BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

March 11th, 2024

7:30 am

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

Old Business:

Agenda –A motion was made to approve the agenda by Beyer, second by Hiatt. Motion carried.

Minutes –A motion was made to approve the minutes from February 6th, 2024, by Kjelshus, second by Tonneson. Motion carried.

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

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Check # | Name | Amount | Check # | Name | Amount |
| 901450 | NDPERS-Retirement (2/23) | 57666.81 | 39796 | Am. Family Ins. (2/29) | 4608.17 |
| 39797 | Argus Dental | 2407.12 | 39798 | Bank of ND | 32000.00 |
| 39799 | Bank Of ND | 10000.00 | 39800 | Colonial Life Ins. | 555.46 |
| 39801 | Farmer's Union-WC | 1453.65 | 39802 | Monson, Ann, Co. Treasurer | 1717.32 |
| 39803 | Monson, Ann, Co Treasurer | 1069.37 | 39804 | ND Child Support Division | 802.00 |
| 39805 | New York Life Ins. | 54.64 | 39806 | OtterTail | 10139.72 |
| 39807 | Renville County | 1890.88 | 39808 | Standard Dental Ins. | 303.68 |
| 39809 | UNUM Life Ins. | 293.14 | 39810 | Volk, Terry | 1989.42 |
| 901451 | IRS-Social Security | 55393.66 | 901452 | IRS-Fed Withholding | 32556.43 |
| 901453 | First National Bank | 6902.38 | 901454 | NDPHIT-BCBS | 114755.68 |
| 901455 | NDPHIT-Metlife | 1792.21 | 39812 | Advanced Business Methods | 57.20 |
| 39813 | At Scene LLC | 5000.00 | 39814 | Auto Value Bottineau | 894.00 |
| 39815 | Axon Enterprise, Inc. | 14471.28 | 39816 | Berts Truck Equip of Moorhead | 202.00 |
| 39817 | B & M Laundry Service | 902.60 | 39818 | Border Ag & Energy | 662.83 |
| 39819 | Bottineau Clinic Pharmacy | 91.30 | 39820 | Bottineau Lumber | 24.99 |
| 39821 | Bottineau Plumbing | 2384.92 | 39822 | Bottineau Co Township Assoc. | 4400.00 |
| 39823 | Brads Towing | 561.00 | 39824 | Butler Machinery Co | 30562.36 |
| 39825 | Cahalin, Miranda | 281.40 | 39826 | Cenex Fleet Fueling | 540.48 |
| 39827 | Circle Sanitation Service | 70.50 | 39828 | City of Antler | 101.00 |
| 39829 | City of Bottineau | 610.36 | 39830 | City of Maxbass | 87.50 |
| 39831 | City of Newburg | 38.00 | 39832 | Clemens, Sara | 45.49 |
| 39833 | Clute office Equip | 189.51 | 39834 | CNA Surety | 65.00 |
| 39835 | Cole Papers Inc | 527.06 | 39836 | Courant | 1014.14 |
| 39837 | Dakota Business Solutions | 48.99 | 39838 | Dakota Truck & Farm | 174.56 |
| 39839 | Deschamp, Emily | 488.88 | 39840 | D & L Storage | 300.00 |
| 39841 | DMC Wear parts LLC | 25104.00 | 39842 | Drive Chevrolet | 2320.31 |
| 39843 | Drive Chevrolet | 112448.00 | 39844 | Electric Solutions | 235.25 |
| 39845 | Farmers Union Westhope | 2484.47 | 39846 | Farm & Home Publishers LTD | 320.00 |
| 39847 | Fifth and Main | 19.00 | 39848 | Great Plains Directory | 476.00 |
| 39849 | Gworks | 1650.00 | VOID-39850 | Holiday Inn Fargo | 319.23 |
| 39851 | Information Technology dept | 5245.94 | 39852 | JB Express | 185.00 |
| 39853 | Johnson Controls | 176.85 | 39854 | Ketterlings Yard | 1267.00 |
| 39855 | Kinetic Leasing Inc | 50158.00 | 39856 | Kittelsons Truck Repair | 164.00 |
| 39857 | Lawson products Inc | 1438.23 | 39858 | Linde Gas & Equipment Inc | 38.50 |
| 39859 | Mikkelsen Aggregates LLC | 361.50 | 39860 | Monson, Ann Co. Treas | 326.39 |
| 39861 | Monson, Ann Co. Treas | 23.00 | 39862 | Myers Parts of Bottineau | 1145.85 |
| 39863 | Myers, Kari | 252.48 | 39864 | ND Association of Counties | 167.80 |
| 39865 | NDACT VSO | 170.00 | 39866 | ND Sheriffs & Deputies Assoc | 400.00 |
| 39867 | ND Township Officers Assoc | 8800.00 | 39868 | ND Weed Control Assoc | 285.00 |
| 39869 | Nelson Repair | 410.00 | 39870 | North Central Electric Coop | 844.75 |
| 39871 | O'Keeffe Oil | 4570.61 | 39872 | Parkland USA | 175.94 |
| 39873 | Peterson, Darwin | 691.19 | 39874 | Pomps Tire Service | 354.04 |
| 39875 | Pro It LLC | 5802.72 | 39876 | Pulver, Bridger | 15.64 |
| 39877 | Quadient Finance USA Inc | 2500.00 | 39878 | Quadient Leasing | 941.49 |
| 39879 | Raven Electronics Corp | 18108.00 | 39880 | Runnings | 1368.55 |
| 39881 | sawmill lumber | 59.50 | 39882 | SMP Health | 2560.20 |
| 39883 | SRT | 521.23 | 39884 | Spearfish Oilfield Supply | 84.40 |
| 39885 | Spectrum | 200.00 | 39886 | Sports Awards | 177.87 |
| 39887 | Spray Sync | 9800.00 | 39888 | State Treasurer | 24737.47 |
| 39889 | St. Andrews Clinic | 993.00 | 39890 | Take 5 | 300.00 |
| 39891 | Titus, Kristy | 751.74 | 39892 | Tri County Meals | 55859.09 |
| 39893 | Turtle Mountain Communications | 1904.24 | 39894 | Tweed Country Ag | 310.33 |
| 39895 | Tyler Tech | 720.00 | 39896 | Wallaceburg Bookbinding | 134.66 |
| 39897 | Western Agency | 2346.00 | 39898 | Wieler, Tanya | 1250.00 |
| 39899 | Wold Engineering PC | 332434.48 | 901459 | Monson, Ann Co. Treas | 1101.95 |
| 901460 | Paystubz | 685.36 | 901461 | Verizon | 1900.46 |
| 901458 | JP Morgan | 17888.77 | 50064-50158 | Payroll | 303564.20 |
|  | Total | 1415195.77 |  |  |  |

