

**McLean County Commission Proceedings**  
**Tuesday, January 5, 2016**

The first regular January meeting of the Board of Commissioners was called to order at 8:32 a.m. by Chairperson Steve Lee. Present were Commissioners Lee, Barry Suydam and Doug Krebsbach. Also present were Auditor Les Korgel, Deputy Auditor Kayla Oberlander, Highway Superintendent Jim Grey, Disaster Emergency Services (DES) Manager Noelle Kroll, Ron Wagner and Mike Rivinius of Wold Engineering, and Alyssa Meier of BHG News Services.

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

Korgel informed the board of two additions to the agenda: DES Manager Noelle Kroll with updates on upcoming meetings and Tax Director Todd Schreiner with assessing fees.

Grey addressed the board with an update on departmental operations. He reported that equipment repairs are ongoing in preparation for next season. He also informed the board that he has received 10 applications for the Equipment Operator II position. He plans to hold interviews next week after the township meetings.

Grey also discussed increasing the billing for township motor grading. He suggested going from the current \$85.00 per hour to \$100.00 per hour then going from \$100.00 per hour to \$125.00 per hour. He would like this increase to be done over a two year period. Grey would also like to increase the snow removal rates. The rate is currently \$100.00 per hour and he would like to increase to \$125.00 per hour and eventually have it at \$140.00 per hour. Lee suggested taking these numbers to the townships at their upcoming meetings and make the changes after that.

Grey discussed the option of increasing the county's gravel prices. He stated that Roger Kvamme was selling for \$8.00 per ton, Russell Makeeff was selling for \$6.75 per ton and others he spoke with ranged from \$7.00-\$9.00 per ton. The commission would like to try and keep the gravel we have and support the private individuals as well. This could be done if the county increased their price.

Grey asked the board for permission to attend a conference held by the North Dakota Association of County Engineers on January 21-22, 2016 in Bismarck. The board granted Grey permission to attend.

Tax Director Todd Schreiner and Chief Deputy Auditor Lori Foss joined the meeting.

Wagner and Rivinius from Wold Engineering addressed the board about House Bill 1176. They discussed the possibility of an additional 30 extra miles of road work. This could be added to existing projects and have the bidding being done at one time.

Rivinius requested approval to advertise for Construction Engineering Services for Federal Aid project BRO-0028(021). This would have to be advertised for three consecutive weeks in the McLean County Independent. The Department of Transportation will also be advertising this on their website. If more than one application is received an interview process will have to take place. Applications will be accepted until 4:00 p.m. on January 29, 2016. The Commission chair will set up the interview date if necessary.

Moved by Suydam, seconded by Krebsbach, to approve the advertising for Construction Engineering Services for Federal Aid project BRO-0028(021). Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Chief Deputy Sheriff/E-911 Coordinator Richard Johnson joined the meeting.

Schreiner presented the commission with a land use report for 2015 and the prior four years. This report included the number of building permits and conditional use permits granted in McLean County.

Schreiner also discussed the option of increasing the assessing fee to those townships and cities who do not have an assessor. He recommends a fee of \$150.00. Korgel mentioned the minimum charge for a contracted assessor is \$150.00. Commissioner Lee informed Schreiner to take a look at the rates in the area to see if we are in the same range. Lee also wondered if there was a formula to calculate the fee. His concern was charging a township that was strictly agriculture land the same amount as a township that was both residential and agricultural. Schreiner was asked to do some research on how to charge this fee.

Clerk of Court Cathy Bailey, County Recorder Beth Knutson, States Attorney Ladd Erickson, Assistant Jail Administrator Wade Krohmer, and Sheriff JR Kerzmann joined the meeting.

Received and ordered filed the fee collection report from the Sheriff's department in the amount of \$1,170.62 for the months of November and December.

Received and ordered filed the fee collection report from the Recorder's office in the amount of \$6,397.00 for the month of December.

DES Manager Noelle Kroll requested the Commission's approval to attend the following meetings: CodeRED training – Tuesday, January 12 from 4:00-5:00 p.m.; IPAWS training – Wednesday, January 13 from 10:30-11:30 a.m.; Sheridan County invited Kroll to attend their multi-hazard multi-jurisdictional mitigation plan meeting Tuesday, January 12 at 7:00 p.m.; NDPA is holding a free Pipeline Safety Emergency Response program in Hazen January 13 from 5:30-8:00 p.m.; Bank 5 training – Tuesday, January 19 from 6:00-9:00 p.m.; Northwest Region Emergency Management regional meeting – January 21 at 10:00 a.m. and lastly NDDDES Mini Conference – January 25-26 in Bismarck. Kroll has discussed the time away from the office with supervisor Grey.

