

McLean County Commission Proceedings
Tuesday, May 21, 2019

The final regular May meeting of the Board of Commissioners was called to order at 8:29 a.m. by Chairperson Steve Lee. Present were Commissioners Lee, Barry Suydam, and Doug Krebsbach. Also present were: Auditor Beth A. Knutson, Deputy Auditor Nancy Leidholm, Road Superintendent James Grey, and Alyssa Meier of BHG News Service.

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

Highway Superintendent Jim Grey joined the meeting with department updates. He informed the commission that crack sealing and patching of County Road 14 is going well using the rented Marathon Mastic Mixer machine requested at the April 2 meeting. Grey stated that he would send Carlson out to work on County Road 15, laying it out and rolling it down, when the cutting edges come in from Butler Machinery

Moved by Krebsbach, seconded by Suydam, to approve the utility permit application from West River Telecommunication Cooperative of Hazen to install and maintain fiber to the Randall G. Neson residence by boring under 9th St. NW. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Suydam, seconded by Krebsbach, to approve two utility permit applications from Reservation Telephone Cooperative of Parshall to install and maintain fiber optics to complete the upgrade in the rural Max exchange area including five crossings in Unorganized Township 150 North, Range 83 West; two crossings of County Road 19; one section line crossing; 14 crossings in Andrews Township; four crossings in Greatstone Township; and 15 crossings in Unorganized Township 150 North, Range 82 West. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Grey stated that he is waiting for road restrictions to be lifted before beginning summer's work. Discussion followed.

Land Use Administrator Todd Schreiner joined the meeting with recommendations from yesterday's Planning & Zoning Commission meeting.

Moved by Krebsbach, seconded by Suydam, to concur with the Planning & Zoning Commission and approve the conditional use permit request from Troy Pank, Makoti, for land described as Outlot A, 1.538 acres, in the SE¼ of Section 33, Township 148 North, Range 85 West, to construct a non-farm structure on agricultural land. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Suydam, seconded by Krebsbach, to concur with the Planning & Zoning Commission and approve the variance request from Dennis and Cindy Henderson, Minot, for land described as Lots 36, Snake Creek Cottage Site, located in Malcolm Township, Township 148 North, Range 82 West, to allow the construction of a structure closer than the required 15-foot setback from the side lot line, as proclaimed in subsection 4 of section 5.2.4 of the revised McLean County Zoning Ordinance as adopted on September 1, 1982 and as amended on January 1, 2019. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Moved by Suydam, seconded by Krebsbach, to concur with the Planning & Zoning Commission and approve the variance request from Darin Baumgartner, Bismarck, for land described as Lot 2, Schock Resort, located in Wise Township, Township 147 North, Range 79 West, to allow the construction of a structure closer than the required 15 foot setback from the side lot line, as proclaimed in subsection 4 of section 5.2.4 of the revised McLean County Zoning Ordinance as adopted on September 1, 1982 and as amended on January 1, 2019. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Knutson presented documentation from North Dakota Insurance Reserve Fund (NDIRF) Insurance Agent Mike Nelson regarding increasing the county's deductible for Business Auto insurance from \$500.00 to \$1,000.00, showing an almost \$14,000.00 annual savings to the county, while leaving Inland Marine at the \$500.00 deductible mark.

Moved by Krebsbach, seconded by Suydam, to approve the recommended changes to the county insurance policy as presented. Knutson stated that it can be re-evaluated every year. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Knutson discussed the county's policy of changing NDIRF agent of record every three years and requested the commissions input on increasing the commitment to possibly a six-year term. She feels it is a disservice to the county to change so often as over time insurance has gotten more complex, stating that a better job can be done by the provider when given the time to get a feel for the county as a client. A longer commitment gives the provider reason to strive for better rates as well as developing a relationship with the county. Discussion followed.

Moved by Suydam, seconded by Krebsbach, to change the county's policy for changing NDIRF agent of record from three years to six years, reserving the right to extend or terminate at any time during that time frame. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Knutson discussed setting a minimum price for insuring items on the county insurance policy as she feels it doesn't make sense to insure items that cost less than the \$500.00 deductible. Discussion followed.

Moved by Krebsbach, seconded by Suydam, to insure items of \$1,500.00 or greater in value. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Knutson reported that the new dental insurance through Delta Dental has been implemented and will be effective as of July 1, 2019.

