

McLean County Commission Proceedings
Tuesday, March 21, 2023

The second regular March meeting of the Board of Commissioners was called to order at 8:31 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham, Steve Lee, and Barry Suydam. Also present were Auditor Beth A. Knutson; Chief Deputy Auditor Lori A Foss; Road Superintendent Jim Grey; Disaster Emergency Services Director Noelle Kroll; and James C. Falcon of NorDak North Publishing.

Moved by Lee, seconded by Suydam, to approve the minutes of the previous regular meeting held on March 7, 2023, as submitted. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Grey presented an update on department operations reporting that road opening and widening efforts are continuing due to recent snow events. There have been some equipment breakdowns with the two spares and our Underwood unit. The department is trying to get snow pushed back an adequate amount before melting begins to minimize damage to county roads. He requested permission to rent another loader to help with those efforts.

Moved by Lee, seconded by Suydam, to locate and rent an additional loader to assist with push back efforts. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Grey went on to discuss the recently closed Equipment Operator II (EO II) readvertisement to fill two Garrison openings. There was again only one application. Discussion followed on what could be done differently to generate more interest including various incentives and modifications to the advertisement to allow for underfilling the position with a non-CDL licensed driver with the requirement that the new employee(s) to obtain their CDL within their first year of employment. Options were discussed for aiding the new employee(s) in their CDL licensing efforts in the form of paid time off to take the course and possible reimbursement of course costs.

Moved by Lee, seconded by Suydam, to readvertise for one or more EO II positions in Garrison with possible underfill as Equipment Operator I (EO I) dependent on the applicant pool clarifying that if hiring at the EO I level a CDL is not required for hiring and that assistance will be provided to the successful candidate to obtain their CDL within their first year of employment. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Kroll presented a Snow Emergency Declaration at the request of Lee to allow for assistance to the county and affected entities should funding become available.

Moved by Lee, seconded by Suydam, to adopt the 2023 Snow Emergency Declaration as follows:

2023 SNOW EMERGENCY DECLARATION
for
MCLEAN COUNTY, NORTH DAKOTA

March 21, 2023

WHEREAS, McLean County has experienced excessive snow fall amounts since November 2022, accumulating snow depth, with high winds creating snow drifting, and is forecast to continue for the foreseeable future; and

WHEREAS, heavy snowfall, accumulating snow depth, blizzard conditions, and wind related snow drifting of snow has resulted in road closures throughout the county; and

WHEREAS, the impacts of snow fall, drifting snowfall, zero visibility, and blocked roads has threatened the well-being and public safety of citizens of McLean County; and

WHEREAS, the heavy snow fall has caused significant consequences for those in agriculture whose livestock have perished as a result; and

WHEREAS, the cost of equipment repairs and expense and time of snow removal operations on County roads is in excess of available County resources and funds; and

WHEREAS, this snow event has severely disrupted the mobility of the emergency responders, and this, in turn, has caused serious disruptions in health, safety and welfare within McLean County; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of McLean County Commissioners declares a state of emergency exists in McLean County, North Dakota.

DATED at Washburn, North Dakota this 21st day of March, 2023.

Steve Cottingham, Chairman
McLean County Commission

Attest: _____
Beth Knutson
McLean County Auditor

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

Kroll presented two proposals for a full-scale active shooter exercise at the Max Public School in Max, North Dakota to be held this fall. The exercise would be funded with a grant from Homeland Security. The first was from Heartland Security Group, LLC (Heartland) of Bismarck in the amount of \$6,975.00 and the other from Amanda Schooling and Travis Schmit in the amount of \$7,100.00. The low bidder is Heartland who coordinated our exercises last year at the Underwood and Turtle Lake-Mercer schools and recently completed an exercise at the White Shield School.

Moved by Lee, seconded by Suydam, to accept the bid from Heartland as recommended by Kroll for a full-scale exercise as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Next Kroll requested permission to use remaining grant funding from another Homeland Security grant to purchase door locks for designated schools and anti-shatter window modifications for windows located on the Ground Floor of the courthouse.

Moved by Lee, seconded by Suydam, to approve the purchase of door locks and anti-shatter modifications for courthouse windows as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Tax Director Todd Schreiner and Property Assessor Elizabeth Patterson joined the meeting.

Lastly, Kroll discussed the need to purchase two radios due to the Statewide Interoperable Radio Network (SIRN) upgrade. She presented a quote from Motorola Solutions in the amount of 9,662.08 for two radios adding that an additional \$250.00 would be needed for programming by Electronic Communications, Inc. of Bismarck. The state provides reimbursement in the amount of \$3,000.00 for the acquisition resulting in a total cost to the county of \$6,912.08. She would like to place the order now to ensure delivery by early 2024 based on delivery times. Knutson stated that there are remaining CARES funds that could be used for this purchase as they had for the Sheriff's Department's radio upgrades.