Moved by Krebsbach, seconded by Suydam, to allow Kroll to attend all training and meetings as requested. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

The commission discussed the proposed changes to the policy manual, specifically Policy 208 Employment Applications & Hiring Process with additional wordage regarding the hiring process. Under *Step 1: Application Submission* the wording was changed to allow applications to be submitted electronically through the county website. Under *Step 2: Interview*, after the published deadline has passed, the Auditor's office shall forward the applications and supporting documents to the appropriate department head, or the department head's designee. A scoring process for each open position will be done to determine who would get an interview. This scoring process must be approved by the Auditor's office. If the department head and the Auditor's office cannot agree on the scoring process the matter should be forwarded to the county commission to resolve. The department head will determine the scheduling of the interviews in consultation with the Auditor's office and contact the candidates. The Auditor's office will have human resource functions during the interviewing process. The interview panel size and makeup will be determined by the department head. The commission has a right to be involved in any phase of the hiring process. After interviews are conducted the Auditor's office will contact the candidates advising them of the results of the interviews and also contact the candidates that were not selected for an interview to inform them the interviews for the open position(s) are complete.

Moved by Krebsbach, seconded by Suydam, to approve the changes to the policy manual, specifically Policy 208 Employment Applications & Hiring Process. Discussion followed.

Krebsbach stated he would like to see the department heads do the hiring and have the Human Resource department available to go to for assistance. He did not like some things about Foss's presentation, he felt the Auditor's office was being controlling. There were little things like the department head would receive a "copy" of an application. Krebsbach felt that the department head and whomever they chose should be able to figure out who they want to hire.

Suydam stated he called commissioners from other counties and asked about their hiring process. The responses he received were the Auditor's office had nothing to do with the hiring process. He feels the commissioners should know what is going on.

Lee spoke in regards to Krebsbach comment about a "copy", he stated Human Resources has to have the original on file and that is why the department heads are provided with a copy. He feel Human Resources should be involved as that is part of their job. They are the ones with the training and know the process.

Foss asked if there would be a different hiring/ranking process for every new hire. Erickson felt it should stay the same.

Krebsbach asked Grey who he plans to have on his hiring committee in the upcoming interviews for the Equipment Operator II position. Grey responded with himself and two foremen, if he needs further assistance he will contact Foss. Grey feels you need Human Resources after the hiring process to fill out the required paperwork.

Lee said to be sure that all departments are being consistent.

Being no further discussion the commission took a vote. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Sheriff JR Kerzmann presented the Commission with a letter of resignation from Deputy William Janisch. He will be done as of January 15, 2016. Kerzmann feels there are potential candidates to fill his position within the department. Kerzmann requested the approval to advertise in-house for one or more road deputies.

Moved by Suydam, seconded by Krebsbach, to advertise in-house for one or more road deputies. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Kerzmann addressed the Commission with his concerns on efficiency for his department. He would like his department to have a supply of purchase orders on hand for such things as oil changes and other routine maintenance purchases. Korgel informed Kerzmann that Administrative Assistant II Sherry Grey is and has been allowed to call the Auditor's office for purchase orders for said things without approval every time. Kerzmann asked how other departments get their purchase orders and was informed that the Highway Department will request for 25 at a time. Kerzmann asked why his department could not be treated the same. Korgel stated that he is willing to give Grey 25 purchase orders at a time for routine maintenance and other purchases needed to be made by the Sherriff's Department. These purchases must be under \$500.00.

Johnson asked the commission for permission to go with a different company to install the in-car video equipment in the new grant vehicle. Previously they have been installed by Digital Ally and when they install the equipment they lose access to their camera in the rear view mirror. The price difference would be \$200.00. The commission granted permission.

McLean County Water Board member Lynn Oberg joined the meeting.

Extension Agent Michelle Effertz joined the meeting to introduce the newly hired Extension Agent Calla Jarboe.

