950	Library	199,808.00	176,813.16	-\$22,994.84	-	199,808.00	
2955	Library Bldg	5,000.00	1,042.00	-\$3,958.00	-	5,000.00	
2960	Extension	123,096.50	107,848.79	-\$15,247.71	-	123,096.50	
2970	Weed	244,444.00	242,119.27	-\$2,324.73	-	244,444.00	
2975	Hazardous Chem.	3,000.00	341.91	-\$2,658.09	-	3,000.00	
2977	Homeland Sec.-14		1,612.70	\$1,612.70	1,612.70	1,612.70	funds fully reimbursed by Federal and State funding
2980	Courthouse Bldg	20,000.00	82,137.33	\$62,137.33	62,137.33	82,137.33	Paid architects bill for jail
2985	EDC	239,201.00	237,661.83	-\$1,539.17	-	239,201.00	
2990	County Park	61,000.00	40,562.28	-\$20,437.72	-	61,000.00	
2995	Senior Citizens	100,653.00	102,265.45	\$1,612.45	1,612.45	102,265.45	Increased State money received
2996	Zoning	1,000.00	693.24	-\$306.76	-	1,000.00	
2997	Document Pres.	5,000.00	8,611.99	\$3,611.99	3,611.99	8,611.99	purchased copier
	<b>GRAND TOTAL</b>	<b>\$11,596,958.06</b>	<b>\$14,246,668.72</b>	<b>\$2,649,710.66</b>	<b>\$4,473,714.94</b>	<b>\$16,070,673.01</b>	

A motion was made to approve the 2015 budget amendments by Kjelshus, seconded by Beyer. Motion carried unanimously.

The Maternity leave policy was discussed. Commissioner Adams will check with Tanya Wieler, Human Resource Consultant, on some discussion items.

Two raffle permits were submitted for approval from the Lake Metigoshe Lions Club and the Bottineau County Family Snowmobilers and a motion was made to approve the permits by Kjelshus, seconded by Adams. Motion carried unanimously.

Commissioner Kjelshus informed the board about the Boundary Lake meeting being held at 7:00 pm this evening.

Discussion was held on the Roland Township paving request. Commissioner Beyer requested discussion to be held at meeting in February.

Commissioner Adams discussed a phone call he received from Renville County Sheriff Hatfield concerning the communication between Renville County and the Bottineau County Sheriff's Office. Renville County had some concerns with Sheriff Watson's rebuttal letter. Commissioner Beyer suggested having a commissioner from each County present for all meetings between the two Sheriff's departments.

A motion was made to adjourn the meeting at 3:30 pm by Marquardt, seconded by Adams. Motion carried unanimously.

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LeRoy Rude, Chairman

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Lisa Herbel, Auditor