

McLean County Commission Proceedings
Tuesday, January 20, 2015

The final regular January meeting of the Board of Commissioners was called to order at 8:29 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam, Steve Lee, and Doug Krebsbach. Also present were Auditor Les Korgel, Deputy Auditor Nancy Leidholm, and Cheryl McCormack of BHG News Services.

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

Risk Manager Noelle Kroll joined the meeting with Risk Management accident statistics for 2015 showing a total of 8 requiring medical care and 21 without medical.

Highway Superintendent Jim Grey joined the meeting along with Mike Rivinius and Ron Wagner of Wold Engineering.

Grey informed the commission that he felt the township meetings had gone very well. He reported that the crews have been out taking care of washboards on the roads because of the nice weather. Signs have been posted at Strawberry Lake regarding the discontinuation of snow removal on a non-certified township road. Grey stated that some tree trimming may take place if the temps remain nice. He presented the commission with a list of projects to be prioritized at a later date depending on legislation.

Rivinius submitted an overview of the county's House Bill (HB) 1358 funding budget. He explained that \$26,090.93 in state funds remain with county matching funds at \$2,898.99 for a total remaining project budget of \$28,989.92 and recommends submitting the job at Max that entails the widening of the road from the fertilizer plant to Highway 83 including a 4 inch overlay, to use the remaining budget funds. Discussion followed regarding several other small projects around the county. Rivinius went on to update the commission on the projects covered by HB 1358: all that remains on project CNOA-2800(050) is the change order for the gravelling of 2 additional miles on County Road #2; seeding and cleanup is all that remains on project CNOA-2815(001) which was the installation of a box culvert south of Raub; the micro surfacing of CNOA-2827(053) near White Shield will be completed in 2015; and CNOA-2836(054), the Blue Flint turn lane, has been completed.

Moved by Lee, seconded by Krebsbach, to transfer the remaining HB 1358 funds to the fertilizer plant road project at Max. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Moved by Krebsbach, seconded by Lee, to approve the preliminary construction engineering contract with Wold Engineering for 9 miles of micro surfacing on County Road #8. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Moved by Lee, seconded by Krebsbach, to approve the funding reimbursement request for project CNOA-2800(050), a change order for 2 additional miles of gravelling on County Road #2, as submitted. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Moved by Lee, seconded by Krebsbach, to accept the final certification for project CNOA-2836(054), the Blue Flint turn lane, as presented. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Clerk of Court Cathy Bailey joined the meeting with her 2014 end of year report. She reported that their largest increase is in felony cases, but things are busy and running smoothly. Bailey reported that she is excited for new employee Chris Buske to start and requested an adjustment in her starting salary as she is taking a large pay cut to take the position. Krebsbach suggested revisiting the issue at the end of the 6 month probationary period.

Water Board member Lynn Oberg joined the meeting to update the commission on the Painted Woods Revitalization Project. The project's objectives are to reduce the headcutting across the Fahlgren property; long-term cattail management plan for the creek mouth so runoff and Garrison Diversion waters do not impact private property; target silt, debris, and cattail excavation to restore natural creek flows into Painted Woods Lake that can practically be done; replace three low-head dams on Painted Woods Creek and one road crossing that impedes water flows and fish passage; the possible purchase of land west of Highway 83, south of the creek, by the ND Natural Resources Trust to be conveyed to the ND Game & Fish to be managed as part of the PWWMA; find an agreed upon lake level for normal operating to handle spring flows most effectively; flood water storage and passage on the PWWMA should be maximized above other interests so private lands are impacted by floods less frequently; and adding additional openings to the inner dike along the western side of Painted Woods Lake shoreline so flood waters can spread out and flow south across the management area on the west side of the lake possibly reducing water flows on private land.

Moved by Lee, seconded by Krebsbach, to support the Painted Woods Revitalization Project as presented. Lee explained that this doesn't obligate county funds other than Water Board funds that have already been put aside for the project. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Sheriff J. R. Kerzmann, Chief Deputy Sheriff/E-911 Coordinator Richard Johnson, and Assistant Jail Administrator Wade Krohmer joined the meeting.

Chief Deputy Auditor Lori Foss joined the meeting.

The board conducted the second reading of the proposed changes to the policy manual, specifically Policy 208 Employment Applications, changing the name to Policy 208 Employment Applications & Hiring Process with additional wordage regarding the hiring process. It was agreed upon that approved applications will be ranked and kept on the Hiring Eligibility List for each advertised position and remain in effect until it is exhausted or until 90 days following the date interviews were conducted for the position in question, whichever comes first.

