

**McLean County Commission Proceedings
Tuesday, March 1, 2022**

The first regular March meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Steve Lee. Present were Commissioners Lee, Steve Cottingham, and Barry Suydam. Also present were Auditor Beth A. Knutson, Highway Superintendent Jim Grey, Tax Director Todd Schreiner, Property Assessor Elizabeth Patterson, Chief Deputy Sheriff Richard Johnson, Deputy Auditor Diane L. Blumhagen, and James C. Falcon of BHG News Service.

Moved by Cottingham, seconded by Suydam, to approve the minutes as presented for the February 1, 2022, and February 17, 2022, meetings as submitted. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Grey was present with an update on department operations, reporting that oil sealing has started and will continue when the weather cooperates. Grey also stated that the two pickups from the state sale listing are no longer available and he will continue checking the state bids.

Grey presented a quote from Midwest Doors Inc., of Bismarck ND, for the replacement of three thermal guard doors and three Liftmaster commercial openers at the Washburn Shop in the amount of \$30,360.00.

Moved by Suydam, seconded by Cottingham, to approve the purchase of three thermal guard doors and three commercial openers for the Washburn Shop in the amount of \$30,360.00. Discussion followed. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Johnson requested permission to advertise for one or more Patrol Deputy positions in the Sheriff's Department.

Moved by Cottingham, seconded by Suydam, to advertise for one or more Patrol Deputy positions. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Schreiner requested to amend the Conditional Use Permit fee for coal mining and power transmission line to \$250.00 plus \$25.00 per acre with a max of 750 acres and no fee after 750 acres. Discussion followed.

Moved by Cottingham, seconded by Suydam, to approve the changes as recommended by Schreiner to the Conditional Use Permit fee for coal mining and power transmission line as presented. Discussion followed. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Knutson informed the commission that she received an email from Bob Frohlich, North Dakota Game and Fish (NDG&F), which contained a Memorandum of Understanding for the maintenance of two low water ramps at Steinke Bay. Discussion followed.

Moved by Cottingham, seconded by Suydam, to approve the NDG&F Memorandum of Understanding for Steinke Bay. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Chief Deputy Auditor Lori Foss joined the meeting to present the compensation survey proposal received from Gallagher, of Minneapolis, Minnesota, in the amount of \$29,500.00. Discussion followed.

Moved by Suydam, seconded by Cottingham, to approve the compensation survey proposal from Gallagher in the amount of \$29,500.00. Discussion followed. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Foss presented updated job descriptions for the following positions for approval: Assistant Jail Administrator-Daily Operations, Chaplain, Chief Deputy Sheriff/E911 Coordinator, Detective, Jail Nurse, Patrol Lieutenant/Training Supervisor-Support Operations, and Patrol/Investigations Lieutenant/K-9 Handler.

Moved by Suydam, seconded by Cottingham, to approve the job descriptions as presented. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Knutson presented feedback from a recent survey of courthouse departments with regard to whether or not we should return to a postage meter vs. continue with pickup services by Presort Plus. Discussion followed.

Kelly Heinert of Dakota Business Solutions joined the meeting to propose a postage meter and pricing. Discussion followed.

Administrative Assistant Terri Guderjahn joined the meeting.

Deputy Auditor Kayla Oberlander joined the meeting.

Knutson requested time to review postage meter options as well as discuss options with her staff before a decision is made.

Received and ordered filed the fee collection report from the Recorder's Office in the amount of \$8,615.00 for the month of February.

Received and ordered filed the fee collection report from the Sheriff's Office in the amount of \$1,428.07 for the month of February.

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

HIGHWAY VOUCHERS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
305868	BUTLER MACHINERY	LOAN PAYMENT ON 2018 CAT	81,506.86
305869	JB REPAIR INC	PARTS	127.38
305870	SCOTT'S HARDWARE	PARTS, SUPPLIES	113.23
305871	WESTERN LIGHTING TECHNOLOGY INC	LIGHT BULBS AT WASHBURN SHOP	549.50
UNPAID VOUCHERS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
305872	SARAH BEDGAR	REIMBURSE CELL PHONE	30.00

