

**McLean County Commission Proceedings
Tuesday, February 6, 2018**

The first regular February meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam and Doug Krebsbach. Absent was Commissioner Steve Lee. Also present were Auditor Les Korgel, Chief Deputy Auditor Lori A. Foss, and Alyssa Meier of BHG News Service.

Moved by Krebsbach, no second, to approve the minutes of the previous meeting as submitted. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

Korgel presented the Highway Department update in place of Road Superintendent Jim Grey who was unable to attend today's meeting reporting that equipment repairs are continuing in the shop; washboard road repairs are ongoing as weather allows; and delivery of the leased motor graders is scheduled for mid-February.

The board conducted the second and final reading of proposed personnel policy changes, specifically to Policy 305 Holidays. The policy changes include the timing of payment of holiday pay to part-time employees and also establishment of holiday pay calculations regarding work shifts. Foss reported that no comment had come from employees.

Moved by Krebsbach, no second, to approve changes to Policy 305 Holidays as presented, effective January 1, 2018. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

The board received and ordered filed the monthly revenue report submitted by the Recorder's office in the amount of \$10,761.60 for the month of January.

The board received and ordered filed the monthly revenue report submitted by the Sheriff's office in the amount of \$1,478.23 for the months of November through January.

Korgel presented a financial recap for the period ending January 31, 2018 including the list of delinquent taxpayers owing more than \$4,000.00 which shows fifteen taxpayers owing a total of \$134,844.19. He presented data showing sales tax revenues are higher in comparison to the same period in 2017 along with an increase in the amount of oil and gas revenues. PILT, State Aid, Coal Severance and other forms of government reimbursements are at \$237,656.67 compared to \$194,465.86 in 2017. Fees and miscellaneous revenues are at \$111,418.16 compared to \$73,302.29 in 2017. Property taxes are 58% collected which is an increase compared to the same period in 2017 which showed 52% of total taxes collected.

Moved by Krebsbach, no second, to approve the sale of county owned property in the City of Max to Allan Zahursky for \$150.00 for the parcel described as 100' x 150' lying 35' N and 35' E of Lot 1, Block 22, and also a second parcel to Allan Zahursky for \$100.00 described as 150' x 50' lying 135' N and 35' E of Lot 1, Block 22. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

Moved by Krebsbach, no second, to approve the following vouchers for payment:

| CHECK # | VENDOR | DESCRIPTION | AMOUNT |
|---------|-----------------------------|--|-----------|
| A134565 | ACME TOOLS | COVERALLS | 249.50 |
| A134566 | C&R RADIATOR | PARTS | 137.00 |
| A134567 | WILLIAM CARLSON | REIMBURSE CELL PHONE | 30.00 |
| A134568 | CIRCLE SANITATION SERVICE | GARBAGE PICKUP | 136.00 |
| A134569 | DAKOTA TRUCK & FARM SERVICE | PARTS | 1,392.20 |
| A134570 | DAKOTA FLUID POWER, INC. | CYLINDER REPAIR | 166.38 |
| A134571 | EIDE CHRYSLER | PARTS | 820.32 |
| A134572 | WILTON FARMERS UNION OIL CO | LP AT UNDERWOOD SHOP | 261.00 |
| A134573 | FASTENAL COMPANY | PARTS | 370.23 |
| A134574 | FILTER CARE OF GRAFTON | WASHED FILTERS | 99.73 |
| A134575 | GENERAL SCRAP, INC O/A | PARTS | 954.20 |
| A134576 | HOLIDAY INN-FARGO | GREY – NDACE CONFERENCE | 184.98 |
| A134577 | JB REPAIR INC | 2 BATTERIES | 265.66 |
| A134578 | JOHNSEN TRAILER SERVICE | PARTS | 1,339.22 |
| A134579 | MCLEAN ELECTRIC COOPERATIVE | ROSEGLEN, UNDERWOOD & GARRISON SHOPS | 1,131.00 |
| A134580 | MCLEAN SHERIDAN RURAL WATER | WATER | 81.14 |
| A134581 | MENARDS - MINOT | GARRISON SHOP SUPPLIES | 62.95 |
| A134582 | MILLENNIUM EXPRESS | DELIVERY CHARGES | 25.96 |
| A134583 | NORTHERN PLAINS EQUIPMENT | PARTS, OXYGEN FOR WELDING | 175.35 |
| A134584 | OK TIRE STORE | TIRES | 903.43 |
| A134585 | PAHLKE STEEL INC | PARTS, 10 GALLON HR SHEET | 712.89 |
| A134586 | PRODUCTIVITY PLUS ACCOUNT | PARTS | 142.56 |
| A134587 | SCOTT'S HARDWARE | WASHBURN SHOP SUPPLIES, PARTS, FUEL TANK PARTS | 191.19 |
| A134588 | S & J HARDWARE | PARTS, GARRISON SHOP SUPPLIES | 132.90 |
| A134589 | SMITHYS LLC | PARTS | 33.78 |
| A134590 | TITAN MACHINERY | NEW ENGINE, FILTER | 25,583.30 |
| A134591 | TRUCKS OF BISMARCK | PARTS | 3,629.41 |
| A134592 | TURTLE LAKE TOWNSHIP | FEMA PAYMENT – 2013 | 2,425.27 |
| A134593 | WAGON WHEEL LUMBER | WASHBURN SHOP SUPPLIES, PARTS, TURTLE LAKE SHOP SUPPLIES, DSL TANK PARTS | 274.39 |
| A134594 | WALLWORK TRUCK CENTER | PARTS | 86.40 |

