COMMISSIONER PROCEEDINGS

FEBRUARY 6th, 2024

7:30 am

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

Old Business:

Agenda –A motion was made to approve the amended agenda with the additions of Special Event Permit for the Smokin Gun, Wagner Land, land adjacent to Loon Lake, Annual Township Meetings, and Election Petition by Kjelshus, second by Tonneson. Motion carried.

Minutes –A motion was made to approve the minutes from January 2nd, 2024, by Beyer, second by Kjelshus. Motion carried.

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

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Check # | Name |  Amount  | Check # | Name |  Amount  |
| 39670 | Baker & Taylor | 1758.10 | 39671 | Bo Co Road Dept. | 768.00 |
| 39672 | Demco | 346.25 | 39673 | Grand Forks Herald | 236.70 |
| 39674 | Junior Library Guild | 3587.72 | 39675 | Kellers Briteway | 90.00 |
| 39676 | Learning Opportunities | 35.98 | 39677 | Midwest Tape | 318.09 |
| 39678 | Monson, Ann | 1798.60 | 39679 | NDLA | 80.00 |
| 39680 | Sterling Computer Products | 193.39 | 39681 | Turtle Mountain Star | 40.00 |
| 39682 | Bo Co Township Association | 4400.00 | 39683 | Accounts Management | 487.87 |
| 39684 | American Family Insurance | 4873.47 | 39685 | Argus Dental & Vision | 2511.95 |
| 39686 | Bank of North Dakota | 32000.00 | 39687 | Bank of North Dakota | 10000.00 |
| 39688 | Colonial Life & Accident | 555.46 | 39689 | Monson, Ann Co. Treas | 1652.25 |
| 39690 | Monson, Ann Co. Treas | 1717.32 | 39691 | ND Child Support Division | 1550.00 |
| 39692 | New York Life Insurance | 54.64 | 39693 | Renville County | 1890.88 |
| 39694 | SRT | 147.43 | 39695 | Standard Life Insurance Co. | 303.68 |
| 39696 | UNUM Life Insurance Co | 306.74 | 39697 | Verizon Wireless | 80.04 |
| 901439 | Internal Revenue Service | 33754.84 | 901440 | First National Bank | 6902.38 |
| 901441 | NDPHIT- Metlife | 1879.65 | 901442 | NDPHIT/BCBS | 114001.31 |
| 901443 | Internal Revenue Service | 56749.79 | 39698 | A1 Evans Septic services | 225.00 |
| 39699 | Advanced Business Methods | 57.20 | 39700 | Anderson Welding | 177.22 |
| 39701 | ATCO International | 3219.00 | 39702 | Axon Enterprise, Inc. | 2363.84 |
| 39703 | Balco Uniform | 3319.06 | 39704 | Baymont by Wyndham | 288.90 |
| 39705 | Berenston, Erin | 28.14 | 39706 | Border Ag & Energy | 2112.50 |
| 39707 | Bottineau Clinic Pharmacy | 44.73 | 39708 | Bottineau Co Rd Dept | 95.92 |
| 39709 | Bottineau Chamber | 125.00 | 39710 | Butler Machinery Co | 29235.85 |
| 39711 | Cenex Fleet Fueling | 478.87 | 39712 | Circle Sanitation Service | 70.50 |
| 39713 | City of Bottineau  | 616.95 | 39714 | City of Maxbass | 87.50 |
| 39715 | City of Newburg | 38.00 | 39716 | Citizens State Bank | 46088.37 |
| 39717 | Clemens, Sara | 45.49 | 39718 | Clute office Equip | 78.71 |
| 39719 | Clute office Equip | 181.76 | 39720 | Cole Papers Inc | 728.28 |
