BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

March 7th, 2023

7:30 am

The Commissioner Meeting was called to order at 7:30 am by Vice-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: Vice-Chairman Nathaniel Buynak, Commissioners, Ben Tonneson, Jeff Beyer, Rod Hiatt, and Auditor, Emily Deschamp. Chairman, Lance Kjelshus attended via phone.

Old Business:

Minutes –A motion was made to approve the minutes from February 7th, 2023, by Kjelshus, 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 Tonneson. Motion carried.

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check #** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
| 38155 | First National Bank 2/21 | 12631.79 | 901303 | First National Bank (2/28) | 6902.38 |
| 901305 | Internal Revenue Service | 31047.86 | 901306 | NDPHIT/BCBS-ND | 107070.85 |
| 901307 | NDPHIT-Metlife | 1499.02 | 38156 | Account Management | 795.89 |
|  |  |  |  |  |  |
| 38157 | American Family Insurance | 4431.84 | 38158 | Argus Dental & Vision | 2032.58 |
| 38159 | Bank of North Dakota | 10000.00 | 38160 | Bank of North Dakota | 38000.00 |
| 38161 | Colonial Life & Accident | 1052.99 | 38162 | Learning Opportunities | 229.77 |
| 38163 | Monson, Ann Co Treasurer | 3646.45 | 38164 | Monson, Ann Co Treasurer | 2514.82 |
| 38165 | ND Child Support Division | 1550.00 | 38166 | New York Life Insurance | 54.64 |
| 38167 | Ottertail Power Co | 9180.53 | 38168 | Renville County | 1821.52 |
| 38169 | Standard Life Insurance Co | 439.24 | 38170 | Turtle Mountain Comm. | 1670.50 |
| 38171 | UNUM Life Ins. Company | 292.48 | 901308 | NDPERS 3/8 | 5166.00 |
| 901309 | NDPERS Retirement | 49879.47 | 38172 | Advanced Business Methods (3/8) | 51.53 |
| 38173 | Artz, Mandy | 38.50 | 38174 | Auto Value Bottineau | 184.47 |
| 38175 | Balco Uniform Co. Inc | 1664.50 | 38176 | Bob Baker Company Inc. | 178.35 |
| 38177 | Border Ag | 189.82 | 38178 | Bottineau Clinic Pharmacy | 232.95 |
| 38179 | Brambleton, Brandy | 34.45 | 38180 | Butler Machinery | 8286.16 |
| 38181 | Butler Machinery CO. check B | 29602.35 | 38182 | Cenex Fleet Fueling | 709.85 |
| 38183 | Cerkowniak, Doreen | 50.00 | 38184 | Cerkowniak, Michael | 50.00 |
| 38185 | Circle Sanitation Inc. | 70.50 | 38186 | City of Antler | 95.00 |
| 38187 | City of Bottineau | 465.90 | 38188 | City of Maxbass | 90.50 |
| 38189 | City of Newburg | 38.00 | 38190 | Claris | 2652.00 |
| 38191 | Clemens, Sara | 393.36 | 38192 | Clute Office Equipment | 600.87 |
| 38193 | CNH Industrial Accounts | 440.64 | 38194 | Cole Papers | 571.45 |
| 38195 | Condit, Rhonda | 50.00 | 38196 | Courant | 574.22 |
| 38197 | Deschamp, Emily | 145.20 | 38198 | Drive Chevrolet | 1651.44 |
| 38199 | Envision Cooperative | 7.00 | 38200 | Family Bakery | 18.00 |
| 38201 | Farmers Union Oil Westhope | 17466.40 | 38202 | Farmers Union Oil Willow City | 11.48 |
| 38203 | First National Bank | 50.00 | 38204 | Global Industrial | 2232.99 |
| 38205 | Gooseneck Implement | 12500.00 | 38206 | Gooseneck Implement check B | 16.93 |
| 38207 | Guardian Fleet Safety | 74842.01 | 38208 | Guardian RFID | 53.30 |
| 38209 | G Works | 1556.00 | 38210 | HACTC | 4883.98 |
| 38211 | Hall, Karen | 50.00 | 38212 | Halvorson, Les | 50.00 |