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| A134595 | WEST RIVER TELECOMM | TELEPHONE, DSL | 91.57 |
| A134596 | WESTERN LIGHTING TECHNOLOGY | LIGHT BULBS – WASHBURN SHOP | 89.94 |
| A134597 | WOLD ENGINEERING P.C. | PROJECT B-16-44-CP-2836 SPUR(017) | 4,516.39 |
| A134598 | ABM INC | COPIER MAINTENANCE AGREEMENT – STATES ATTORNEY | 1,127.98 |
| A134599 | AG PRO EQUIPMENT SERVICES, INC | HYDRAULIC FLUID – BOBCAT; BATTERY FOR GENERATOR | 178.66 |
| A134600 | AMERIPRIDE LINEN & APPAREL | SHOP TOWELS, FLOOR MATS | 374.08 |
| A134601 | AMERICAN INSTITUTIONAL SUPPLY | SOAP, CLIPPERS, ALL-IN-ONE, BATTERIES | 180.32 |
| A134602 | AMERICAN TRUST CENTER | QUARTERLY FEES – LEE, KORGEL & ERICKSON | 2,114.10 |
| A134603 | ATLAS BUSINESS SOLUTIONS, INC. | SCHEDULE ANYWHERE LICENSE – 42 EMPLOYEES - SHERIFF | 806.40 |
| A134604 | AT&T MOBILITY | SHERIFF/STATES ATTORNEY CELL SERVICE; LAND USE DATA CARD; HOTSPOT - DES | 262.84 |
| A134605 | BHG INC | NOTARY STAMP – PEDERSON – SHERIFF; IRRIGATION “RETURN OF INVESTMENT” AD | 100.28 |
| A134606 | ASHLEY BROSSART | INMATE CARE – SHERIFF | 1,947.00 |
| A134607 | BUSINESS CARD | SIT STAND DESK, WIRELESS MOUSE – RECORDER; APC REPLACEMENT BATTERY, ACA FORMS/SOFTWARE, PLANTRONIC HEADSET | 762.25 |
| A134608 | CHS CREDIT CARD DEPT | GASOLINE – SHERIFF | 2,524.80 |
| A134609 | CHASE DRUG STORE | INMATE MEDICAL – SHERIFF | 228.41 |
| A134610 | CHARM-TEX, INC. | CAPS, MARKERS, SOCKS – SHERIFF | 269.74 |
| A134611 | CIRCLE SANITATION SERVICE | GARBAGE PICKUP | 337.00 |
| A134612 | CITY OF WASHBURN | WATER/SEWER – LAW ENFORCEMENT CENTER, COURTHOUSE | 520.29 |
| A134613 | DACOTAH PAPER COMPANY | GARBAGE BAGS, TOILET PAPER, GLOVE, SHAMPOO/BODY WASH, LAUNDRY SOAP, MOP & HANDLE, D BATTERIES, HAND SANITIZER, DUSTER REFILL, HAND SOAP, CARPET CLEANER, GASKET DOME | 2,364.13 |
| A134614 | DAKOTA PRAIRIES RC&D | 2018 MEMBERSHIP DUES | 400.00 |
| A134615 | DIGITAL ALLY | BATTERY PACK – SHERIFF | 180.00 |
| A134616 | DOC'S SHOP | REPAIRS, OIL CHANGES – SHERIFF | 1,547.55 |