Moved by Suydam, seconded by Lee, to authorize the purchase of two radios as presented using remaining CARES funding. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Patterson presented two subdivision plat applications from yesterday's Planning and Zoning Commission Meeting.

Moved by Suydam, seconded by Lee, to concur with the Planning and Zoning Commission and approve the request for a subdivision plat submitted by Richard and Betty Schlichting of Garrison involving land located in part of the W $\frac{1}{2}$ E $\frac{1}{2}$ and the E $\frac{1}{2}$ E $\frac{1}{2}$ W $\frac{1}{2}$ of the SE $\frac{1}{4}$ of Section 32, St. Mary Township, McLean County, to develop a 12-lot rural residential subdivision to be known as Schlichting's Second Subdivision. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to concur with the Planning and Zoning Commission and approve the request for a subdivision plat submitted by George and Bernice Schlichting of Garrison involving land located in parts of the W $\frac{1}{2}$ W $\frac{1}{2}$ of the SE $\frac{1}{4}$, the W $\frac{1}{2}$ E $\frac{1}{2}$ W $\frac{1}{2}$ of the SE $\frac{1}{4}$, and part of Government Lot 3, of Section 32, St. Mary Township, McLean County, to develop a 22-lot rural residential subdivision to be known as Schlichting's Third Subdivision. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

The board then revisited the procurement policies for both regular purchases and federally funded purchases tabled from the last meeting and revised by Foss to include recommendations from the board.

Moved by Lee, seconded by Suydam, to approve "McLean County Policy for Procurement of Goods and Services (Not Using Federal Funds)" as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve "McLean County Policy for Procurement of Goods and Services Using Federal Funds" as presented. Both policies will be presented to the new auditing firm for their comment at our biennial audit in June. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to enter into the License and Services Agreement with Tyler Technologies as presented by Knutson for the use of new software for taxation, payroll, and general accounting. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented updated data from Enterprise Fleet Management for fleet vehicle leasing for the Sheriff's Department and possibly the county's other fleet needs. Lee questioned whether or not the fleet size could be adjusted based on increased or decreased need to which Knutson responded in the affirmative. The board decided to table a decision until Enterprise Fleet Management Representative Joshua Roberts-Lujan, Sheriff JR Kerzmann, and Chief Deputy Sheriff Richard Johnson could be present for further questions.

Foss presented Telecommuting Agreements submitted by State's Attorney Ladd Erickson for Kelsey Renner and Karissa Rittenbach, starting immediately, and ending at termination of their employment relationship with McLean County. Lee noted that either agreement could be terminated at any time by the Commission or the States Attorney. Erickson would like both of his employees to have this capability for days when the courthouse is closed due to inclement weather or other unforeseen emergency circumstances to allow for required work to be done for district judges. VPN accounts would need to be obtained through North Dakota Information Technology at a monthly cost of \$5.00 per user. Home inspections of work areas have been completed by Risk Manager Noelle Kroll and both employees would use laptops assigned to the department.

Moved by Suydam, seconded by Lee, to approve Telecommuting Agreements for both employees as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to allow WRT to upgrade the telephone system at NDSU Extension-McLean County at a cost of \$775.00. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson discussed a matching grant applied for through Garrison Diversion Conservancy District for replacement of a boat ramp. The county's share of the project after North Dakota Game & Fish's contribution is \$25,000.00. The grant would cover 25% of that cost or \$6,250.00. There will be a meeting on March 30 to discuss grant applications and Park Manager Les Hultberg will attend. Decision will be made soon after regarding awarding. Donations will also be used for the project.

She also informed the board that a representative from North Dakota Insurance Reserve Fund will be here for a meeting regarding the county's coverages on March 29 at 1:00 P.M.

Moved by Lee, seconded by Suydam, to approve issuing a 2023 Class 1 Beer and Liquor license to Roseann Becker for her business, Rosies, located on Brush Lake. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented a resolution accepted by Mountrail County in favor of SB 2239 and opposing HB 1040 with regard to the future of the NDPERS Defined Benefit Retirement plan for future employees. With so many unknowns at the current time, a decision was tabled until a later date.

Board was reminded of the Park Board Meeting set for 8:00 a.m. on Tuesday, April 4, 2023.

