

BOTTINEAU COUNTY

COMMISSIONER PROCEEDINGS

MARCH 3, 2026

7:30 a.m.

The Commissioner Meeting was called to order at 7:30 a.m. by Chairman Tonneson. A meeting of the Board of Bottineau County Commissioners was held in the Commissioner Room at the Courthouse with the following members present: Chairman, Ben Tonneson, Vice-Chairman Rod Hiatt, Commissioners, Andy Pederson, Nathaniel Buynak, and Auditor, Emily Deschamp. Commissioner Lance Kjelshus attended via phone.

Old Business:

Agenda – A motion was made to approve the agenda with the addition of Lordsburg Township and Annual Township meeting by Kjelshus, second by Hiatt. Motion carried.

Minutes – A motion was made to approve the minutes from February 3, 2026 by Pederson, 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 Pederson. Motion carried.

Bills:

Advantage Archives (2/17), \$172.00; Cengage Group, \$309.92; Keller's Briteway, \$90.00; Midwest Tape, \$238.89; Taste of Home, \$20.00; Agco Finance, \$7,500.00; Butler Machinery, \$18,845.84; AFLAC (2/27), \$4,136.13; AFLAC DENTAL, \$2,560.43; Ann Monson Treasurer, \$2,035.83; Colonial Life & Accident, \$823.34; Minnesota Child Support, \$603.00; ND Child Support Division, \$802.00; ND Order of Police, \$66.00; New York Life Ins., \$54.64; The Standard Life Ins Co., \$429.20; UNUM Life Insurance Co., \$344.00; AFLAC, \$93.55; Bank of North Dakota, \$10,000.00; Bank of North Dakota, \$32,000.00; Otter Tail Power Co., \$10,578.89; Renville County Auditor, \$3,575.82; Turtle Mtn. Communications, \$1,622.72; IRS-FICA, \$65,773.30; IRS-Federal Income Tax Withholding, \$38,740.20; NDPHIT/BCBS-ND, \$142,982.81; NDPHIT - Metlife, \$2,059.08; ND State Income Tax, \$1,142.00; NDPERS, \$67,007.80; NDPERS, \$2,160.00; Advanced Business Methods (3/10), \$73.02; Advanced Graphix, Inc., \$449.00; Anderson Welding, \$150.75; Ann Monson Treasurer, \$11.50; Antler Rural Fire Dept., \$25.00; Ashley Pedie, \$405.50; At-Scene LLC, \$5,490.00; Auto Value Bottineau, \$427.75; B & M Laundry Service, \$331.40; Balco Uniform Co. Inc., \$7,738.58; Border Ag & Energy, \$74.87; Border Ag & Energy, \$1,522.01; Bottineau Clinic Pharmacy, \$175.07; Bottineau County Fair, \$75,801.00; Bottineau County Fair, \$37,900.00; Bottineau Sedation Dentistry, \$966.00; Butler Machinery, \$2,162.97; CapFirst Equipment Finance, \$110,289.18; CapFirst Equipment Finance, \$110,900.15; Cenex Fleet Fueling, \$611.7; Chem-Tex Inc., \$396.00; Circle Sanitation, Inc., \$72.50; City of Bottineau, \$656.15; City of Maxbass, \$88.00; City of Newburg, \$38.00; Cole Papers Inc., \$335.47; Courant, \$326.80; Courant, \$499.92; Creekside Bar & Grill, \$578.55; Darwin Peterson, \$133.40; David Berge, \$49.30; DRIVE Chevrolet, \$247.84; Emily Deschamp, \$314.94; Envision Cooperative, \$71.17; Farmers Union Oil WC, \$2,379.20; Farmers Union Oil WSB, \$9,931.97; Farmers Union Oil WSB, \$440.77; Fireside Office Solutions, \$245.00; First National Bank & Trust, \$8,713.29; Garrett Electronics, \$4,308.66; Guardian Fleet Safety, \$3,034.56; Guardian Fleet Safety, \$7,124.21; Haylee Senger, \$320.30; His & Hers Garage Doors, \$3,100.00; HR Collaborative, \$150.00; Information Technology Dept., \$6,396.87; JB Express, \$25.00; Kinetic Leasing, \$134,400.00; Klingbeil's Body & Glass, \$31,440.89; L-Tron Corporation, \$828.00; Laurie Lord, \$252.30; Lawson Products, \$1,311.27; LeMay Trucking Inc., \$620.00; Linde Gas & Equipment, \$51.05; Lyle Gravseth, \$84.00; Midcontinent Communications, \$153.18; Minnkota, \$48.00; Motorola Solutions, Inc., \$15,644.40; Myers Parts of Bottineau, \$89.97; NACVSO, \$50.00; National Reporting Certification, \$47.50; ND Association of Counties, \$187.77; ND Weed Control Association, \$285.00; NDDOT, \$13,609.38; Newburg Community Center, \$100.00; North Central Electric Coop., \$952.06; ND Township Officers Assoc., \$8,800.00; Norway Steakhouse, \$160.00; O'Keefe Oil, \$10,192.24; Ottertail Power Co., \$97.74; Paul Johnson, \$17.40; Pomp's Tire Service, \$191.84; Pringle & Herigstad, \$1,680.00; Pro IT LLC, \$6,075.00; Quadiant Finance, \$2,500.00; Quadiant Leasing, \$924.33; Reliance Telephone, \$145.00; Running Supply Inc., \$187.70; Shannon Goodwin, \$34.86; SMP Health - St. Andrews, \$9,265.40; SMP Health - St. Andrews, \$1,342.62; SMP Health - St. Andrews, \$145.00; Souris Fire Hall, \$25.00; Souris River Telephone, \$602.55; Subway of Bottineau, \$264.00; Tanya Wieler, \$2,500.00; Terry Volk, \$34.80; Terry Volk, \$854.40; Thorson Radiator Service, \$265.00; Tri County Meals, \$60,877.39; Trinity Medical Group, \$86.00; Turnkey Corrections, \$201.68; Turtle Mtn. Communications, \$229.14; Turtle Mtn. Floral, \$53.99; Tyler Technologies, \$720.00; Verizon Wireless, \$40.02; Wallaceburg Bookbinding, \$147.38; Ward County Auditor, \$8,525.00; Western Agency, \$1,507.00; Ann Monson Treasurer (3/13), \$2,036.92; Creative Planning Services, \$829.05; JP Morgan, \$16,564.93; Payroll (3/31), \$336,625.20; Total, \$1,497,154.14. The March bills were reviewed, and a motion was made to pay the March bills by Buynak, second by Pederson. Roll call vote unanimous. Motion carried.