305873	ASHLEY BROSSART	JAIL NURSE	1,782.00
305874	DACOTAH PAPER CO	TOILET PAPER, BLEACH; SOAP	203.92
305875	FIRST DISTRICT HEALTH UNIT	MILL LEVY DISBURSEMENT 2022	260,449.45
305876	GOETZ FUNERAL HOME	REIMBURSE CORONER FEES	750.00
305877	COURTNEY HOIKKALA	REIMBURSE FOR BAKING SCHOOL SUPPLIES, REIMBURSE CELL PHONE	121.66
305878	MARCO	STANDARD PAYMENT	1,999.74
305879	MENARDS	UTILITY LOCK, KEYED DRAWER LOCK	7.58
305880	ND CORRECTIONS & REHABILITATION	INVESTIGATION, MONITORING EXPENDITURES	216.04
305881	NORTHLAND COMM HEALTH CENTER	INMATE DENTAL/MEDICAL	415.00
305882	OTTER TAIL POWER CO	BUTTE, TURTLE LAKE, MAX, WASHBURN SHOPS, RADIO TOWER, COURTHOUSE, LEC	6,755.96
305883	SCOTT'S HARDWARE	BUSHING, PRESSURE GAUGE, ETC	111.68
305884	THE MCCLUSKY GAZETTE	HELPED WANTED ADS	543.50
305885	THOMPSON FUNERAL HOME	REIMBURSE CORONER FEES	750.00
305886	UNICOM	UPDATE FIRMWARE, REMOUNT CAMERA MIRROR, REMOVING ALL EQUIPMENT ON S8, S1 REPAIR	1,197.00
305887	WATER PURITY INC	WATER DELIVERED	70.00

		DIRECT DEPOSIT PAYMENTS	
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
2194	JAN HANSON	REIMBURSE CONFERENCE & ROOM	315.08
2195	JAN HANSON	REIMBURSE CELL PHONE	30.00
2196	CURT MALO	REIMBURSE CELL PHONE	30.00
2197	STEVE LEE	REIMBURSE TRAVEL	135.72
2198	WILLIAM CARLSON	REIMBURSE CELL PHONE	30.00
2199	JUSTIN COTE-KANNING	REIMBURSE GASOLINE	74.95
2200	RYAN OBERG	REIMBURSE CELL PHONE	30.00
2201	ELIZABETH PATTERSON	REIMBURSE CELL PHONE	30.00

		PAID VOUCHERS	
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
305854	DACOTAH PAPER CO	MOP, CORROSIVE LIQUID, GARBAGE BAGS, ETC	1,040.76
305857	AFLAC	MONTHLY PREMIUM	2,457.72
305858	AR AUDIT SERVICES, INC	GARNISHMENT	745.69
305859	AVESIS	VISION INS PREMIUMS-FEB 2022 PAYROLL	1,434.85
305860	BRAVERA WEALTH	MONTHLY CONTRIBUTIONS	3,426.71
305861	DELTA DENTAL	DENTAL INSURANCE PREMIUMS-FEB 2022	4,251.46
305862	FRATERNAL ORDER OF POLICE	FOP DUES	55.00
305863	NDPEA	NDPEA DUES	45.92
305864	USABLE LIFE	CANCER & ACCIDENT INS PREMIUMS-FEB PAYROLL	222.74
305865	ND CHILD SUPPORT ENFORCEMENT	CHILD SUPPORT	4,548.00
305866	WA SUPPORT REGISTRY	CHILD SUPPORT	427.59
	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.	374,409.66

P-CARD FUNDED

PURCHASES

VENDOR	DESCRIPTION	AMOUNT
MCLEAN-SHERIDAN RURAL WATER	RURAL WATER	65.49
BUTLER MACHINERY	REPAIRS, PARTS	2,325.79
CIRCLE SANITATION INC	GARRISON & WASHBURN SHOPS	459.75
NEFF REPAIR SHOP	SHARPENING KNIFE BLADES	150.00
NELSON INTERNATIONAL	PARTS FOR 13-082	66.52
I-STATE TRUCK CENTER	1200 RAD CORE & TANK 13-083	847.12
NW TIRE	O-RINGS FOR 10-007	114.95
AUTO VALUE	PARTS, OIL	551.31
FORCE AMERICA	CABLE ASSY	844.98
BUTLER MACHINERY	REPAIRS	6,226.55
WRT	PHONE SERVICE	102.25
RTC	TELEPHONE SERVICE	148.41
NORTHERN STATES SUPPLY, INC	CLASSIC BLADE	40.63
MCLEAN ELECTRIC	ROSEGLEN SHOP	81.00
	UNDERWOOD SHOP	68.00
	GARRISON SHOP	864.00
LINDE GAS & EQUIPMENT	WELDING SUPPLIES	825.88
NAPA AUTO PARTS	PARTS	965.15
	OUTSHOPS	88.45
	GARRISON SHOP	129.80
	OIL	26.17
	OPERATOR ARM, RECEIVER & BUTTON REMOTE	446.40
MIDWEST DOORS INC	REPAIRS OF 11-039 LIGHT BULB & HOOD ASSIS SPRING	838.74
TITAN MACHINERY	HI-FLOAT & TUBE	337.67
NW TIRE	PARTS	716.10
NORTHERN PLAINS EQUIPMENT	REPAIRS FOR 13-085	3,841.79
INLAND TRUCK PARTS	PARTS, CAMSHAFT, CAM KIT, WHEEL SEAL, ETC	1,661.46
JOHNSEN TRAILER SALES, INC	RADIATOR PIN, CLIP, CLAMP FOR GASKET	208.22
I-STATE TRUCK CENTER	REPAIRS ON 10-005	936.50
BUTLER MACHINERY		