| A134617 | AMANDA DUNN | TRAVEL - SHERIFF | 648.00 |
| A134618 | CALANDRIA JARBOE EDWARDS | REIMBURSE FOR WREATH MAKING CLASS SUPPLIES | 860.64 |
| A134619 | ELMER JESME CONF OF COUNTIES | 2018 MEMBERSHIP DUES | 45.00 |
| A134620 | LADD R ERICKSON | JANUARY TRAVEL | 165.68 |
| A134621 | WILTON FARMERS UNION OIL CO | GASOLINE – SHERIFF | 443.80 |
| A134622 | GARRISON VETERINARY SERVICE | DOG FOOD – SHERIFF | 199.79 |
| A134623 | BENJAMIN GEHRING | REIMBURSE JANUARY CORONER SERVICES | 750.00 |
| A134624 | GRIMSLEYS EXHAUST & FUELS | GASOLINE – SHERIFF | 522.31 |
| A134625 | JAN HANSON | REIMBURSE FOR TREE STORAGE BAG | 13.47 |
| A134626 | DAVID J HINTZ | HINTZ LEASE – WATER BOARD | 3,200.00 |
| A134627 | HIWAY 83 EXPRESS | GASOLINE – SHERIFF | 208.04 |
| A134628 | HR COLLABORATIVE | HR CONFERENCE REGISTRATION – FOSS | 200.00 |
| A134629 | JAVA ROSE FLORAL & CAPPUCCINO | FLORAL ARRANGEMENT | 50.00 |
| A134630 | JB REPAIR INC | OIL CHANGE, OXYGEN SENSOR – SHERIFF | 229.52 |
| A134631 | SHANNON JEFFERS | JANUARY WATER BOARD TRAVEL, MEETINGS | 451.30 |
| A134632 | RICHARD JOHNSON | JANUARY/FEBRUARY CELL PHONE REIMBURSEMENT | 60.00 |
| A134633 | DAVE KLIMPEL | TRAINING – COPELAND, SANFORD & TORREZ – SHERIFF | 950.00 |
| A134634 | KRAUSE'S MARKET | COFFEE – CENTRAL SUPPLY; VINEGAR – JANITORIAL SUPPLY | 104.83 |
| A134635 | WADE KROHMER | REIMBURSE FOR CHEF KNIVES, HAND TOOL SET FOR LEC | 41.80 |
| A134636 | LIGHT AND SIREN | MISCELLANEOUS ITEMS FOR DODGE RAM PICKUP – SHERIFF | 6,980.44 |
| A134637 | WALTER M LIPP | COURT APPOINTED COUNSEL, MENTAL HEALTH | 713.36 |
| A134638 | AARON MATTIES | REIMBURSE LICENSE TABS | 3.00 |
| A134639 | MCLEAN ELECTRIC COOPERATIVE | SECURITY LIGHTS – COURTHOUSE, PARK; PARK BOARD, SPORTSMEN CENTENNIAL PARK, CAMPER PADS, CAMPGROUND METER | 836.00 |
| A134640 | MCLEAN COUNTY TREASURER | SPECIAL ASSESSMENT PAYMENTS | 7,028.25 |
| A134641 | MCLEAN COUNTY AUDITOR | JANUARY POSTAGE – COUNTY AGENT | 101.08 |
| A134642 | AGPRO EQUIPMENT - NAPA | HEADLIGHTS, ANTIFREEZE, BRACKET – | 116.28 |

