BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

July 1, 2025

7:30 a.m.

The Commissioner Meeting was called to order at 7:30 a.m. 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, Lance Kjelshus, Andy Pederson, Rod Hiatt; and Auditor, Emily Deschamp.

Old Business:

Agenda – A motion was made to approve the amended agenda with the additions of Bottineau County Family Snowmobilers raffle permit, personnel issue, County Recorder position, and noxious weeds by Kjelshus, second by Tonneson. Motion carried.

Minutes – A motion was made to approve the minutes from June 3, 2025 by Tonneson, second by Pederson. Motion carried.

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

Bills:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check #** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
| 51971 | Assoc of Rural & Small Libraries (6/16) | 310.00 | 51972 | Baker & Taylor | 364.33 |
| 51973 | CSLP | 449.78 | 51974 | Courant  | 114.70 |
| 51975 | Guardian Fleet Safety | 1949.80 | 51976 | Kellers Briteway  | 90.00 |
| 51977 | Learning Opportunities Inc | 25.44 | 51978 | Midcontinent | 143.55 |
| 51979 | Midwest Tape  | 914.73 | 51980 | Minot Daily News  | 286.00 |
| 51981 | People Magazine  | 260.16 | EFT  | IRS - FICA (6/30) | 69575.96 |
| EFT  | IRS - Federal Income Tax  | 42713.43 | EFT  | ND State Income Tax  | 1381.00 |
| EFT  | NDPERS Retirement | 65028.31 | EFT  | NDPERS Deferred Comp | 2727.98 |
| EFT  | NDPHIT/BCBS-ND | 130207.09 | EFT  | NDPHIT - METLIFE | 2117.21 |
| 51982 | AFLAC  | 4204.06 | 51983 | AFLAC Dental  | 2657.85 |
| 51984 | Ann Monson, Co. Treasurer | 2235.83 | 51985 | Colonial Life & Accident  | 823.34 |
| 51986 | Minnesota Child Support Payment | 723.60 | 51987 | ND Child Support Division  | 802.00 |
| 51988 | ND Fraternal Order of the Police  | 27.00 | 51989 | New York Life Insurance  | 54.64 |
| 51990 | The Standard Life Ins Co. | 494.04 | 51991 | UNUM Life Ins | 329.60 |
| 51992 | AFLAC Dental  | 82.47 | 51993 | Bank of North Dakota  | 10000.00 |
| 51994 | Bank of North Dakota  | 32000.00 | 51995 | Clear Blue Technologies  | 70.00 |
| 51996 | Ottertail Power Co | 7785.02 | 51997 | Renville County Auditor  | 1890.88 |
| 51998 | Turtle Mountain Comm | 1569.52 | 52011 | Advanced Business Methods(7/8) | 766.33 |
| 52012 | Anderson Welding  | 89.75 | 52013 | Andrew S Marquardt  | 333.00 |
| 52014 | Ann Monson, Co. Treasurer | 6.50 | 52015 | Ann Monson, Co. Treasurer | 11.50 |
| 52016 | Ardelle Schmidt | 72.80 | 52017 | Auto Value Bottineau  | 206.39 |
| 52018 | B&M Laundry Service  | 330.97 | 52019 | Balco Uniform Co. Inc | 898.30 |
| 52020 | Basin Service Company, Inc.  | 1820.00 | 52021 | Border Ag & Energy | 586.07 |
| 52022 | Bottineau Ambulance Service  | 1041.40 | 52023 | Bottineau Clinic Pharmacy  | 99.34 |
| 52024 | Butler Machinery Co. | 8983.96 | 52025 | CapFirst Equipment Finance | 46812.54 |
| 52026 | Cenex Fleet Fueling | 336.93 | 52027 | Circle Sanitation Inc  | 70.50 |
| 52028 | City of Bottineau  | 673.24 | 52029 | City of Maxbass  | 88.00 |
| 52030 | City of Newburg  | 38.00 | 52031 | Clubhouse Hotel & Suites  | 297.00 |
| 52032 | Cole Papers Inc.  | 537.10 | 52033 | Comp Cam  | 1428.00 |
| 52034 | Courant  | 715.05 | 52035 | Creekside Bar N Grill  | 609.39 |
| 52036 | Dakota Fire Extinguishers | 1190.21 | 52037 | Dakota Fluid Powder  | 3047.69 |
| 52038 | Dallman Services  | 9601.52 | 52039 | DMC Wear Parts LLC  | 2622.23 |
| 52040 | Drive Chevrolet | 2231.96 | 52040 | Drive Chevrolet  | 85.14 |