AMAZON.COM	BATTERIES, GLUE STICKS, BANDAIDS	68.03
AMAZON.COM	USB OUTLET EXTENDERS, DYMO LABELS,	166.42
UNIFORM CENTER	PLANTRONIC HEADBAND, BATTERY, ETC	2,019.83
MID-AMERICAN RESEARCH LAW ENFORCEMENT SYSTEMS ATLAS BUSINESS SOLUTIONS INC	UNIFORM PANTS, SHIRTS, MISC MICROZYME II BACTERIAL QUARTS	154.30
	WARNING NOTICE TICKETS	184.00
	SCHEDULE ANYWHERE LICENSE, INTERVIEW TECHNIQUES FOR	806.40
PUBLIC AGENCY TRAINING BOB BARKER CHARMTEX INC	STREET & ROAD PATROL OFFICERS BLACK NYLON CUFF CASE PEERLESS SECURITY CHAIN 78"	325.00
	BOARD ERASERS, TAPE	38.85
AMAZON.COM	DISPENSER, STAPLER	169.50
	FIX LIGHTS & TV CONTROLS IN JAIL	29.44
ELECTRONIC COMMUNICATIONS BHG, INC	COMMISSION MINUTES	625.00
	HELP WANTED ADS - DISPATCHERS	852.80
	TOWNSHIP MEETINGS	893.01
	BIDS	80.47
BHG, INC VERIZON WIRELESS	NOTICE	97.72
	DATA USAGE	36.08
	DETECTIVE PHONES, JR PHONE	880.22
	OFFICE 365 FOR GARRISON AND WASHBURN SHOP	135.91
MICROSOFT.COM ADOBE.COM	ADOBE MONTHLY SUBSCRIPTION	17.66
	PLANTRONIC HEADSET WITH LIFTER	29.98
AMAZON.COM	PLANTRONIC HEADSET	249.99
AMAZON.COM AMAZON.COM AMAZON.COM	REPLACEMENT BAND 4TB EXTERNAL HARD DRIVE 32" TV	47.13
	FLOOR MATS FOR COURTHOUSE & COUNTY SHOP	84.99
DAKOTA DUST-TEX ARMOR INTERACTIVE	DELL LATITUDE 3520 MICROSOFT OFFICE 2021 STANDARD	149.99
	ANTIVIRUS FOR 5 DEVICES	123.75
WEBROOT.COM VERIZON WIRELESS	KITTLER - HIGHWAY CELL KROLL - DES CELL GREY - HIGHWAY CELL ERICKSON - STATES ATTORNEY CELL	1,025.80
	OBERG - ASSESSOR JETPACK	291.80
	KROLL - DES JETPACK	74.89
	SHREDDING SERVICES	41.97
RECORD KEEPERS	PRIORITY MAILING OF 1094-C, 1095- C FORMS	41.97
USPS-WASHBURN WRT	PHONE SERVICE	41.97
	TRANSPORT - PER MILE/TRANSPORT TRUNK	47.27
SRT ARMOR INTERACTIVE	SHERIFF DATTO NAS - JANUARY SERVER BACKUP DEVICES - JANUARY	40.01
	45 NODES - JANUARY	40.01
OFFICE DEPOT AMAZON.COM RTC AMAZON.COM	PENS 32-GB FLASH DRIVES BENEDICT SPORTSMEN'S PARK DISPLAY PORT CABLES	40.50
	LEADER NEWS ONLINE SUBSCRIPTION	9.65
BHG, INC	MCLEAN INDEPENDENT ONLINE SUBSCRIPTION	92.60
BHG, INC ULTEIG ULTEIG AMAZON.COM	PAINTED WOODS KATZ DAM 4-H CAMP POND PROJECT POWER STRIPS	694.08
	PLANTRONICS HEADSET WITH LIFTER	180.00
AMAZON.COM MCLEAN ELECTRIC	SPORTSMENS' PARK CIVIL DEFENSE PARK BOARD	170.00
	SECURITY LIGHTS - COURTHOUSE SECURITY LIGHTS - SPORTSMENS' PARK	1,350.00
	CAMPER PADS	72.60
	CAMPER PADS	47.97
	CENTENNIAL PARK CAMPGROUND METER	47.26
	MISC. SERVICES FOR 911	144.48
RTC WRT	SHERIFF COURTHOUSE NDSU EXTENSION	30.00
		30.00
		1,716.00
		5,046.00
		67.93
		259.00
		53.00
		155.00
		41.00
		21.00
		419.00
		41.00
		102.00
		43.00
		80.00
		532.29
		1,522.80
		41.30