New Business:

A gaming site authorization for American Legion Post #42 was presented to the board for the A Frame Bar & Grill and Sundowners. A motion was made to approve the gaming site authorizations by Hiatt, second by Pederson. Roll call vote unanimous. Motion carried.

Commissioner Hiatt discussed Lordsburg Township. Commissioner Hiatt and Pederson will attend the annual township meeting.

Emily presented the updated policy for 904 Building closure/inclement weather. A motion was made to approve the updated policy with the changes made by Pederson, second by Buynak. Roll call vote unanimous. Motion carried.

Emily presented the board with the County Township General Fund Balance for the Office of State Treasurer. A motion was made to sign the certification for the Office of State Treasurer by Buynak, second by Pederson. Roll call vote unanimous. Motion carried.

Seth Demontigny, Wold Engineering, gave an update on the County projects:

- Project BRJ-0005(062)-RCB South and East of Maxbass-Seth updated the board on the project. The final plans were submitted on February 27, 2026 to the Department of Transportation. Will be bid through the Department of Transportation in May.

- 2026 County wide chip seal-Seth discussed the upcoming chip seal projects for Bottineau County in 2026. For Long Lake (4 miles), Carbury Road, and 4 miles of the truck route, total of 9 miles of chip seals. Projects will go to bid in May of 2026.

Ritchie Gimbel, Road Superintendent, met with the board via phone to discuss the road department activities. Ritch presented the board with a report of the speed limit at Lake Metigoshe where the county placed.

Discussion was held about County Government month; the county will do a free will offering of hamburger and hotdogs on April 17th. The location of the lunch is to be determined.

Commissioner Tonneson updated the board on the Annual Township meeting held in Newburg on February 9, 2026.

Jeremy Tofteland, Bottineau County Sheriff, gave an update on the Sheriff's Department. Discussion was held about the 2020 Tahoe that is to be discontinued with the sheriff's office and what avenue the county would like to take to replace the vehicle.

9:45 a.m.-Public Comment-No one in attendance.

Department Head meeting – Chairman Tonneson gave an update on the Commissioner meeting and the department heads gave an update on their office activity. Deputy Pottenger attended and introduced the newest addition to the sheriff's office, K-9 Vic.

Commissioner Kjelshus left the meeting at 10:30 a.m.

Discussion was held regarding the letter received from the Office of State Court Administrator, in regards to the services for the Clerk of Court. A motion was made to enter into a funding agreement with the state for the 2027-2029 biennium to receive reimbursement for providing Clerk of Court Services by Buynak, second by Pederson. Motion carried.

Ashley Pedie, Tax Director, met with the board to present an abatement for Roland Township. A motion was made to approve the abatement for Sundowners LLC in Roland township, due to the review of dwelling values and business operation by Pederson, second by Hiatt. Roll call vote unanimous. Motion carried. Ashley discussed with the board inundated farm land applications and adding modifiers.

Seymour Jordan, State's Attorney, met with the board to update them on his office activity.

Kristy Titus, Emergency Manager, met with the board to discuss the County Fire Emergency and Burn Restrictions Declaration for the 2026-2027 year. Also present was Bottineau Fire Chief Stuart Coleman and Lake Metigoshe Fire Chief Jeff Soland. A motion was made to rescind the 2025 Burn policy and accept the 2026-2027 presented policy by Buynak, second by Pederson. Roll call vote unanimous. Motion carried. Kristy updated the board on the Hazardous Mitigation plan for Bottineau County. Kristy also discussed some upcoming training for the courthouse employees in April of 2026.

Julia Melhoff, Bottineau City Council member, met with the board to discuss the Municipal Judge for the City of Bottineau. Also in attendance, Tammy Knudson, Miranda Brandt, Clerk of Court, Jeremy Tofteland, Sheriff, Dave Agnus, Municipal Judge, Seymour Jordan, State's Attorney. Discussion was held about a contract that will need to be signed by July 1, 2026.

Brianna Blue, Northern Prairie Human Service Zone Director, met with the board to discuss support for error proofing team employees. This would entail Bottineau County hiring an additional ten (10) employees to proof Economic Assistance cases. It was the consensus of the board to support Brianna moving forward with this error proofing team.

As there was no further business, a motion was made to adjourn the meeting at 1:06p.m. by Pederson, second by Tonneson. Roll call vote unanimous. Motion carried.

Benjamin Tonneson, Chairman

Emily Deschamp, Auditor