

McLean County Commission Proceedings
CoTuesday, February 7, 2017

The first regular February meeting of the Board of Commissioners was called to order at 8:31 a.m. by Chairperson Doug Krebsbach. Present were Commissioners Krebsbach, Barry Suydam, and Steve Lee. Also present were Auditor Les Korgel, Chief Deputy Auditor Lori A. Foss, and Alyssa Meier 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 Krebsbach. Nay: None. Motion carried.

Road Superintendent Jim Grey joined the meeting along with Wold Engineering representative Mike Rivinius. He presented various items for approval and signing.

Moved by Lee, seconded by Suydam, to approve the North Dakota Department of Transportation maintenance certification of Farm-to-Market roads for federal aid. Roll Call Vote: Aye: Lee, Krebsbach, and Suydam. Nay: None. Motion carried.

Grey presented the current year's road policy for signing with no changes from last year's.

Moved by Lee, seconded by Suydam, to approve the road policy as presented. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Grey went on to discuss bidding for three replacement motor graders utilizing a lease to own option as the county did last year and also bidding for gravel crushing and equipment rentals.

Moved by Suydam, seconded by Lee, to advertise for bids for the lease of three motor graders with bid opening set for Tuesday, March 7, 2017 at 10:00 a.m. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to advertise for bids for gravel crushing/hauling and equipment rentals with bid opening set for Tuesday, March 7, 2017 at 9:45 a.m. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Grey went on to discuss a motor grader that is out of service due to motor problems. He reported that he attended the roads conference in Fargo last week and will be leaving on the Tomahawk trip tomorrow. If snow removal efforts are on schedule he may be taking Road Foreman William Carlson with him. Lee directed him to use his own judgement regarding participation in the Tomahawk trip. He went on to discuss snow removal efforts regarding last night's snowfall and the department's efforts this winter. Rivinius then presented the engineering contract for the upcoming road project.

Moved by Lee, seconded by Suydam, to approve the engineering contract presented by Wold Engineering for Project CNOC-0028(055) which involves graveling and subgrade repairs. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Rivinius went on to discuss the possibility of adding an option to the current bid letting for the application of magnesium or calcium chloride as a dust control mechanism to the Sportsmen's Centennial Park and Indian Hills roads.

Moved by Suydam, seconded by Lee, to direct Wold Engineering to include the magnesium/calcium chloride application option in the bid for Project CNOC-0028(055). Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Tax Equalization Director Todd Schreiner joined the meeting to present two items for commission approval from January's Planning and Zoning meeting.

Moved by Suydam, seconded by Lee, to concur with the Planning and Zoning Commission and approve the first request from Garrison Rural Water District (GRWD) for a zoning change request for land located in the SW¼NW¼ of Section 13, Township 148 North, Range 85 West, known as Outlot A (3.00 acres), to change the Agricultural land classification to Commercial to allow construction of a 125,000 gallon ground mounted glass infused steel bolted water tank and 24' x 18' pump station building to house electrical equipment and pumps. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to concur with the Planning and Zoning Commission and approve the zoning change request from GRWD for land located in the NW¼NW¼ of Section 13, Township 148 North, Range 84 West, known as Outlot A (4.00 acres), to change the Agricultural land classification to Commercial to allow construction of a 75,000 gallon ground mounted glass infused steel bolted water tank, a 24' x 18' pump station building to house electrical equipment and pumps, and an attached 32' x 18' storage/shop area for maintenance purposes. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Risk Manager Noelle Kroll joined the meeting with her annual report of the county's Risk Management activity showing a slight decrease in accidents requiring medical attention to 11 accidents but a significant increase in accidents not requiring medical attention to 42 accidents. Korgel informed the board that they are working on a fire escape signage system for the courthouse using a "You Are Here" mechanism. They also discussed classes that some county employees are required to take through North Dakota Workforce Safety & Insurance's (WSI) Learning Management System, particularly the Active Shooter courses.

Korgel reported that he and Sheriff JR Kerzmann recently met with Mercer County Sheriff Dean Danzeisen regarding McLean County's housing of Mercer County prisoners from May 1, 2017 through approximately September 2017 during Mercer County's jail construction project. Danzeisen would like one member of his staff to be present for each shift during this time which will be a huge staffing benefit to our county allowing our personnel to utilize annual leave for needed time off. The counties agreed to a \$45.00/day per prisoner charge since they helped us when we were in the same situation and we have agreed to make room for 10 of their prisoners.

