BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

JANUARY 3rd, 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 amended agenda with the additions of District 6 update and Tax Statements, by Beyer, second by Tonneson. Motion carried.

Minutes - A motion was made to approve the minutes from December 6th and 20th, 2022, by Buynak, 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** |
| 901240 | ND Pers Retirement (1/9) | 46,362.02 | 901241 | ND Pers Def Comp | 5,266.00 |
| 901242 | ND Pers Def Comp | 5,366.00 | 37924 | AquiSign (1/10) | 500.00 |
| 37925 | Advanced Business Methods | 51.53 | 37926 | Anderson Welding LLC | 360.00 |
| 37927 | Assured Partners | 50.00 | 37928 | Basin Service Company | 1,708.75 |
| 37929 | B and M Laundry | 515.98 | 37930 | Border Ag Energy | 366.41 |
| 37931 | Bottineau Lumber | 31.98 | 37932 | Butler Machinery | 11,496.11 |
| 37933 | Cenex Fleet Fueling | 370.23 | 37934 | Circle Sanitation Inc. | 70.50 |
| 37935 | City, of Bottineau | 398.36 | 37936 | City, of Newburg | 38.00 |
| 37937 | Citizen's State Bank of Mohall | 46,088.37 | 37938 | Clute Office Supplies | 325.13 |
| 37939 | Courant | 1,364.16 | 37940 | DMC Wear Parts LLC | 11,116.75 |
| 37941 | Drive Chevrolet Buick | 1,552.44 | 37942 | Envision Cooperative | 82.42 |
| 37943 | Farmers Union Oil W | 10,393.47 | 37944 | Farmers Union Oil WC | 2,552.85 |
| 37945 | Farden Construction Inc. | 13,920.00 | 37946 | Farm and Home Publishers | 320.00 |
| 37947 | First National Bank | 12,500.00 | 37948 | Goodwin, Shannon | 14.46 |
| 37949 | GovernSoft | 13,583.00 | 37950 | Information Tech Dept | 245.40 |
| 37950 | Information Tech Dept | 4,866.44 | 37951 | Jasons Superfoods | 3,271.26 |
| 37952 | JB Express | 60.00 | 37953 | John Deere Financial | 12,500.00 |
| 37954 | Kari Hatzenbuhler | 100.00 | 37955 | Ketterlings Yard | 516.00 |
| 37956 | Kinetic Leasing Inc. | 32,499.00 | 37957 | Kittleson Truck Repair | 210.00 |
| 37958 | Klingbeil's Body and Glass | 3,959.17 | 37959 | Lake Metigoshe Rec Service | 555.00 |
| 37960 | Lawson Products Inc. | 96.60 | 37961 | Lexipol | 1,394.00 |
| 37962 | Linde Gas and Equipment | 36.88 | 37963 | Little, Nadine | 145.00 |
| 37964 | Mayo Construction | 133,385.51 | 37965 | McHenry County | 18,640.17 |
| 37966 | Melander, Tim | 70.00 | 37967 | Metigoshe Heating & Air LLC | 556.55 |
| 37968 | Monson, Ann co Treasurer | 42,662.80 | 37968 | Monson, Ann co Treasurer | 2,296,131.31 |
| 37969 | Myers Parts of Bottineau | 261.35 | 37970 | National Association of Counties | 450.00 |
| 37971 | ND Association of Counties | 57,027.71 | 37972 | ND Dept of Transportation | 39,377.62 |
| 37973 | ND State Radio Comm. | 480.00 | 37974 | ND Water Users Association | 300.00 |
| 37975 | North Central Electric | 731.93 | 37976 | O'Keeffe Oil | 8,255.81 |
| 37977 | One Call Concepts | 3.90 | 37978 | Ottertail Power Company | 351.66 |
| 37976 | O'Keeffe Oil | 8,255.81 | 37977 | One Call Concepts | 3.90 |
| 37978 | Ottertail Power Company | 351.66 | 37979 | Pedie, Ashley | 148.50 |
| 37980 | Pierce County | 13,195.86 | 37981 | Quadient Finance USA Inc. | 2,500.00 |
| 37982 | Running's Supply Inc | 413.13 | 37983 | Secretary of State | 36.00 |
| 37984 | Simply Refreshed | 451.79 | 37985 | Souris River Telephone | 504.27 |
| 37986 | Spearfish Oilfield Supply | 3,748.90 | 37987 | Turtle Mountain Communications | 162.04 |
| 37988 | Tweed Country Ag | 986.19 | 37989 | Vari Tech Industries Inc. | 422.21 |
| 37990 | Verizon Connect | 324.61 | 37991 | Ward County Treasurer | 100.00 |
| 37992 | Westile Motor Company | 131.62 | 37993 | Western Agency | 102,294.00 |
| 901243 | Monson, Ann co Treasurer (1/13) | 1,330.08 | 901244 | ND Job Service | 315.46 |
| 901245 | ND Tax Commissioner | 10,728.46 | 901246 | Paystubz | 637.11 |
| 901247 | Verizon Wireless | 1,841.52 | 901248 | JP Morgan | 20,158.20 |
| 48729-448818 | January Payroll 12/31 | 349,977.97 |  | Total | 3,364,925.28 |

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

Ryan Ackerman, with the Souris River Joint Board, met with the board and updated them on the upcoming projects that the Souris River Joint board will be working on in 2023.

