BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

October 3rd, 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:

A motion was made to approve the agenda Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Minutes –A motion was made to approve the minutes from September 5th, 2023 by Buynak, second by Hiatt. Roll call vote unanimous. Motion carried.

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

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check#** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
| 39091 | American Family Dental (9/29) | $4,873.47 | 39092 | Argus Dental & Vison | $2,579.25 |
| 39093 | Bank of ND | $38,000.00 | 39094 | Bank of ND | $10,000.00 |
| 39095 | Colonial Life & Accident | $555.46 | 39096 | Ann Monson, Co. Treas | $1,550.01 |
| 39097 | Ann Monson, Co. Treas | $1,717.32 | 39098 | ND Child Support Division | $1,550.00 |
| 39099 | New York Life Insurance | $54.64 | 39100 | OtterTail | $9,174.19 |
| 39101 | Quadient leasing | $10.00 | 39102 | Renville County | $1,821.52 |
| 39103 | The Standard Life Insurance Co. | $417.20 | 39104 | Take Five | $200.00 |
| 39105 | Turtle Mountain Comm | $225.26 | 39106 | UNUM Life Ins. Co | $292.10 |
| 39107 | 5th N Main (10/5) | $3,386.61 | 39108 | Advanced Business Methods | $57.20 |
| 39109 | All Seasons Water Users | $1,828.50 | 39110 | Artz, Mandy | $726.06 |
| 39111 | ATCO International | $1,135.20 | 39112 | Balco Uniform co. | $2,618.20 |
| 39113 | Bee-Line Service | $285.00 | 39114 | BSC Student Finance | $1,250.00 |
| 39115 | B & M Laundry | $370.18 | 39116 | Border Ag (Void) | $2,415.07 |
| 39117 | Bottineau Clinic Pharmacy | $203.53 | 39118 | Bottineau Plumbing & Heating | $4,520.63 |
| 39119 | VOIDED | $275.00 | 39120 | Butler Machinery Co. | $13,826.89 |
| 39121 | CDW Government | $205.95 | 39122 | Cenex Fleet Fueling | $733.17 |
| 39123 | Circle Sanitation | $134.00 | 39124 | City of Bottineau | $30.62 |
| 39125 | City of Bottineau | $497.99 | 39126 | City of Maxbass | $87.50 |
| 39127 | City of Newburg | $38.00 | 39128 | Clemens, Sara | $774.76 |
| 39129 | Clute Office Equipment, Inc | $218.90 | 39130 | Cole Papers Inc | $517.68 |
| 39131 | Courant | $272.25 | 39132 | Deschamp, Emily | $51.48 |
| 39133 | D & L Storage | $300.00 | 39134 | DMC Wear Parts LLC | $21,948.00 |
| 39135 | Donald Wolfe | $1,740.00 | 39136 | Drive Chevrolet | $10.72 |
| 39137 | Envision | $196.31 | 39138 | Farmers Union Oil | $25,217.19 |
| 39139 | Farmers Union Oil- WC | $143.16 | 39140 | Farden Construction | $7,375.60 |
| 39141 | Gooseneck Implement | $7,331.64 | 39142 | I Design | $550.66 |
| 39143 | Information Tech Dept. | $5,215.69 | 39144 | J and Property Services | $425.00 |
| 39145 | Jason's Super Foods | $45.18 | 39146 | JB Express Inc. | $65.00 |
| 39147 | Kari Myers | $94.38 | 39148 | Ketterlings Yard | $633.00 |
| 39149 | Lakeshore Lawns | $570.00 | 39150 | Lawson Products | $397.08 |
| 39151 | Linde Gas & Equipment | $37.45 | 39152 | Little, Nadine | $100.00 |
| 39153 | Mayo Construction | $76,839.84 | 39145 | Mclean County Jail | $75.00 |
| 39155 | Midco Business | $281.76 | 39156 | Mikkelson Agg | $21,709.70 |
| 39157 | NATCCFO | $100.00 | 39158 | ND Post Board | $50.00 |
| 39159 | ND Assoc. of Counties | $123.26 | 39160 | ND State Radio Comm. | $480.00 |
| 39161 | North Central Electric | $1,022.96 | 39162 | O'Keeffe Oil | $4,722.43 |
| 39163 | Ottertail | $267.44 | 39166 | Pomps Tire service, Inc. | $1,217.85 |
| 39167 | ProIt LLC | $4,836.35 | 39168 | ProTech Integrations | $1,150.84 |
| 39169 | Pyramid Health | $248.10 | 39170 | Runnings supply Inc | $713.59 |
| 39171 | Sidener, Mike | $750.00 | 39172 | SMP Health St. Andrews | $141.08 |
| 39173 | Souris River Telephone | $518.44 | 39174 | Source One Supply, Inc. | $966.87 |
| 39175 | State Treasurer | $3,582.00 | 39176 | St. Andrews Clinic | $2,618.00 |
| 39177 | Titus, Kristy | $395.56 | 39178 | Tofteland, Jeremy | $180.00 |
| 39179 | TriTech Software Systems | $888.92 | 39180 | Turtle Mountain Comm | $2,117.78 |
| 39181 | Turtle Mountain Floral | $104.99 | 39182 | Turtle Mountain Pickleball | $930.00 |
| 39183 | Tweed Country Ag | $564.08 | 39184 | Tyler Technologies Inc. | $275.68 |
| 39185 | Underground Vaults & Storage | $501.60 | 39186 | Uniform Center | $7.50 |
| 39187 | US Records Midwest LLC | $5,524.95 | 39188 | Vanguard Appraisals Inc. | $11,525.00 |
| 39189 | Verizon Wireless | $40.02 | 39190 | Visa | $468.00 |
| 39191 | Volk, Terry | $734.66 | 39192 | Western Agency | $195.17 |
| 39193 | White Cap, LP | $6,914.88 | 39194 | Wieler, Tanya | $1,250.00 |
| 39195 | Witterman, Lori DDS | $106.00 | 39196 | Wold Engineering | $35,667.09 |
| 39197 | Bottineau Co. Ag Society | $275.00 | 901395 | Monson, Ann (10/13) | $1,250.78 |
| 901396 | NDPERS | $5,385.00 | 901397 | Office of State Tax Com | $4,738.15 |
| 901398 | Paystubz | $719.13 | 901399 | Verizon Wireless | $1,977.04 |
| 901394 | JP Morgan | $12,001.37 | 49601-49696 | Payroll | $281,134.31 |
|  | Total | $680,165.02 |  |  |  |

