BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

December 6th, 2022

7:30 am

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

Emily asked for nominations for the Chairman of the County Commissioners for 2023. A motion was made to appoint Commissioner Lance Kjelshus to Chairman by Buynak, second by Beyer. Votes on nominations took place and the motion to appoint carried. Chairman Kjelshus asked for nominations for Vice-Chairman for 2023 and a motion was made to appoint Commissioner Nathaniel Buynak as Vice-Chairman by Beyer, second by Tonneson. Motion carried. Votes on nominations took place and the motion to appoint carried.

Old Business:

Agenda - A motion was made to approve the agenda with the addition of Ashley Pedie Tax Director and Jail update by Buynak, second by Hiatt. Motion carried.

Minutes - A motion was made to approve the minutes from November 10th, 2022 by Beyer, second by Buynak. Motion carried.

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

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check #** | **Name** |  **Amount**  | **Check #** | **Name** | **Amount**  |
| 37719 | Border Ag. Energy (11/18) | $2,030.79 | 37720 | Klingbeils Body & Glass | $5,644.48 |
| 37721 | Ottertail Power Co. | $6,115.17 | 37724 | American Family Ins (11/30) | $4,095.38 |
| 37725 | Argus Dental & Vision | $2,077.52 | 37726 | Bank of North Dakota | $10,000.00 |
| 37727 | Bank of North Dakota | $38,000.00 | 37728 | Colonial Life & Accident | $1,052.99 |
| 37729 | Hurly, Sean | $38.48 | 37730 | Monson, Ann Co Treasurer | $3,453.62 |
| 37731 | Monson, Ann Co Treasurer | $2,514.82 | 37732 | ND Child Support Division | $1,550.00 |
| 37733 | New York Life Insurance | $54.64 | 37734 | Renville County | $1,776.05 |
| 37735 | Standard Life Insurance Co | $544.36 | 37736 | UNUM Life Insurance Co | $275.34 |
| 901225 | First National Bank | $6,902.38 | 901226 | Internal Revenue Service | $36,881.57 |
| 901227 | Internal Revenue Service | $27,978.20 | 37373 | Advanced Business Methods | $51.53 |
| 37745 | B&M Laundry | 661.78 | 37746 | Border Ag Energy | 296.38 |
| 37747 | Bottineau Lumber | 334.56 | 37749 | Butler Machinery | 13,859.90 |
| 37750 | Buynak, Nathaniel  | 825.00 | 37752 | Cenex Fleet Fueling  | 728.81 |
| 37753 | Circle Sanitation Service | 70.50 | 37754 | City, Of Antler | 95.00 |
| 37755 | City, Of Bottineau | 409.23 | 37757 | City, OF Maxbass | 90.00 |
| 37758 | City, OF Newburg | 38.00 | 37759 | Clemens, Sara | 699.78 |
| 37760 | Clute Office Equipment | 321.84 | 37761 | Cole Papers Inc | 525.74 |
| 37762 | Courant | 1,737.91 | 37764 | D&L Storage | 450.00 |
| 37765 | Drive Chevrolet Buick | 52,898.78 | 37766 | DS Solutions  | 275.00 |