Knutson presented the contract for road project SC-2879(085), a 13.2-mile HBP overlay project near Mercer, for signing.

Knutson presented a bill received from the Garrison Fire Department requesting reimbursement in the amount of \$1,830.00 for scuba diving certification that was not pre-approved or budgeted for. Discussion followed. The county does not have surplus dollars and the commission feels it sets a bad precedence to start pulling money from the county budget for things that weren't budgeted for.

Moved by Krebsbach, seconded by Suydam, to decline the reimbursement request from the Garrison Fire Department for the unbudgeted \$1,830.00 for scuba diving certification. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Knutson provided the board with a list detailing all vouchers presented for payment at this meeting.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A138251	AUTO VALUE BISMARCK	BALANCE TIRES	32.98
A138252	ENERBASE COOP RESOURCES	FUEL	20,693.23
A138253	TURTLE LAKE FARMERS UNION OIL	FUEL	80.00
A138254	GARRISON CITY	GARBAGE/WATER	58.88
A138255	LYNN A SOMMER	REIMBURSE FOR LIGHTS FOR SERVICE TRUCK	52.98
A138256	ISTATE TRUCK CENTER	PARTS	16.42
A138257	MCLEAN ELECTRIC COOPERATIVE	ROSEGLLEN, UNDERWOOD & GARRISON SHOPS	567.00
A138258	MDU	WASHBURN, TURTLE LAKE, MAX & GARRISON SHOPS	354.28
A138259	NAPA AUTO PARTS-GARRISON	PARTS, LUBE	151.13
A138260	NELSON INTERNATIONAL	SWITCH	69.54
A138261	NORTHERN STATES SUPPLY, INC	FENDER WASHER PKG ZINC	30.93
A138262	PRAXAIR DISTRIBUTION	WELDING SUPPLIES	423.71
A138270	LADD R ERICKSON	APRIL TRAVEL	63.80
A138271	CURT MALO	REIMBURSE MAY CELL PHONE	30.00
A138272	BUSINESS CARD	AUTO ADAPTERS – SHERIFF; CASE & SCREEN PROTECTOR – OBERG; 3 PK LANTERN BATTERIES – HIGHWAY; IPHONE CASE – ERICKSON; WATER ADDITIVE REFILL – HIGHWAY	492.48
A138273	CENT DAKOTA HOSPITAL LAUNDRY	CLEANING RAGS	82.00
A138274	DAKOTA FIRE EXTINGUISHERS	(6) SCUBA HYDROTEST 3000 PSI, (6) VISUAL PLUS EDDIE CURRENT TEST, (5) SCUBA NEC O-RINGS	271.63
A138275	DOCS SHOP	OIL CHANGES, ROTOR REPLACEMENT, ROTATE TIRES – SHERIFF	1,084.70
A138276	CALANDRIA JARBOE EDWARDS	REIMBURSE MAY CELL PHONE	30.00
A138277	MICHELLE EFFERTZ	REIMBURSE MAY CELL PHONE	30.00
A138278	ENERBASE COOP RESOURCES	GASOLINE – SHERIFF	134.26
A138279	GARRISON FARMERS UNION OIL CO	GASOLINE, OIL CHANGES, HEADLIGHT – SHERIFF	481.82
A138280	BENJAMIN GEHRING	REIMBURSE APRIL CORONER FEES	750.00
A138281	GRIMSLEYS EXHAUST & FUELS	GASOLINE – SHERIFF	307.00
A138282	HATZY'S REPAIR	OIL CHANGE, BRAKE PADS – SHERIFF	288.89
A138283	NOELLE KROLL	REIMBURE MAY CELL PHONE	30.00
A138284	INFORMATION TECHNOLOGY DEPT	LERMS USER FEES – SHERIFF	318.65
A138285	JOHNSON CONTROLS	HEAT CONTROL VALVES – LEC	1,113.96
A138286	KEN'S BODY SHOP	IMPOUNDS – SHERIFF	2,025.00
A138287	MAILFINANCE	METER RENTAL 06-08-19 TO 09-07-19	868.44
A138288	MCLEAN ELECTRIC COOPERATIVE	SECURITY LIGHTS, COURTHOUSE, PARK	877.00
A138289	MCLEAN COUNTY FAIR	WRIST BANDS FOR WORKING AT FAIR – COUNTY AGENT	45.00
A138290	MDU	GAS – LAW ENFORCEMENT CENTER, COURTHOUSE	174.93
A138291	MENARD'S	FLOWERS FOR COURTHOUSE	43.20
A138292	MIDCONTINENT CABLE CO	CABLE TV – LAW ENFORCEMENT CTR	104.13
A138293	NAPA AUTO PARTS-GARRISON	WINDSHIELD WIPER FLUID, SEA FOAM – PARK	41.81
A138294	NATIONAL ASSOC OF COUNTIES	COUNTY MEMBERSHIP FEES	450.00
A138295	ND SURPLUS PROPERTY/OMB	BINOCULARS, TASER W/ CAMERA – SHERIFF	335.00
A138296	NETWORKFLEET, INC.	MONTHLY SERVICE – LEC	568.50
A138297	OFFICE DEPOT	MISC SIZED BINDERS, LETTER SIZED WALL POCKETS, HP 78A TONER	162.31
A138298	PHARMCHEM INC.	SWEAT PATCH ANALYSIS, SWEAT PATCH KITS – SHERIFF	1,525.05
A138299	ROGER BRITTON	MAY PLANNING & ZONING TRAVEL	14.50
A138300	RICHARD HULTBERG	MAY PLANNING & ZONING TRAVEL	44.08
A138301	DARWIN SAARI	MAY PLANNING & ZONING TRAVEL	26.68
A138302	PAUL SANNES	REIMBURSE APRIL CORONER FEES	750.00

