

**McLean County Commission Proceedings
Tuesday, May 5, 2020**

The first regular May meeting of the Board of Commissioners was called to order at 8:32 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham, Barry Suydam, and Steve Lee. Also present were Highway Superintendent Jim Grey, Auditor Beth A. Knutson, Deputy Auditor Nancy Leidholm, and Alyssa Meier and Tyson Smedstad of BHG News Service.

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

Highway Superintendent Jim Grey joined the meeting. Discussion followed regarding soft roads developing around the county. Grey stated that crews are marking the areas with signs and flags. He went on to say that a John Deere motor grader with t-controls is being demoed by the department. Grey reported that the pickup transferred from the Sheriff's Department needs a new windshield and will be a help with pulling trailers.

Suydam questioned sharing the expense of crushing 40,000 tons of gravel with Malcolm Township. Grey stated that he has a good supply and can get by. Lee stated that there are so many unknowns right now and suggested waiting to see where the county is at financially. Cottingham agreed. Suydam will call Malcolm Township and let them know that the county is not ready to proceed at this time.

Wold Engineering representative Mike Rivinius was present with documents needing signatures. The first one was follow-up paperwork for the Department of Transportation in regards to the change order for Project SC-2879(085), a paving project on County Road 33 from Mercer north 13.2 miles, approved by the commission at the February 4, 2020 meeting. The second document presented for signing was the contract with Morris Sealcoat & Trucking, Inc. for Project CP-2879(020), a chip sealing project from Mercer north 13.2 miles on County Road 33.

Knutson addressed an issue discussed at the November 26, 2019, commission meeting in regard to the road running in front of the Lowell and Julie Rader residence at 359 Highway 83 SW. Julie Rader contacted Knutson wondering what is going to happen with the road. The road serves the local residents as well as the dry bean processing plant operated by SRS Commodities, Ltd., and is heavily used by trucks that aren't allowed on the main highways to transport beans. It is in terrible shape due to large potholes and general neglect. Knutson stated that the county hasn't fixed roads in the past that don't belong to them. Cottingham questioned putting up "No Truck Traffic" signs. Lee stated that putting up signage may imply ownership. Grey will get State's Attorney Ladd Erickson involved to look at the situation.

Craig Argabright of Minot was present by phone to discuss dust control on a county road adjacent to his property in Wolf Creek West Subdivision. The county stopped using dust suppressant on the road per the request of other residents in the area due to it causing corrosion on vehicles. Argabright asked the county to reconsider this decision as he is not able to enjoy his lot due to dust from traffic. Lee stated that the dust suppressant can be discussed during the budgeting process but it is difficult to do a small area because it takes special equipment and gets quite expensive. Speed limits were discussed. Cottingham stated that beefing up the enforcement of the speed limit is a logical next step.

Attorney David Lindell was present representing Lakeview Estates. Wold Engineering representative John Martin; Hjalmer Carlson; and Kathy and Bruce Klabunde were present by phone to discuss presenting a petition and resolution for road improvements on a portion of 14th Street NW adjacent to Lakeview Estates. Discussion followed.

Chief Deputy Auditor/Computer Operations Director Lori Foss joined the meeting.

Chief Deputy Sheriff/E-911 Coordinator Richard Johnson joined the meeting to request the purchase of two computers; one for E-911 mapping and the second for the 24/7 Sobriety Program. He presented a quote from Armor Interactive of Bismarck in the amount of \$1,719.96. Foss stated that both of the computers to be replaced are still using the unsupported Windows 7 operating system and are on the list to be replaced this year.

Moved by Lee, seconded by Suydam, to approve the purchase of two computers as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Johnson updated the commission on the new 911 radio contract, the replacement of the console, as well as the 911 readdressing done by the state reporting that the addressing is completed but has been put off until after the November election when the database will be updated.

Johnson discussed the part-time Jail Chaplain position held by Roy Erdahl. He hasn't worked since April 5 when the Law Enforcement Center was closed to the public due to COVID-19. Assistant Jail Administrator Wade Krohmer feels Erdahl should be paid for his usual work hours. Foss stated that he works 28 hours per month. Lee stated that he's been providing a service and hopes he'll continue when the jail opens again and is in favor of continuing to pay him at this point. Foss added that he is also available for the deputies should an incident arise.

Moved by Lee, seconded by Suydam, to approve the continued pay of the Jail Chaplain during the COVID-19 closure of the jail. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Building Maintenance Supervisor Curt Malo joined the meeting to discuss estimates received to fix an outdoor stairway between the Courthouse and Law Enforcement Center that is collapsing. RoughRider Mudjacking of Minot submitted a bid in the amount of \$1,800.00; Bison Renovations, LLC of Bismarck submitted a bid in the amount of \$2,000.00, with Malo stating that they'd missed a piece so the expense will probably be about \$2,800.00; and PolyPro, LLC of Bismarck submitted a bid in the amount of \$2,750.00 not to exceed \$3,000.00. Discussion followed.