| 39721 | Compcam | 925.00 | 39722 | Courant | 462.21 |
| 39723 | Courant | 438.85 | 39724 | Drive Chevrolet | 616.79 |
| 39725 | Electric Solutions | 160.00 | 39726 | Farmers Union Oil & Gas Westhope | 19793.89 |
| 39727 | Famers Union Oil WC | 3277.30 | 39728 | Fifth and Main | 4655.34 |
| 39729 | First National Bank | 25486.09 | 39730 | Forensic Store | 6321.00 |
| 39731 | Gnashing Gears Trucking | 4900.00 | 39732 | Gooseneck Implement | 501.83 |
| 39733 | High Point Networks LLC | 25.00 | 39734 | Information Technology dept | 5240.94 |
| 39735 | JB Express | 135.00 | 39736 | Johnson Controls | 731.60 |
| 39737 | Jordan Law Office | 4363.00 | 39738 | Judys mowing | 380.00 |
| 39739 | Ketterlings yard | 417.00 | 39740 | Kinetic Leasing Inc | 57455.00 |
| 39741 | Kittelsons Truck Repair | 198.00 | 39742 | Klingbeils Body & Glass | 4033.50 |
| 39743 | Klingbeils Body & Glass | 326.00 | 39744 | Lansford Mall | 25.00 |
| 39745 | Lexipol, LLC | 1435.82 | 39746 | Linde Gas & Equipment Inc | 37.45 |
| 39747 | Mayo Construction | 205000.00 | 39748 | McHenry County | 18640.17 |
| 39749 | Midco Business | 140.88 | 39750 | Monson, Ann Co. Treas | 617.75 |
| 39751 | Myers Parts of Bottineau  | 236.64 | 39752 | ND Association of Counties | 3241.00 |
| 39753 | ND County Auditors Association | 200.00 | 39754 | ND Clerks Association | 100.00 |
| 39755 | ND Recorder Association | 200.00 | 39756 | NDSU Extension Ag Budget Office | 14482.44 |
| 39757 | Nelson Bookkeeping | 495.62 | 39758 | Nero Funeral Home | 900.00 |
| 39759 | North Central Electric Coop | 859.85 | 39760 | Northern Plains Equipment | 9896.21 |
| 39761 | Okeeffe Oil | 10248.91 | 39762 | One Call Concepts Inc | 15.60 |
| 39763 | Ottertail Power Co | 8947.06 | 39764 | Pace Systems Inc | 2240.00 |
| 39765 | PDL Connect Consulting LLC | 5000.00 | 39766 | Pierce County  | 13195.86 |
| 39767 | Pomps Tire Service | 3841.93 | 39768 | Pro it LLC | 9453.28 |
| 39769 | Quadient Leasing  | 183.33 | 39770 | Running Supply Inc | 22785.59 |
| 39771 | Souris River Telephone | 444.24 | 39772 | Souris Fire Dept | 25.00 |
| 39773 | State Treasurer | 15114.86 | 39774 | State Treasurer | 19702.74 |
| 39775 | Streichers- Minneapolis | 82.60 | 39776 | Surplus Property | 600.00 |
| 39777 | Turtle Mountain Communications | 1904.24 | 39778 | Tweed Country Ag | 1570.85 |
| 39779 | Tyler Tech | 240.00 | 39780 | Westhope Standard | 90.00 |
| 39781 | Wieler, Tanya | 2500.00 | 39782 | Wold Engineering PC | 60655.00 |
| 39793 | Courant (2/15) | 186.00 | 39794 | Demco | 2031.78 |
| 39795 | Keller's Briteway | 90.00 | 901446 | Monson, Ann Co. Treas | 2985.34 |
| 901445 | JP Morgan | 16733.85 | 901448 | Paystubz | 702.24 |
| 901447 | NDPERS-Def Comp | 4585.00 | 901449 | Verizon Wireless | 1859.15 |
|  | Total | 980145.94 | 49972-50063 | Payroll | 289447.05 |

