BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

June 6th, 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:

A motion was made to approve the agenda with addition of County Superintendent of Schools Designee by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Minutes –A motion was made to approve the minutes from May 2nd, 2023 by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

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

Bills –

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Check #** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
|  | 38535 | Border Ag & Energy (5/23) | $2,260.34 | 38536 | Condit, Tim | $450.00 |
|  | 38537 | Kinetic Leasing | $82,899.00 | 38538 | Long Rider Books | $2,038.43 |
|  | 38539 | Midcontinent Communications | $293.51 | 38540 | Ottertail Power Company | $8,333.58 |
|  | 38542 | Argus Dental & Vision (5/31) | $2,257.20 | 38543 | Bank of ND | $38,000.00 |
|  | 38544 | Bank of ND | $10,000.00 | 38545 | Bonn, Kailey | $237.50 |
|  | 38546 | Brandt, Miranda | $100.00 | 38547 | Carpenter, Ronda | $229.16 |
|  | 38548 | Colonial Life & Accident | $797.77 | 38549 | Gefroh, Katie | $416.66 |
|  | 38550 | Genre, Denise | $229.16 | 38551 | Gingerich, Kaycee | $50.00 |
|  | 38552 | Goodwin, Shannon | $237.50 | 38553 | Hallof, Shanana | $150.00 |
|  | 38554 | Hardy, Stephanie | $75.00 | 38555 | Jensen, Kelly | $150.00 |
|  | 38556 | Jorgenson, Brian | $218.18 | 38557 | Kirk, Kelly | $60.00 |
|  | 38558 | Knudson, Tammy | $66.67 | 38559 | Kuhnhenn, Natasha | $229.16 |
|  | 38560 | Lorenz, Amanda | $125.00 | 38561 | Minnesota Child Support Pmt Centerr | $577.00 |
|  | 38562 | Monson, Ann Co. Treasurer | $3,811.06 | 38563 | Monson, Ann Co. Treasurer | $2,133.98 |
|  | 38564 | Monson, Ann | $125.00 | 38565 | Mygland, Hayley | $50.00 |
|  | 38566 | ND Child Support Division | $1,550.00 | 38567 | New York Life Insurance | $54.64 |
|  | 38568 | Olson, Troy | $84.00 | 38569 | Pedie, Ashley | $41.66 |
|  | 38570 | Renville County | $1,821.52 | 38571 | The Standard Life Insur. CO. | $474.40 |
|  | 38572 | Turtle Mtn. Communication | $1,984.00 | 38573 | Unum Life Ins | $282.28 |
|  | 38541 | American Family Insurance | $4,966.72 | 901346 | NDPERS | $5,138.00 |
|  | 901347 | Employee Retirement | $49,759.07 | 38574 | Advanced Business Methods | $51.53 |
|  | 38575 | Affinity Global Solutions | $385.00 | 38576 | Anderson Welding LLC | $3,009.36 |
|  | 38577 | Auto Value | $656.71 | 38578 | Balco Uniform Co. | $694.95 |
|  | 38579 | Basin Service | $1,201.25 | 38580 | Beeline Service | $125.00 |
|  | 38581 | Berenston, Erin | $457.40 | 38582 | B & M Laundry Service | $812.53 |
|  | 38583 | Border Ag & Energy | $2,896.97 | 38584 | Bottineau Clinic Pharmacy | $390.72 |
|  | 38585 | Bottineau Lumber | $1,080.00 | 38586 | Bottineau Plumbing & heating | $575.19 |
|  | 38587 | Burleigh County Sheriff | $139.00 | 38588 | Butler Machinery Co | $6,625.34 |
|  | 38589 | Cap First Equipment Finance | $93,739.44 | 38590 | Cass County Sheriff | $200.00 |
|  | 38591 | Cenex Fleet Fueling | $1,066.01 | 38592 | Circle Sanitation | $217.00 |
|  | 38593 | City of Antler | $101.00 | 38594 | City of Bottineau | $537.86 |
|  | 38595 | City of Maxbass | $87.50 | 38596 | Clemens, Sara | $77.22 |
|  | 38597 | Clute Office Equipment | $386.83 | 38598 | Cole Paper | $583.26 |
|  | 38599 | Courant | $885.37 | 38600 | Dakota Fire Extinguishers | $190.61 |
|  | 38601 | DMC Wear Parts LLC | $1,680.16 | 38602 | Drive Chevrolet | $102.17 |
|  | 38603 | DSM Inc. | $724.50 | 38604 | Envision Cooperative | $213.10 |
|  | 38605 | Evans Trucking & Aggregate | $15,660.00 | 38606 | Family Vision Center | $204.00 |
