BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

November 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 agenda with the addition of ND Association of Counties Conference and Wagner property by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Minutes –A motion was made to approve the minutes from October 3rd, 2023 by Buynak, second by Beyer. Roll call vote unanimous. Motion carried.

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

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check #** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
| 39273 | Baker and Taylor (10/17) | 307.48 | 39274 | Border Ag | 450.85 |
| 39275 | Brekke. Christine | 335.52 | 39276 | Courant | 135.52 |
| 39277 | Information Tech Dept | 5229.79 | 39278 | Midco Business | 140.88 |
| 39279 | Midwest Tape | 142.69 | 39280 | Mouse River Journal | 40.00 |
| 39281 | ND Assoc of Counties | 123.26 | 39282 | North Dakota Game & Fish | 958.15 |
| 39283 | Ottertail Power Co | 30.31 | 39284 | Reitan, Beth | 640.56 |
| 39285 | Mayo Construction | 27385.92 | 901402 | First National Bank | 6902.38 |
| 901403 | Internal Revenue Service | 53734.45 | 901404 | Internal Revenue Service | 32147.69 |
| 901405 | NDPHIT- BCBS | 107790.88 | 901406 | NDPHIT- Metlife | 1744.60 |
| 39286 | AFLAC | 4873.47 | 32287 | Argus Dental & Vision | 2579.25 |
| 39288 | Bank of North Dakota | 38000.00 | 39289 | Bank of North Dakota | 10000.00 |
| 39290 | Colonial Life & Accident | 555.46 | 39291 | Ann Monson, Co. Tres | 1371.48 |
| 39292 | Ann Monson, Co Treasurer | 2133.98 | 39293 | ND Child Support Division | 1550.00 |
| 39294 | New York Life Insurance | 54.64 | 39295 | Renville County | 1821.52 |
| 39296 | The Standard Ins | 303.68 | 39297 | UNUM Life Ins. | 276.14 |
| 39298 | Advanced Business Methods | 57.20 | 39299 | Balco Uniform | 317.96 |
| 39300 | Berentson, Erin | 345.78 | 39301 | B & M Laundry | 386.62 |
| 39302 | Barker, Bob | 175.68 | 39303 | Border Ag | 77.08 |
| 39304 | Bottineau Clinic Pharmacy | 60.51 | 39305 | Bottineau Plumbing & Heating | 740.25 |
| 39306 | Bottineau Cty Road Dept | 12812.12 | 39307 | Business Radio Licensing | 115.00 |
| 39308 | Butler Machinery | 13020.09 | 39309 | Cap First Equipment Finance | 46812.54 |
| 39310 | Cap First Equipment | 94500.00 | 39311 | Caterpillar Financial Service | 87942.24 |
| 39312 | Cenex Fleet Fueling | 1480.64 | 39313 | Central Square | 21318.06 |
| 39314 | Circle Sanitation | 70.50 | 39315 | City of Bottineau | 494.34 |
| 39316 | City of Maxbass | 87.50 | 39317 | City of Newburg | 38.00 |
| 39318 | Clemens, Sara | 494.54 | 39319 | Clute Office Equipment | 124.61 |
| 39320 | Cole Papers Inc | 996.53 | 39321 | CompCam | 735.00 |
| 39322 | Condit, James | 120.00 | 39323 | Condit, Tim | 40.00 |
| 39324 | Courant | 836.29 | 39325 | Dallman Services | 6770.64 |
| 39326 | Deschamp, Emily | 229.68 | 39327 | D & L Storage | 300.00 |
| 39328 | DMC Wear parts LLC | 1620.92 | 39329 | Donny Has | 120.00 |
| 39330 | Envision Cooperative | 99.38 | 39331 | Farmers Union Oil & Gas | 12950.24 |
| 39332 | Farmers Union Oil- WC | 4498.13 | 39333 | Farden Construction | 9034.00 |
| 39334 | 5th & main | 2136.88 | 39335 | Forensic Store Inc | 1765.80 |
| 39336 | Gooseneck Implement | 4818.89 | 39337 | Hahn, Shawn | 30.00 |
| 39338 | Information Tech Dept | 5236.89 | 39339 | Jasons Super foods | 9.35 |
| 39340 | JB Express Inc | 315.00 | 39341 | Jeffs Repair | 96.00 |
