

**McLean County Commission Proceedings  
Tuesday, April 7, 2020**

The first regular April meeting of the Board of Commissioners was called to order at 8:57 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham, Barry Suydam, and Steve Lee. Also present were Highway Superintendent Jim Grey and Auditor Beth A. Knutson. Deputy Auditor Nancy Leidholm was present via Facebook Live.

Moved by Lee, seconded by Suydam, to approve the minutes of the regular commission meeting held on March 17, 2020 and the special meetings held on March 19, 2020 and April 2, 2020. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve the minutes of the special meeting held in Underwood on March 26, 2020, including a typo correction changing word "if" to "is" in paragraph 29. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Clerk of Court Cathy Bailey joined the meeting.

Highway Superintendent Jim Grey was present to discuss department operations including shoulder work around the county. Suydam discussed County Road 1 regarding the possible paving of a portion of it when State Highway 37 is paved this year including paving through the city of Raub.

Clerk of Court Cathy Bailey was present to discuss problems with the courtroom sound system and requested permission for someone from the state to be allowed entry to the courthouse to fix it at no expense to the county. Lee feels courthouse maintenance can't be prohibited as long as precautions are taken.

Bailey went on to discuss ongoing court procedures stating that all non-emergency hearings have been cancelled until June with no jury trials scheduled until July. She then discussed her Court Appointed Counsel account that is at almost 50% expellee for the year. Lee questioned the amount budgeted to which Knutson stated that \$10,000.00 was budgeted for 2020, adding that some years it gets spent and other years it doesn't.

Bailey discussed a home-schooled group that has requested to use the courtroom for a mock trial. This is the third year they have done this. She was instructed to postpone the event until the COVID-19 issue is resolved and it is safe for all involved.

Bailey informed the commission of her decision to retire at the end of August. Lee questioned if there was someone in the office to take over. Bailey stated that her deputy is more than capable but isn't sure she wants the responsibility. Lee strongly encouraged Bailey to work with her deputy to get her onboard. Discussion followed.

Lastly, Bailey questioned if the Friday closing will be continued. Lee responded that no changes are being made at this time.

DES Manager Noelle Kroll was present to discuss a burn ban for McLean County. The burn ban, if approved, would be effective immediately and would depend on the North Dakota Rangeland Fire Danger Rating.

Moved by Suydam, seconded by Lee, to adopt the 2020 Fire Emergency Declaration and Burn Ban as follows:

**2020 FIRE EMERGENCY AND  
AUTOMATIC BURN BAN  
for  
McLEAN COUNTY, NORTH DAKOTA**

April 7, 2020

**WHEREAS**, McLean County, North Dakota endured wet conditions in the fall of 2019 that resulted in unharvested fields, there is a high volume of vegetation fuels that can burn and allow fire to spread rapidly, and the official fire season starts on 1 April 2020; and

**WHEREAS**, all available resources remain committed to protecting life and property; and

**WHEREAS**, the impact of fires could threaten the health, well-being, and safety of citizens in McLean County; and

**WHEREAS**, the cost of emergency response and the inordinate equipment wear may be far in excess of available County resources.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of McLean County Commissioners declares a Fire Emergency and Automatic Burn Ban (to include a ban on ignition of farm or crop land, hay land, sloughs, construction debris, fallen trees, campfires/bonfires, fireworks, leaves, grass clippings, charcoal grills and garbage/pits burning) remain in effect, until further notice, whenever the North Dakota Rangeland Fire Danger Rating is Very High, Extreme and/or a Red Flag Warning has been issued for McLean County, North Dakota through November 1, 2020.

**ANY INDIVIDUAL WHO WILLFULLY VIOLATES THIS BURN BAN IS GUILTY OF A CLASS B MISDEMEANOR (NDCC 37-17.1-10.1; MAXIMUM SENTENCE OF 30 DAYS IN JAIL AND A \$1500.00 FINE), AND RESTITUTION OF FIRE SUPPRESSION COSTS MAY BE SOUGHT FROM THE COURT. THE McLEAN COUNTY SHERIFF'S DEPARTMENT IS AUTHORIZED TO ISSUE CITATIONS TO VIOLATORS.**

The North Dakota Rural Fire Danger Guide is posted on the McLean County website: [www.mcleancountynd.gov](http://www.mcleancountynd.gov) or residents can contact the McLean County Sheriff's Office at 701-462-8103.

