BOTTINEAU COUNTY

 COMMISSIONER PROCEEDINGS

JANUARY 3rd, 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, Vice-Chairman Ben Tonneson, Commissioners, Lance Kjelshus, Jeff Beyer, Rod Hiatt, and Auditor, Emily Deschamp.

Old Business:

Agenda –A motion was made to approve the amended agenda with the additions of state mileage rate, by Kjelshus, second by Hiatt. Motion carried.

Minutes - A motion was made to approve the minutes from December 5th and December 19th, 2023, by Beyer, second by Tonneson. Motion carried.

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

Bills –

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| --- | --- | --- | --- | --- | --- |
| Check # | Name | Amount | Check # | Name | Amount |
| 39589 | AquiSign (1-10) | $150.00 | 39590 | Advanced Business Methods | $57.20 |
| 39591 | Aladdin | $1,410.00 | 39592 | Auto Value Bottineau  | $122.72 |
| 39593 | Balco Uniform | $625.95 | 39594 | B & M Laundry Service | $386.62 |
| 39595 | Bob Barker Co | $248.76 | 39596 | Border Ag & Energy | $313.76 |
| 39597 | Bottineau Clinic Pharmacy | $83.65 | 39598 | Bottineau Co. Road Dept | $4,670.00 |
| 39599 | Bottineau Co. Road Dept | $1,710.00 | 39600 | Bottineau County Veterans | $30,000.00 |
| VOID-39601 | Bottineau Co Park Board | $768.00 | 39603 | Cenex Fleet Fueling | $632.69 |
| 39602 | Butler Machinery Co | $7,962.51 | 39605 | City of Antler | $101.00 |
| 39604 | Circle Sanitation Service | $70.50 | 39607 | City of Newburg | $38.00 |
| 39606 | City of Bottineau | $763.16 | 39609 | CNA Surety | $65.00 |
| 39608 | Clute office Equip | $432.33 | 39611 | Courant | $1,777.70 |
| 39610 | CNH Industrial Accounts | $1,506.22 | 39613 | Drive Chevrolet | $633.93 |
| 39612 | D & L Storage | $300.00 | 39615 | Evans Trucking & Aggregate | $5,220.00 |
| 39614 | Electric Solutions | $3,906.85 | 39617 | Farmers Union Oil- WC | $2,033.59 |
| 39616 | Farmers Union Oil & Gas Westhope | $21,710.30 | 39619 | First National Bank | $300.00 |
| 39618 | 5th N Main | $2,587.41 | 39621 | JB Express | $155.00 |
| 39620 | Information Technology dept | $5,243.99 | 39623 | Ketterlings Yard | $394.00 |
| 39622 | Jordan Law | $1,299.80 | 39625 | Midcontinent Communications | $140.88 |
| 39624 | Lake Metigoshe Rec Service Dist. | $630.00 | 39627 | M.K. Electric | $1,844.40 |
| 39626 | Mikkelsen | $574.40 | 39629 | Monson, Ann Co. Treas | $50,000.00 |
| 39628 | Monson, Ann Co. Treas | $4,471,242.32 | 39631 | NDACE | $275.00 |
| 39630 | ND Association of Counties | $52,418.55 | 39633 | ND Dept of Transportation | $5,358.65 |
| 39632 | ND County Treasurers Assoc | $200.00 | 39635 | ND State Radio Communications | $480.00 |
| 39634 | ND Dept of Corrections & Rehab | $150.00 | 39637 | ND Water Users Association | $300.00 |
| 39636 | ND Surplus Property | $20.00 | 39639 | North Central Electric Coop | $785.39 |
| 39638 | Nelson Repair | $371.00 | 39641 | Parkland USA | $2,235.48 |
| 39640 | Ottertail | $222.52 | 39643 | ProIt LLC | $6,794.98 |
| 39642 | Penguin Management Inc | $2,280.00 | 39645 | Rice Signs LLC | $983.86 |
| 39644 | Redwood Toxicology | $10.00 | 39647 | Sidwell | $12,840.00 |
| 39646 | Running Supply Inc | $824.88 | 39649 | Souris River Telephone | $516.12 |
| 39648 | SMP Health | $5,222.40 | 39651 | Team Lab | $886.50 |
| 39650 | St. Andrews Clinic | $331.00 | 39653 | Tweed Country Ag | $375.36 |
| 39652 | Tritch Software Systems | $11,385.75 | 39655 | Uniform Center  | $129.99 |
| 39654 | Tyler Tech | $960.00 | 39657 | Witteman, Lori | $106.00 |
| 39656 | Verizon (1-10) | $40.02 | 901432 | Monson, Ann Co. Treas (1-16) | $1,791.72 |
| 901433 | NDPERS Retirement  | $50,518.34 | 901434 | NDPERS | $4,435.00 |
| 901435 | ND State Tax Commission | $3,512.74 | 901436 | Paystubz | $668.47 |
| 901437 | Verizon Wireless | $1,861.43 | 49879-49971 | Payroll (1-31) | $294,833.31 |
|  | Total | $5,086,237.10 |  |  |  |