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

New Business:

Lisa Coffman, Community Service Coordinator, met with the board to update them on office activity. Lisa also notified the board that she would be done as the Community Service Coordinator in November of 2023.

A motion was made to place the Gross Production Tax for November in the General Fund by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily notified the board that Tammy Knudson, Clerk of Court, will be moving forward with the Court Facilities Improvement Grant, the application is due December 31st, 2023.

Emily discussed with the board a letter that was received from the North Dakota State Fair asking the board to appoint a delegate from Bottineau County. A motion was made to re-appoint Sara Clemens, NDSU Extension Agent as the 2024 delegate for Bottineau County by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the board with a transfer of sick leave for an employee that was hired in the Sheriff’s Department. Per the County policy they are allowed to transfer 40 hours of sick leave from their previous employer if they are also with NDPERs. A motion was made to allow the employee to transfer 38.5 hours of sick leave to Bottineau County by Buynak, second by Beyer. Motion carried.

Emily presented a Joint Powers Agreement with Ward County for juvenile detention. A motion was made to sign the Joint Powers Agreement with Ward County for Juvenile Detention through 12/31/2024 by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

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

Project CP-0500 (022) and CP-0527(023)-Russell and Long Lake paving project-Kent updated the board on the projects. Kent presented the semi-final estimate #4 from Mayo Construction for Project CP-0500 (022) and CP-0527(023. A motion was made to approve the semifinal Contractor’s Progressive Estimate in the amount of $27,385.92 to Mayo Construction by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Project BRC-0506 (057)-Souris Box Culvert- Seth updated the board and let them know that the project is complete except for the seeding.

Project BRP-0005(060)-Scheflo and Overly Bridge Project- Seth updated the board on the construction for the project. They have begun construction and the bridge is set to reopen in July of 2024.

Project -Kramer Bridge-Seth let the board know that the bid is set for March of 2024.

Terrance Strickland and Jeff Grimes with Empire Petroleum Corporation met with the board to update them on the activity in the Newburg area.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. A designation light was discussed at the intersection of Couty Rd 6. Ritch has discussed this with the Department of Transportation, and he let the board know that all costs would be at the county’s expense. Ritch discussed the TAP funding and informed the board that the ciliation is out and has to be back to the Department of Transportation by December 29th, 2023 for 2026 construction. Ritch is working on submitting the application for this funding. Ritch updated the board on the property the county owns in Westhope.

Jeremy Tofteland, Bottineau County Sheriff, met with the board and gave an activity update for the Sheriff’s Department. Jeremy updated the board on the two employees in the academy. Jeremy discussed the mileage rate for civil process, the current rate for Bottineau County is .33/mile. A motion was made to update the civil process milage rate for the sheriff’s office to the state rate by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Tanner Hellenbrand, 911 Coordinator, Kristy Titus, Emergency Manager, and David Vad, Bottineau Fire Chief, updated the board on the ProQA programming. A motion was made to move forward with the ProQA program with the County covering the 75% for the first year by Buynak, second by Hiatt. Discussion was held. A motion was made to table the previous motion to make sure that the county funding is available to cover the first-year cost by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

10:00 am – 2024 Budget Hearing – A motion was made to open the hearing by Beyer, second by Buynak. Roll call vote unanimous. Motion carried. The hearing was tabled to allow any public that may show up the opportunity to speak.

10:30 am- A motion was made to close the 2024 budget hearing by Beyer, second by Tonneson. 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.

Kristy Titus, Emergency Manager, met with the board to discuss the full-scale exercise training for the Courthouse employees and the Sheriff’s Office. Kristy presented the Memorandum of Understanding for Emergency Services with Renville County. A motion was made to renew the Memorandum of Understanding for Emergency Services with Renville County by Beyer, second by Buynak. Roll call vote unanimous. Motion carried. Discussion was also held about a Procurement Policy for Bottineau County; it was the consensus of the board to move forward with a Procurement Policy for Bottineau County.

Ritch updated the board on the letter that was sent to the Souris River Joint Board about the request for funding to assist with the Kramer bridge. Ryan Ackerman with the SRJB will be reaching out to meet with the board in the future to discuss funding for the project.

A motion was made to approve the 2024 budget by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Seymour Jordan, State’s Attorney, met with the board to discuss his office activity. Seymour presented the board with a letter to be sent to the landowners in the VFW Park at Lake Metigoshe. Discussion was held about the 113 Employment Categories policy, it was the consensus of the board to have the changes sent to department heads and have any suggestions submitted before the November 7th, 2023 commissioner meeting.

Emily discussed the 2023 Foreclosure process and presented the board with the properties that Bottineau County owns as of October 2nd, 2023. Discussion was held about sending eviction letters to the property owners. A motion was made to have Seymour Jordan move forward with the sending of the eviction letters by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 12:41pm by Hiatt, second by Buynak. Motion carried.

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Lance Kjelshus, Chairman

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Emily Deschamp, Auditor