Korgel reported that guidelines for WSI coverage the county provides for the Inmate Work Release Program have changed in that WSI now requires a list of prisoners that will be working under the program. Since our participants change constantly this will be

impossible for us to comply with; Korgel will contact WSI to explain our situation. He went on to explain that the county pays a flat fee of \$250 annually for the coverage with a cost of \$11.31/person; WSI deducts \$11.31 for each person from the \$250 annual payment and then bills us for any additional people once the \$250 is depleted.

Clerk of Court Catherine Bailey joined the meeting requesting permission to advertise In-House for a part-time employee to help alleviate the department's additional workload due to former Deputy Clerk of Court Mary Ann Anderson's December 31, 2016 retirement.

Moved by Lee, seconded by Suydam, to approve the In-House advertisement for part-time help in the Clerk of Court's office with an anticipated March 1, 2017 start date. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Bailey went on to discuss her department's activity report for 2016 showing a decrease in total cases files from 3,505 to 3,350; a decrease in total citation funds receipted from \$463,498.32 to \$460,210.64; and an increase in restitution from \$26,527.06 (paid to 112 victims) to \$59,609.00 (paid to 94 victims).

Korgel presented a financial recap for the period ending January 31, 2017 including the list of delinquent taxpayers owing more than \$4,000.00 which shows fifteen taxpayers owing a total of \$158,552.51. He presented data showing that revenues continue to be lower in comparison to 2016.

The board received and ordered filed the monthly revenue report submitted by the Sheriff's office in the amount of \$1,145.22 for the months of December through January.

The board received and ordered filed the monthly revenue report submitted by the Recorder's office in the amount of \$6,123.10 for the month of January.

Korgel informed the board that this is the year for reappointment of the county's North Dakota Insurance Reserve Fund Agent of Record who will serve a three-year term. The current agent's term will expire on April 3, 2017. He has sent letters to all agents in McLean County informing them that letters of interest need to be submitted by February 13, 2017.

Building Maintenance Supervisor Curt Malo joined the meeting to discuss a possible bed bug issue in the jail that has been remedied through pesticide application by Plunkett's Pest Control. He requested permission to enter into an annual contract with Plunkett's at a cost of \$770.69 per year for three visits per year.

Moved by Lee, seconded by Suydam, to enter into a contract with Plunkett's Pest Control as presented. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Extension Agent Calla Edwards joined the meeting with a report on Annie's Project and also a request for Commissioner Lee to serve as auctioneer for the premium auction at the county fair on June 21, 2017.

Foss presented revised job descriptions for the following Sheriff's Department positions: Assistant Jail Administrator, Captain, and Patrol Lieutenant/Training Supervisor. There were minor changes in duties to each position and changes in FLSA status for two of the positions. She reported that she worked closely with Chief Deputy Sheriff Richard Johnson and the descriptions had been reviewed by the affected employees.

Moved by Lee, seconded by Suydam, to approve the revised job descriptions for Assistant Jail Administrator, Captain, and Patrol Lieutenant/Training Supervisor as presented. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The board then conducted a first reading of changes to personnel policy 305 Holidays. Foss reported that the policy changes include offering part-time employees prorated holiday pay, clarifying the method used to calculate holiday pay for each employee classification, and the awarding of holidays for employees who work a non-standard work week.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A131823	BUTLER MACHINERY COMPANY	PARTS, OIL, CUTTING EDGES	9,482.03
A131824	C&R RADIATOR	PARTS	948.68
A131825	WILLIAM CARLSON	REIMBURSE CELL PHONE	30.00
A131826	CIRCLE SANITATION SERVICE	GARBAGE PICKUP AT GARRISON & WASHBURN SHOPS	136.00
A131827	DAKOTA TRUCK AND FARM SVC	PARTS	1,716.77
A131828	ESCO BISMARCK	CUTTING EDGES FOR GRADERS & PLOWS	6,311.88
A131829	WILTON FARMERS UNION OIL CO	LP AT ROSEGLEN, UNDERWOOD & BUTTE SHOPS	1,328.84
A131830	GARRISON FARMERS UNION OIL CO	GARRISON & BUTTE SHOP SUPPLIES	161.96
A131831	FILTER CARE OF GRAFTON	WASHED FILTERS	68.24
A131832	FYLLING & SCRAPING	12.5 HRS OF SNOW REMOVAL AT \$110/HR	1,375.00
A131833	GCR TIRE CENTERS	TIRES	3,276.44
A131834	HARLIN'S ALT/STARTER SERVICE	PARTS	314.42
A131835	HOLIDAY INN-FARGO	2017 NDACE CONFERENCE	163.80
A131836	LAKESIDE MACHINERY	PARTS	9.14
A131837	MAX FARM SERVICES	FUEL	6,829.97
A131838	MCLEAN ELECTRIC COOPERATIVE	ROSEGLEN, UNDERWOOD & GARRISON SHOPS	1,009.00
A131839	MCLEAN SHERIDAN RURAL WATER	WATER	70.63
A131840	MDU	WASHBURN, TURTLE LAKE, MAX	2,238.92