DATED at Washburn, North Dakota this 7th day of April, 2020.

\_\_\_\_\_  
Steve Cottingham, Chairman  
McLean County Commission

Attest: \_\_\_\_\_  
Beth Knutson  
McLean County Auditor

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

Knutson discussed the coronavirus and its effect on the county's revenue. She reported that a decrease in sales tax is expected as people are not out shopping creating a decrease in the state aid the county will receive. Falling oil and gas revenues were discussed as well.

Knutson then discussed the remaining 1% wage increase budgeted for 2021.

Moved by Lee, seconded by Suydam, to postpone the remaining 1% wage increase. Knutson stated that a decision needs to be made by June before the budget process begins. Lee feels with so much uncertainty, we don't want to spend dollars we may not have.

Discussion followed regarding budgeting for a salary survey for 2021.

Moved by Lee, seconded by Suydam, to approve a Gaming Site Authorization application submitted by Washburn American Legion Post #12 to conduct bingo, a pull tab dispensing device, electronic pull tab device, prize board dispensing device, and twenty-one at The Shore at Brush Lake of Mercer from July 1, 2020 through June 30, 2021. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve moving the previously rescheduled regular commission meeting on April 20, 2020, back to the original date of April 21, 2020. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Building Maintenance Supervisor Curt Malo joined the meeting with a quote from H. A. Thompson & Sons of Bismarck for replacement of two compressors and other repairs to three water-to-water heat pumps in the amount of \$10,860.00. He explained that these repairs are typical for the age of the equipment. Discussion followed. Malo stated that they have an opening as no one is letting them work in their facilities. Knutson stated that the area they'll be working in is accessible through an exterior door

Moved by Suydam, seconded by Lee, to approve the request from H. A. Thompson & Sons, giving Malo the authority to try to negotiate the cost down. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Discussion followed regarding no one entering the building from 4:30 p.m. on Thursdays through 8:00 a.m. on Mondays unless it's an emergency.

Received and ordered filed the fee collection report from the Recorder's Office for the month of March in the amount of \$10,312.60.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of March in the amount of \$1,669.46.

Knutson presented the budget narrative as of March 31, 2020. On the revenue side the property taxes are at 89% collected, 93% with the discount in the amount of \$16,641,035.76. Government reimbursements including PILT, State Aid, Coal Severance, etc. are at \$558,461.14 compared to \$480,473.75 in 2019. Fees and Miscellaneous revenue are at \$458,880.11 compared to \$362,683.04 in 2019. On the expense side 22.56% or \$3,124,787.22 of the 2020 budget has been expended where normally 25% would be expended. Areas of concern are the Court Appointed Counsel budget currently at 49.66% and Sheriff's Department Salaries at 27.67%, which is \$58,963.88 over 25%, and if continued would be \$235,855.52; 11% over budget in December. Knutson explained that Sheriff Kerzmann is aware and the Auditor's Office and Sheriff's Department will work to reduce this budget line item.

Knutson presented three drop box options for use with the upcoming vote-by-mail primary election. Her recommendation is the Winfield Locking Package Drop because it is heavy duty, lockable and weather-proof. It can be permanently mounted to the concrete and used by other departments for after hour drop offs throughout the year. Discussion followed with Knutson stating it will be placed in the corner by the front door and viewable by security camera.

Moved by Suydam, seconded by Lee, to approve the purchase of the Winfield Locking Package Drop as recommended by the auditor. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Highway Superintendent Jim Grey rejoined the meeting along with Wold Engineering representative Mike Rivinius.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A302174	ACME TOOLS	WASHBURN & GARRISON SHOP SUPPLIES, BRIDGE MATERIALS, PARTS	547.08
A302175	AUTO VALUE BISMARCK	PARTS, WASHBURN & GARRISON SHOP SUPPLIES; SHERIFF DEPT PATROL VEHICLE REPAIRS	1,969.83