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

-Project CP-0500(023) Long Lake Russell Paving- Kent discussed the Prairie Dog monies. Discussion was held about the bid opening for February 7th, 2023. A motion was made to bid Project CP-0500(023) on February 7th, 2023 at 10:00 am by Hiatt, second by Buynak. Roll call vote unanimous. Motion carried.

-Project BRP-0005(060)-Scheflo Bridge and Overly Box Culvert. Kent discussed the plan review that Ritch and him had on December 29th, 2022. Preliminary plans went to the Department of Transportation for their review on December 30th, 2022. An April bid opening is set for this project through the Department of Transportation.

-Project BRC-0506(057)-Souris Box Culvert- The preliminary plans were sent to the Department of Transportation on December 28th, 2022. An April bid opening is scheduled for this project through the Department of Transportation.

Lisa Coffman, Community Service Coordinator, updated the board on the Community Service Program.

Commissioner Buynak updated the board on the district 6 legislative update held in Mohall on December 28th, 2022.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Discussion was held about the bill for building the road in Homen township. It was the consensus of the board to approve the bill as presented. Ritch updated the board on two bridges that will be sent to the Department of Transportation for 2024 projects. The years of service awards for 2023 were discussed. A motion was made to pay out the years of service awards in July of 2023 by Buynak, second by Hiatt. Roll call vote unanimous. Motion carried. A motion was made to table the discussion of years of service for 2023 until later in the meeting by Beyer, second by Buynak. Motion carried. The previous motion to pay out the years of service in July of 2023 was withdrawn by Buynak, second withdrawn by Hiatt. A motion was made for 2023 employees that have been vested with the county for 1 year or more are compensated for the years of service up to their last year of completed employment with the county by Beyer, second by Tonneson. Roll call vote Hiatt yes, Tonneson yes, Beyer yes, Buynak yes, and Kjelshus no.

Ashley Pedie, Tax Director, met with the Commission to discuss the 2023 Ag Values and her recommendation is to increase Ag Values 6% for 2023. A motion was made to increase the Ag Values to 6% for Bottineau County for the 2023 by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

Jeremy Tofteland, Sheriff, gave a report on the activity in the Sheriff’s Department. Discussion was held about some software options for 2023 for the sheriff office. A motion was made to purchase the iCrime fighter software in the amount $4,300.00 to come out of the 2023 Jail budget by Beyer, second Tonneson. Roll call vote unanimous. Motion carried. Jeremy discussed the agency going to department issued weapons. A motion was made to provide the Deputies with department issued weapons by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried. Discussion was held about staffing for the Sheriff’s Department and an update was given on the jail.

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

Jim Hall, Bottineau County Park board, updated the board from their September meeting. Discussion was held about the bids he received for a new mower for the county parks. Bids were given to the board from John Deere and Bobcat. A motion was made to purchase to purchase the Z95 Ztrak in the amount of $12,500.00 from John Deere by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried.

Commissioner Buynak discussed with the board the Minot Air Force Base silos in Bottineau County.

Emily presented the board with the Final Estimate for Project BRO-0005(052) Structure Replacement in the amount of $2,212.55 from the Department of Transportation. A motion was made to sign the Final Certification of Local Match and pay $2,212.55 to the Department of Transportation by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Emily presented the board with the Final Certification of Local Match for Project SC-0520(059) in the amount of $4,629.83 from the Department of Transportation. A motion was made to sign the Final Certification of Local Match and pay $4,629.83 to the Department of Transportation by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the Certification of Local Match for BRC-0099(012). A motion was made to pay the Certification of Local Match for BRC-0099(012) in the amount of $32,535.24 to the Department of Transportation by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Seymour Jordan, States Attorney, met with the board to present a Resolution for the Clerk of Court and the Bottineau School District Annexation to Rugby School District. A motion was made to adopt the Clerk of Court Resolution with changes by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

A motion was made to call for bids for machine hire, gravel, bridge material and culvert bids at 9:30 am on February 7th, 2023 by Buynak, second by Hiatt. Roll call vote unanimous. Motion carried.

The Gross Production Tax Distribution was discussed and a motion was made to distribute the first $600,000.00 to the County Road Fund, $200,000.00 to the County General Fund, $250,000.00 to the 2016 Certificate Fund, and $50,000.00 to the Courthouse Fund by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

Amendments for 2022 budget were presented to the commissioners. A motion was made to approve 2022 amendments by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Discussion was held about increasing the amount for the 2023 Law Enforcement Agreements for the cities except for the City of Bottineau. Emily presented the board with information on the current price and some possible increases. The 2023 Law Enforcement Agreements will remain the same for 2023 but discussion will take place for the 2024 budget.

Emily presented the board with a three-year contract from Sidewell for the GIS services for Bottineau County. A motion was made to renew the 3-year contract with Sidewell by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Discussion was held about the 2023 pay for Sheriff Tofteland per the recommendation of the Human Resource consultant Tanya Weiler. A motion was made to compensate the Sheriff at a step 9 per the recommendation of Human Resource Consultant. Roll call vote unanimous. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 1:09pm by Buynak, second by Hiatt. Motion carried.

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Lance Kjelshus, Chairman

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Emily Deschamp, Auditor