| 38213 | Halvorson, Myra | 50.00 | 38214 | Information Tech Dept | 5165.84 |
| 38215 | Jasons Super Foods | 300.07 | 38216 | JB Express | 440.00 |
| 38217 | Judy's Mowing | 320.00 | 38218 | Ketterlings Yards | 425.00 |
| 38219 | Kinetic Leasing Inc. | 50158.00 | 38220 | Klingbeils Body Glass | 70.00 |
| 38221 | Linde Gas & Equipment | 37.45 | 38222 | Marquardt, Daniel | 580.00 |
| 38223 | Myers Parts of Bottineau | 165.41 | 38224 | ND Association of Counties | 96.00 |
| 38225 | ND Association of County and Tribe Vet officers | 120.00 | 38226 | ND Clerks Association | 100.00 |
| 38227 | ND Dept of Transportation | 1643.47 | 38228 | ND Game and Fish | 356.35 |
| 38229 | ND Sheriffs & Deputies Association | 400.00 | 38230 | ND Township Officers Association | 5500.00 |
| 38231 | ND Weed Control Association | 275.00 | 38232 | Nelson Repair | 465.40 |
| 38233 | Newman Signs | 803.30 | 38234 | North Central Electric | 772.92 |
| 38235 | ND State University | 800.00 | 38236 | O'Keefee Oil | 718.15 |
| 38237 | Ottertail Power Co | 355.14 | 38238 | Parkland USA Corp. | 3726.85 |
| 38239 | Pedie, Ashley | 77.50 | 38240 | Pro It LLC | 4740.55 |
| 38241 | Productivity Plus Account | 466.25 | 38242 | Propio LS LLC | 8.01 |
| 38243 | Quadient Leasing | 941.49 | 38244 | Ramada by Wyndam | 176.40 |
| 38245 | RDO Equipment Co. | 450.36 | 38246 | Roland Township | 100000.00 |
| 38247 | Rude, Richard | 50.00 | 38248 | Runnings Supply Inc. | 939.21 |
| 38249 | SMP Health St Andrews | 701.00 | 38250 | St Andrews SMP Health Check B | 2298.40 |
| 38251 | Souris River Telephone | 517.98 | 38252 | Spearfish Oil Field Supply | 5927.98 |
| 38253 | State Treasurer | 31925.34 | 38254 | Stevens Welding and Machine | 558.06 |
| 38255 | Subway | 2720.50 | 38256 | Thomas, Robert Attorney @ Law | 75.00 |
| 38257 | Tri County Meals | 55625.89 | 38258 | Trinity Medical Group | 48.00 |
| 38259 | Tweed Country Ag | 1221.03 | 38260 | Uniform Center | 445.00 |
| 38261 | United Truck & Equipment | 72.00 | 38262 | US Records Midwest LLC. | 150.52 |
| 38263 | Verizon Connect | 18.19 | 38264 | Volk, Terry | 870.04 |
| 38265 | Wallaceburg Book Binding & MFG | 152.68 | 38266 | Westlie Motor Company | 1616.34 |
| 38267 | Western Agency | 1732.00 | 38268 | Wieler, Tanya | 1250.00 |
| 38269 | Wold Engineering | 113339.66 | 901313 | JP Morgan (3/15) | 18167.10 |
| 901310 | Ann Monson, Co Treasurer | 3902.04 | 901311 | Verizon Wireless | 1911.36 |
| 901312 | Paystubz | 653.20 | 38279 | Advanced Business Methods (3/14) | 383.45 |
| 38280 | American Library Association | 175.00 | 38281 | Baker and Taylor | 435.92 |
| 38282 | Fargo Forum | 208.20 | 38283 | Jason's Superfoods | 12.89 |
| 38284 | Kellers Briteway | 90.00 | 38285 | Learning Opportunities | 127.91 |
| 38286 | Midwest Tape | 242.63 | 38287 | ND Library Association | 35.00 |
| 38288 | Ottertail Power Co | 55.77 | 38289 | Peoples State Bank of Westhope | 10390.00 |
| 38290 | Pierce County Tribune | 48.00 | 48905-49006 | Payroll | 289415.13 |
|  |  |  | **Total** |  | 1183974.05 |

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

Emily updated the board about a letter that was presented to the Turtle Mountain Pickleball Club.