|  | 38607 | Farmers Union Oil | $15,063.96 | 38608 | Farmers Union WC | $3,310.37 |
|  | 38609 | Fifth N Main | $13.80 | 38610 | First National Bank | $239.55 |
|  | 38611 | Gates Mfg Inc. | $160.00 | 38612 | Goodwin, Shannon | $383.98 |
|  | 38613 | Grand Forks County Sheriff | $50.00 | 38614 | Guardian Fleet | $10,654.50 |
|  | 38615 | Gustafson Oil | $52.00 | 38616 | Haas Tire | $520.00 |
|  | 38617 | His & Hers Garage | $22,000.00 | 38618 | HR Collaborative | $50.00 |
|  | 38619 | Intoximeters Inc. | $100.00 | 38620 | Information Technology Dept | $5,179.34 |
|  | 38621 | J&K Property Services LLC | $425.00 | 38622 | Jason Super Foods | $167.62 |
|  | 38623 | JB Express | $505.00 | 38624 | Johnson Controls | $661.65 |
|  | 38625 | Jordan Law Office | $5,689.00 | 38626 | Ketterlings Yard | $640.00 |
|  | 38627 | Kiesler Police Supply | $5,142.00 | 38628 | Lakeshore Lawns | $920.00 |
|  | 38629 | Lawson Products | $180.72 | 38630 | McGuire | $99.39 |
|  | 38631 | Merkens Law PLLC | $200.00 | 38632 | Mikkelsen Agg | $4,561.02 |
|  | 38633 | Monson, Ann Co. Treasurer | $5.00 | 38634 | Morton Co. Sheriff's Office | $45.00 |
|  | 38635 | Myers Parts of Bottineau | $30.45 | 38636 | ND Assoc. of Counties | $456.11 |
|  | 38637 | Dept of Transportation | $1,437.33 | 38638 | ND State Radio Comm | $1,570.00 |
|  | 38639 | ND School Boards Association | $200.00 | 38640 | North Central Electric Coop | $676.74 |
|  | VOID-38641 | Nutrien Ag Solutions | $12,700.00 | 38642 | NXTEC USA LLC | $288.83 |
|  | 38643 | Office of the State Auditor | $5,100.00 | 38644 | O'Keeffe Oil | $11,850.51 |
|  | 38645 | Ottertail Power Co. | $89.34 | 38646 | Penguin Management Inc. | $2,280.00 |
|  | 38647 | Pierce County | $30.00 | 38648 | Pomp's Tire Service | $3,620.16 |
|  | 38649 | ProIt | $4,836.35 | 38650 | Quadient Finance | $2,500.00 |
|  | 38651 | Quadient Leasing | $1,124.82 | VOID-38652 | Redwood Toxicology Lab | $91.05 |
|  | 38653 | Renville County Sheriff's Office | $60.00 | 38654 | Rice Signs | $139.48 |
|  | 38655 | R.O.C. Construction LLC | $300.00 | 38656 | Runnings Supply Inc. | $1,130.96 |
|  | 38657 | Sawmill Lumber | $139.71 | 38658 | SRT | $1,183.38 |
|  | 38659 | Schock's Safe & Lock Services | $500.00 | 38660 | State Treasurer | $3,635.00 |
|  | 38661 | Streicher's | $72.98 | 38662 | Subway of Bottineau | $2,669.00 |
|  | 38663 | Swanston Equipment Corp | $1,418.48 | 38664 | Heather Thompson | $113.52 |
|  | 38665 | Heather Thompson | $63.00 | 38666 | Tritech Software Systems | $19,358.53 |
|  | 38667 | True North Steel | $78,970.05 | 38668 | Turnkey Corrections | $172.40 |
|  | 38669 | Tweed Country Ag | $663.78 | 38671 | Visa | $587.43 |
|  | 38672 | Volk, Terry | $2,909.40 | 38673 | Ward County Sheriff's Office | $710.20 |
|  | 38674 | Western Agency | $171.00 | 38675 | West Shores Services Inc. | $2,650.00 |
|  | 38676 | Wieler, Tanya | $1,250.00 | 38677 | Wold Engineering | $900.00 |
|  | 38687 | Verizon Wireless(6/12) | $40.02 | 38689 | Baker & Taylor (6/15) | $203.00 |
|  | 38690 | Courant | $87.78 | 38692 | Kelly Briteway Window | $90.00 |
|  | 38691 | Jason Super Foods | $380.77 | VOID-38694 | Long Rider Books | $2,038.43 |
|  | 38695 | Midwest Tape | $208.14 | 38696 | ND Horizons | $34.00 |
|  | 38697 | Oriental Trading | $224.88 | 38698 | Renville County Farmer | $35.00 |
|  | 38699 | Sec of State of ND | $36.00 | 38700 | Turtle Mtn. Times | $38.00 |
|  | 901348 | JP Morgan Chase Bank | $19,819.65 | 901349 | Monson, Ann Co. Treasurer | $2,359.82 |
|  | 901350 | Paystubz | $661.24 | 901351 | Verizon Wireless | $1,956.58 |
|  | 38701 | Information Technology Dept | $5,198.34 | 38702 | Ottertail Power Company | $46.20 |
|  | 49199-49302 | June Payroll | $304,049.01 |  | Total | $941,689.88 |