| 39342 | Jordan Law Office PLLC | 3105.70 | 39343 | Ketterlings Yard | 330.00 |
| 39344 | Kinetic Leasing Inc. | 155515.00 | 39345 | Kittleson Truck Repair | 50.00 |
| 39346 | Lakeshore Lawns | 400.00 | 39347 | LaQuinta by Wyndham | 705.60 |
| 39348 | Larocque Bud | 90.00 | 39349 | Lawson Products Inc | 567.19 |
| 39350 | Linde Gas & Equipment Inc | 777.68 | 39351 | Mayo Construction | 25159.04 |
| 39352 | Mikkelsen Aggregates | 36651.70 | 39353 | Moen, Scott | 120.00 |
| 39354 | Monson, Ann Co. Treasurer | 79.61 | 39355 | Monson, Ann Co. Treasurer | 6.50 |
| 39356 | Myers Parts of Bottineau | 45.21 | 39357 | ND Association of Counties | 63.00 |
| 39358 | NDAAEH | 75.00 | 39359 | NDAE 4H YW | 100.00 |
| 39360 | ND Dept. of Transportation | 102456.68 | 39361 | ND Dept. of Transportation | 570.51 |
| 39362 | NDEAFCS | 125.00 | 39363 | NDSU Extension Service | 12068.67 |
| 39364 | North Central Electric | 792.10 | 39365 | ND State University- Dept 3110 | 100.00 |
| 39366 | Okeeffe Oil | 8689.40 | 39367 | Ottertail Power Co. | 206.13 |
| 39368 | Pedie, Ashley | 294.28 | 39369 | ProIt LLC | 4836.35 |
| 39370 | Quadient Finance USA Inc | 2500.00 | 39371 | Quadient Finance USA Inc | 37.27 |
| 39372 | Quadient Leasing USA Inc | 183.33 | 39373 | Romfo Auto Repair & Sales | 9425.67 |
| 39374 | Runnings Supply Inc | 901.03 | 39375 | Sidwell Harris Local Govt. | 120.00 |
| 39376 | Sign Solution | 6672.09 | 39377 | SMP Health St. Andrews | 1570.40 |
| 39378 | SRT | 512.68 | 39379 | State Treasurer | 3658.00 |
| 39380 | St. Andrews Clinic | 325.00 | 39381 | Sand, Terry | 35.00 |
| 39382 | Thompson, Heather | 273.00 | 39383 | Tofteland, Jeremy | 84.25 |
| 39384 | Truenorth Steel Inc. | 4074.09 | 39385 | True North Chiropractic | 125.00 |
| 39386 | Turtle Mountain Comm. | 1675.71 | 39387 | Turtle Mountain Floral | 65.00 |
| 39388 | Tweed Country Ag | 134.53 | 39389 | Tyler Technologies | 38698.75 |
| 39390 | Verizon Wireless | 40.02 | 39391 | Westhope Standard | 31.50 |
| 39392 | Wieler, Tanya | 1250.00 | 901408 | Monson, Ann Co. Treasurer (11/15) | 83.14 |
| 901409 | ND Unclaimed Property | 780.00 | 901410 | Paystubs | 719.13 |
| 901411 | Verizon Wireless | 1773.91 | 39411 | Baker & Taylor (11/15) | 445.85 |
| 39412 | Food Network Magazine | 39.99 | 39413 | Kellers Briteway | 180.00 |
| 39414 | Midwest Tape | 281.39 | 49697-49791 | Payroll (11/30) | 277917.87 |
|  | Total | 1344585.38 |  |  |  |

The November bills were reviewed and a motion was made to pay the November bills by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

New Business:

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

Emily presented the values for the properties in foreclosure to the board. A motion was made to accept the values for the hearing to be held on November 21st, 2023 at 10:00am at the Bottineau County Courthouse by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

The North Dakoata Insurance Reserve Fund and Western Agency have submitted quotes for the 2024 general liability and business auto renewals for Bottineau County with a $5,000,000 liability. A motion was made to accept the 2024 rates with a $5,000,000.00 liability limit by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Emily presented the board with the service agreements for the Courthouse and Jail from Johnson Controls for 2024 through 2026. A motion was made to sign the 3-year service agreements with Johnson Controls by Buynak, second by Beyer. Roll call vote unanimous. Motion carried.