A138303	SCOTT'S HARDWARE	OIL, AIR FILTERS, LAWN CARE, DIRT, HOSE, CONCRETE PATCH, WIRE STRIPPER, COMPACT TRIMMER	381.68
A138304	SIX, ANNA	REIMBURSE TURKEY HOT DOGS	3.16
A138305	GLENN WIEST	REIMBURSE TOLL CHARGES	4.90
A138306	RYAN OBERG	REIMBURSE MAY CELL PHONE	30.00
A138307	UNIFORM CENTER	STREET SHIRTS, CLASS A PANTS, CARGO PANTS – SHERIFF	704.95
A138308	WATER PURITY INC	WATER DELIVERED	161.00
A138309	WEST RIVER TELECOMM	911 TRUNKING RECURRING	494.36
A138310	WEX BANK	GASOLINE – SHERIFF	8,930.94

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

Knutson discussed the Commission District #1 vacancy left by the resignation of Commissioner Doug Krebsbach effective June 30, 2019. The remaining commissioners will determine the replacement with Chief Deputy Auditor Lori Foss in attendance as a Human Resource representative only. Lee would like to see Knutson sit in on the interviews as well to serve as a tie breaker in the event of a tie.

Knutson presented information from MARCO of Bismarck in regards to copier, printer, and scanner updates for various county offices to reduce high maintenance agreements on old machines, excessive toner and ink expenses, along with the number of machines to save county dollars.

Knutson informed the commission of the county's involvement in Census 2020 and the process to involve county entities to ensure a more accurate count of the county's population. Every person not counted results in \$2,000.00 less in distributions received. Knutson plans to include mailers with tax statements to get the word out and provide an extra terminal in the courthouse to encourage tax payers to submit their information on-line.

Chief Deputy Auditor Lori Foss joined the meeting to discuss proposed changes to the following personnel policies:

- Policy 303 – Annual Leave Changing the date in the second to last paragraph to October 31 versus June 30th; change the second sentence of same paragraph to reflect intent of losing annual leave in excess of 240 hours at one point in the year versus every month.
- Policy 313 – Family and Medical Leave Changing the point in time at which FMLA leave kicks in from three continuous days of sick leave taken to the point in time when an employee has exhausted all paid sick, all paid compensatory time leave, all applicable donated leave, and all but one week of paid annual leave except in the case of FMLA for fathers and employees needing to care for qualifying family members who will have to exhaust all paid compensatory time leave, all paid Family Medical Leave, all donated leave, and all but one week of paid annual leave in the case of birth or adoption or for care of family members with serious illness; changing the name of this section to include “Act” to distinguish from Family Medical Leave.
- Policy 317 – Family Sick Leave Changing to include allowing an employee to use up to 12 weeks of their accrued sick leave to care for a qualifying family member with a serious illness.
- Policy 403 – Payment of Salaries/Wages Changing to reflect direct depositing of employee pay which it does not right now.
- Policy 406 – Overtime and/or Compensatory Time Changing the requirement that compensatory time only needs to be used in place of Sick Leave but not in place of Annual Leave to avoid instances when employees are losing annual leave over 240 hours due to being forced to use comp time first.