The June bills were reviewed and a motion was made to pay the June bills by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

New Business:

Kelly Jensen, Northern Prairie Human Service Zone Director, met with the board to discuss the changes for the zone pay schedule from January 1st of each year to July 1st. A motion was made to approve the compensation calendar schedule to July 1st of each year for the zone employees by Beyer, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the workers compensation premium return for 2023 to the board in the amount of $14,311.92.

Discussion was held about the July commissioner meeting date. The first Tuesday in July falls on the Fourth of July therefore the Courthouse will be closed. It was the consensus of the board to have the commissioner meeting on July 6th, 2023 at 7:30am with the department head budgets to follow that afternoon.

Discussion was held about the 2024 budget. It was the consensus of the board to have department heads meet with the board to discuss their 2024 budgets starting at 1pm at the July 6th, 2023 meeting.

A motion was made to call for excess property bids to be opened at the July meeting by Buynak, second by Beyer. Roll call vote unanimous. Motion carried.

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

Project CMC-0526-Lansford west 4 miles to County line-Kent updated the board. They will pave the 4 miles next week.

Project BRP-0005(060)-Scheflo and Overly Bridge Project- Will be bid through the Department of Transportation on June 9th, 2023.

Project CP-0500 (022) and CP-0527(023)-Russell and Long Lake paving project- Kent presented the board with an updated schedule. Paving for Russell south will be in mid-June. The Long Lake pave will take place around the beginning of July.

Project BRC-0506(057)- Souris east box culvert- Kent updated the board and let them know that nothing will begin on this project until mid-September.

Project BRO-0005(059) – Seth updated the board that Farden will need to finish up seeding and permanent erosion control for this project and then it will be complete. He has left a voicemail for Farden to see what the schedule is on those items.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the road department activities. Northern Plains Railroad will split the cost with the county to update the crossing at Russell. Landa South Road was discussed, Ritch will put a phase projection together for this road. TAP funding for 2024 now will be in 2025 construction will be utilized for the bike path construction by LT’s Dockside at Lake Metigoshe. Discussion was held about the entrance into Carbury Dam, Ritch has reached out to Farden for a quote on repairing the area on the road going into Carbury. Ritch discussed the City of Antler lift station; the county road department and Bottineau plumbing are going to repair the discharge pipe. Ritch updated the board on the solar lights around the county and how they will be need to be updated.

