BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

December 5th, 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 agenda with the addition of Tribal Land by Buynak, second by Tonneson. Motion carried.

Minutes - A motion was made to approve the minutes from November 7th, 2023 and November 22nd, 2023 by Beyer, second by Hiatt. Motion carried.

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

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check #** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
| 901412 | NDPERS (11/16) | 4810.00 | 901413 | ND Public Employee Retirement | 50132.71 |
| 39415 | American Family Insurance | 4873.47 | 39416 | Argus Dental & Vision | 2579.25 |
| 39417 | Bank of North Dakota | 32000.00 | 39418 | Bank of North Dakota | 10000.00 |
| 39419 | Colonial Life & Accident | 555.46 | 39420 | Ann Monson, Co. Treas | 1486.99 |
| 39421 | Ann Monson, Co. Treas | 2133.98 | 39422 | ND Child Support Division | 1550.00 |
| 39423 | New York Life Ins | 54.64 | 39424 | Renville County | 1821.52 |
| 39425 | Standard Life Ins Co | 303.68 | 39426 | UNUM | 286.34 |
| 3927 | Volk, Terry | 2069.70 | 901414 | First National Bank | 6902.38 |
| 901415 | Internal Revenue Services | 32231.68 | 901416 | NDPHIT/BCBS-ND | 102569.14 |
| 901417 | NDPHIT- Metlife | 1669.14 | 901418 | Internal Revenue Services | 53107.93 |
| 39428 | Advanced Business Methods | 57.20 | 39429 | APCO International | 104.00 |
| 39430 | Adams, Austin | 834.00 | 39431 | Auto Value of Bottineau | 294.86 |
| 39432 | Balco Uniform Co. | 94.00 | 39433 | Berentson, Erin | 158.40 |
| 39434 | B and M Laundry Service | 958.33 | 39435 | Border Ag & Energy | 571.10 |
| 39436 | Bottineau Clinic Pharmacy | 142.12 | 39437 | Bottineau Plumbing and Heating | 95.00 |
| 39438 | Brain and linda Adams | 834.00 | 39439 | Butler Machinery Co | 1574.90 |
| 39440 | Cenex Fleet Fueling | 709.45 | 39441 | Central Trenching Inc. | 15300.00 |
| 39442 | Circle Sanitation | 70.50 | 39443 | City of Antler  | 101.00 |
| 39444 | City of Bottineau | 505.77 | 39445 | City of Maxbass | 87.50 |
| 39446 | City of Newburg | 38.00 | 39447 | Clemens, Sara | 339.24 |
| 39448 | Clute Office Equipment | 2216.22 | 39449 | CAN Surety | 50.00 |
| 39450 | Courant | 565.68 | 39451 | Deschamp, Emily | 68.64 |
| 39452 | D & H Services | 140.95 | 39453 | DMC Wear parts LLC | 11383.67 |
| 39454 | Drive Chevrolet | 449.97 | 39455 | Ellen M Bjelland | 232.00 |
| 39456 | Farmers Union Oil | 12759.82 | 39457 | Farmers Union- WC | 0.67 |
| 39458 | Fifth and Main | 20.96 | 39459 | First District Health Unit | 215.00 |
| 39460 | Gooseneck Implement | 1793.76 | 39461 | High Plains Technology | 619.00 |
| 39462 | I Designs of Rugby | 402.72 | 39463 | JB Express | 25.00 |
| 39464 | Johnson Controls | 1662.44 | 39465 | Jordan Law Office PLLC | 2406.00 |
| 39466 | Ketterling's Yard | 839.00 | 39467 | Lawson Products, Inc. | 31.90 |
| 39468 | Loon Lake Services | 465.00 | 39469 | Medical Priority Consultants, Inc. | 90817.01 |
| 39470 | Midco | 130.88 | 39471 | Mikkelsen Aggregates LLC | 1159.00 |
| 39472 | Monson, Ann Co Treas | 32172.18 | 39473 | Monson, Ann Co Treas | 326.57 |
| 39474 | ND Association of Counties | 1465.00 | 39475 | ND Dept of Transportation | 13900.38 |
| 39476 | NDSU Extenstion Service | 525.00 | 39477 | Nelson Bookkeeping | 477.42 |
| 39478 | North Central Electric | 780.09 | 39479 | Office of the State Auditor | 9650.53 |
| 39480 | O'keeffe Oil | 4929.84 | 39481 | Ottertail Power Co | 6035.21 |
| 39482 | Penguin Management Inc. | 2280.00 | 39483 | Planert Hydraulics | 294.86 |
| 39484 | Pomp's Tire Service, Inc. | 2243.54 | 39485 | Positive Concepts ATPI | 260.64 |
| 39486 | Pro It LLC | 4836.35 | 39487 | Pro It LLC | 21509.99 |
| 39488 | Quadient Finance USA Inc | 2559.22 | 39489 | Quadient Leasing  | 941.49 |
| 39490 | Runnings Supplu Inc | 598.64 | 39491 | Sawmill Corner Stop | 117.48 |
| 39492 | Shane Feland | 1890.00 | 39493 | SMP Health St. Andrews | 2905.67 |
| 39494 | Souris River Telephone | 525.19 | 39495 | ND State Treas | 3608.50 |
| 39496 | Titus, Kristy | 498.55 | 39497 | Turtle Mountain Communications | 1902.09 |
| 39498 | Turtle Mtn Floral | 79.99 | 39499 | Tweed country Ag Inc. | 299.33 |
| 39500 | Tyler Tech | 8022.25 | 39501 | Vanguard Appraisals, Inc. | 320.00 |
| 39502 | Verizon Wireless | 40.02 | 39503 | Westlie Motor Co | 73.13 |
| 39504 | Western Agency  | 161.00 | 39505 | Western Agency  | 109188.00 |
| 39506 | Wieler, Tanya | 1250.00 | 39507 | Wold Engineering | 24576.25 |
| 901420 | NDPERS (12/7) Def Comp | 4335.00 | 901421 | NDPERS (12/7) Retirement | 49684.75 |
| 901422 | JP Morgan | 28088.48 | 901423 | Ann Monson, Co. Treas | 2796.67 |
| 901424 | Paystubz | 1005.36 | 901425 | Verizon Wireless | 2001.90 |
|  | Total | 811619.23 |  |  |  |