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| A134643 | ND ASSOCIATION OF COUNTIES | SHERIFF MILEAGE FEE – D & A TESTING, PRE- EMPLOYMENT TESTING – HIGHWAY; GETTING STARTED IN WORD – KNUTSON; SPECIAL OPERATIONS FUND COUNTY SHARE | 582.00 |
| A134644 | NDACO RESOURCES GROUP | MANAGED SERVER PRO –MAR, MANAGED WORKSTATIONS PRO – MAR, 2 COMPUTERS MONITORED – MAR, MONTHLY BACKUP FEE FOR DATTO –MAR, SUBSCRIPTION ANTIVIRUS – MAR – COMPUTER OPERATIONS | 1,896.86 |
| A134645 | ND COUNTY AUDITORS ASSOC | 2018 ANNUAL DUES - KORGEL | 250.00 |
| A134646 | ND COUNTY TREASURER'S ASSOC | 2018 ANNUAL DUES - KORGEL | 250.00 |
| A134647 | ND CLERKS ASSOCIATION | 2018 MEMBERSHIP DUES - BAILEY | 100.00 |
| A134648 | ND EMERGENCY MGMT ASSOC | 2018 MEMBERSHIP DUES - KROLL | 30.00 |
| A134649 | NDSU | PUBLICATIONS – COUNTY AGENT | 10.00 |
| A134650 | ND VSO ASSOCIATION | 2018 ANNUAL DUES – SCHREINER | 50.00 |
| A134651 | NETWORKFLEET, INC. | GPS DIAGNOSTICS, HARNESS – SHERIFF | 2,805.75 |
| A134652 | NORTHERN PLAINS EQUIPMENT CO | OIL CHANGE – SHERIFF | 65.13 |
| A134653 | NORTH DAKOTA 911 ASSOC | 2018 MEMBERSHIP DUES –JOHNSON | 25.00 |
| A134654 | NORTH COUNTRY MARINE | RESCUE BOAT REPAIRS | 73.16 |
| A134655 | LYNN OBERG | JANUARY WATER BOARD TRAVEL & MEETINGS | 1,248.87 |
| A134656 | OFFICE DEPOT | HP 90A TONER – STATES ATTORNEY; PENS | 195.75 |
| A134657 | OTTERTAIL POWER COMPANY | BUTTE, TURTLE LAKE, WASHBURN & MAX SHOPS, COURTHOUSE, RADIO TOWER, LAW ENFORCEMENT CENTER | 5,447.37 |
| A134658 | WILLIAM PIEPER | TRAVEL – SHERIFF | 388.80 |
| A134659 | PRIA | MEMBERSHIP FEE – ANDERSON; ASSOCIATE STAFF MEMBER FEE – KNUTSON | 95.00 |
| A134660 | RECARLSON, INC | 6 HEATER ELEMENTS | 785.57 |
| A134661 | SANFORD HEALTH | INMATE MEDICAL – SHERIFF | 1,754.00 |
| A134662 | PAUL SANNES | REIMBURSE JANUARY CORONER FEES | 750.00 |
| A134663 | SCOTT'S HARDWARE | OIL FOR COURTHOUSE GENERATOR, EXTENSION CORD, CONNECTOR, DUST PAN, PLIERS, 14W LED BULBS, DRILL BITS, WRENCH, CORK, CEMENT, BRUSHES, DUCT TAPE, PAINT TRAYS; 2 PATROL VEHICLE KEYS; FILLET KNIFE FOR CONFERENCE FUND RAISER – WEED CONTROL | 352.16 |
| A134664 | SIX, ANNA | CPR TRAINING | 109.00 |
| A134665 | SRT COMMUNICATIONS, INC | LINE RECORD/TRANSPORT PER MILE/ TRUNKING | 698.28 |
| A134666 | VANGUARD APPRAISALS, INC | SERVICE FEES ONLY – WEB SITE PKG 2 | 5,500.00 |
| A134667 | VERIZON WIRELESS | HIGHWAY CELL SERVICE, LAND USE CELL SERVICE | 139.81 |
| A134668 | WASHBURN AUTO BODY LLC | MOUNT/BALANCE TIRES – SHERIFF | 139.00 |
| A134669 | WATER PURITY INC | WATER DELIVERED | 63.00 |
| A134670 | WEST RIVER TELECOMM | 911 TRUNKING RECURRING, MONTHLY TELEPHONE SERVICE | 3,550.39 |
| A134671 | ZEE | INMATE OVER-THE-COUNTER MEDS – SHERIFF | 247.05 |
| | JANUARY 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. | \$363,933.73 |

Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

Risk Manager Noelle Kroll joined the meeting with her annual report of the county's Risk Management activity showing nothing out of the ordinary.

Assistant Jail Administrator Wade Krohmer and Chief Deputy Sheriff/E-911 Coordinator Richard Johnson joined the meeting. Krohmer presented a bid from Candace L Snyder of Custer, South Dakota, for services required to conduct a three-day pre-audit of the McLean County Correctional Center this year. The pre-audit is required by the Department of Corrections to allow the jail to continue operations; without it the jail could be shut down. The Sheriff's Department was not aware of this requirement at budget time so dollars were not included in the 2018 budget for this expense. Snyder is the nearest provider of such services and submitted a bid of \$2,500.00 including \$1,500.00 for the actual audit and \$1,000.00 for travel expenses. The department will coordinate with Mercer County as to the timing of the pre-audit to allow the two entities to split the cost of travel.

Moved by Krebsbach, no second, to accept the bid for pre-audit services at a total cost of no more than \$2,500.00 as submitted by Candace L Snyder. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

Krohmer went on to report that Jailer/Dispatcher Amanda Dunn has resigned effective February 9, 2018, to take employment with Mercer County. At the time of her resignation, the hiring list from the last vacancy was still active and applicant Jericho Swanson has been contacted and expressed interest in securing employment with the county if the board would approve the hiring since we are currently in a hiring freeze. Since the candidate has previous experience, Krohmer would like to start him at \$37,432.00 annually versus the established starting salary of \$35,568.00 and he could start on February 22, 2018.

Moved by Krebsbach, no second, to allow the Sheriff's Department to hire Jericho Swanson as a Jailer/Dispatcher with a starting salary of \$37,432.00 and a start date of February 22, 2018, filling the vacancy created by Dunn's resignation. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

Krohmer then reported that Jailer/Dispatcher Sergeant Andrea Liebel has submitted her resignation effective March 18, 2018. Krohmer plans to fill the Sergeant position by promoting from within but requested permission to advertise for one or more Jailer/Dispatchers to fill the vacancy caused by that promotion.

Moved by Krebsbach, no second, to allow the Sheriff's Department to advertise to fill one or more Jailer/Dispatcher positions. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

Federal prisoner transports was the next topic discussed. The current method utilizes available Sheriff's Department personnel which is leaving the department feeling the strain of meeting the increased transport needs while still meeting the regular operational needs of the department. Krohmer would like to rehire former Sheriff's Department personnel, John Hicks and Richard Hultberg, to perform solely federal prisoner transport duties. Their pay rate would be set and funded by the US Marshall Service and stands currently at \$30.00 per hour. The two would do nothing but federal prisoner transports and therefore the only cost would be the county's share of mandated benefits such as Workers Compensation, FICA, Medicare and unemployment insurance. Both individuals would be classified as part-time employees and would be governed by applicable guidelines. Both Commissioners present voiced their desire to have a larger pool of available prisoner transport personnel; Krohmer and Johnson replied that they would try to recruit more qualified individuals to fill this role.