| 52042 | Emily Deschamp | 327.80 | 52043 | Envision Cooperative- Mohall | 92.41 |
| 52044 | Erin Berentson | 64.40 | 52045 | Farden Construction Inc | 55095.00 |
| 52046 | Farmers Union Oil WC | 65.16 | 52047 | Farmers Union Oil WSB | 12844.91 |
| 52048 | Fireside Office Solutions | 231.84 | 52049 | Gerdau | 541.92 |
| 52050 | Gooseneck Implement | 260.77 | 52051 | Guardian Fleet Safety | 26315.12 |
| 52052 | Guardian RFID | 180.00 | 52053 | Hiatt Knudson Auctions  | 347.75 |
| 52054 | Hometown Radio Group | 180.00 | 52055 | J&K Property Services | 425.00 |
| 52056 | Jeremy Tofteland  | 118.30 | 52057 | Johnson Controls  | 4002.07 |
| 52058 | Klingbeils Body & Glass | 4029.73 | 52059 | Lawson Products Inc. | 629.91 |
| 52060 | Lemay Trucking | 2247.50 | 52061 | Linde Gas & Equipment | 49.31 |
| 52062 | McHenry County  | 13881.29 | 52063 | Melonie Bowers  | 465.50 |
| 52064 | Midstates Wireless | 969.63 | 52065 | Mikkelsen Aggregates | 6181.50 |
| 52066 | Minnkota | 88.50 | 5067 | Myers Parts of Bottineau  | 15.99 |
| 52068 | ND Association of Counties | 122.00 | 52069 | NDAAO | 225.00 |
| 52070 | NDACS | 50.00 | 52071 | NDDOT  | 86862.00 |
| 52072 | Nelson Auto Center  | 48844.00 | 52073 | Nelson Repair | 80.00 |
| 52074 | North Central Electric Coop | 883.60 | 52075 | Nutrien Ag Solutions  | 3594.00 |
| 52076 | O'Keefe Oil | 4559.24 | 52077 | OK Tire Store  | 518.32 |
| 52078 | Paul Johnson  | 112.00 | 52079 | Pierce Co Auditor | 9737.63 |
| 52080 | Pomp's Tire Service  | 1122.60 | 52081 | Presort Plus  | 1850.17 |
| 52082 | PRO IT LLC  | 17681.84 | 52084 | Reliance Telephone | 1400.00 |
| 52085 | Runnings Supply Inc  | 1461.54 | 52086 | Sawmill Lumber & Hardware | 17.84 |
| 52087 | Sawmill Lumber & Hardware | 32.56 | 52088 | Shaylee Spinks  | 20.16 |
| 52089 | SMP Health - St Andrews | 659.20 | 52090 | Source One Supply  | 314.06 |
| 52091 | Souris River Telephone  | 606.34 | 52092 | Spearfish OilField Supply | 1053.71 |
| 52093 | St. Andrews Clinic  | 331.00 | 52094 | State of ND HHS (Zones)  | 293884.26 |
| 52095 | State Treasurer | 365.00 | 52096 | State Treasurer | 500.00 |
| 52097 | Subway of Bottineau  | 288.00 | 52098 | Tanya Wieler  | 2500.00 |
| 52099 | TNT Towing & Recovery LLC  | 2295.00 | 52100 | True North Steel  | 17219.08 |
| 52101 | Turnkey Corrections  | 114.81 | 52102 | Turtle Mountain Communications | 275.91 |
| 52103 | Tyler Technologies  | 9230.00 | 52104 | Verizon Wireless | 40.02 |
| 52105 | Ward County Auditor  | 3780.97 | 52106 | Ward County Sheriff  | 32.16 |
| 52107 | Western Agency | 17479.00 | 52108 | Wold Engineering | 135810.23 |
| 52109 | Wold Engineering **(VOID)** | 1012096.83 | 52110 | Baker & Taylor (7/15) | 567.00 |
| 52111 | Courant  | 65.10 | 52112 | HGTV | 39.97 |
| 52113 | Information Technology Dept | 5351.44 | 52114 | Kellers Briteway | 90.00 |
| 52115 | Library Journal  | 179.00 | 52116 | Midwest Tape  | 44.99 |
| 52117 | Morris Sealcoat & Trucking | 1012096.83 | 52118 | The Carpet Junction  | 748.50 |
| 52119 | Pierce Co Tribune  | 48.00 | 52120 | Turtle Mountain Times  | 40.00 |
| 52121 | Western Agency  | 424.00 | EFT  | Ann Monson, Co. Treasurer (7/15) | 5685.62 |
| EFT  | ND State Tax Commissioner | 3811.00 | EFT  | Pro It LLC | 4869.96 |
| EFT  | JP Morgan Chase Bank  | 15458.25 | EFT  | Verizon Wireless  | 1917.70 |
|  | Payroll (7/31) | 396101.75 |  | Total | 3725280.63 |

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

New Business:

Commissioner Kjelshus tabled the speed limits concerns at Lake Metigoshe due to lack of information.