Moved by Suydam, seconded by Lee, to accept the bid from PolyPro, LLC of Bismarck in the amount of \$2,750.00, not to exceed \$3,000.00. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

The Chairperson recessed the meeting at 9:48 a.m.

Chairperson Cottingham reconvened the meeting at 9:55 a.m.

Knutson discussed the COVID-19 closure of the courthouse to the public as well as department offices being closed on Fridays. She suggested keeping the courthouse closed until after the election as it doesn't make sense to be open to the public when no polling places will be open on Election Day. Lee agrees with maintaining the public lockout but questioned the Friday closure. Knutson stated that it is still up to the department heads if they want to continue the Friday closure. Suydam would like employees back at work on Fridays as taxpayers will question if they should be cut down to 32 hours. Knutson stated that with no one coming in, employees are able to get more work done. Discussion followed. Cottingham would like to see a transition to working Fridays soon. Lee feels if department heads are making the decision it is hit and miss as to who is open and there needs to be consistency.

Moved by Suydam, seconded by Lee, to begin working Fridays with May 8, 2020, as optional to get the message out to departments, and officially beginning to work Fridays beginning May 15, 2020. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve Debbie Dennison of Washburn as Election Inspector for the Absentee Board. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Received and ordered filed the fee collection report from the Recorder's Office for the month of April in the amount of \$6,290.00.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of April in the amount of \$1,532.08.

Knutson presented the unpaid taxes list as of April 30, 2020, and informed the commission that Three-Year Redemption Notices will go out Friday, May 15.

Knutson presented the budget narrative as of April 30, 2020. On the revenue side the property taxes are at 91% collected, 95% with the discount in the amount of \$16,921,199.45. Government reimbursements including PILT, State Aid, Coal Severance, etc. are at \$852,259.09 compared to \$746,896.88 in 2019. Fees and Miscellaneous revenue are at \$582,616.87 compared to \$487,788.66 in 2019. On the expense side 31.00% or \$4,293,780.08 of the 2020 budget has been expended where normally 33.33% would be expended. Areas of concern are the Court Appointed Counsel budget currently at 50.50% and Sheriff's Department Salaries at 36.42%, which is \$65,538.99 over. Discussion followed regarding the Sheriff's Department compensatory time.

Knutson discussed the purchase of portable germ shields for office windows to be installed before the courthouse opens up to the public with the expense possibly being reimbursed through the CARES Act.

Moved by Lee, seconded by Suydam, to authorize Knutson to purchase portable germ shields at a cost of up to \$1,000.00. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A302437	AUTO VALUE BISMARCK	PARTS	913.38
A302438	CIRCLE SANITATION SERVICE	GARBAGE PICKUP AT GARRISON & WASHBURN SHOPS	453.00
A302439	WILLIAM CARLSON	REIMBURSE FOR CELL PHONE	30.00
A302440	KINETIC LEASING	LEASE PAYMENT ON 3 MOTOR GRADERS	116,840.94
A302441	MAX FARM SERVICES	FUEL	4,693.76
A302442	MCLEAN SHERIDAN RURAL WATER	WATER	64.53
A302443	MIDWEST DOORS INC	WASHBURN SHOP	1,679.50
A302444	NELSON INTERNATIONAL	PARTS	2,329.71
A302445	NORTHERN PLAINS EQUIPMENT CO	PARTS	44.88
A302446	NORTHERN STATES SUPPLY INC	BOLTS FOR SIGNS	2.88
A302447	PAHLKE STEEL INC	PARTS	421.76
A302448	S AND J HARDWARE	PARTS	70.53
A302449	WAGON WHEEL LUMBER INC	PARTS	189.04
A302450	WOLD ENGINEERING PC	PROJECT B-19-33~CP-2879(020)	13,653.14
A302451	ABM INC	MAINTENANCE AGREEMENT/B9104-1	1,260.03
A302452	AMERICAN TRUST CENTER	QUARTERLY FEES – LEE, ERICKSON	1,281.53
A302453	ARMOR INTERACTIVE	DELL OPTIPLIX 5270 AIO, HEIGHT ADJUSTABLE STAND, DELL OPTIPLEX 7770, (2) MS OFFICE 2019 STD	3,322.82
A302454	BHG INC	COMMISSION MINUTES, ZONING, CLOSURES, & PHONE NUMBERS, PRIMARY ELECTION	2,547.46
A302455	BILL BARTH	ROCKER ARM, TIMING BELT – SHERIFF	4,528.61
A302456	ASHLEY BROSSART	INMATE CARE	1,353.00
A302457	CHS CREDIT CARD DEPT	GASOLINE – SHERIFF	1,471.03
A302458	CHASE DRUG STORE	MEDICATION, WRIST BRACE – SHERIFF	511.93
A302459	CHARMTEX INC	INMATE SHIRTS, PANTS, SOCKS	284.10
A302460	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	426.00
A302461	CITY OF WASHBURN	WATER/SEWER – LAW ENFORCEMENT/ COURTHOUSE	578.29

