BOTTINEAU COUNTY

 COMMISSIONER PROCEEDINGS

FEBRUARY 7th, 2023

7:30 am

The Commissioner Meeting was called to order at 7:30 am by Chairman Kjelshus. A meeting of the Board of Bottineau County Commissioners was held in the Commissioner Room at the Courthouse with the following members present: Chairman, Lance Kjelshus, Vice-Chairman Nathaniel Buynak, Commissioners, Ben Tonneson, Jeff Beyer, Rod Hiatt, and Auditor, Emily Deschamp.

Old Business:

Agenda –A motion was made to approve the amended agenda with the additions of Land O Live, Renville County, Roland Township, 26B, Mayo Construction Payments, and County Superintendent of Schools Designee by Tonneson, second by Buynak. Motion carried.

Minutes – Minutes were discussed and tabled for later in the meeting. A motion was made to approve the minutes from January 3rd, 2023, with corrections, by Buynak, second by Tonneson. Motion carried.

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

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check #** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
| 38010 | American Family Insurance (1/31) | $4,431.84 | 38011 | Argus Dental | $2,032.58 |
| 38012 | Bank of North Dakota | $10,000.00 | 38013 | Bank of North Dakota | $38,000.00 |
| 38014 | Colonial Life Insurance | $1,052.99 | 38015 | Mayo Construction | $54,937.00 |
| 38016 | Monson, Ann Co Treasurer | $3,786.54 | 38017 | Monson, Ann Co Treasurer | $2,514.82 |
| 38018 | Nd Child Support Division | $1,550.00 | 38019 | ND Game and Fish | $2,883.99 |
| 38020 | New York Life Ins | $54.64 | 38021 | Renville County | $1,821.52 |
| 38022 | Standard Life ins Co | $439.24 | 38023 | UNUM | $269.20 |
| 901249 | First National Bank | $6,902.38 | 901250 | Internal Revenue Service | $52,153.31 |
| 901251 | Internal Revenue Service | $32,289.19 | 901253 | NDPHIT-Metlife | $1,411.75 |
| 901252 | NDPHIT/BCBS-ND | $100,828.56 | 38024 | Accurate Controls Inc. (2/8) | $217.50 |
| 38025 | Advanced Business Methods | $103.26 | 38026 | Anderson Welding | $532.95 |
| 38027 | At Scene LLC | $4,300.00 | 38038 | Auto Value Bottineau | $85.88 |
| 38029 | Bank of New York Mellon Trust Co. | $36,500.00 | 38030 | Basin Service Company Inc | $4,252.50 |
| 38031 | B & M Laundry | $386.62 | 38032 | BNSF Railway Company | $2,500.00 |
| 38033 | Border Ag & Energy | $2,376.68 | 38034 | Bottineau County Fair | $96,000.00 |
| 38035 | Bottineau Clinic Pharmacy | $19.20 | 38036 | Bottineau Lumber | $182.36 |
| 38037 | Bottineau County Rd Dept | $12,182.23 | 38038 | Bottineau County Veterans | $30,000.00 |
| 38039 | Bottineau Winter Park | $75,000.00 | 38040 | Butler Machinery Co | $5,093.18 |
| 38041 | Cenex Fleet | $579.95 | 38042 | Circle Sanitation Service | $70.50 |
| 38043 | City of Antler | $95.00 | 38044 | City of Bottineau | $464.18 |
| 38045 | City of Maxbass | $90.50 | 38046 | City of Newburg | $38.00 |
| 38047 | Clemens, Sara | $162.36 | 38048 | Clute Office Equipment | $1,183.33 |
| 38049 | Cole Papers Inc | $483.66 | 38050 | Comp Cam | $1,191.45 |
| 38051 | Condit, James | $60.00 | 38052 | Courant | $82.00 |
| 38053 | Courant | $1,511.66 | 38054 | Dakota Fire Extinguish | $93.78 |
| 38055 | Dakota Agronomy | $1,270.58 | 38056 | Dakota Fluid Power | $580.84 |
| 38057 | DH Full Service | $142.00 | 38058 | D & L Storage | $300.00 |
| 38059 | Drive Chevrolet Buick | $47,559.66 | 38060 | Envision Cooperative | $130.97 |
| 38061 | Farmers Union Oil Westhope | $27,874.25 | 38062 | Farmers Union Oil Willow | $5,460.65 |
| 38063 | Farden Construction Inc | $10,006.82 | 38064 | HACTC | $12,080.34 |
| 38065 | Haas, Donny | $70.00 | 38066 | H&H Trucking | $6,597.11 |
| 38067 | His & Hers Garage | $125.00 | 38068 | Information Tech Dept | $5,195.59 |
| 38069 | Jason's Super Foods | $90.22 | 38070 | JB Express | $85.00 |