Emily presented the board with Gaming Site Authorization for the American Foundation for Wildlife. A motion was made to approve the gaming site authorization for the American Foundation for Wildlife by Kjelshus, second by Pederson. Roll call vote unanimous. Motion carried.

Emily presented a special event permit for the CanDak Lounge in Westhope. A motion was made to accept the special event permit for the CanDak Lounge by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried.

Emily notified the board on the 2024 Workers Compensation Conferment to the county in the amount of $20,620.36.

Commissioner Kjelshus discussed a personnel issue with a letter that was sent to a former Bottineau County employee.

Commissioner Buynak updated the board on the County Recorder position. Commissioner Tonneson and Kjelshus will sit on the interview board along with Tanya, Human Resource Consultant.

Kent Indvik and Seth Demontigny, Wold Engineering, gave an update on the county projects:

• Project BRC-0520 (058) – Kramer Bridge. Seth updated the board on the project. Pouring bridge barriers on Thursday and then it will cure for 1 week.

• Project CP-0500(025) – Bottineau County Bituminous Chip Seal. Kent updated the board on the projects. Kent presented the board with a Contractor’s Progressive Estimate from Morris Sealcoat and Trucking in the amount of $1,012,096.83. A motion was made to pay Morris Sealcoat and Trucking Inc in the amount of $1,012,096.83 by Pederson, second by Buynak. Roll call vote Hiatt yes, Kjelshus yes, Pederson yes, Tonneson yes, and Buynak yes. Motion passed.

• Project CP-0527(025) – Landa Road Cement Stabilization. Allstates Pavement Recycling & Stabilization. Project start date will be in late July and pre-job to be scheduled.

• Project BRJ-0005(061) – Renville Corner 2 box culverts-Seth updated the board on the project. Pre-job will be scheduled.

Ritchie Gimbel, Road Superintendent, met with the board via phone to discuss the road department activities. Ritch updated the board on federal aid monies; Bottineau County is allowed to borrow into our federal aid up to 2 million dollars. Discussion was held about county roads that scored low in a falling weight deflectometer testing study completed by Braun Intertec. Ritch updated the board on the funding that the county will receive in 2025 and 2026 from flex funding and prairie dog. A motion was made to proceed with the federal funding by Kjelshus, second by Hiatt. Roll call vote Hiatt yes, Kjelshus yes, Pederson yes, Tonneson yes, Buynak yes.

Ashley Pedie, Tax Director, met with the board to discuss the updates to the Zoning Ordinances for Data Centers and HB 1500 in Bottineau County. A motion was made to approve the adoption and update for the Zoning Ordinances per the recommendation of the Planning and Zoning board by Tonneson, second by Pederson. Roll call vote unanimous. Motion carried.

Emily presented a raffle permit for the Bottineau County Family Snowmobilers. A motion was made to approve the raffle permit by Kjelshus, second by Pederson. Roll call vote unanimous. Motion carried.

Commissioner Kjelshus discussed noxious weeds, questioned if Canadian thistle are noxious weeds. The board will follow up with our weed board supervisor.

Jeremy Tofteland, Bottineau County Sheriff, gave an activity update for the Sheriff’s Department. Discussion was held about the space at the impound.

Briselda Hernandez, Souris Basin Planning, met with the board to discuss the 2026 dues for Bottineau County and to update the board on the activity for Souris Basin Planning.

Department Heads – Chairman Buynak gave an update on the commissioner meeting and the department heads gave an update on their office activities.

Matt Schimetz met with the board to update them on the task force that Bottineau County participates in.

A motion was made to accept the resignation of the maintenance coordinator for the 25th of September, 2025 by Kjelshus, second by Hiatt. Roll call vote unanimous. Motion carried.

Seymour Jordan, States Attorney, met with the board to discuss his office activity and his 2026 budget requests. The States Attorney will not make any changes for the 2026 budget.

Emily presented the board with a Resolution of Policy Public Comment in regards to HB 2180. A motion was made to accept the resolution as presented by Tonneson, second by Pederson. Roll call vote unanimous. Motion carried.

Emily presented the board with an Employer Participation Agreement in the NDPERS Public Safety Retirement Plan. A motion was made to enter into the agreement with NDPERS for the Public Safety Retirement Plan by Tonneson, second by Pederson. Roll call vote unanimous. Motion carried.

Department heads met with the county commissioners to discuss the 2026 budget process for each of their departments.

Discussion was held about the county changing from our current GIS program to Schneider Geospatial. A motion was made to sign the professional service agreement with Schneider Geospatial software to take the place of our current GIS Software 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 4:35 p.m. by Kjelshus, second by Pederson. Motion carried.

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Nathaniel Buynak, Chairman

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Emily Deschamp, Auditor