Moved by Krebsbach, seconded by Lee, to approve the changes to the policy manual, specifically Policy 208 Employment Applications, changing the name to Policy 208 Employment Applications & Hiring Process with additional wordage regarding the hiring process as submitted. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Johnson presented the requested job descriptions for the newly created positions within the Sheriff's department. The positions are for Sheriff's Administrative Assistant II, Chief Deputy Sheriff/E911, and Jailer/Dispatcher/Emergency Medical Dispatch – Sergeant.

Moved by Krebsbach, seconded by Lee, to accept the job descriptions for Sheriff's Administrative Assistant II and Chief Deputy Sheriff/E-911 as submitted, effective January 1, 2015. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried. Kerzmann and Johnson will return to a later meeting with a more definitive Jailer/Dispatcher/Emergency Medical Dispatch – Sergeant job description.

Assistant Jail Administrator Wade Krohmer visited with the commission regarding the cost to feed prisoners and submitted a plan to reduce the expense from \$6.50 per meal to \$3.50 - \$4.00 per meal by ordering actual prepared food through US Foods. They would still purchase milk, bread, fruits and vegetables from the local grocery store. The commission requested the application process for US Foods be done and actual prices researched to see what the comparison will be. Korgel suggested once the prices are gathered, to check with the local vendor to see what they can do.

Kerzmann requested to pay \$30,000.00 to Mercer County for the use of a vehicle, gas, secretary, cell phone, and seed money for narcotic operations regarding the Drug Task Force.

Moved by Lee, seconded by Krebsbach, to approve the Drug Task Force participation. Lee stated it's a good working relationship especially with the issues of the oil patch. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Kerzmann requested waiving the 6 month probationary period for new Patrol Deputy Rick Richard because of his experience with the ND Highway Patrol. Foss requested the 3 month reviews be maintained.

Moved by Krebsbach, seconded by Lee, to waive the 6 month probationary period, for both salary and leave benefits, maintaining the 3 month reviews. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Discussion followed regarding the need for another deputy and 2 more jailer/dispatchers and possible over time or comp time to cover the open positions until filled.

Kerzmann informed the commission that he would like to get a meeting set up between himself, the commissioners and mayors of the cities in the county to go over any issues and concerns they may have.

The Chairperson recessed the meeting at 10:34 a.m. for a Park Board meeting.

The Chairperson reconvened the meeting at 10:53 a.m.

Michael Matteson of Garrison joined the meeting to request that the county act as a fiscal agent and sponsor the Garrison Chamber of Commerce Development Committee in their application for funding of the Wilderness Park Improvement Project through the NDDOT Transportation Alternative Program (TAP).

Moved by Lee, seconded by Krebsbach, to act as the fiscal agent for the Garrison Wilderness Park Improvement Project with no fiscal responsibility to the county. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A125974	ALS METAL WORK	PARTS	593.78
A125975	BITUMINOUS PAVING INC.	CNOA-2836(054) BLUE FLINT TURN LANE	1,322.33
A125976	C&R RADIATOR	PARTS	599.90
A125977	VELVA FARMERS UNION OIL CO	BUTTE SHOP SUPPLIES	35.33
A125978	GARRISON FARMERS UNION OIL	PARTS, GREASE	930.68
A125979	GARRISON CITY	GARBAGE/WATER/SEWER	54.15
A125980	HARLIN'S ALT/STARTER SERVICE	PARTS	119.68
A125981	INLAND TRUCK PARTS CO	PARTS	2,120.83
A125982	INTERSTATE POWER SYSTEMS INC	PARTS	339.41
A125983	JOHN DEERE FINANCIAL	PARTS, EDGES	7,744.03
A125984	LYLE SIGNS, INC	SIGNS, FLAGGING	605.83
A125985	MCLEAN ELECTRIC COOPERATIVE	ROSEGLEN, UNDERWOOD AND GARRISON SHOPS	736.00
A125986	MDU	WASHBURN, TURTLE LAKE, MAX AND GARRISON SHOPS	1,784.38
A125987	MINOT AUTO SUPPLY	PARTS	29.94
A125988	NAPA AUTO PARTS	PARTS, GARRISON SHOP SUPPLIES	4,023.57
A125989	NORTHWESTERN EQUIPMENT	13' STAINLESS STEEL SANDER	540.00
A125990	RENSCH FARM STORE	PARTS	10.43
A125991	RESERVATION TELEPHONE COOP	TELEPHONE	53.00
A125992	RYAN DODGE	PARTS	210.94
A125993	SMITHYS LLC	PARTS	20.30