| 38071 | Johnson Controls | $35,997.00 | 38072 | Jordan Law | $4,709.00 |
| 38073 | Ketterlings Yard | $1,988.58 | 38074 | Kinetic Leasing Inc | $25,455.00 |
| 38075 | Lawson Products Inc | $55.63 | 38076 | Law Enforcement Systems  | $196.00 |
| 38077 | LCBE | $25.00 | 38078 | Linde Gas & Equipment | $885.59 |
| 38079 | L-Tron Corporation | $215.00 | 38080 | Midcontinent Communication | $119.13 |
| 38081 | Midstates Wireless | $1,495.00 | 38082 | Mikkelsen Aggregates | $4,876.00 |
| 38083 | Moen, Scott | $70.00 | 38084 | Monson, Ann Co Treasurer | $11.50 |
| 38085 | Monson, Ann Co Treasurer | $28,000.00 | 38086 | Monson, Ann Co Treasurer | $50,000.00 |
| 38087 | Monson, Ann Co Treasurer | $11.50 | 38088 | Myers Auto Parts Bottineau | $67.06 |
| 38089 | National Sheriffs Association | $71.00 | 38090 | ND Assoc. of Counties | $1,976.90 |
| 38091 | ND Assoc of County & Tribal Service | $50.00 | 38092 | ND Dept of Transportation | $14,383.88 |
| 38094 | ND Recorders Association | $200.00 | 38095 | NDSU Ext Service Ag Budget | $13,568.95 |
| 38096 | Nero Funeral Home | $3,322.00 | 38097 | North Central Electric | $750.49 |
| 38098 | Norby's Work Perks | $3,962.80 | 38099 | O'keeffe Oil | $5,424.94 |
| 38100 | Ottertail Power Co | $12,070.99 | 38101 | Peace Officers Stand & Train Board | $150.00 |
| 38102 | Pomps Tire Service | $3,813.96 | 38103 | Pro IT | $10,615.18 |
| 38104 | Quadient Leasing | $183.33 | 38105 | Romfo Auto Repair | $293.92 |
| 38106 | Running Supply Inc | $1,189.85 | 38107 | Saykally, Katie | $100.00 |
| 38108 | Secretary of State ND | $36.00 | 38109 | Secretary of State ND | $36.00 |
| 38110 | The Sidwell Company | $15,110.00 | 38111 | SMP Health | $318.00 |
| 38112 | Soltis Sportswear | $532.80 | 38113 | Souris River Telephone | $499.71 |
| 38114 | Source One Supply | $305.74 | 38115 | Souris Rural Fire Dept | $25.00 |
| 38116 | Spearfish Oilfield Supply | $4,981.47 | 38117 | State Treasurer | $31,034.69 |
| 38118 | Robert S. Thomas Att @ Law | $325.00 | 38119 | Titus, Kristy | $555.72 |
| 38120 | TK Electric Corp. | $760.65 | 38121 | Turnkey Corrections | $48.95 |
| 38122 | Turtle Mountain Communication | $1,795.88 | 38123 | Tweed Country Ag | $851.16 |
| 38124 | United Laboratories | $767.52 | 38125 | United Truck & Equipment | $829.00 |
| 38126 | Verizon Connect | $255.91 | 38127 | Vigilant Solutions | $2,625.00 |
| 38128 | Terry Volk | $1,189.22 | 38129 | Westlie Motor Company | $1,518.32 |
| 38130 | Western Agency | $148.00 | 38131 | Tanya Wieler | $1,250.00 |
| 38132 | Wold Engineering  | $23,392.50 | 38093 | NDPHIT/BSBS-ND VOID | $102,845.13 |
| 901254 | ND PERS Deferred Comp | $5,041.00 | 901255 | ND PERS Retirement  | $49,332.97 |
| 901256 | ND PHIT 8.5% DEPOSIT | $102,845.13 | 38144 | Baker and Taylor (2/15) | $1,775.68 |
| 38145 | Bismarck Tribune | $289.99 | 38146 | Bottineau Lumber | $39.86 |
| 38147 | Bottineau Plumbing and Heating | $2,024.98 | 38148 | Courant | $126.00 |
| 38149 | Demco | $84.91 | 38150 | DH Full Service | $69.10 |
| 38151 | Central Programs Inc | $1,791.31 | 38152 | Jasons Super Foods | $32.05 |
| 38153 | Kellers Briteway | $180.00 | 38154 | Midwest Tape | $290.64 |
| 48819-48904 | February Payroll | $265,221.25 |  | Total  |  $1,558,254.73  |

The February bills were reviewed and a motion was made to pay the February bills by Buynak, second by Hiatt. Motion carried.

Emily notified the board of the Garrison Diversion Grant application that is due March 1st, 2023. The Turtle Mountain Pickle Ball Club will apply for the March 1st, 2023 grant. The board suggested that Emily write a letter to confirm the $4,250.00 that the Turtle Mountain Pickleball Club will be responsible for and the $10,000.00 loan to be paid back to the county as the Pickleball club is able.