A motion was made to approve the December bills by Buynak, second by Hiatt. Roll call vote unanimous. Motion carried.

Emily asked for nominations for the Chairman of the County Commissioners for 2024. A motion was made to appoint Commissioner Nathaniel Buynak to Chairman by Beyer, second by Tonneson. Votes on nominations took place and the motion to appoint carried. Chairman Buynak asked for nominations for Vice-Chairman for 2024 and a motion was made to appoint Commissioner Tonneson Vice-Chairman by Kjelshus, second by Beyer. Motion carried. Votes on nominations took place and the motion to appoint carried. Unanimous ballot by Kjelshus, second by Hiatt. Roll call vote unanimous. Motion carried.

New Business:

A motion was made to renew the 2024 beer and liquor licenses for the following establishments–

 -Birchwood Steakhouse and Lounge, Inc.

 -Sawmill Corner Stop

 -LT’s Dockside Bar & Grill Inc.

 -Four Season’s Resort, Inc.

 -Loreez A-Frame Bar & Grill

 -Sundowner’s

 -Gifts by the Lake

 -Bottineau Country Club

 -Westhope Country Club

 -The Renville Corner, Inc.

 -Mohall Country Club, Inc.

by Kjelshus, second by Hiatt. Roll call vote unanimous. Motion carried.

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

The year-end meeting date was set for December 19th, 2023 at 9:00 am.

Commissioner Beyer discussed the re-appointment of a Northern Prairie Human Service Board member. A motion was made to re-appoint Ann Moum to the Northern Prairie Human Service Zone Board by Beyer, second by Kjelshus. Roll call vote unanimous. Motion carried.

Discussion was held about the January 2024 meeting date. It was the consensus of the board to move the meeting to January 3rd, 2024.

Emily updated the board with the Clerk of Court Grant.

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

-Kent discussed the bid opening dates for Old Lake Road and Lansford west chip seal projects and the paving project of the east-west 2 miles of truck route. The Chip seal bids will be opened February 7th, 2024 at 10:00 am for the Old Lake Road and Lansford west. The truck route paving project bids will be opened at 10:15 on February 7th, 2024.