A302462	STEVE LEE	APRIL TRAVEL	116.15
A302463	DOCS SHOP	BRAKES, CHARGE AC, PINION SEAL, OIL CHANGES, DIPSTICK – SHERIFF	1,976.82
A302464	ELECTRONIC COMMUNICATIONS	BATTERIES, REMOVAL OF EQUIPMENT – SHERIFF	3,294.00
A302465	GARRISON DIVERSION	DISBURSE MONTHLY COLLECTIONS	3,237.72
A302466	GOETZ FUNERAL HOME	SANNES – REIMBURSE APRIL CORONER FEES	750.00
A302467	GERARD GOVEN	APRIL WATER BOARD MEETINGS/TRAVEL	570.15
A302468	CORY GRABINGER	SPRAY CATTAILS ON TURTLE CREEK	798.13
A302469	SHANNON JEFFERS	APRIL WATER BOARD MEETINGS/TRAVEL	1,214.70
A302470	KRAUSES MARKET	PLATES, BOWLS, PERSONAL HYGIENE PRODUCTS – SHERIFF	78.40
A302471	MERCER MCLEAN COM ON AGIN	APRIL LEVY MONIES COLLECTED	2,004.29
A302472	MCLEAN FAMILY RESOURCE CTR	DISBURSE MONTHLY COLLECTIONS	468.00
A302473	MENARDS	SHIMS, FOAM, FILLSTICK, TREE STAKE, WEED & FEED	78.08
A302474	MOTOR VEHICLE DIVISION	TITLE/REGISTRATION – 2014 TAHOE – SHERIFF	10.00
A302475	ND ASSOCIATION OF COUNTIES	DISBURSE 10% E-911 COLLECTIONS	970.58
A302476	NORTH DAKOTA ENVELOPE CO	DEPARTMENTAL ENVELOPES	1,117.66
A302477	NORTHERN PLAINS LABEL	“I VOTED” STICKERS	53.40
A302478	LYNN OBERG	APRIL WATER BOARD MEETINGS/TRAVEL	987.13
A302479	OTTERTAIL POWER COMPANY	LAW ENFORCEMENT CENTER	2,950.19
A302480	SCOTTS HARDWARE	POTTING SOIL, PAINT	28.44
A302481	SRT COMMUNICATIONS INC	LINE RECORD/TRANSPORT-MILE/ TRUNKING	698.28
A302482	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	6,172.19
A302483	THOMPSON FUNERAL HOME INC	GEHRING – REIMBURSE APRIL CORONER FEES	750.00
A302484	TRADITIONS AUTO	CLEAN AND DETAIL INTERIOR – SHERIFF	225.00
A302485	UNDERWOOD WASHBURN CLINICS	INMATE MEDICAL – SHERIFF	305.00
A302486	UNIFORM CENTER	(4) SETS OF CUFFS, (4) BLACK CUFF CASES - SHERIFF	247.92
A302487	US FOODS	INMATE MEALS – SHERIFF	1,188.86
A302488	WAGON WHEEL LUMBER INC	ROLLER/FRAMES, TRAYS, LINSEED OIL – WEED CONTROL	56.95
A302489	WASHBURN AUTO BODY LLC	TIE ROD, CAMBER ARMS UNIT S-7 – SHERIFF	522.86
A302490	WATER PURITY INC	WATER DELIVERED – SHERIFF	84.00
A302491	WEX BANK	GASOLINE – SHERIFF	5,509.23
A302492	MOTOR VEHICLE DIVISION	TITLE FEE 2020 TAHOE – SHERIFF	5.00
A302493	MOTOR VEHICLE DIVISION	TITLE FEE 2020 TAHOE – SHERIFF	5.00
	APRIL 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.	\$347,647.41

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

There being no further business, the chairperson declared the meeting adjourned at 10:24 a.m. until the next regularly scheduled meeting on Tuesday, May 19, 2020. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Steve Cottingham, Chairperson

Nancy Leidholm, Deputy Auditor