Discussion followed. Foss will take the commission's recommendations and update the policies for the first reading to be held at the June 4, 2019 meeting. Knutson stated that some of the proposed changes came about from the recent department head meeting.

Knutson revisited the topic of summer hours for the courthouse stating that the subject was discussed at the department head meeting with several departments feeling it wouldn't work for them. Foss and Knutson requested and were granted permission for individual departments to implement summer hours for employees interested while maintaining regular business hours.

Moved by Krebsbach, seconded by Suydam, to approve the Gaming Site Authorization from American Legion Post #91 for bingo and pull-tabs at Totten Trail Bar & Grill, Coleharbor, from July 1, 2019 through June 30, 2020. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Knutson discussed replacing the county's current credit card with a Purchasing Card (P-Card) through the State Purchasing Card Program. The P-Card is a MasterCard issued through J. P Morgan Chase and is administered by the Office of Management & Budget and can be used with any vendor that accepts MasterCard as a form of payment.

Some of the advantages of participating are:

- Improves cash float (additional 30 days)
- Rebate based on combined spend of all entities
- Reduction in paperwork
- Faster delivery of goods
- Detailed two-year history of cardholder purchases

Knutson presented data showing the amount of rebates received by participating counties for 2017 and 2018.

Moved by Suydam, seconded by Krebsbach, to authorize Knutson to apply for a P-Card through the State Purchasing Card Program. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Next Knutson updated the commission regarding the Prairie Dog Bill (Senate Bill 2016) and the distribution of funding to townships due to extraordinary snowfall and road maintenance. Each township will receive \$5,000.00 along with the county receiving \$215,000.00 for its 43 unorganized townships.

Knutson informed the commission of an upcoming informational meeting scheduled with the cities. She feels that the county should not be responsible for their debt and would like to see the cities collect their own specials payoffs. McLean County is one of only a few counties in the state doing this. The county would continue to collect the yearly installments. The meeting is scheduled for June 5 at the Underwood City Hall.

Knutson then went on to explain to the commission that the county is only required by law to send out one tax statement per parcel. Right now some parcels are divided between multiple owners and each owner receives a statement with 500 – 600 extra statements that have to be printed and sent out. Knutson feels it's not the county's responsibility and owners can figure out what they owe between each other. This would reduce paper, postage, and time spent preparing tax statements. Lee would like to see a notice sent out this year with the tax statements so owners have a heads-up that only one statement per parcel will be sent out next year.

Knutson presented Lynn Helm's "Director's Cut" report regarding oil/gas production, producing wells, and permitting, ND sweet crude prices and rig count along with the State Summary Report for March, 2019.

An additional handicap parking space in the courthouse parking lot was discussed and granted by the commission.

Knutson informed the commission of Verizon's Public Safety Program that can reduce the county's cellular/data expense. The plan includes lower line expense, free upgrades every ten months, and will bump our lines to priority in the case of a congested network. Knutson would also like to transfer our AT&T lines to Verizon for additional savings. She went on to address a possible internet-based phone system with free long distance.

The board along with County Auditor Knutson completed an annual performance reviews of Tax Director/Veteran's Service Officer Todd Schreiner and started the annual performance review of Clerk of Court Cathy Bailey as part of their regular meeting. Bailey's review will be completed at a later date.

Sheriff J. R. Kerzmann and Chief Deputy Sheriff Richard Johnson joined the meeting to request to advertise for one or more deputies to fill the position vacated by the resignation of Deputy Roman Sobottke.

Moved by Suydam, seconded by Krebsbach, to authorize Kerzmann to advertise for one or more deputies. Roll Call Vote: Aye: Krebsbach, Suydam, and Lee. Nay: None. Motion carried.

Kerzmann also made the commission aware of a future purchase of ammunition previously approved in the 2019 budget. The commission agreed this was a necessity and gave Kerzmann the permission to order ammunition.

There being no further business, the chairperson declared the meeting adjourned at 11:55 a.m. until the next regularly scheduled meeting on Tuesday, June 4, 2019. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Steve Lee, Chairperson

Nancy Leidholm, Deputy Auditor