The March bills were reviewed and a motion was made to pay the March bills by Tonneson, second by Beyer. Motion carried.

Emily presented the board with an application for gaming site authorization from American Legion Post 42 for pull tabs and electronic pull tabs at the A Frame and Sundowners. A motion was made to approve the gaming license for American Legion Post #42 by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Emily presented the board with application for local permit from the Thunder Mountain Speedway for a raffle to be held on June 8th, 2024. A motion was made to approve the raffle for Thunder Mountain Speedway by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

Commissioner Buynak updated on the Elmer Jesme meeting that was held on February 27th, 2024 in Ward County.

Discussion was held about the meeting date for the commissioner meeting in April. Meeting will be held on April 2nd, 2024.

Discussion was held regarding options for Clerk of Court services and a motion was made to enter into a funding agreement with the State for the 2025-2027 biennium to receive reimbursement for providing Clerk of Court Services by Beyer, second by Kjelshus. Motion carried.

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

Project BRP-0005(060) Scheflo Bridge- Seth updated the board on the project.

-Discussion was held about a change order for the Lake Road and Lansford chip seal to include the Lake Metigoshe Loop for 2024. Kent reached out to Astech for a quote on this addition for 2024, Kent has not heard back from Astech construction.

Emily presented the board with the contract for construction from Mayo Construction for Project CP-0547(024) east/west 2 miles of the Truck route in Bottineau in the amount of $673,116.50. A motion was made to approve and sign the contract for construction with Mayo Construction by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Discussion was held about County Government Month in April. A pancake and sausage breakfast will be held at the Bottineau County Veterans Building in April for County Government month. The road crew will serve breakfast from 8:00 am to 11:00 am on Friday April 5th, 2024.

Emily presented the board with the jail loop flush proposal from Johnson Controls. A motion was made to proceed with the loop flush in the jail by Johnson Controls by Hiatt, second by Kjelshus. Roll call vote unanimous. Motion carried.

Emily presented the board with the changes that Tanya Weiler, HR Coordinator, made to policy 113 Employment Categories. Discussion was held about the wording changes that were made to policy 113. A motion was made to approve policy changes to policy 113 Employment Categories by Beyer, second by Hiatt. 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 railroad crossings in the county that will be updated by Russell and the City of Bottineau this year. Discussion was held about the 2025 Motor grader purchases for Willow City and Newburg. A motion was made to purchase two motor graders at $450,000.00 each for 2025 by Hiatt, second by Tonneson. Roll call vote unanimous. Motion carried.

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

A motion was made to open the bids for excess property by Beyer, second Hiatt. A motion was made to accept the highest bids by Hiatt, second by Tonneson. Roll call vote unanimous. Motion carried.

Kristy Titus, Emergency Manager, met with the board to discuss the County Fire Emergency and Burn Restrictions Declaration for the 2024-2025 year. A motion was made to approve the Automatic Open Burn Policy Proclamation by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

Department Head meeting – Chairman Buynak gave an update on the Commissioner meeting and the department heads gave an update on their office activity. Discussion was held about the snow day policy/time and how to proceed moving forward.

Frank Larocque, Community Service Coordinator, and David Bednarz, Pierce County Commissioner met with the board to introduce themselves.

Ashley Pedie, Tax Director, met with the board to discuss the grant application that was approved in the amount of $4,925.00 to be utilized for the assessor website. A motion was made to approve the grant for the GIS Software Assessor Website by Kjelshus, second by Hiatt. Roll call vote unanimous. Motion carried.

Seymour Jordan, State’s Attorney, attended the meeting via phone and updated the board on the lots at the VFW park at Lake Metigoshe. Discussion was held about the tower lease and it was the consensus of the board to wait until 2025 to update the contract with CTI Towers Inc.

Sara Clemens, Extension Agent, met with the board to discuss an update on 4-H projects.

As there were no further business, a motion was made to adjourn the meeting at 12:50pm by Beyer, second by Tonneson. Motion carried.

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Nathaniel Buynak, Chairman

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Emily Deschamp, Auditor