BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

October 11th, 2022

7:30 am

The Commissioner Meeting was called to order at 7:30 am by Chairman LeRoy Rude. A meeting of the Board of Bottineau County Commissioners was held in the Commissioner Room at the Courthouse with the following members present: LeRoy Rude, Chairman, Lance Kjelshus, Vice-Chairman, Commissioners, Jeff Beyer, Dan Marquardt, Nathaniel Buynak, and Auditor, Emily Deschamp.

Old Business:

Agenda - A motion was made to approve the agenda by Marquardt, second by Buynak. Motion carried.

Minutes - A motion was made to approve the minutes from September 7th, 2022 and September 16th,2022 by Kjelshus, second by Buynak. Motion carried.

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

Bills –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check #** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
| 37339 | Monson, Ann (9/22) | 808.85 | 37340 | Knight Truck Sales (9/26) | 35000.00 |
| 901201 | Internal Revenue Service (9/30) | 48497.16 | 901202 | Internal Revenue Service | 28783.27 |
| 901203 | First National Bank | 6902.38 | 37355 | UNUM Life Ins. | 260.70 |
| 37341 | American Family Insurance | 4410.89 | 37342 | Argus Dental & Vision | 2406.98 |
| 37343 | Bank of North Dakota | 10000.00 | 37344 | Bank of North Dakota | 37000.00 |
| 37345 | Colonial Life & Accident | 1153.49 | 37347 | Monson, Ann | 3526.63 |
| 37346 | Farden Construction Inc | 46280.00 | 37348 | Monson, Ann | 3182.48 |
| 37349 | ND Child Support Division | 1550.00 | 37351 | New York Life Insurance | 54.64 |
| 37350 | North Dakota United | 91.84 | 37352 | Ottertail Power Co | 6524.35 |
| 37353 | Renville County | 1776.05 | 37354 | Standard Life Insurance Co | 544.36 |
| 901204 | NDPERS (10/7) | 5491.00 | 901205 | ND Public | 46923.39 |
| 901206 | NDPERS Dakota Plan | 83527.92 | 37356 | 3D Specialties (10/11) | 9503.00 |
| 37357 | A1 Evans Septic Service | 225.00 | 37358 | Accurate Controls Inc | 72.50 |
| 37359 | Advanced Business Methods | 6670.88 | 37360 | All Seasons Water | 1879.02 |
| 37361 | Allard, Kenneth | 34.74 | 37362 | Artz, Mandy | 306.80 |
| 37363 | AutoValue Mohall | 41.33 | 37364 | Axon Enterprise Inc | 155.80 |
| 37365 | Baril, Ethan | 423.76 | 37366 | B and M Laundry Service | 919.04 |
| 37367 | Border Ag Energy | 600.47 | 37368 | Bottineau Clinic Pharmacy | 162.00 |
| 37369 | Bottineau lumber | 813.65 | 37370 | Bottineau Plumbing & Heating | 248.00 |
| 37371 | Bottineau CO. Ag Society | 225.00 | 37372 | Butler Machinery | 7787.20 |
| 37373 | Cahalin, Miranda | 109.56 | 37374 | Caterpillar Financial Services | 10765.68 |
| 37375 | Cenex Fleet Fueling | 797.55 | 37376 | Circle Sanitation Service | 70.50 |
| 37377 | City of Antler | 95.00 | 37378 | City of Bottineau | 539.83 |
| 37379 | City of Maxbass | 87.00 | 37380 | City of Newburg | 38.00 |
| 37381 | Sara Clemens | 179.52 | 37382 | Clute Office Equipment | 381.23 |
| 37383 | Cole Papers | 634.14 | 37384 | Courant | 1419.35 |
| 37385 | Dakota Fire Extinguishers VOID | 680.91 | 37386 | Dakota Agronomy Partners | 325.00 |
| 37387 | Dakota Truck & Farm Service | 222.60 | 37388 | Deschamp, Emily | 321.40 |
| 37389 | DMC Wear Parts LLC | 24828.80 | 37390 | Drive Chevrolet Buick | 29.96 |