-Project BRC-0520(058)-Kramer Bridge-Kent updated the board on the project. The bid opening is set for May of 2024.

-Project BRP-0005(060)-Overly/Scheflo Box Culverts- Seth gave an update on the status of the Scheflo bridge. The project is moving along well.

-Project BRJ-0005(061)-Tied Box Culverts (NE of Mohall and NE of Lansford)-Kent updated the board on the projects that were submitted for March 8th bid opening through the Department of Transportation.

Discussion was held about the Landa road and the future funding to update the surface on the road, with the county participating in $300,000.00 towards the project. Flex Funding for this will be distributed in March of 2024 from Department of Transportation. A motion was made to proceed with the grant application and $300,000.00 contribution from the county to update County Road 26A by Kjelshus, second by Hiatt. Roll call vote unanimous. Motion carried.

Ritchie Gimbel, Road Superintendent, gave an update on the Road Department activity. Ritch discussed a meeting that he attended with Jessica Tagestad and Seth DeMontigny from Wold Engineering and Russell at the Department of Transportation about the process of the county mitigating the 10 acres of Biberdorf land that the county purchased near Willow City. Ritch updated the board on the boring of the culvert on County Road 6 which is set for February 2024. Ritch updated the board on the permits being requested.

A motion was made to appoint Jacob Bernstein to the Boundary Creek Water Resource District for a three-year term; Mitch Opdahl to the Bottineau County Water Resource District board for a three-year term; and Bruce Miller to the Bottineau County Park Board for a three-year term, by Beyer, second by Kjelshus. Roll call vote unanimous. Motion carried.

Jeremy Tofteland, Sheriff, met with the board to discuss office activity. Jeremey introduced the Chief deputy, Kenton Kossan to the board. Jeremy informed the commission of money received from HB 1307, Back the Blue Grant in the amount of $39,000.00.  A motion authorizes the Sheriff to expend the Back the Blue Grant Funds approved in House Bill 1307 which was passed by the 2023 Legislature, per the categories outlined as follows: Funds may be used for hiring and retention bonuses to new and current law enforcement and correctional officers and tuition and fee payments on behalf of law enforcement trainees by Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried. Jeremy updated the board on some available training for all departments on January 29th, 2024 here at the Courthouse. Jeremy updated the board on attending the City of Lansford city council meeting, and the city would like to have a deputy housed within the city. Discussion was held about the housing in Lansford.

Terry Sand, Deputy for sheriff office, met with the board to discuss his concerns about the health insurance policy with NDPHIT.

Dustin Miller from Pro-IT met with the board to discuss the 2024 Contract for providing technical services for the County. Dustin also gave an explanation on the quote provided for monthly services to the County. A motion was made to approve the 2024 contract with Pro IT by Tonneson, second by Hiatt. Roll call vote unanimous. Motion passed. Discussion was held about the two quotes for the server update. A motion was made to replace the server with Pro IT in the amount of $21,509.99 by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

Frank Anderson, RDO equipment, introduced himself to the board.

Department Head Meeting – Chairman Buynak gave an update on the meeting and asked for the department heads to give an update on their office activity. Discussion was held about the tribal land within Bottineau County.

Ritch, met with the board to discuss a bill the Road Department sent to the Turtle Mountain Pickleball for graveling near the third pickleball court at Lake Metigoshe. It was the consensus of the board to table the discussion until the January 3rd, 2024 meeting.

Discussion was held about the department head portfolios for 2024. It was the consensus of the board to continue with the current departments through December of 2024.

Seymour Jordan, State’s Attorney, updated the board on his office activity. Discussion was held about the land that was purchased by tribe in Bottineau County. Seymour notified the board that taxing of the land is determined by the use of the land. Seymour presented the board with a Bottineau County Assets Forfeiture Fund and Procedure a motion was made to accept the resolution as presented by Tonneson, second by Kjelshus. Roll call vote unanimous. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 12:15pm by Tonneson, second by Hiatt. Motion carried.

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Nathaniel Buynak, Chairman

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Emily Deschamp, Auditor