 The January bills were reviewed and a motion was made to pay the January bills by Tonneson, second by Hiatt. 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 6th, 2024, by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

The Gross Production Tax Distribution was discussed, and a motion was made to distribute the first $625,000.00 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 Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the cancellations of taxes for the properties that were foreclosed on by Bottineau County. A motion was made to approve the cancellations by Tonneson, second by Kjelshus. Roll call vote unanimous. Motion carried.

Seth Demontigny and Jesse Brandvold, Wold Engineering, gave an update on the County projects–

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

-Project BRC-0520 (058) Kramer Bridge-Kent updated the board on the project. This project is to be bid on May 2024. Seth will reach out to the Souris River Joint Board on letter that was sent from the board asking for assistance in funding for this bridge.

-Project BRJ-0005(061) Tied Box Culverts by Mohall- Seth updated the board and notified them that this project will be bid through the Department of Transportation on April 12th, 2024.

-Project CP-0547(024)- and CP-0526(024)-Chip Seal- Seth notified the board that the bid opening is set for February 6th at 10:00am at the Courthouse.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. The Road Department is mowing township ditches. Ritch updated the board on the destination lighting near Souris. The board discussed accepting Ottertail’s offer to change the destination lighting near Souris over to electric and to move the pole. A motion was made to accept Ottertail’s offer to change the power source and move the poles by Tonneson, second by Kjelshus. Roll call vote unanimous. Motion carried. Discussion was held about the application for the Landa blade operator.

Emily presented the board with the Certification of Local Match for Project BRC-NB23(003) PCN 23920 for the underwater bridge inspection in the amount of $5,358.65. A motion was made to sign and pay the final bill for Project BRC-NB23(003) in the amount of $5,358.65, the 19.07% of Bottineau County’s share, by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Jeremy Tofteland, Sheriff, gave a report on the activity in the Sheriff’s Department. Jeremy updated the board on the new hire that will start on January 12th, 2024. Discussion was held about the housing for a Deputy in the City of Lansford. Commissioner Buynak discussed the lack of time punches within the department.

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

Allen Kluth, Turtle Mountain Pickleball Club, met with the board to discuss the bathroom and a gravel invoice from the Road Department for the pickleball courts at Lake Metigoshe. Discussion was held about the pledge from Elma Severson of $1,000.00 for supplies and maintenance over a 5-year period. Going forward the $1,000.00 will come directly to the county and the supplies will be purchased through the county. It was the consensus of the board to have the pickleball club pay for half of the gravel and the county will pay for the other half of the gravel and the work for the road department will be in kind work.

Emily presented the 2024 Law Enforcement agreements for the outlying cities. A motion was made to sign the 2024 law enforcement contracts by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Chairman Buynak discussed the non-eligible employee years of service award, an employee that works 700 hours per year will be eligible for $25.00 in Bottineau Bucks. It was the consensus of the board to move forward with the years of service for non-eligible employees.

Emily notified the board of the change in mileage from .66 to .67 for personal vehicle mileage. It is the consensus of the board to allow Emily to follow the state rate in increase or decrease for personal vehicle mileage going forward.

Daniel Fett, Bottineau Winter Park, met with the board to discuss the Garrison Diversion Grant and the possibility of the Winter Park applying for the March 1st application for improving the snow making plant. A motion was made to sponsor the Garrison Diversion Grant in March of 2024 for the Bottineau Winter Park up to $75,000.00 by Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried.

Seymour Jordan, State’s Attorney, met with the board via phone to discuss his office activity. Discussion was held about the City of Overly.

Amendments for 2023 budget were presented to the commissioners. A motion was made to approve 2023 amendments by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 11:55am by Hiatt, second by Kjelshus. Motion carried.

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Nathaniel Buynak, Chairman

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Emily Deschamp, Auditor