A302176	BHG INC	NOTICE OF ROAD RESTRICTIONS	154.35
A302177	BUTLER MACHINERY COMPANY	PARTS, OIL	723.32
A302178	GARRISON FARMERS UNION OIL CO	PARTS, OIL & GAS	104.47
A302179	GARRISON CITY	GARBAGE/WATER	54.50
A302180	WILLIAM CARLSON	REIMBURSE CELL PHONE	30.00
A302181	ISTATE TRUCK CENTER	PARTS	130.82
A302182	JOHN DEERE FINANCIAL	PARTS	482.18
A302183	MASTER FIRE AND SAFETY	FIRE EXTINGUISHERS	1,776.50
A302184	MCLEAN SHERIDAN RURAL WATER	WATER	68.67
A302185	MCLEAN COUNTY IMPLEMENT LL	PARTS, WASHBURN SHOP BUILDING REPAIRS	2,900.91
A302186	MENARDS	PARTS, REFRIGERATOR FOR WASHBURN SHOP	532.13
A302187	NEWMAN SIGNS INC	SIGNS	1,479.26
A302188	NORTHERN PLAINS EQUIPMENT CO	PARTS	1,029.34
A302189	PAHLKE STEEL INC	PARTS	55.36
A302190	SCOTTS HARDWARE	PARTS	230.61
A302191	S AND J HARDWARE	PARTS	52.54
A302192	SMITHYS LLC	PARTS	17.50
A302193	WAGON WHEEL LUMBER INC	WASHBURN SHOP SUPPLIES, PARTS	81.54
A302194	AED SUPERSTORE	5 ZOLL ADULT AED PADS & CPR FACE SHIELDS	935.50
A302195	BHG INC	AD FOR HIRED HELP – WEED CONTROL, COMMISSION MINUTES, HELP WATED – P/T CUSTODIAN, AMDENDMENTS, CLOSURES, P&Z MEETINGS, ROAD PROJECT BIDS, NOTICE OF COURTHOUSE CLOSURE – COVID-19, PUBLISH PHONE NUMBERS	2,654.70
A302196	BOB BARKER COMPANY, INC	BASKETBALL BACKBOARD	172.22
A302197	ASHLEY BROSSART	INMATE CARE	2,145.00
A302198	CURT MALO	REIMBURSE FOR FILTERS	10.27
A302199	CHS CREDIT CARD DEPT	GASOLINE – SHERIFF	2,693.57
A302200	CHASE DRUG STORE	PRISONER MEDICAL	279.60
A302201	CHARMTEX INC	BASKETBALL, PERSONAL HYGIENE, MATTRESS COVERS	544.82
A302202	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	426.00
A302203	CITY OF WASHBURN	WATER/SEWER – LAW ENFORCMENT CENTER, COURTHOUSE	630.07
A302204	STEVE LEE	FEB/MARCH TRAVEL	159.85
A302205	BARRY SUYDAM	FEB/MARCH TRAVEL	232.30
A302206	DACOTAH PAPER COMPANY	DISCOUNT ERROR, PAPER TOWELS, FOAM HAND SANITIZER, GARBAGE BAGS, HAND SOAP, FOAM CUPS, DISINFECTANT SPRAY, NITRILE GLOVES	472.79
A302207	DOCS SHOP	ROTATE TIRES, BATTERIES, OIL CHANGES	1,563.38
A302208	ELECTION SYSTEMS AND SFTWR	THUMB DRIVES	5,057.97
A302209	WILTON FARMERS UNION OIL CO	GASOLINE, TIRE REPAIR – SHERIFF	255.14
A302210	FARMERS UNION SERVICE ASSOC	INSURANCE PREMIUM	123,040.00
A302211	GOETZ FUNERAL HOME	SANNES – REIMBURSE MARCH CORONER FEES	750.00
A302212	GERARD GOVEN	MARCH WB MEETINGS/TRAVEL	444.00
A302213	GRAINGER	AIR FILTERS	267.96
A302214	GRIMSLEYS EXHAUST AND FUELS	GASOLINE – SHERIFF	319.00
A302215	HATZYS REPAIR	OIL CHANGES, WINDSHIELD WIPERS, ROTATE TIRES – SHERIFF	197.85
A302216	HIWAY 83 EXPRESS	GASOLINE – SHERIFF	140.91
A302217	INFORMATION TECHNOLOGY DEPT	T-1 LINE ACCESS, VPN, ACTIVE DIRECTORY USER FEES, EXCHANGE EMAIL ACCOUNTS, LERMS USER FEES	2,507.92
A302218	JAVA ROSE FLORAL	FLORAL ARRANGEMENTS - CARPENTIER, LaVALLIE	110.99
A302219	SHANNON JEFFERS	MARCH WB MEETINGS/TRAVEL	924.45
A302220	KENS BODY SHOP	IMPOUNDS, REPAIR DODGE RAM	2,440.00
A302221	CHRISTA KOVARIK	2 CPR CLASSES & MILEAGE	113.97
A302222	KRAUSES MARKET	INMATE MEALS, PERSONAL HYGIENE	71.41
A302223	L-TRON CORPORATION	THERMAL ROLL PAPER, ELECTRONIC SIGNATURE PAD W/ TOUCHSCREEN	365.98
A302224	MARCO	ONE-TIME ORIGATION FEE, CONTRACT PAYMENT	1,754.85
A302225	MARKS PLUMBING PARTS	(6) WILLOUGHBY FLOW CONTROLS	63.08
A302226	MERCER MCL CO COM ON AGING	2020 LEVY MONIES COLLECTED THRU APRIL 1, 2020; 2020 TRUST MONIES	176,718.45
A302227	MENARDS	LIQUID POOL SHOCK, MOTION SENSOR	23.96
A302228	NAPA AUTO PARTS GARRISON	OIL, OIL FILTER	100.29
A302229	NATIONAL ASSOC OF COUNTIES	COUNTY MEMBERSHIP DUES	450.00

