BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

DECEMBER 20th, 2022

9:00 am

The Special Commissioner Meeting was called to order at 9:00 am by Chairman Lance 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, Jeff Beyer, Ben Tonneson, Rod Hiatt and Auditor, Emily Deschamp.

Old Business:

Agenda – A motion was made to approve the agenda with the addition of Mouse River Church and NDPHIT by Beyer, second by Tonneson. Motion carried.

Discussion was held about

Bills –

Check # Name Amount Date

901231 Monson, Ann Co Treasurer $6,365.66 12/19/2022

901232 Verizon Wireless $1,842.46

901233 Paystubz $981.24

901234 JP Morgan $15,111.33

37855 Abrahamson Refrigeration $549.00 12/20/2022

37856 Anderson Welding $5,492.00

37857 Atco International $1,010.90

37858 Auto Value Bottineau $480.86

37859 Basin Service Company $760.00

37860 Berentson, Erin $45.50

37861 Bottineau Clinic Pharmacy $18.36

37862 Butler Machinery Co. $11,538.35

37863 City, of Maxbass $90.00

37864 Clemens, Sara $636.80

37865 Envision Cooperative $14.21

37866 Farmers Union Oil Westhope $16,766.24

37867 Heart of America Corrections $7,464.66

37868 Klingbeils Body and Glass $828.37

37869 MK Electric $3,275.33

37870 Motorola Solutions $10,057.00

37871 ND Association of Counties $189.60

37872 ND Dept of Transportation $29,362.71

37873 NDEAFCS $115.00

37874 Northern Truck Equipment Corp $3,173.88

37875 O'Keeffe Oil $4,149.77

37876 Ottertail Power Company $9,515.93

37877 Penguin Management Inc. $2,274.00

37878 Pro It $5,335.00

37879 Quadient $2,500.00

37880 The Radar Shop Inc $384.00

37881 Running Supply Inc $1,576.07

37882 SMP Health $1,103.64

37883 Take 5 $200.00

37884 Turn Key Corrections $237.75

37885 Turtle Mountain Communication $1,729.52

37886 Uniform Center $136.98

37887 United Truck & Equipment $4,091.00

37888 Verizon Wireless $80.04

37889 Verizon Connect $324.61

37890 Westhope Standard $108.00

37899 Border Ag and Energy $48.00

37900 DH Full Service $116.65

37901 Jason's Superfoods $15.87

37902 Keller's Briteway $180.00

37903 Midwest Tape $166.92

37904 National Geographic $39.00

48621-48728 Payroll $316,478.64 12/29/2022

37905 AFLAC $4,095.38

37906 Argus Dental $1,972.69

37907 Bank of ND $38,000.00

37908 Bank of ND $10,000.00

37909 B&M Laundry $386.62

37910 Colonial Life $1,052.99

37911 HACTC $4,838.00

37912 Jason's Superfoods $145.08

37913 Jordan Law Office $26,438.33

37914 Klingbeils Body and Glass $250.00

37915 Ann Monson Co Treasurer $300.00

37916 Ann Monson Co Treasurer $2,514.83

37917 Ann Monson Co Treasurer $5,411.75

37918 ND Child Support $1,550.00

37919 New York Life Ins $54.64

37920 Renville Co Auditor $1,776.05

37921 Unum Life Ins $260.70

37922 Tanya Weiler $2,000.00

901235 Internal Revenue Service $62,484.02

901236 Internal Revenue Service $45,682.41

901237 NDPHIT-BCBS $100,828.56

901238 NDPHIT-Metlife $1,411.75

901239 First National Bank $6,902.38

Total $785,317.03

The December end of year bills were reviewed and a motion was made to pay the bills by Buynak, second by Hiatt. Motion carried.

New Business:

Discussion was held about the North Dakota Public Health Insurance Trust and to make sure all county employees were able to sign up for the new health insurance plan to begin on January 2023.

Discussion was held about the property increases in Bottineau County suggested by the North Dakota Insurance Reserve Fund. A motion was made to accept the suggested increase from the North Dakota Insurance Reserve Fund by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

The Bottineau County Insurance Policy is up for renewal and Emily notified the board that we currently have a 5-million-dollar general liability. A motion was made to keep the 5-million-dollar general liability for the county by Tonneson, second by Buynak. Roll call unanimous. Motion Carried

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

- Long Lake and Russell Paving- Kent updated the board on the project. Kent presented the board with updated estimates for the project.