A131841	AGPRO EQUIPMENT - NAPA	& GARRISON SHOPS PARTS, TURTLE LAKE & WASHBURN SHOP SUPPLIES	988.44
A131842	NELSON INTERNATIONAL	PARTS	768.69
A131843	PAHLKE STEEL INC	PARTS	21.95
A131844	RESERVATION TELEPHONE COOP	TELEPHONE	118.31
A131845	SCOTT'S HARDWARE	WASHBURN SHOP SUPPLIES	8.98
A131846	S & J HARDWARE	GARRISON SHOP SUPPLIES	79.64
A131847	TITAN MACHINERY	PARTS	161.75
A131848	TRUCKS OF BISMARCK	PARTS	1,012.32
A131849	VERIZON WIRELESS	HIGHWAY DEPT CELL SERVICE	192.17
A131850	WAGON WHEEL LUMBER	WASHBURN SHOP (COLD STORAGE SHED)	39.99
A131851	WEST RIVER TELECOMM	TELEPHONE & DSL	91.28
A131852	WOLD ENGINEERING P.C.	PROJECT B-16-15-CP-28-162-39.0 BRIDGE – WASHBURN	4,470.00
A131853	ACCESS PRINTING SOLUTIONS LLC	COMMISSIONER'S RECORD "O" BOOK	397.93
A131854	AMERIPRIDE LINEN & APPAREL	SHOP TOWELS, FLOOR MATS	358.78
A131855	AMERICAN INSTITUTIONAL SUPPLY	CANVAS SHOES & SANDALS – SHERIFF	193.50
A131856	ARLIEN DESIGN	4X6 MARCY'S LAW CARDS – SHERIFF	345.00
A131857	TREVOR ASMANN	REIMBURSE FOR GASOLINE – SHERIFF	19.58
A131858	ATLAS BUSINESS SOLUTIONS, INC.	SCHEDULE ANYWHERE LICENSE – SHERIFF	806.40
A131859	AT&T MOBILITY	SHERIFF & STATES ATTORNEY CELL SERVICE, LAND USE DATA CARD	203.63
A131860	BHG INC	LEADER NEWS SUBSCRIPTION – COUNTY AGENT, COMMISSION MINUTES, P&Z NOTICE	329.25
A131861	BILL BARTH	WIPER BLADE ASSEMBLY – SHERIFF	13.11
A131862	BUSINESS CARD	USB S-VIDEO & COMPOSITE AUDIO CABLE, AFFORDABLE CARE ACT FORMS/ SOFTWARE BINDER, REMAINING BALANCE – ROOM CARLSON/TOREZ, WINDOWS 10 PRO	846.89
A131863	CHS CREDIT CARD DEPT	GASOLINE – SHERIFF	5,075.80
A131864	CHASE DRUG STORE	BATTERIES – COUNTY AGENT, MEDICATION – SHERIFF	13.56
A131865	CHAMBERS & BLOHM PSYCH SVCS	CHILD EVALUATION	800.00
A131866	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	337.00
A131867	CITY OF WASHBURN	HALL RENTAL FOR SOYBEAN INFO MEETING – COUNTY AGENT	595.37
A131868	DACOTAH PAPER COMPANY	COPY PAPER, CUPS, PAPER TOWELS, TOILET TISSUE, CLEANER, GLOVES, LAUNDRY SOAP, DISH SOAP, WASTE BASKET, GARBAGE BAGS, BATTERIES	2,227.08
A131869	DAKOTA PRAIRIES RC&D	2017 MEMBERSHIP DUES	400.00
A131870	DAKOTA CENTRAL SOCIAL SVCS	McLEAN COUNTY SHARE BILLABLE EXPENSES – JANUARY, 2017	60,311.16
A131871	DOC'S SHOP	BRAKES, ROTORS, OIL CHANGES – SHERIFF	890.74
A131872	CALANDRIA JARBOE EDWARDS	REIMBURSE FOR ANNIE'S PROJECT SUPPLIES	257.47
A131873	ELECTRONIC COMMUNICATIONS	LABOR UNDERWOOD TOWER, PORTABLE BATTERY	540.00
A131874	ELMER JESME CONF OF COUNTIES	2017 MEMBERSHIP DUES	45.00
A131875	WILTON FARMERS UNION OIL CO	GASOLINE, OIL CHANGE – SHERIFF	416.14
A131876	GARRISON VETERINARY SERVICE	DOG FOOD, VACCINE, BOARDING – SHERIFF	237.20
A131877	BENJAMIN GEHRING	REIMBURSE FOR JANUARY CORONER SERVICES	1,500.00
A131878	GRIMSLEYS EXHAUST & FUELS	GASOLINE – SHERIFF	533.15
A131879	TERRI GUDERJAHN	TRAVEL	41.73
A131880	HATZY'S REPAIR	OIL CHANGE – SHERIFF	51.95
A131881	HAUGEN'S DRAIN SERVICES	RUN SEWER MAIN OFF OF KITCHEN, PULL URINAL LINE CELL DORM 2 – LAW ENFORCEMENT CENTER	498.00
A131882	HIWAY 83 EXPRESS	GASOLINE – SHERIFF	46.90
A131883	IGO	2017 MEMBERSHIP DUES – KNUTSON, IGO ANNUAL CONFERENCE REG	675.00
A131884	INFORMATION TECHNOLOGY DEPT	T-1 LINE ACCESS, VPN, ACTIVE DIRECTORY USER FEES, EXCHANGE EMAIL ACCOUNTS; LERM USER FEES - SHERIFF	1,222.50
A131885	JAVA ROSE FLORAL	FLORAL ARRANGEMENT – VERNON OSTBY SERVICE	55.95
A131886	KEN'S BODY SHOP	IMPOU9NDS – SHERIFF	2,450.00
A131887	BETH KNUTSON	TRAVEL	96.30