| 37767 | Election Systems & Software | 3,586.39 | 37768 | Family Bakery | 18.00 |
| 37769 | Farmers Union Oil WH | 21,296.66 | 37770 | Farmers Union Oil WC | 416.69 |
| 37771 | First District Health Unit | 205.00 | 37772 | First National Bank | 300.00 |
| 37775 | Gerdau | 450.00 | 37776 | Guardian Fleet Safety | 2,360.40 |
| 37778 | High Plains Technology | 619.00 | 37779 | Insight | 17,276.31 |
| 37780 | Information Tech Dept  | 4,949.59 | 37781 | Information Tech Dept  | 159.55 |
| 37782 | JB Express | 325.00 | 37783 | Johnson, Trent | 1,668.00 |
| 37785 | Ketterlings Yard  | 670.00 | 37787 | Kjelshus, Lance | 448.80 |
| 37788 | Klingbeils Body Glass | 2,291.02 | 37792 | Lawson Products | 621.51 |
| 37793 | Linde Gas & Equipment  | 35.30 | 37794 | Little, Nadine  | 45.00 |
| 37795 | Magic City Garage Door | 293.00 | 37797 | Midco | 99.13 |
| 37798 | Mikkelsen Agg | 4,652.00 | 37799 | MK Electric | 655.89 |
| 37800 | Monson, Ann Co Treasurer | 11.50 | 37800 | Monson, Ann Co Treasurer | 5.00 |
| 37801 | Myers Parts of Bottineau | 148.40 | 37802 | ND Association of Counties | 119.15 |
| 37803 | ND Department of Transportation | 161,288.65 | 37804 | North Dakota Newspaper Association  | 163.52 |
| 37805 | North Central Electric Corp. | 656.24 | 37806 | Office of State Auditor | 15,000.00 |
| 37807 | O'Keeffe Oil | 4,383.29 | 37808 | Ottertail Power Company | 208.40 |
| 37809 | Parkland USA Corps/ Farstad Oil | 1,040.05 | 37811 | Pedie, Ashley | 404.00 |
| 37812 | Pomps Tire Service  | 1,117.05 | 37813 | Pro IT LLC | 3,959.63 |
| 37814 | Productivity Plus acct | 441.41 | 37815 | Quadient Leasing | 941.49 |
| 37817 | Romfo Auto Repair | 1,917.33 | 37818 | Rude, LeRoy  | 177.54 |
| 37819 | Running Supply Inc. | 741.12 | 37821 | Sidwell Harris Local Gov.  | 480.00 |
| 37822 | Soltis Sportwear | 1,218.30 | 37823 | Souris River Telephone  | 522.33 |
| 37824 | Spectrum  | 34.14 | 37825 | ND State Treasurer | 3,892.34 |
| 37826 | Swanston Equip. Corp | 616.04 | 37829 | Titus, Kristy  | 419.76 |
| 37830 | True North Steel Inc.  | 2,279.00 | 37831 | Turtle Mountain Communications  | 1,891.02 |
| 37832 | Turtle Mountain Pickleball | 2,500.00 | 37833 | Tweed Country Ag | 557.19 |
| 37834 | Tyler Technologies  | 6,097.38 | 37835 | United Laboratories  | 299.76 |
| 37836 | Vanguard Appraisals Inc | 3,096.00 | 37837 | Verizon Connect | 324.61 |
| 37838 | Volk, Terry  | 1,692.34 | 37840 | Westlie Motor Company | 54.31 |
| 37841 | Western Agency  | 5,116.00 | 37842 | Wieler, Tanya  | 1,000.00 |
| 37843 | Yunker Law | 882.21 | 901228 | ND Public | 44,928.02 |
| 901229 | NDPERS Dakota Plan | 78,506.28 | 901230 | NDPERS  | 5,266.00 |
|  | Total | $643,194.57 |  |  |  |