Lake Metigoshe shared use path- Kent updated the board on the TAP funding for this project. The county was awarded the funding for 2024-2025.

-Project BRP-0005(060)-Overly/Scheflo Box Culverts- Seth gave an update on the status of the projects. An April 2023 bid opening is set for this project.

Ritchie Gimbel, Road Superintendent, discussed the Landa Drain project. Discussion was held about the snow removal into the right of way. Discussion was held about the excess Gross Tax Production for the month of December to be transferred to the road department budget. A motion was made to transfer the $150,000.00 of the Gross Production Tax from the General Fund to the Road Department by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried. Discussion was held about the Mouse River Church meeting building being removed from the property. A motion was made to do some in-kind work in removing the building for the Mouse River Church by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the board with the Certification of Local Match for Project HEC-0500(004) final estimate in the amount of $386.56. A motion was made to pay the Department of Transportation in the amount of $386.56 by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Brad Pozarnsky, Jason Rude, and Brian Johnson with Homen Township, met with the board to discuss the bill that was sent to Homen Township for the road that was build east of Long Lake by the Road Department.

Tammy Knudson, Clerk of Court, met with the board to discuss the 2023 Legislative discussion of the Clerk of Court office employees becoming state employees. Discussion was held about Bottineau County signing a Resolution opposing Legislation making Bottineau Count Clerk of Courts Office a State Office. A motion was made to draft the Resolution for the Bottineau County Clerk of Courts by Beyer second by Buynak. Roll call vote unanimous. Motion carried.

Discussion was held about the Bottineau County Storm Policy. The decision was held to keep the current snow policy in place which states that the Courthouse will follow the Bottineau School District closure for inclement weather.

The current placement for the Motor Vehicle Kiosk was discussed. Discussion was held to possibly move the kiosk to the front of the lobby of the courthouse.

Emily presented the board the bid for Lot 7 thru 9 Blk 3 Original Maxbass. A motion was made to open the bid by Buynak, second by Tonneson. Motion carried. A motion was made to accept the bid for $572.10 and a $20.00 recording fee by Hiatt, second by Buynak. Roll call vote unanimous.

Emily presented the board the bid for Parcels 1 thru 3 Plot 29 Frazier’s 2nd Subd. Maxbass. A motion was made to open the bid by Buynak, second by Tonneson. Motion carried. A motion was made to accept the bid for $184.36 and a $20.00 recording fee by Hiatt, second by Buynak. Roll call vote unanimous.

Discussion was held about the policies in the current Bottineau County Policy Manual.

Emily presented the 2023 Law Enforcement Agreements for the cities in Bottineau County except for the City of Bottineau. Consensus of the board to discuss the policy at the January 3rd commissioner meeting.

Discussion was held about the 2022 pay audit that was conducted by the Human Resource Consultant Tanya Weiler. A motion was made to pay out the amounts presented to the board for the 2022 audit to all employees of the Sheriff Office by Beyer, second by Tonneson. Roll call vote. Motion carried.

Jeremy Tofteland, Deputy, updated the board on the status of the jail re-opening.

Discussion was held about implementing a policy that would allow employees to transfer leave in the excess of 30 day that has not been used by December 31st to sick leave at a ratio of 2:1. For every two hours of vacation leave employees will receive one hour of sick leave. Leave in excess of 30 days that is not used by December 31st or converted to sick leave is forfeited. A motion was made to add the language allowing annual leave conversion to sick leave by Buynak, second by Beyer. Roll call vote unanimous. Motion carried.

Discussion was held about the current Donating Leave/Annual and Sick Leave. A motion was made to update the donation policy to remove two sections: the requirement that employees must be with Bottineau County for 6 months before they are eligible to receive and the language that excluded normal pregnancy from the current policy by Hiatt, second by Buynak. Roll call vote unanimous. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 12:40pm by Beyer, second by Tonneson. Motion carried.

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Lance Kjelshus, Chairman

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Emily Deschamp, Auditor