A131888	KRAUSE'S MARKET	INMATE MEALS – SHERIFF; DRYER SHEETS, OXYCLEAN – JANITORIAL; MEETING SUPPLIES – COUNTY AGENT	8,941.50
A131889	DOUG KREBSBACH	JANUARY TRAVEL	197.95
A131890	LEE, STEVE	JANUARY TRAVEL	220.96
A131891	WALTER M LIPP	COURT APPOINTED COUNSEL	300.00
A131892	L-TRON CORPORATION	PRINTER CABLE – SHERIFF	25.75
A131893	MCLEAN ELECTRIC COOPERATIVE	SECURITY LIGHTS – COURTHOUSE & PARK; PARK BOARD, PARK, GARAGE, CAMPER PADS, CAMPGROUND METER	570.00
A131894	MCLEAN FAMILY RESOURCE CTR	STOP GRANT	2,309.95
A131895	MCLEAN COUNTY TREASURER	SPECIAL ASSESSMENT PAYMENTS	2,748.11
A131896	MCLEAN COUNTY AUDITOR	JANUARY POSTAGE – COUNTY AGENT	12.00
A131897	MDU	GAS – LAW ENFORCEMENT CENTER	709.17
A131898	MENARD'S	CEMENT MORTAR	10.67
A131899	MID-STATES ORGANIZED CRIME	2017 MEMBERSHIP DUES	150.00
A131900	MOORE ENGINEERING, INC	KATZ DAM ENGINEERING & SURVEY ASSESSMENT	6,114.90
A131901	AGPRO EQUIPMENT - NAPA	BATTERY – UNIT S-4, WINDSHIELD WIPER, HEADLIGHT	178.54
A131902	NAPA AUTO PARTS-GARRISON	OIL FILTER, OIL STABILIZER – WEED CONTROL; WIPERBLADES – UNIT S-20 – SHERIFF	77.65
A131903	ND ASSN OF CO SUPERINTENDENT	2017 DUES	50.00
A131904	ND ASSOCIATION OF COUNTIES	SPECIAL OPERATIONS FUND COUNTY SHARE – 2017	967.00
A131905	NDACO RESOURCES GROUP	MANAGED SERVER PRO – MAR; MANAGED WORKSTATION PRO – MAR; MONTHLY BACKUP FOR DATTO – MAR; SUBSCRIPTION ANTI-VIRUS – MAR	1,836.86
A131906	ND EMERGENCY MGMT ASSOC	2017 MEMBERSHIP DUES	30.00
A131907	ND SHERIFF'S & DEPUTIES ASSN	DUES – SHERIFF	200.00
A131908	ND VSO ASSOCIATION	2017 YEARLY DUES	50.00
A131909	NORTHERN PLAINS EQUIPMENT CO	OIL CHANGE, BATTERY – SHERIFF	272.84
A131910	NW TIRE	TIRES – SHERIFF	2,024.64
A131911	LYNN OBERG	JANUARY WATER BOARD TRAVEL/ MEETINGS	503.40
A131912	OFFICE DEPOT	ENDORSEMENT STAMP, BLACK BINDERS, HP 305A TONER, POCKET DIVIDERS, BUBBLE MAILERS, SHARPIES, HIGHLIGHTERS, DVD-R, LEGAL PADS, CD SLEEVES, LEXMARK TONER	1,325.15
A131913	CURTIS E OLSON	REIMBURSE LODGING FOR DAPL	240.30
