

**McLean County Commission Proceedings
Tuesday, January 19, 2021**

The final regular January meeting of the Board of Commissioners was called to order at 8:31 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam, Steve Cottingham, and Steve Lee. Also present were Auditor Beth A. Knutson, Highway Superintendent Jim Grey, Deputy Auditor Kayla Oberlander, and Ralph Mancini of BHG News Service.

Moved by Lee, seconded by Cottingham, to approve the minutes of the previous meeting as submitted. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Building Maintenance Supervisor Curt Malo joined the meeting.

Highway Superintendent Jim Grey was present with an update on department operations. He reported crews are still working on trees and equipment. Grey informed the commission there were no applications for the in-house employment advertisement for Equipment Operator II/Sign Tech. Grey requested permission to advertise publicly for the position.

Moved by Lee, seconded by Cottingham, to approve advertising for an Equipment Operator II/Sign Tech. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion Carried.

Malo informed the commission that the generator for the courthouse is not in proper working order, he presented the board with a bid from Butler in the amount of \$11,233.69. Malo feels this needs to be replaced but would like permission to shop around. Further discussion followed.

Malo also informed the commission about the heat pumps that were replaced last summer are again not working. It appears the wire harnesses have burned up and H.A. Thompson & Sons is not able to determine why this is happening. Discussion continued on other possible options to replace the heat pumps.

Moved by Lee, seconded by Cottingham, to approve repair and/or replacement of the heat pumps at a maximum cost of \$6,000. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Brent Ekstrom of Lewis & Clark Regional Development Group (LCRDC) joined the meeting.

Land Use Administrator Todd Schreiner joined the meeting with a recommendation from Monday's meeting of the Planning & Zoning Commission.

Moved by Cottingham, seconded by Lee, to concur with the Planning & Zoning Commission and approve the subdivision plat for land described in the NW4 of Section 26, Township 148 North, Range 86 West, more specifically, to develop 24-lot rural residential subdivision to be known as Lots 1-4, Block 1; Lots 1-12, Block 2; and Lots 1-8, Block 3 of Buck Run 2nd Subdivision. Discussion followed.

Cottingham moved to amend his the motion to conditionally approve the subdivision plat from Tammy Iglehart of Garrison for land described in the NW4 of Section 26, Township 148 North, Range 86 West, more specifically, to develop 24-lot rural residential subdivision to be known as Lots 1-4, Block 1; Lots 1-12, Block 2; and Lots 1-8, Block 3 of Buck Run 2nd Subdivision contingent on the covenant wording being changed. The change would not include having a maximum of two equine on the property. Lee seconded the amendment. Roll Call Vote: Lee, Cottingham, and Suydam. Nay: None. Motion of amendment carried

Roll Call Vote on the amended motion: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

County Extension Agent Calla Edwards and States Attorney Ladd Erickson joined the meeting.

Ekstrom updated the commission regarding upcoming funds that may be available in 2021 for economic development for small businesses within communities and counties that are part of the LCRDC.

Edwards presented a quote in the amount of \$12,939.80 from Wagon Wheel Lumber & Hardware of Washburn, for cabinets and countertops to be installed in the NDSU Extension's new location. Lee commented on his understanding that nothing was going to be permanent, and also asked if desks that were available at the courthouse were going to be used. Edwards stated that they have found two desks that will be taken from current offices.

Knutson informed the commission that including this quote and other costs, including the lease and construction costs, the total project cost is \$25,679.56 and that the quote from Wagon Wheel Lumber did not include the installation which would add around \$1,500.00 to the cost. The amount available in the budget is \$20,000.00 which was intended to cover all costs for all departments involved in the move. Malo informed the commission that 2 Vets Moving Company will be up to give a quote on moving the two

departments and would like that to be included in the budgeted amount. Suydam asked Schreiner what part of this budget they would be using. Schreiner did not feel that they would need any of the funds.

Cottingham asked if there were any bids on free standing cabinets. Knutson presented what she had found at Office Depot using the County's discount account. Lee asked that Malo and Edwards visit together Surplus Property to look at what they have for cabinets and put a hold on anything if they felt it could be used. Suydam requested a new quote from Wagon Wheel Lumber on just the bottom portions of the cabinets and counter tops.

Jeff Zueger and Michael Grosz with Midwest Ag Energy joined the meeting.

Chairperson Suydam opened a public hearing at 10:05 a.m. for the Blue Flint Ethanol Tax Exemption Hearing.