Moved by Krebsbach, seconded by Suydam, to appoint Gerard Goven to the County Water Resource Board for a term of 3 years. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Garrett Krueger to the County Weed Control Board for a term of 4 years. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Steve Lee to the Dakota Central Social Service Board for a term of 3 years. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Todd Schreiner as Tax Director/Land Use Administrator for a term of 1 year. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Todd Schreiner as Veteran's Service Officer for a term of 1 year. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Richard Johnson as E-911 Coordinator for a term of one year. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Cathy Bailey as Clerk of District Court for a term of one year. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Jim Grey as County Highway Superintendent for a term of one year. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Noelle Kroll as Emergency Manager for a term of one year. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Suydam, to reappoint Richard Hultberg to the County Park Board for a term of 3 years. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Korgel informed the commission that David Reinarts who served on the McLean County School Reorganization Committee will not continue on the committee. County Park Board member Brian Sailer was questionable whether he would serve another term. One on one recruitment will take place to fill the vacated positions. Erickson questioned if adding someone from the US Army Corps of Engineers (USACE) would be a good idea. Korgel stated the USACE would possibly not allow that due to the county being a lessee from the USACE. Korgel said he would visit with a representative from the USACE at the township meetings.

Moved by Suydam, seconded by Krebsbach, to accept the list of depositories for county funds for the year 2016 which include Farmers Security Bank of Washburn; Bank of Turtle Lake; American Bank Center (F/K/A North Country Bank) of Underwood; Union Bank (F/K/A First State Bank) of Wilton; Garrison State Bank and Trust; and BNC National Bank of Garrison. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Casey Anderson and Dan Halstead with the North Dakota Game and Fish Department joined the meeting.

Moved by Krebsbach, seconded by Suydam, to accept the pledged securities report as presented by Korgel. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Korgel presented the Uncollected Taxes and the Where Do We Stand reports.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A128779	BHG INC	MOTOR GRADER BIDS	126.00
A128780	BUTLER MACHINERY COMPANY	PARTS	232.06
A128781	WILLIAM CARLSON	CELL PHONE REIMBURSEMENT	30.00
A128782	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	64.25
A128783	JOB SERVICE NORTH DAKOTA	HIGHWAY QTR ENDING 12/31/2015	1,094.40
A128784	MCLEAN SHERIDAN RURAL WATER	WATER	72.98
A128785	NAPA AUTO PARTS-WASHBURN	PARTS, SHOP SUPPLIES	150.51
A128786	WAGON WHEEL LUMBER	PARTS	15.47
A128787	WOLD ENGINEERING P.C.	PROJECT BRO-0028(021) PROJECT CNOB-2800(051)	87,546.14
A128788	AMERIPRIDE LINEN & APPAREL	SHOP TOWELS, FLOOR MATS	176.86
A128789	AT&T MOBILITY	SHERIFF, STATES ATTORNEY CELL SERVICE; LAND USE – DATA CARD	206.54
A128790	BHG INC	COMMISSION MINUTES, HELP WANTED ADS, NOTARY STAMP, NOTICE	1,517.44
A128791	CENEX CREDIT CARD	GASOLINE – SHERIFF	1,385.26
A128792	CITY OF WASHBURN	WATER/SEWER – LAW ENFORCEMENT CENTER/COURTHOUSE	94.56
A128793	ECN	CODE RED	4,000.00
A128794	GARRISON DENTAL	PRISONER DENTAL – SHERIFF	408.00
A128795	BENJAMIN GEHRING	REIMBURSE DECEMBER CORONER SERVICES	1,500.00
A128796	GOVERNSOFT	ANNUAL DAKOTA PROGRAM SOFTWARE SUPPORT	12,195.00
A128797	HEWLETT PACKARD ENTERPRISE	HP HARD DRIVE 6 G FOR SERVER	328.50
A128798	INTOXIMETERS	MOUTH PIECES PST – SHERIFF	340.00
A128799	SHANNON JEFFERS	DECEMBER TRAVEL, CONFERENCE ROOM, REGISTRATION	2,045.00
A128800	BETH KNUTSON	NOVEMBER TRAVEL	163.30
A128801	KRAUSE'S MARKET	INMATE MEALS	5,158.72
A128802	LEE, STEVE	DECEMBER TRAVEL	133.40
A128803	MCELWAIN CONSTRUCTION INC	INSTALL CULVERT	1,840.00
A128804	MCLEAN COUNTY AUDITOR	DECEMBER POSTAGE – COUNTY AGENT	9.82
A128805	MOTOROLA SOLUTIONS, INC.	RADIO FOR UNIT S-21 GRANT VEHICLE	3,939.00
A128806	ND NEWSPAPER ASSOCIATION	NDSU EXT SERVICE AD	191.40
A128807	NDACO RESOURCES GROUP	MONTHLY BACKUP FOR DATO – FEB;	1,408.26