The February bills were reviewed, and a motion was made to pay the February bills by Hiatt, second by Beyer. Roll call vote unanimous. Motion carried.

Ryan Ackerman, Souris River Joint Board, met with the board to update them on the 2024 projects. Discussion was held about the Souris River Joint Board contributing funds to the Scheflo Bridge project and the SRJB board has decided not to participate in funding the Scheflo bridge.

Emily presented the board with an application for a local permit from the Bottineau County Family Snowmobilers for a fun run to be held on March 9th, 2024, at LT’s Dockside. A motion was made to approve the local permit for the Bottineau County Family Snowmobilers by Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the board with a Special Event Permit for Shawna’s Place to transfer their alcohol license to the Thunder Mountain Speedway for the 2024 race season. A motion was made to approve the special event permit for Shawna’s Place by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

A special event permit for The Smokin Gun to transfer their alcohol license to the Brandjord Farm was presented to the board. A motion was made to approve the special event permit for The Smokin Gun by Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried.

Commissioner Kjelshus discussed the land adjacent to Loon Lake.

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

-Project BRC-0520(058) Kramer Bridge- Kent updated the board on the email that was received from the Department of Transportation on the estimated new bid date of December 13th,2024.

-Project BRJ-0005 (061 and (062)-Tied Box Culvert - Kent updated the board on the new estimated bid dates from the Department of Transportation. BRJ-005(061) is estimated to be bid in December of 2024 and Project BRJ-0005(062) is estimated for January of 2026.

Project BRP-0005(060) Scheflo Bridge- Seth updated the board on the project.

Commissioner Kjelshus discussed when the petitions were due for the county officials for the 2024 election, Emily stated all petitions were due for county officials by April 8th, 2024, by 4:00pm. Also, discussion was held about the township meeting dates in March. Legislation made a change in century code that the township may have the annual meeting any date in March.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Ritch notified the board that the Bike Path by LT’s Dockside through the TAP funding is moving forward and will be bid in 2025. He also updated the board on the vacant road positions.

Jeremy Tofteland, Bottineau County Sheriff, gave an activity update for the Sheriff’s Department. Jeremy updated the board on the sheriff’s office joining the TIP 411 in conjunction with the Department of Health. Jeremy presented the board with a list of excess vehicles that are in the sheriff’s office possession. A motion was made to ask for bids on the excess property to be opened at the March 5th, 2024, commissioner meeting at 10:00am by Kjelshus, second by Tonneson. Roll call unanimous. Motion carried.

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

Commissioner Hiatt discussed with the board the land that the county received from Les Wagner. Rod updated the board on the grass and trees for the land that the county acquired.

A motion was made to open bids for Project CP-0500(024) by Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried. A motion was made to accept the bid from Astech Corporation in the amount of $656,032.57 by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Discussion was held about the increase in the Law Enforcement contract to the outlying cities of up to 5% increase each year. Emily presented a letter to the board to send with the city budgets to make them aware of the possible increase to the cities for the upcoming budgets. It was the consensus of the board to send the letter to the outlying cities for the Law Enforcement Contracts. A motion was made to send the letter to the outlying cities by Kjelshus, second by Hiatt. Roll call vote unanimous. Motion carried.

Emily presented the board with the changes that Tanya Weiler, HR Coordinator, made to policy 113 Employment Categories. Discussion was held about the wording changes that were made to policy 113 Employment Categories. Emily and Tanya Wieler, HR consultant, will clarify the policy and present it to the board at the March commissioner meeting.

A motion was made to open bids for Project CP-0547(024) Bottineau East/West 2 miles of Truck route by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried. A motion was made to accept the bid from Mayo Construction in the amount of $673,116.50 by Beyer, second by Kjelshus. Roll call vote unanimous. Motion carried.

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

Ashley Pedie, Tax Director, met with the board to discuss the 2024 Ag Values and her recommendation to stay at the 94.2 % Ag Values for 2024. A motion was made to accept no increase in Ag Values for Bottineau County for 2024 by Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried.

Seymour Jordan, State’s Attorney, met with the board to discuss his office activity. Discussion was also held about the lease agreement that CTI Towers has taken over from SRT for the tower located at Lake Metigoshe which is owned by Bottineau County. It was the consensus of the board to send a letter to CTI Tower Inc.

Tyler Berbue, Butler Machinery, met with the board to discuss the 2025 machinery purchases for Bottineau County.

Discussion was held about the compensation for the Superintendent of School Designee. A motion was made to compensate the Superintendent of Schools Designee $2,000.00 per year and to place the responsibilities in the County Auditor’s job description. Roll call vote unanimous. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 12:25pm by Kjelshus, second by Tonneson. Motion carried.

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Nathaniel Buynak, Chairman

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Emily Deschamp, Auditor