Erickson stated that the original tax base would not be affected since the exemption would be on a new structure that would not start until the project was complete. Erickson presented the board with an exemption as follows: years one and two would be 100%, years three and four would be 80%, and year five would be 60%.

Schreiner expressed his concerns on what would be real property versus personal property and asked that Blue Flint Ethanol obtain a commercial appraisal so they would know exactly what property to value.

Moved by Cottingham, seconded by Lee, to approve a tax exemption of 100% for years one and two, 80% for years three and four, and 60% for year five with 100% exemption until project completion, with the stipulation that a commercial appraisal is done when the construction is finished. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented the lease from Mike and Jamie Nelson for new office space for NDSU Extension. Knutson stated that Nelson had prorated the first year's rent from \$6,600.00 to \$6,475.00 and also explained construction costs that were included in the lease. Knutson stated that she and Erickson had reviewed the document and discussed it with Nelson; all parties agreed the lease presented was fair.

Moved by Lee, seconded by Cottingham, to approve the lease as presented by Knutson. Cottingham asked if this includes the upfront costs, to which Knutson answered yes. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Chief Deputy Auditor Lori Foss joined the meeting to discuss the salary adjustment for current employee, Cassandra Smith, who was promoted to Deputy Clerk of Court effective January 1, 2021.

Moved by Lee, seconded by Cottingham, to set the new salary for Deputy Clerk of Court Cassandra Smith at \$40,156.53. Roll Call Vote: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Foss then brought forth the county's Families First Coronavirus Response Act (FFCRA) policy. She requested an extension of the expiration date from December 31, 2020 to March 31, 2021. This extension would only apply to those employees who meet all guidelines for the leave usage and would not allot any additional leave if an employee had already used their allowed time in 2020.

Moved by Cottingham, seconded by Lee, to extend the FFCRA to March 31, 2021. Roll Call Vote: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson informed the commission that the Deputy Auditor position which had been open due to the retirement of Nancy Leidholm has been filled by Aimee Schmit of Washburn. She will begin her employment with McLean County on January 25, 2021.

Knutson informed the commission that ITI will be installing the new NDDOT vehicle tab renewal kiosk in February 2021.

Knutson informed the commission that she was contacted by an individual with concerns about the counter top at the fish cleaning station. Loren Desjardins had emailed and stated that the counter top cutting surface is in rough shape and should be replaced; he stated he had contacted Game and Fish and they directed him to the McLean County Park Board. Discussion followed. Knutson was directed to contact Park Manager Leslie Hultberg to get the measurements and a possible estimate for replacement.

Moved by Cottingham, seconded by Lee, to approve the raffle permit application from Bis-Man Reel and Rec Club for a raffle to be held on February 20, 2021, for an ice house, an ice auger, a heater, a fish locator, and a rods and reel combo, valued at \$1,050.00, with proceeds going towards the *Take a Kid Fishing* program. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented an annual lease agreement between the McLean County Park Board and the North Dakota Game and Fish Department (NDG&F). Knutson remarked that these are the grant funds that had been used to install the rural water system at the park and that the county receives \$3,500.00 per year in order to help the NDG&F manage and maintain the fish cleaning station.

Moved by Lee, seconded by Cottingham, to approve signing of the North Dakota Game and Fish Grant Agreement. Roll Call
 Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Moved by Cottingham, seconded by Lee, to approve the following vouchers for payment:

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A304062	ALLSTATE PETERBILT OF BISMARCK	CONTROL-HVAC CAB FOR 13-098	835.87
A304063	ENERBASE COOPERATIVE RESOURCES	GEAR LUBE (2020 EXP)	284.00
A304064	GARRISON CITY	GARBAGE/WATER	51.70
A304065	ISTATE TRUCK CENTER	PARTS FOR 13-099	333.54
A304066	MAX FARM SERVICES	FUEL (2020 EXP)	3649.09
A304067	MDU	WASHBURN, TL, MAX, GARRISON	708.21
A304068	NELSON INTERNATIONAL	TANK AIR PRESS FOR 13-094	582.05
A304069	OK AUTOMOTIVE	HEADLIGHT BULB FOR 10-001	57.60
A304070	PAHLKE STEEL INC	(32) 4X8X12 GA. FR SHEET	171.52
A304071	PRAXAIR DISTRIBUTION	WELDING SUPPLIES (2020 EXP)	461.09
A304072	ARMOR INTERACTIVE	SHERIFF DATTA NAS, SERVER BACKUP DEVICES, 45 NODES-JAN.	1700.00
A304073	ASHLEY BROSSART	2021 NURSING CONTRACT	10000.00
A304074	BUTTE SENIOR CITIZENS CLUB	DISBURSE MILL LEVY FUNDS	1200.00
A304075	CHASE DRUG STORE	INMATE MEDICAL	318.00
A304076	CITY OF WASHBURN	COURTHOUSE, LEC-WATER/SEWER	645.38
A304077	DOCS SHOP	AIR FILTER, ROTATE TIRES, OIL CHANGES	706.56
A304078	ELECTRONIC COMMUNICATIONS	REPAIR PORTABLE RADIO	3690.00
A304079	WILTON FARMERS UNION OIL CO	GASOLINE	221.47
A304080	GARRISON FARMERS UNION OIL CO	HEADLIGHT	8.59
A304081	HIWAY 83 EXPRESS	GASOLINE	30.65
A304082	COURTNEY HOIKKALA	SUPPLIES FOR PROGRAMMING	15.00
A304083	INFORMATION TECHNOLOGY DEPT	NETMOTION LERM USER FEE	349.65
A304084	KENS BODY SHOP	IMPOUNDS	1800.00
A304085	KRAUSES MARKET	DISTRILLED WATER FOR POSTAGE MACHINE FOOD, BOWLS, PLATES, MISC SUPPLIES	176.98
A304086	MCLEAN COUNTY IMPLEMENT LLC	RING TERMINAL, FUSE KIT	39.60
A304087	MCLEAN COUNTY AUDITOR	DECEMBER 2020 POSTAGE	91.60
A304088	MDU	GAS – COURTHOUSE GAS – LEC	698.44
A304089	MERCER COUNTY SHERIFFS DEPART	INMATE HOUSING	225.00
A304090	MIDCONTINENT CABLE CO	CABLE TV	110.16
A304091	ND COUNTY AUDITORS ASSOC	2021 ANNUAL DUES	125.00
A304092	ND STATE RADIO COMMUNICATIONS	ACTIVE LETS TERMINAL FEES	480.00
A304093	ND VSO ASSOCIATION	2021 YEARLY DUES	50.00
A304094	ND WATER RESOURCE DIST ASSOC	2021 MEMBERSHIP	675.00
A304095	MICHAEL NELSON	ANNUAL RENT OFFICE RENOVATIONS	11191.76
A304096	PHARMCHEM INC	SWEAT PATCH ANALYSIS	199.85
A304097	PRESORT PLUS	PRINTING & POSTAGE	6034.34
A304098	SALHUS SEPTIC PUMPING	CLEAN OUT SALLY PORT	200.00
A304099	THIRD WATCH COMMUNICATIONS	REPLACE EXTENSION	555.00
A304100	TURTLE LAKE MAIN STREET MARKET	INMATE MEALS	4756.68
A304101	TURTLE LAKE DENTAL	INMATE MEDICAL DENTAL	429.00
A304102	UNIFORM CENTER	UNIFORM PANTS, REPLACE	205.00
A304103	WATCH GUARD VIDEO	HI-FI MIC BATTERY	72.00
A304104	WEST RIVER TELECOMMUNICATIONS	911 TRUNKING	494.36
A304105	WESTERN LIGHTING TECH INC	30-2' AB TUBES 25-4' HYBRID TUBES	624.75
672	STEVE COTTINGHAM	JANUARY PLANNING & ZONING	15.68
673	DONALD FLINN	JANUARY PLANNING & ZONING	11.20
674	RICHARD HULTBERG	JANUARY PLANNING & ZONING	42.56
675	JOHN MATTHEWS	JANUARY PLANNING & ZONING	39.76
676	DARWIN SAARI	JANUARY PLANNING & ZONING	25.76
677	ANNA SIX	STORAGE SETS, CLIPS	12.84
678	VANCE TOMLINSON	MS OFFICE SUBSCRIPTION	73.84
679	VANCE TOMLINSON	HP PRINTER & CABLE	510.60

Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented expense and revenue reports to the commission. Discussion followed about looking into other financial institutions within the county so see if funds could be disbursed to those locations in addition to the current depositories.

There being no further business, the chairperson declared the meeting adjourned at 10:47 a.m. until the next regularly scheduled meeting on Tuesday, February 2, 2021. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Barry Suydam, Chairperson

Kayla Oberlander, Deputy Auditor