Knutson informed the board that Quality Dirtworks has contacted her via email stating that they will not be able to complete Project BRJ-0028(051). Gladen Construction of Minnesota was the next lowest bidder and they will get the project.

Moved by Lee, seconded by Suydam, to move the second meeting of April from Tuesday, April 18, 2023, to Tuesday, April 25, 2023. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

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

HIGHWAY VOUCHERS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
307329	ENERBASE	LIQUID PROPANE TO BUTTE SHOP, FUEL TO TURTLE LAKE	7,022.07
307330	GARRISON CITY	WATER, SEWER, GARBAGE	56.52
307331	JOHN DEERE FINANCIAL	PARTS, EDGES	5,002.92
307332	MDU	WASHBURN, TURTLE LAKE, MAX, GARRISON SHOPS	1,795.00
307333	SCOTT'S HARDWARE	TRASH CAN	24.99
UNPAID VOUCHERS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
307334	CPI INC	LICENSES MOBILE MESSENGER	2,300.00
307335	FARMERS UNION OIL CO	PARTS	10.71
307336	GARRISON FIRE DEPARTMENT	DISBURSE 2023 BUDGET AMOUNT	2,500.00
307337	GARRISON WATER DISTRICT	PARK RURAL WATER USAGE	75.00
307338	GERARD GOVEN	WEED BOARD MILEAGE AND MEETINGS	676.25
307339	GRIMSLEYS	ANTIFREEZE	21.38
307340	GUARDIAN LOCK & SAFE CO	SERVICE CALL, INSPECT TWO DOORS	370.00
307341	BILLY HARRIS JR	REIMBURSEMENT	64.30
307342	SHANNON JEFFERS	WEED BOARD MILEAGE AND MEETINGS	750.00
307343	LIGHTSON SAFETY SOLUTIONS	PILOT APP IMPLEMENTATION	5,000.00
307344	MDU	COURTHOUSE, LEC	420.33
307345	MERKENS LAW PLLC	COURT APPOINTED COUNSEL	200.00
307346	MIDCO	CABLE TV	139.75
307347	NDACO RESOURCE GROUP	MONTHLY MAINTENANCE FEE	2,968.57
307348	NORTH COUNTRY VET CLINIC	K9 VACCINES	62.50
307349	LYNN OBERG	WEED BOARD MILEAGE AND MEETINGS	850.00
307350	PRESORT PLUS	PICKUP FEE, COURIER SERVICE, FORWARDS, PARCELS POSTAGE	99.28
307350	PRESORT PLUS	PRINTING FOR 145 STATEMENTS, POSTAGE	1,340.07
307351	ART RENNER	MEDICAL DIRECTOR HOURS	1,200.00
307352	ARTHUR SCHREINER	REIMBURSEMENT	61.68
307353	SCOTT'S HARDWARE	SUBFLOOR ADHESIVE, FILTERS, CERAMIC MAGNETIC BLOCK, ETC.	76.42
307354	SOFTCHOICE CORP	MICROSOFT OFFICE FOR 21 COMPUTERS	6,419.60
307355	STARION BOND SERVICES	BOND PAYMENT, PRINCIPLE FEES	40,917.50
307356	UNICOM	REMOVE EQUIPMENT FROM S6	725.00
307357	WRT	911 TRUCKING RECURRING	494.36
DIRECT DEPOSIT PAYMENTS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
3830	TERRI GUDERJAHN	REIMBURSEMENT FOR COFFEE	81.60
3831	BETH KNUTSON	REIMBURSEMENT FOR VEHICLE TITLE & REGISTRATIONS	28.00
3832	TRAVIS VERKE	REIMBURSEMENT FOR CELL PHONE	30.00
3833	JUSTIN KROHMER	REIMBURSEMENT FOR CAR RENTAL	558.60
PAID VOUCHERS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
307321	DACOTAH PAPER CO	COPY PAPER, CLEANER, NITRILE GLOVES, ETC.	922.80
307322	MOTOR VEHICLE DIVISION	APPLICATION FOR CERTIFICATE OF TITLE	6.50
307323	WEX HEALTH	MONTHLY ADMINISTRATION FEE	115.50
307324	MCLEAN COUNTY TREASURER	YEAR-END TRANSFERS	232,172.10
307325	WESTERN FRONTIER INSURANCE	RENEWAL NOTARY FEE - SHERRY GREY	100.00

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

There being no further business, the chairperson declared the meeting adjourned at 9:47 a.m. until the next regularly scheduled meeting on Tuesday, April 4, 2023. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Cottingham, Chairperson

Lori A Foss, Chief Deputy Auditor