A131914	OTTERTAIL POWER COMPANY	BUTTE, TURTLE LAKE, WASHBURN & MAX SHOPS, COURTHOUSE, RADIO TOWER	5,829.61
A131915	RICHARD HULTBERG	JANUARY PLANNING & ZONING TRAVEL	40.66
A131916	DONALD FLINN	JANUARY PLANNING & ZONING TRAVEL	10.70
A131917	DARWIN SAARI	JANUARY PLANNING & ZONING TRAVEL	26.75
A131918	PLUNKETT'S PEST CONTROL	TREATMENT FOR BEDBUGS – LAW ENFORCEMENT CENTER	127.00
A131919	JAIMI POCHANT	JAIL NURSE	780.00
A131920	RESERVATION TELEPHONE COOP	GARRISON DEPUTIES, PARK, 911 TRUNKING	195.62
A131921	RIVERS EDGE PLUMBING & HTG	SERVICE CALL – LOW WATER PRESSURE IN SHOWER – LAW ENFORCEMENT CENTER	459.50
A131922	SCOTT'S HARDWARE	5W-30, WASHER FLUID, DIESEL SUPP, 3" VALVE SEAL, URINAL KIT	85.12
A131923	SIX, ANNA	CPR & FIRST AID TRAINING	37.00
A131924	SRT COMMUNICATIONS, INC	911 TRUNKING, ASSESSOR CELL SERVICE	759.62
A131925	BARRY SUYDAM	NOV, DEC, JAN TRAVEL	287.30
A131926	TURTLE LAKE REXALL DRUG	MEDICATION – SHERIFF	20.15
A131927	UNDERWOOD CLINIC PC	INMATE MEDICAL – SHERIFF	205.00
A131928	VANGUARD APPRAISALS, INC	SERVICE FEES ONLY – WEB SITE PKG 2	5,500.00
A131929	VERIZON WIRELESS	DATA CARDS – SHERIFF	880.22
A131930	WASHBURN AUTO BODY LLC	MOUNT/BALANCE TIRES, TIRE REPAIRS – SHERIFF	283.00
A131931	WATER PURITY INC	WATER DELIVERED	70.00
A131932	WEST RIVER TELECOM	911 TRUNKING RECURRING, MONTHLY TELEPHONE BILL	3,926.12
A131933	WESTERN FRONTIER INS AGENCY JANUARY PAYROLL	NOTARY BOND RENEWAL – BUSKE A detailed list of payroll funds expended is available for public inspection anytime during regular business hours in the McLean County Auditor's office.	42.00 \$356,178.43

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

There being no further business, the chairperson declared the meeting adjourned at 10:07 a.m. until the next regularly scheduled meeting on Tuesday, February 21, 2017. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Doug Krebsbach, Chairperson

Lori A. Foss, Chief Deputy Auditor