		MONTHLY SERVER PRO – FEB; MONTHLY WORKSTATION PRO – FEB; SUBSCRIPTION BASED ANTIVIRUS – FEB	
A128808	ND RECORDERS ASSOC.	2016 DUES	175.00
A128809	NELSON AUTO CENTER	2016 FORD EXPEDITION	30,042.00
A128810	OAKSTONE PUBLISHING	DIGITAL TOPHEALTH NEWSLETTER THRU JANUARY 2017	312.00
A128811	LYNN OBERG	DECEMBER TRAVEL, CONFERENCE REGISTRATION, PICTURES	1,564.83
A128812	OFFICE DEPOT	D BATTERIES, ROLL ON INK, HP INK, HP 90A TONER, PACKING TAPE, BINDER, HP #61 COLOR INK, LEGAL PADS, RECEIPT BOOKS	646.54
A128813	OTTERTAIL POWER COMPANY	BUTTE, TURTLE LAKE, MAX, & WASHBURN SHOPS; COURTHOUSE; RADIO TOWER, LAW ENFORCEMENT CENTER	5,571.83
A128814	PITNEY BOWES	RENTAL 9-30-15 – 12-31-15	1,153.11
A128815	RENSCH FARM STORE	OIL CHANGE UNIT S-14 – SHERIFF	73.05
A128816	SCOTT'S HARDWARE	JANITORIAL SUPPLIES	38.01
A128817	SEATOL	GIS DATABASE PROCESS/TECH CON/ SOFTWARE	500.00
A128818	SRT COMMUNICATIONS, INC	ASSESSOR CELL SERVICE	61.84
A128819	BARRY SUYDAM	DECEMBER TRAVEL	80.50
A128820	THIRD WATCH COMMUNICATIONS	EQUIPMENT – EXPEDITION – SHERIFF	4,721.70
A128821	VANCE TOMLINSON	REGISTRATION & 2016 MEMBERSHIP	420.00
A128822	TURNKEY CORRECTIONS	INDIGENT FEES – SHERIFF	4.38
A128823	TYLER TECHNOLOGIES	WORKFLOW MODULE SUPPORT – RECORDER	5,534.85
A128824	UNICOM	GRAPHICS FOR UNIT S-21	650.00
A128825	VANGUARD APPRAISALS, INC	ANNUAL SERVICE CONTRACT	8,950.00
A128826	WATER PURITY INC	WATER DELIVERED	63.00
A128827	MIKE THYBERG	WEED BOARD TRAVEL	4.60
A128828	PAUL JACOBSON	WEED BOARD TRAVEL	50.60
A128829	KRUEGER, GARRETT B	WEED BOARD TRAVEL	41.40
	DECEMBER PAYROLL	A detailed list of payroll funds expended is	\$318,869.02
		available for public inspection anytime during regular business hours in the McLean County Auditor's office.	

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

Casey Anderson and Dan Halstead from the North Dakota Game and Fish Department appeared with Lynn Oberg from the McLean County Water Board to inform the commissioners of the pending purchase of some land by the Painted Woods Lake to help control flooding on private land. The NDGF is one of the entities providing funding for the purchase and they are required by law to meet with the county commissioners. Once the land purchase is completed the land will be managed by the NDGF for wildlife and public hunting. In the spring, the land will be used to pass flood waters across so private land does not incur flood damage. Area landowners support this land purchase, which is a part of a larger project by the McLean County Water Board and other entities to reduce flood damages, and restore the fishery, public access, and local recreational opportunities on the Painted Woods Creek system.

Korgel mentioned to the commissioners the option of changing the county's cell phone policy. Currently there are some department heads or elected officials that are provided with a cell phone instead of being reimbursed monthly. Korgel mentioned possibly doing away with that and everyone would be required to have their own personal cell phone and would be reimbursed.

There being no further business, the chairperson declared the meeting adjourned at 10:26 a.m. until the next regularly scheduled meeting on Tuesday, January 19, 2016. The commission minutes and agenda can be found on the county website at <http://www.visitmcleancounty.com/officials/meetings.html>.

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Steve Lee, Chairperson

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Kayla Oberlander, Deputy