Commissioner Buynak discussed a Resolution of Support with Souris Basin Planning. The Resolution would allow Souris Basin Planning to absorb monies that are not utilized by the counties from the state through the funding. A motion was made to sign the resolution in support of the Regional Livestock Planning Grant by Beyer, second by Hiatt. Roll call to 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 final estimate #5 from Mayo Construction for Project CP-0500 (022) and CP-0527(023. A motion was made to approve the final Contractor’s Progressive Estimate in the amount of $25,159.04 to Mayo Construction by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried. Discussion was held about the signage at Long Lake. A motion was made to place stop signs on the 105th street at Long Lake by Hiatt, second by Buynak. Roll call vote unanimous. Motion carried.

Project BRC-0506 (057)-Souris Box Culvert- Kent updated the board on the project he will be contacting Gladen Construction about the striping.

Project BRP-0005(060)-Scheflo and Overly Bridge Project- Seth updated the board on the construction for the Scheflo bridge project. They have begun construction on the Scheflo bridge they have set the copper dam and are moving forward with the pilings.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Ritch discussed a flex alternative grant funding from Department of Transportation for new projects. Discussion was held about utilizing the grant funding for the Landa road project. Discussion was held about hiring and retaining blade operators for the 2400 county miles. Ritch completed the NEEDs study and submitted it to the state. Discussion was held about excess GPT going into the road dept at the end of the year $125,000.00 to go towards the Kramer Bridge.

A Certification of Local Match was presented to the board for BRC-0099(012)-Bridge Inspection in the amount of $570.51. A motion was made to sign and pay the Department of Transportation $570.41 by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Jeremy Tofteland, Bottineau County Sheriff, met with the board and gave an activity update for the Sheriff’s Department.

Tanner Hellenbrand, 911 coordinator, met with the board to discuss the funding for the Pro QA software. A motion was made to enter into an agreement with the Pro QA software with the county portion being $76,652.00 by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

Discussion was held about the land that was donated by Les Wagner to Bottineau County. Jeff updated the board on the 50 acres and the steps that need to be taken to get the land cleaned up.

Department Head meeting –Chairman Kjelshus gave an update on the Commissioner meeting and the department heads gave an update on their office activity. Discussion was held about the hours the Courthouse will be closed during the Christmas Holiday. It was the consensus of the board to be closed on Tuesday, December 26th, 2023. The board updated the department head on the North Dakota Association of Counties annual conference.

Ashely Pedie, Tax Director, met with the board to discuss a grant that would allow implementing an online portal for property cards to be accessed on the county website. A motion was made to allow Ashley to move forward with the grant process by Hiatt, second by Buynak. Roll call vote Hiatt yes Tonneson No, Beyer abstained because of conflict of interest, Buynak yes, and Kjelshus Yes. Motion carried.

Discussion was held about the county entering into a Joint Powers agreement with North Dakota Association of Counties for the collection and distribution of 911 fees. A motion was made to enter into the Joint Powers agreement with North Dakota Association of Counties for the collection and distribution of 911 fees by Buynak, second by Beyer. Roll call vote unanimous. Motion carried.

Emily updated the board on the 2021 and 2022 audit for Bottineau County.

Seymour Jordan, State’s Attorney, met with the board to discuss his office activity.

As there was no further business, a motion was made to adjourn the meeting at 11:54am by Tonneson, second by Buynak. Motion carried.

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Lance Kjelshus, Chairman

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Emily Deschamp, Auditor