| 37392 | Family Vision Center | 198.00 | 37393 | Farmers Union Oil Westhope | 27548.18 |
| 37394 | Farmers Union Oil Willow City | 18.17 | 37395 | Farden Construction | 113817.33 |
| 37396 | Farmers Union Oil Souris | 19.62 | 37397 | Gimbel, Ritchie | 40.01 |
| 37398 | Gooseneck Implement | 8839.55 | 37399 | Haas Tire | 3813.00 |
| 37400 | Henriksen, Tammy | 318.25 | 37401 | Information Technology | 5022.49 |
| 37402 | Jason’s Superfoods | 94.22 | 37403 | J.B. Express Inc. | 215.00 |
| 37404 | Jordan Law Office PLLC | 11825.00 | 37405 | Keller Briteway | 370.00 |
| 37406 | Ketterling’s Yard | 976.00 | 37407 | Klingbeil's Body & Glass | 9584.48 |
| 37408 | Lakeshore Lawns | 760.00 | 37409 | Lawson Products Inc | 10.10 |
| 37410 | Lee, Carl | 200.00 | 37411 | Linde Gas & Equipment | 35.30 |
| 37412 | Loon Lake Services | 4688.50 | 37413 | Mikkelsen Aggregates | 13434.00 |
| 37414 | Myers Part of Bottineau | 31.99 | 37415 | ND Association of Counties | 121.20 |
| 37416 | NDAAEA Penny Nester | 75.00 | 37417 | ND Assoc. of Assessing Officers | 175.00 |
| 37418 | ND Dept. of Transportation | 3065.12 | 37419 | NDLTAP VGPTI | 50.00 |
| 37420 | ND State Tax Commissioners | 3852.08 | 37421 | NDSU Extension Morton Co. | 20.00 |
| 37422 | Nelson, Don | 600.00 | 37423 | Nelson, Darci | 139.92 |
| 37424 | Northern Plains Equip. VOID | 110.62 | 37425 | North Central Electric | 1101.79 |
| 37426 | Nutrien Ag Solutions | 4387.50 | 37427 | O’keeffe Oil | 4270.11 |
| 37428 | Ottertail Power | 79.61 | 37429 | Parkland USA Corp. | 4158.50 |
| 37430 | Pedie, Ashley | 736.46 | 37431 | Pomp’s Tire Service Inc | 8191.59 |
| 37432 | Pro IT | 3913.50 | 37433 | Productivity Plus Account | 110.62 |
| 37434 | Pyramid Health LLC | 125.00 | 37435 | Quadient Finance USA Inc | 2510.00 |
| 37436 | RDO Equipment Co. | 310.62 | 37437 | Rice Signs | 755.24 |
| 37438 | Runnings | 406.87 | 37439 | Sea Change | 62.56 |
| 37440 | SMP Health St. Andrews | 7938.73 | 37441 | Sodexo Inc | 7988.50 |
| 37442 | Souris River Telephone | 1236.21 | 37443 | Source One Supply | 134.88 |
| 37444 | St. Andrews Clinic | 1665.00 | 37445 | Streicher’s Minneapolis | 276.99 |
| 37446 | Robert S. Thomas | 780.30 | 37447 | True North Steel Inc | 29970.10 |
| 37448 | Turtle Mtn. Communication | 1898.39 | 37449 | Turtle Mtn. Floral | 30.00 |
| 37450 | Tweed Country Ag | 46.95 | 37451 | Tyler Technologies Inc | 262.55 |
| 37452 | Underground Vaults Storage | 488.40 | 37453 | United Laboratories | 767.52 |
| 37454 | Uniform Center | 662.43 | 37455 | U.S. Postal Service | 74.44 |
| 37456 | Vanguard Appraisals Inc | 8725.00 | 37457 | Verizon | 40.02 |
| 37458 | Verizon Connect | 324.61 | 37459 | Visa | 384.00 |
| 37460 | Ward County Sheriffs Dept. | 243.29 | 37461 | Waste Management Services | 1303.94 |
| 37462 | Western Agency | 596.00 | 37463 | Wieler, Tanya | 1000.00 |
| 37464 | Witteman, Lori | 480.00 | 37465 | Wold Engineering P.C. | 5276.65 |
| 37466 | Wolfe, Donald | 1335.00 | 37391 | Election Systems & Software | 3211.44 |
| 37479 | Baker and Taylor (10/14) | 705.94 | 37480 | Bedlion, Charlotte | 193.10 |
| 37481 | Jason’s Superfoods | 56.27 | 37482 | Keller Briteway | 80.00 |
| 37483 | Midwest Tape | 231.37 | 37484 | Reitan, Beth | 193.10 |
| 37485 | Romfo Auto Repair and Sales | 3193.49 |  |  |  |