	E-911	82.60
	JURY, PERSONAL	7.20
	E-911 RADIO TOWER	101.25
ELECTRONIC COMMUNICATIONS	REPLACE BAD COAX CONNECTOR	37.50
US FOODS	INMATE MEALS	1,344.38
KRAUSE'S MARKET	COFFEE	52.96
KRAUSE'S MARKET	INMATE MEALS	107.51
WEBROOT.COM	ANTI-VIRUS FOR 5 UNITS - 1 YEAR	85.59
	POST RACK FOR MOTOROLA MCC	
ELECTRONIC COMMUNICATIONS	7500	650.00
MINOT AUTOMOTIVE CENTER	REPAIRS ON 2017 RAM PICKUP	2,345.22
	SWITCH REPLACEMENT - WIRING	
ARMOR INTERACTIVE	ROOM	3,113.24
VERIZON CONNECT	JANUARY MONTHLY SERVICES	453.32
AMAZON.COM	HP 24" MONITORS	349.98
RADISSON	CONFERENCE ROOM - ANDERSON	172.80
	CONFERENCE ROOM - KNUTSON	172.80
	CONFERENCE ROOM - LEE	172.80
	CONFERENCE ROOM - SUYDUM	86.40
	CONFERENCE ROOM - BOHNSACK	172.80
	FLOOR MATS FOR COURTHOUSE &	
DAKOTA DUST-TEX	COUNTY SHOP	62.00
INDEED.COM	JANUARY JOB POSTINGS	20.44
MULTI-REGIONAL TRAINING CNTR	CPR TRAINING	260.00
AMAZON.COM	USB CARD READERS	50.97
AMAZON.COM	CHAIR MATS	67.98
CIRCLE SANITATION INC	GARBAGE PICKUP	444.00

Roll call vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Knutson presented the budget narrative for period ending February 28, 2022. She presented data showing property tax collections are at 88% collected including 92% with discount for 2022 or \$17,458,368.80; government reimbursement revenues totaled \$398,647.91 compared to \$388,887.03 in 2021; fees and miscellaneous revenues totaled \$198,637.37 compared to \$398,035.04 in 2021; and expenditures were at 13.25% of total budget for 2022.

Grey rejoined the meeting.

Mike Rivinius, of Wold Engineering joined the meeting.

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00.

Knutson presented the Uncollected Tax List for years 2019-2021 showing the total amount of \$1,937,471.05.

Schreiner and Patterson rejoined the meeting.

Damian Lernerz from Asphalt Surface Technologies Corp. (Astech), Jeff Zueger from Midwest Ag Energy, and Michael Grosz of Midwest Ag Energy joined the meeting.

Chairperson Lee recessed the meeting at 9:55 a.m.

Chairperson Lee reconvened the meeting at 10:00 a.m. for the bid opening for Project CP-2800(022), a chip seal project involving County Road (CR) 9, CR 12, CR 27, CR14, and Underwood Loop.

The first bid opened was from Astech, of St. Cloud, MN, in the amount of \$1,094,094.08. The second bid was from Morris Sealcoat and Trucking Inc. of Morris, MN, in the amount of \$1,015,449.23 and the final bid was from Bituminous Paving Inc. of Ortonville, MN, in the amount of \$1,108,072.03.

Rivinius recommended awarding Project CP-2800(022) to Morris Sealcoat and Trucking Inc. of Morris, MN, in the amount of \$1,015,449.23.

Moved by Suydam, seconded by Cottingham, to accept the bid for Project CP-2800(022) to Morris Sealcoat and Trucking Inc. of Morris, MN, in the amount of \$1,015,449.23. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Chairperson Lee opened a public hearing at 10:10 a.m. for the Midwest Ag Energy Tax Exemption Hearing. Discussion followed. Midwest Ag Energy requested a five-year exemption with 100% exemption in years one and two, 80% exemption in years three and four, and 60% exemption in year five followed by an appraisal after five years.

Moved by Cottingham, seconded by Suydam, to approve the property tax exemption as presented by Midwest Ag Energy. Discussion followed. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Chairperson Lee adjourned the Tax Exemption Hearing at 10:22 a.m.

Grey rejoined the meeting to present a quote from Wagon Wheel Lumber to replace windows at the Washburn shop in the amount of \$10,761.51.

Moved by Suydam, seconded by Cottingham, to approve the purchase of windows for the Washburn shop from Wagon Wheel Lumber in the amount of \$10,761.51. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Grey presented a quote from Byron Monson in the amount of \$3,150.00 for installation of Washburn shop windows.

Moved by Cottingham, seconded by Suydam, to accept the quote from Byron Monson for the installation of windows at the Washburn shop. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 10:26 a.m. until the next regularly scheduled meeting on Tuesday, March 15, 2022. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Steve Lee, Chairperson

Diane L. Blumhagen, Deputy Auditor