A motion was made to approve the December bills by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

New Business:

Discussion was held about the Department head portfolios for 2023. It was the consensus of the board to continue with the current departments through December of 2023.

A motion was made to renew the 2023 beer and liquor licenses for the following establishments –

 -Birchwood Steakhouse and Lounge, Inc.

 -Sawmill Corner Stop

 -LT’s Dockside Bar & Grill Inc.

 -Four Season’s Resort, Inc.

 -Loreez A-Frame Bar & Grill

 -Sundowner’s

 -Gift By the Lake

 -Bottineau County Club

 -Westhope Country Club

 -The Renville Corner, Inc.

 -Mohall Country Club, Inc.

by Buynak, seconded Tonneson. Roll call vote unanimous. Motion carried.

A motion was made to place the Gross Production Tax for December in the General Fund by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Seymour Jordan met with the board to discuss the letter of support that was presented to the board about naming an unnamed lake in Homen Township. Also, discussion was held about some of the properties that Bottineau County has acquired through the foreclosure process.

A motion was made to approve Seymour Jordan to work for Divide, Renville and Bottineau County by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

The year-end meeting date was set for December 20th, 2022 at 9:00 am.

Commissioner Beyer discussed the re-appointment of a Northern Prairie Human Service Board member. A motion was made to re-appoint Jeff Beyer to the Northern Prairie Human Service Zone Board by Kjelshus, second by Hiatt, Roll call vote unanimous. Motion carried.

A motion was made to reappoint Danny Bullinger to the Oak Creek Water Resource District Board for a three-year term; Joe Kjelshus to the Boundary Creek Water Resource District for a three-year term; Cliff Issendorf and Mark Glinz to the Bottineau County Water Resource District board for a three-year term; and Jim Hall to the Bottineau County Park Board for a three-year term, by Buynak, seconded by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the board with the Clerk of Court Grant. A motion was made to send the application in for the Clerk of Court Grant for the 2023 year by Hiatt, second by Buynak. Roll call vote unanimous. Motion carried.

A motion was made to allow Emily Deschamp to carry over the Comp time and annual leave with the stipulation to utilize it in the first quarter of 2023 by Beyer, second by Buynak. Roll call vote 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. Wold has completed the preliminary plans. Kent stated they will need to set up a plan review in a couple of weeks.

-Project BRC-0506(057)-Box Culvert East of Souris. Kent updated the board on this project, the bid opening is set for April 2023. The final plans will be sent to the Department of Transportation at the end of December.

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

Ritchie Gimbel, Road Superintendent, gave an update on the Road Department activity. Ritch discussed some of the possible funding from the Department of Transportation. A motion was made to sign the Certification of Local Match for Bridge inspection/load rating from the Department of Transportation for $1,095.65 by Buynak, second by Beyer. Roll call vote. Motion carried. Ritch discussed the Burlington Northern right away purchasing 14 ½ acres by Souris to complete the box culvert project. A motion was made to offer Burlington Northern Railroad $1,100.00 an acre by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried. Ritch updated the board on the Landa Legal Drain. Ritch discussed the years of service awards for 2023. The board was notified that Jessica Bliss was hired as the Road Secretary.

Steve Watson, Sherriff, and Jeremy Tofteland, Deputy, met with the board to discuss office activity. Jeremy discussed the hiring of a new deputy. A motion was made to sell the 2016 Tahoe to Quadient by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Terry Volk, Weed Department Supervisor, met with the board to update them on the 2022 year for the Weed Department.

Dustin Miller from Pro-IT met with the board to discuss the 2023 Contract for providing technical services for the County. Dustin also gave an explanation on the quote provided for monthly services to the County. A motion was made to approve the 2023 contract with Pro IT by Beyer, second by Buynak. Roll call vote unanimous. Motion passed.

Ashley Pedie, Tax Director, met with the board to discuss the district 1 vacancy of LeRoy Rude on the Zoning Board. A motion was made to re-appoint LeRoy Rude to District 1 Zoning Board by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

Kristy Titus, Emergency Manager met with the board to discuss rescinding the burn ban policy. The board is in agreement to leave the Burn policy in affect and revisit it in March or April of 2023.

Department Head Meeting – Chairman Kjelshus gave an update on the meeting and asked for the department heads to give an update on their office activity.

Tyler Berube, Butler Machinery, met with the board to update them on the motor graders that were purchased from Butler for 2023.

The Bottineau County Insurance Policy is up for renewal and Emily notified the board that we currently have a 5-million-dollar general liability. Discussion was tabled until the December 20th meeting.

Emily notified the board of the Planned Service Agreement costs from Johnson Controls in the amount of $35,997.00 for 2023. This agreement services the Courthouse and the Jail.

Discussion was held about the years of service awards for 2022. It was the consensus of the board to move forward with the years of service awards for 2022.

Discussion was held about the January 2023 meeting date. It was the consensus of the board to keep the meeting for January 3, 2023.

Emily presented the board the bid for Lot 19 Block 10 Kramer. A motion was made to open the bid by Buynak, second by Tonneson. Motion carried. A motion was made to accept the bid for $ 70.00 and a $20.00 recording fee by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried. A motion was made to open the bid by Buynak, second by Tonneson. Motion carried

As there was no further business, a motion was made to adjourn the meeting at 11:40am by Tonneson, second by Buynak. Motion carried.

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Lance Kjelshus, Chairman

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Emily Deschamp, Auditor