A motion was made to approve the October bills by Buynak, second by Marquardt. Roll call vote unanimous. Motion carried.

New Business:

Lisa Coffman, Community Service Coordinator, met with the board to introduce herself and update the board on the Community Service Program.

Emily presented a raffle permit to the board from the Metigoshe Lions Club and Bottineau County Racing Association. A motion was made to approve the raffle permits by Kjelshus, second by Buynak. Motion carried.

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

-Project BRO-005 (059)-Tied box culverts Souris and Willow City- Farden Construction has placed the box at Willow City and they are hoping to set the box culvert for Souris next week. Discussion was held about the request for extension from Farden Construction due to the delay in the box culverts. Farden is requesting an additional 30 days for the project. A motion was made to give Farden Construction a 10-day extension pending Department of Transportation approval by Buynak, second by Marquardt. Roll call vote unanimous. Motion carried.

-Project BRP-0005(060)-Overly/Scheflo Box Culverts- Kent gave an update on the status of the projects. Environmental documents and plans getting ready for future submittals.

-Project BRC-0506(057)-Box Culvert East of Souris. Kent and Seth updated the board on the project. Wold is waiting on the environmental survey in order to move forward with the project.

CP -0520(022) Project. Kent presented the final estimate to the board. A motion was made to pay the final estimate in the amount of $54,937.00 to Mayo Construction by Kjelshus, second by Beyer. Roll call vote unanimous. Motion carried.

Discussion was held about the potential Prairie Dog Funding for 2023 and the possible projects that the county will be pursing if the monies come through. A motion was made to approve the Bottineau and McHenry County paving project contingent on the Prairie Dog funding for 2023 by Buynak, second by Kjelshus. Roll call vote unanimous. Motion carried.

Ritchie Gimbel, Road Superintendent, gave an update on the Road Department activity. Discussion was held about bridges that are being inspected in the county and the load rating decreases to these bridges. Discussion was held about the excess Gross Production Tax being placed in county road and bridge in 2023. Also, discussion was held about excess Gross Production Tax for 2024 to be placed in county road and bridge. A motion was made to sign the certification of local match for bridge inspection/load rating in the amount of $3,065.12 by Beyer, second by Kjelshus. Roll call vote unanimous. Motion carried.

Steve Watson, Sheriff, gave an update on the Sheriff Department activity.

Ashley Pedie, Tax Director, met with the board to discuss updating her current program to Cama Pro for the Tax Director’s office. A motion was made to purchase the Vangaard and Sidewell programs by Kjelshus, second by Marquardt. Roll call vote unanimous. Motion carried.

Kristy Titus, Emergency Manager, met with the board to discuss some active shooter training for Bottineau County employees. A motion was made to renew the Memorandum of Understanding for emergency services with Renville County by Kjelshus, second by Buynak. Roll call vote unanimous. Motion carried.

Gene Siercks and Peggy Thorenson, with the Turtle Mountain Pickle Ball Club, met with the board to discuss the County funding $10,000.00 for a third Pickleball court at Lake Metigoshe. A motion was made to offer a no interest loan to the Turtle Mountain Pickle Ball up to the amount of $10,000.00 for the completion of the third pickleball court at Lake Metigoshe with no purchases inquired prior to March 1st, 2023 by Beyer, second Kjelshus. Roll call vote unanimous. Motion carried.

Tanner Hellenbrand, Head Jailer, met with the board to discuss staffing issues. A motion was made to table the discussion until after the budget discussion by Kjelshus, second by Beyer. Motion carried.

Commissioner Buynak discussed with the board an email that was received from the Antler Outlaws.

Discussion was held about the Garrison Diversion Grant process and the clarification on who is responsible for the monies when the entity is not funded by the county.

A motion was made to approve the special event permit transfer for the Backroads Café on October 15th, 2022 by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

Commissioner Buynak discussed the wall of honor. It was the consensus of the board to bring this to the Veterans and see if it is something they would like at the VFW building.

Whitney Gonitzke, EDC, and Dan Fett, Bottineau Winter Park, met with the board to discuss the Garrison Diversion grant that was approved for the Bottineau Winter Park. A motion was made to have Whitney Gonitzke, Emily Deschamp and Dan Marquardt draft a letter to be presented to the EDC board for grant money by Marquardt, second by Buynak. Roll call vote unanimous. Motion carried.

Emily presented the board with a proposal for the elevator to be upgraded at a cost of $70,328.49 that she received from TK Elevator. It was the consensus of the board to wait to update the elevator at this time.

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

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

Discussion was held about the counties health insurance policy and a possibility of looking into a change in policy holders for 2023. A motion was made to change to NDPHIT and the county will cover the cost of the family health plan for physical year January 2023 by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Seymour Jordan, State’s Attorney, met with the board to discuss the current pay of the State’s Attorney. A motion was made to have the states attorney at a salary of $70,581.00 annually plus benefits for 2023 budget year by Beyer, second by Marquardt. Roll call vote unanimous. Motion carried.

Discussion was held about the 2023 Budget. A motion was made to approve the 2023 budget with a 3% COLA and a step increase to each employee for physical year for 2023 by Buynak, second by rude. An amendment was made to the previous motion to add the $50.00 per year for years of service to county employees for budget year 2023 by Buynak, second by Rude. Roll call vote Buynak yes, Marquardt yes, Beyer yes, Kjelshus yes, and Rude yes. Roll call vote on the motion as amended Marquardt yes, Beyer yes, Kjelshus yes, Rude yes, and Buynak yes. Motion carried.

A motion was made to adjourn the meeting at 2:34 pm by Kjelshus, second by Marquardt. Motion carried.

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LeRoy Rude, Chairman

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Emily Deschamp, Auditor