Jeremy Tofteland, Bottineau County Sheriff, gave an activity update for the Sheriff’s Department. Discussion was held about the security for Land o Live.

Department Head meeting –Chairman Kjelshus gave an update on the Commissioner meeting and the department heads gave an update on their office activity. Emily notified the board and Department heads that the North Dakota Association of Counties will be in Bottineau to tour the Courthouse and Jail and meet with the departments. A motion was made to close the courthouse on July 3rd, by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

10:00 am – A motion was made to open the County Equalization meeting by Buynak, second by Hiatt. Roll call vote unanimous. Motion carried. Ashley Pedie, Tax Director, provided a synopsis on her findings for 2023. Bottineau County has to follow the State Board of Equalization tolerance levels and with increases in residential values of 22,885,170 commercial value of 1,226,830 and a in agricultural values of 52,432, Tonneson, second by Buynak. Roll Call vote unanimous. Motion carried. A motion was made to close the County Equalization by Beyer, second Hiatt. Roll call vote unanimous. Motion carried.

Ashley Pedie, Tax Director, presented the board with an application for abatement or refund of taxes for the years 2020 through 2022 from Wayne Township. A motion was made to accept the abatement for years 2020 through 2022 by Hiatt, second by Buynak. Roll call vote unanimous. Motion carried.

Emily presented the board with a gaming permit for the Westhope Senior Citizens. A motion was made to approve a gaming permit for the Westhope Senior Citizens by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the board with a gaming permit for the Bottineau Blue Line Club. A motion was made to approve a gaming permit for the Bottineau Blue Line Club by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

Emily presented the board with a Special Event Permit for the A Frame Bar and Grill to transfer their alcohol license to the Lake House Event Center. A motion was made to approve the special event permit for A Frame Bar and Grill by Beyer, second by Hiatt. Roll call vote unanimous. Motion carried.

Emily presented the board with a gaming permit from The American Foundation for Wildlife. A motion was made to approve a gaming permit for the American Foundation for Wildlife by Beyer, second by Buynak. Roll call vote unanimous. Motion carried.

Discussion was held about county employees being allowed 8 volunteer hours per year to give back to the county. A motion was made to allow the employees to volunteer up to 8 hours a year in 4-hour blocks increments at the discretion of the department heads by Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the board with an application to sell alcohol from LL Beverages for Land o Live to be held July 6 through the 8th at Lake Metigoshe. A motion was made to approve the liquor license in the amount of $850.00, contingent on the signed conditional use permit for Roland Township by Beyer, second by Buynak. Roll call vote Hiatt yes, Tonneson yes, Beyer yes, Buynak yes, Kjelshus no. Motion carried.

Commissioner Kjelshus discussed the Westhope Airport. The airport applied for a grant with the federal government for the replacement of the runway at a 90/10 cost share, but when the grant came through it is now an 80/20 cost share. The airport is now short 10% of the cost share. It was the consensus of the board to have the airport reach out to Whitney at the County Economic Development Corporation for funding options.

Discussion was held about the Superintendent of School. It was the consensus of the board to wait to decide on compensation for this position until the budgeting process begins.

Seymour State’s Attorney met with the board to discuss his office activity. Discussion was held about the Tax exception for Bartlett Farms and not being able to find evidence that Bottineau County has had the majority of the qualified electors vote on granting exceptions in Bottineau County to the voters per ND Century Code 40-57.1-03 the board has decided to deny the exception until this has been met.

As there were no further business, a motion was made to adjourn the meeting at 12:29pm by Buynak, second by Tonneson. Motion carried.

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Lance Kjelshus, Chairman

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Emily Deschamp, Auditor