A125994	DENNIS VAN HOORN	REPAIRS	90.00
A125995	VERIZON WIRELESS	HIGHWAY CELL SERVICE	213.18
A125996	WASHBURN AUTO BODY LLC	RIGHT HEADLAMP SOCKET	39.25
A125997	WESTLIE MOTOR COMPANY	PARTS	223.12
A125998	WOLD ENGINEERING P.C.	PROJECT B 13-39 CNOA-2836(054)	5,177.35
A125999	BHG INC	NOTARY STAMP – LIEBEL	27.66
A126000	CITY OF BISMARCK	ANNUAL NOTIFICATION SYSTEM FEE – E-911	4,800.00
A126001	COMMUNITY MEMORIAL HOSP	BLOOD ALCOHOL TESTING – SHERIFF	25.00
A126002	DAKOTA CENTRAL SOCIAL SVCS	McLEAN COUNTY BILLABLE SHARE – DECEMBER	48,991.96
A126003	DOC'S SHOP	OIL CHANGE – UNIT S-14 – SHERIFF	62.04
A126004	FEIST ELECTRONICS	PA/WIRELESS MIC SYSTEM – COUNTY AGENT	40.98
A126005	LORI A FOSS	TRAVEL	47.15
A126006	GARRISON MEMORIAL HOSPITAL	BLOOD ALCOHOL TESTING – SHERIFF	179.25
A126007	BENJAMIN GEHRING	MONTHLY REIMBURSEMENT FOR CORONER SERVICE	1,500.00
A126008	HARRYS AUTO	GASOLINE – SHERIFF	368.62
A126009	INFORMATION TECH DEPT	T-1 LINE ACCESS, USER FEES, VPN, EXCHANGE EMAIL ACCOUNTS	1,962.45
A126010	J&R VACUUM & SEWING CENTER	VACUUM REPAIR – BELTS, AGITATOR	95.39
A126011	JB REPAIR INC	TIRE REPAIR – SHERIFF	29.50
A126012	NANCY LEIDHOLM	REIMBURSE FOR COURTHOUSE PICTURE FRAMING; TRAVEL – PICK UP HUNTING LICENSES/ WEBSITE PHOTOGRAPHY	268.08
A126013	MCLEAN ELECTRIC COOPERATIVE	SPORTSMEN CENTENNIAL PARK, PARK BOARD, CAMPER PADS, SECURITY LIGHTS – COURTHOUSE/PARK	751.00
A126014	MDU	GAS – LAW ENFORCEMENT CENTER, COURTHOUSE	717.35
A126015	MIDCONTINENT CABLE CO	CABLE TV- LAW ENFORCEMENT CENTER	61.50
A126016	ND ASSOCIATION OF COUNTIES	WEBINAR – FOSS, KNUTSON	81.00
A126017	NDACO RESOURCES GROUP	MANAGED SERVER PRO – FEB; MANAGED WORKSTATION – FEB; SUBSCRIPTION BASED ANTI VIRUS; MONTHLY BACKUP FEE FOR DATTO – FEB	1,408.26
A126018	ND CLERK OF COURT ASSN	2015 MEMBERSHIP FEE	60.00
A126019	ND VSO ASSOCIATION	2015 MEMBERSHIP FEE	50.00
A126020	NW TIRE	TIRES – SHERIFF	1,134.56
A126021	OFFICE DEPOT	TAX ENVELOPES, WALL FILES	63.50
A126022	PETTY CASH	REPLENISH PETTY CASH	100.00
A126023	PHARMCHEM INC.	SWEAT PATCH ANALYSIS – SHERIFF	525.00
A126024	RESERVATION TELEPHONE COOP	GARRISON DEPUTIES, PARK, 911 TRUNKING	201.36
A126025	SRT COMMUNICATIONS, INC	TELCO TARRIFS	698.28
A126026	SUPER PUMPER	GASOLINE – SHERIFF	243.90
A126027	VANCE TOMLINSON	JANUARY TRAVEL – NDWCA CONF	232.18
A126028	UNDERWOOD CLINIC PC	PRISONER MEDICAL	374.00
A126029	UNICOM	UNIT S-15 GRAPHICS	482.95
A126030	WATER PURITY INC	WATER DELIVERED	49.00
A126031	WEST RIVER TELECOMM	911 TRUNKING RECURRING, MONTHLY PHONE BILL – COURTHOUSE, SHERIFF, E-911, JURY/PERSONAL, PAROLE AND, PROBATION, INTERNET/ WEBPAGE	3,750.82
A126032	WEST RIVER TRANSPORTATION	McLEAN COUNTY 20% SHARE OF NEW BUS	13,734.00
A126033	WEX BANK	GASOLINE – SHERIFF	137.05
A126034	ZEE	FIRST AID KIT SUPPLIES	353.15

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

There being no further business, the chairperson declared the meeting adjourned until the next regularly scheduled meeting on Tuesday, February 3. The commission minutes and agenda can be found on the county website at <http://www.visitmcleancounty.com/officials/meetings.html>.