Emily presented the board with a transfer form from Renville County for a Deputy to transfer 40 hours of sick leave to Bottineau County. A motion was made to transfer the 40 hours of sick leave in accordance with Bottineau County policy from Renville County by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Emily presented the board with an invoice from North Dakota Public Insurance Trust for the one-time annual fee for becoming members of North Dakota Public Health Insurance Trust. A motion was made to pay the annual fee to NDPHIT by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Emily presented the board with an application for gaming site authorization from The Metigoshe Lions Club for bingo and electronic pull tabs at the Birchwood Steak House. A motion was made to approve the gaming license for the Metigoshe Lions by Hiatt, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the board with a quote from Butler for a three-year contract for annual and semi-annual inspections of the generator. Discussion was held and the board requested a quote for an annual inspection to be discussed at the March meeting.

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

-Project BRP-0005(060)-Scheflo Bridge and Overly Box Culvert-Kent updated the board on the project. An April bid opening with the Department of Transportation is scheduled. All documents will be submitted on February 10th, 2023 to the state. Seth presented the board with some estimates for the projects.

-Project BRC-0506(057)-Souris Box Culvert-Kent updated the board on the project. An April bid opening with the Department of Transportation is scheduled. Ritch notified the board of the Right of Way purchase offer he received from Burlington Northern. A motion was made to pay $36,500.00 for the 1 mile of Right of Way from Burlington Northern by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

-Kent notified the board that Bryon Fuches with the Department of Transportation said we should know the results of the bridge applications that were submitted in mid-January in the next week or two. Bottineau County did submit 2 more structures.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Ritch presented the board with increased equipment rates for the road department. A motion was made to increase the motor grader rates to $90.00 for 2023, $100.00 for 2024 and re-visit in 2024, other services that the road department offers will also increase accordingly by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried. Ritch presented the board with outstanding bills from 2016 that the road department currently have, it was the consensus of the board to have the State’s Attorney address the invoices.

 Jeremy Tofteland, Bottineau County Sheriff, gave an activity update for the Sheriff’s Department. Jeremy notified the board that the Sheriff’s Department hired two new deputies.

A motion was made to open the bids for gravel, bridge material, culverts and machine hire by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried. A motion was made to accept all the submitted bids by Buynak, second by Beyer. Roll call vote unanimous. Motion carried.

A motion was made to open bids for Project CP-0500(023), CP-0527(023), and CP-2507(023) by Buynak, second by Hiatt. Roll call vote unanimous. Motion carried. A motion was made to accept the bid from Mayo Construction in the amount of $4,198,438.62 contingent upon the acceptant of McHenry County covering their portion of the project by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

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

Ashley Pedie, Tax Director, attended via phone to discuss the 2023 Ag Values and her recommendation to increase Ag Values an additional 2 % for 2023. A motion was made to increase the Ag Values to 8% for Bottineau County for 2023 by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the board with a Certification of Local Match for project BRC-BRS-0099(008) Bridge Inspection in the amount of $14,383.88 to be paid to the Department of Transportation. A motion was made to pay the Certification of Local Match in the amount of $14,383.88 to the Department of Transportation by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

Tanya Weiler, Human Resource Coordinator, met with the board to discuss the sheriff office audit that was completed and how the sheriff’s office payroll is calculated. Also, discussion was held about policy updates to the Bottineau County Policy Manual.

Kristy Titus, Emergency Manager, met with the board to discuss a Courthouse lockdown drill that she would like to administer with all employees. Kristy will work with Emily to set up a date and time that will work to close the Courthouse for the employee training.

The board recessed until 1:17pm for lunch.

Commissioner Kjelshus discussed the 2023 payments for Mayo Construction, Roland Township, and County Road 26B. Discussion was also held about the Renville County Dispatch fee.

Discussion was held about the Land O Live Concert for 2023.

 Emily notified the board of the approval of the Clerk of Court Grant for 2023.

Discussion was held about the 2024 Law Enforcement agreements for the outlying cities. Emily notified the board that there was a 5% increase to the outlying cities in 2018. A motion was made to increase 2024 law enforcement contracts 5% for the 2024 budget year by Buynak, second by Beyer. Roll call vote unanimous. Motion carried.

2023 Years of Service awards were discussed.

Discussion, was held about the resignation of the Superintendent of School Designee. A motion was made to accept the resignation from Ann Monson as the Superintendent of Schools Designee by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried. A motion was made to temporarily appoint Emily Deschamp as the Superintendent of Schools by Buynak, second by Hiatt. Roll call vote unanimous. Motion carried.

January cancellations were presented and a motion was made to cancel the taxes for the forfeited properties by Hiatt, second by Tonneson. Roll call vote unanimous. Motion carried.

Discussion was held on the step increase for an employee in the Sheriff Department and the policy software the department would like to purchase.

 As there were no further business, a motion was made to adjourn the meeting at 2:59pm by Hiatt, second by Buynak. Motion carried.

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Lance Kjelshus, Chairman

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Emily Deschamp, Auditor