A302230	ND COUNTY TREASURERS ASSOC	2020 ANNUAL DUES	250.00
A302231	NDDOH MICROBIOLOGY	INMATE LABS	10.00
A302232	ND STATE RADIO COMM	TELETYPE 1/1/2020 THRU 3/31/2020	840.00
A302233	NORTHSHORE INN AND SUITES	ROOM FOR ROY ENGBRETSON – K-9 TRAINING	172.80
A302234	NORTHERN PLAINS	WORK ON 2 LAVS & 1 SHOWER/MILEAGE	427.50
A302235	NW TIRE	TIRES – SHERIFF	905.31
A302236	LYNN OBERG	MARCH WB MEETINGS/TRAVEL	424.45
A302237	OTTERTAIL POWER COMPANY	BUTTE, TURTLE LAKE, WASHBURN & MAX SHOPS, COURTHOUSE, RADIO TOWER, LAW ENFORCEMENT CENTER	5,549.34
A302238	PARKER POCHANT	2 CPR CLASSES & MILEAGE	116.69
A302239	RECORD KEEPERS	SHREDDING SERVICES	40.50
A302240	SCOTTS HARDWARE	SHOWER REPAIRS, VACUUM BAGS, PLIERS, SCREWDRIVER SET, PICK/HOOK SET; POTTING SOIL – COUNTY AGENT; SWIFFER KIT & REFILLS, FASTENER, TIES	390.63
A302241	WADE KROHMER	REIMBURSE INFRARED THERMOMETER	96.29
A302242	MARY DEVLIN	4 CPR CLASSES	144.00
A302243	THOMPSON FUNERAL HOME INC	GEHRING – REIMBURSE MARCH CORONER FEES	750.00
A302244	TYLER TECHNOLOGIES	DOC PRO EREVIEWQUE MODULE SUPPORT	636.54
A302245	ULTEIG ENGINEERS INC	ECONOMIC ANALYSIS FT MANDAN/4-H CAMP	1,264.20
A302246	UNICOM	REMOVE & REINSTALL GRAPHICS, LIGHT BAR, HOLE PLUGS, REMOVE VINYL, ADHESIVE, REMOVE RADIO, LIGHT BARS – SHERIFF	2,045.85
A302247	US FOODS	INMATE MEALS	194.97
A302248	WASHBURN RURAL AMB DIST	CPR SUPPLIES, MANIKIN RENTAL	43.19
A302249	WATER PURITY INC	WATER DELIVERED	133.00
A302250	WEST RIVER TELECOMM	911 TRUNKING RECURRING	494.36
A302251	WEST RIVER TRANSPORTATION	COUNTY SHARE 12+2 TRANSIT BUS	25,000.00
A302252	WEX BANK	GASOLINE – SHERIFF	8,879.53
A302253	ZEE	INMATE MEDICAL	254.60
A302254	RESERVATION TELEPHONE COOP	911 TRUNKING RECURRING	80.00
A302255	SRT COMMUNICATIONS INC	LINE RECORD/TRANSPORT PERMILE/ TRUNKING	698.28
	MARCH PAYROLL	A detailed list of payroll funds expended is available for public inspection anytime during regular business hours in the McLean County Auditor's office.	\$358,534.71