Emily presented the board with an updated quote from Butler for a three-year contract for annual inspections of the generator. Discussion was held. A motion was made to sign the 3-year contract with Butler Machinery to conduct 3 annual generator inspection, an air filter replacement, 2-hour load bank test and battery replacement for an annually cost of $2,840.00 by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

Emily notified the board with the final installment of $100,000.00 to complete the pledged amount of $500,000.00 for the Lake Metigoshe paving project.

Emily updated the board on the annexation between Bottineau School District and Rugby School District. The annexation hearing is set for March 14th, 2023, 2:00pm at the Bottineau County Courthouse in the Commissioner Room.

Discussion was held about the Cares funding and ARPA money that the county received from the result of revenue lost from COVID in 2020 through 2022. A motion was made to pay the jail payment in the amount of $268,902.77 from Cares funding by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

Commissioner Buynak updated the board on the Annual Township Meeting held on March 4, 2023 in Newburg.

Emily updated on the Elmer Jesme meeting that was held on March 2nd, 2023. Discussion was held about a letter of support for a portion of Highway 52 from Minot to Voltaire to be expanded to a four-lane. It was the consensus of the board to sign a letter of support for the Highway 52 to Voltaire expansion to a four-lane.

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

Discussion was held about a Paving Project for Lansford west 4 miles to the Bottineau/Renville County line. Kent presented a quote from Mayo for a straight 2-inch overlay. Mayo construction will use this as a haul road for paving Glenburn west for Renville County. A motion was made to utilize the ARPA funds to pay for the first installment to Mayo Construction by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Kent discussed the 3 structures to be bid in April of 2023 through the Department of Transportation. No updates at this time and everything has been submitted.

Project BRJ-005(061)-RCB NW of Mohall and BRJ-0005(061)- RCB SW of Renville corner-design work has been started. These are set to be bid in the spring of 2024.

Kent updated the board on the two structures that Bottineau County submitted to Department of Transportation. The replacement of the bridge Project BRJ-0005(062) was excepted by the Department of Transportation for 2025 construction year.

-Kent presented a contract from Wold Engineering for Project TAC-4-043(009)008 Shared use path north side of ND 43-way stop east 0.8 miles to Highland Road. A motion was made to sign the contract with Wold Engineering for Project TAC-4-043(009)008 by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Ritch updated the board on the bridge inspections. Discussion was held about the truck routes and permitting within the County.

Emily presented the board with a Certification of Local Match for project BRC-BRS-0099(008) Bridge Inspection in the amount of $1,643.47 to be paid to the Department of Transportation. A motion was made to $1,643.47 to the Department of Transportation for bridge inspections by Hiatt, second by Beyer. Roll call vote unanimous. Motion carried.

Jeremy Tofteland, Bottineau County Sheriff, gave an activity update for the Sheriff’s Department. Jeremy presented the board with an Educational Allowance Agreement for the Sheriff Office. Discussion was held about the current Sheriff pay.

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

Tyler Berube, Butler Machinery, met with the board to discuss the 2024 motor grader purchases.

Emily presented the board with a raffle permit from the Turtle Mountain Snowmobile Club. A motion was made to approve the raffle for the Turtle Mountain Snowmobile Club by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

Emily notified the board of the updates to the Bottineau County Policy per the February meeting and the Human Resource Consultant, Tanya Weiler.

Discussion, was held about the Superintendent of School Designee position that is temporarily appointed to Emily Deschamp, Bottineau County Auditor.

As there were no further business, a motion was made to adjourn the meeting at 11:43am by Tonneson, second by Hiatt. Motion carried.

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Lance Kjelshus, Chairman

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Emily Deschamp, Auditor