Moved by Krebsbach, no second, to allow the Sheriff's Department to rehire John Hicks and Richard Hultberg to solely perform prisoner transport duties as outlined above. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

The last item discussed was the purchase of a prisoner transport van approved in the 2018 budget. The department has located a suitable van at Surplus Property that will fill the need at a cost of \$4,000. Krohmer stated that the unit currently has 90,000 miles on it but with upkeep should serve the needs of the department for at least a couple of years. The amount budgeted was \$10,000 and so even after a visit to a local mechanic for any needed maintenance the department should be able to acquire the vehicle at much less than the budgeted amount.

Moved by Krebsbach, no second, to allow the Sheriff's Department to purchase the van from Surplus Property as presented. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

Johnson reported that he has been attending state meetings on behalf of the county dealing with the creation of a statewide mission critical communication network formally known as SIRN 20/20. The SIRN 20/20 program was initiated by the 2017 Legislative session with the passage of House Bill (HB) 1178. Like any radio communications system, this system will utilize radio frequencies. There are a finite number of frequencies available within the existing FCC spectrum. This limitation was recognized in the feasibility study implemented within the state, as well as by HB1178.

SIRN 20/20 will utilize as many new frequencies as possible, but may require reuse of existing FCC licensed frequencies within the state of North Dakota as specifically recognized by HB1178. The mechanism to establish the reuse of the frequencies within SIRN 20/20 is the Memorandum of Understanding (MOU) as presented by Johnson today for signing by the county. In simple terms, the memorandum allows for sharing of county owned radio frequencies. McLean County owns 24 licenses of which some are unused. The reason that we retain possession of the unused frequencies is that Johnson was told by the former E-911 Coordinator that it is easier to renew and retain unused frequencies than it is to obtain new ones if they were ever needed. Korgel presented email communication from Commissioner Lee voicing his approval of the signing of the MOU allowing the project to move forward.

Moved by Krebsbach, no second, to approve signing the Memorandum of Understanding presented by Johnson to allow the reuse of the county's existing FCC licensed frequencies in the SIRN 20/20 project. Roll Call Vote: Aye: Suydam and Krebsbach. Nay: None. Absent and not voting: Lee. Motion carried.

Johnson then updated the board on the effect the additional \$0.50 cent per line SIRN fee disbursement is having on his budget. The increased fee is coming out of the *911 Wireless Expense* account and basically is a 100% in and out transaction – meaning 100% of the fees collected for SIRN are 100% disbursed to the SIRN project. If there is no change to the current disbursement practice, his account is going to appear as severely overdrawn at the end of the year. Foss suggested that rather than take the fee out of the expense account, an opposing liability account could be created in the accounting system in relation to the SIRN revenue account such as is the practice in taxing district disbursements thereby having no effect on his expense account. Johnson was fine with that method and Foss will work with him to remedy the situation.

Johnson then went on to report that there was an error in the state bid price presented at the last meeting for the acquisition of four 2018 Chevrolet Tahoes with the police package. The price shown for Puklich Chevrolet of Bismarck was incorrect on the state bid listing; upon contacting Puklich it was determined that the price was so far off that they were unable to honor it. After discovering the problem with the Puklich bid, they obtained a state bid price from Kupper Chevrolet of Mandan and were able to secure the purchase of three 2018 Chevrolet Tahoes with police package from them and also one 2018 Dodge Ram pickup from Nelson Auto of Fergus Falls, MN while staying in the approved dollar range set at the last meeting.

Korgel informed the board the bid openings for the Highway Department will be held at the first meeting in March.

There being no further business, the chairperson declared the meeting adjourned at 9:22 a.m. until the next regularly scheduled meeting on Tuesday, February 20, 2018. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Barry Suydam, Chairperson

Lori A. Foss, Chief Deputy Auditor