**P-CARD FUNDED PURCHASES**

VENDOR	DESCRIPTION	AMOUNT
McLEAN ELECTRIC	ROSEGLEN, UNDERWOOD, & GARRISON SHOPS	961.00
RESERVATION TELEPHONE	TELEPHONE – HIGHWAY	113.00
WEST RIVER TELECOMM	TELEPHONE/DSL – HIGHWAY	101.77
MULTI-REGIONAL TRAINING CTR	CPR e-CARDS	294.00
VERIZON CONNECT	MONTHLY SERVICE – FEBRUARY	530.60
VERIZON	HIGHWAY, DES, ST ATTY & ASSESSOR – CELL SERVICE; ASSESSOR – HOTSPOT, JETPACK; DES – JETPACK	293.78
VERIZON	DATA CARDS – SHERIFF; (2) DETECTIVE PHONES, SHERIFF – CELL	1,021.84
AMAZON	RED/BLUE STAMPER INK, CASH DRAWER TRAY	41.82
McLEAN ELECTRIC	SECURITY LIGHTS – PARK, COURTHOUSE; PARK BOARD; SPORTSMEN'S CENTENNIAL PARK; GARAGE; CAMPER PADS; CAMPGROUND METER	767.00
MARK'S PLUMBING	WILLOUGHBY PVK 4M METERING KIT	201.07
RESERVATION TELEPHONE	911 TRUNKING RECURRING	80.00
	BENEDICT SPORTSMEN'S PARK	37.32
WEST RIVER TELECOMM	TELEPHONE – SHERIFF	91.64
WEST RIVER TELECOMM	TELEPHONE – SHERIFF	555.69
	COURTHOUSE	1,320.66
	E-911	411.64
	JURY/PERSONAL	15.12
	PAROLE & PROBATION	20.00
	DCSS CODE #4900	1.98
	E-911 RADIO TOWER	135.32
AMAZON	FIRST AID KIT SUPPLIES	26.99
DICK'S VACUUM	CLEAN OUT DRYER VENT – LEC	181.00

OFFICE DEPOT	ENVELOPES, STICKY NOTES	93.18
	OFFICE SUPPLIES – SHERIFF	154.51
AMAZON	FOLDERS, SHARPIES – SHERIFF	45.92
SLEEP INN & SUITES	2 NIGHTS TRAINING – SHERIFF	152.50
WSI	INMATE WORK RELEASE PREMIUM	250.00

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

A bid opening was held at 10:00 a.m. for Project CP-2879(020) for chip seal on County Road 33 from Mercer north 13.2 miles. The engineer’s estimate for this project is \$454,178.36.

The first bid opened was from Asphalt Surface Technologies Corporation of St. Joseph, MN, in the amount of \$346,698.28. The second bid was from Morris Sealcoat & Trucking, Inc. of Morris, MN, in the amount of \$341,328.61. The final bid, from Bituminous Paving, Inc. of Odessa, MN, was in the amount of \$417,243.75.

Rivinius recommended awarding Project CP-2879(020) to Morris Sealcoat and Trucking, Inc. for \$341,328.61.

Moved by Lee, seconded by Suydam, to accept the bid for Project CP-2879(020) from Morris Sealcoat and Trucking, Inc. of Morris, MN, in the amount of \$341,328.61. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Discussion followed regarding Farm to Market road funding as well as weight restrictions on county roads with Grey reminding the commission that they are still in place at this time.

There being no further business, the chairperson declared the meeting adjourned at 10:11 a.m. until the next regularly scheduled meeting on Tuesday, April 21, 2020. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

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Steve Cottingham, Chairperson

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Nancy Leidholm, Deputy Auditor