

McLean County Commission Proceedings
Tuesday, June 6, 2017

The first regular June meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Doug Krebsbach. Present were Commissioners Krebsbach, Barry Suydam, and Steve Lee. Also present were Auditor Les Korgel, Deputy Auditor Nancy Leidholm, and Suzanne Werre of BHG News Services.

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.

Moved by Lee, seconded by Suydam, to appoint Angie Johnson of Underwood to the McLean Mercer Regional Library Board for a term of three years. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Highway Superintendent Jim Grey joined the meeting. He reported that pavement patching on County Road (CR) 6 and the frontage road is about complete while patching on the Falkirk Mine road should finish up today. Grey stated that the department is done hauling rock for CR 9 and it is now being graveled.

Grey requested additional temporary help for gravelling, mowing, and odd jobs to allow the seasoned employees to do work that is needed. Lee questioned how long Grey would need the additional help. Grey stated that he would keep the seasonal employees until fall or until they are not needed. Korgel stated that the expense for seasonal employees was included in the budget.

Moved by Suydam, seconded by Lee, to authorize Grey to advertise for two part time employees for the Highway department. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Grey informed the commission that he was including a farm pickup and distributor truck in the County auction sale scheduled for June 10, 2017. Discussion followed regarding selling prices.

Moved by Lee, seconded by Suydam, to authorize Grey to set a minimum bid on the distributor truck. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Grey reported that one of the John Deere rental tractors had arrived and the other two should be here shortly.

Disaster Emergency Services (DES) Manager Noelle Kroll joined the meeting. Kroll requested and was granted permission to attend the 2017 North Dakota Emergency Management Association/North Dakota Department Emergency Services Conference scheduled for September 11 – 14, 2017 in Bismarck; and Public Information Officer training, date and place to be determined at a later date.

Korgel explained to the commission that Kroll, as DES Manager, is applying for a hazardous materials grant to conduct a regional hazmat exercise within McLean County. Lee questioned the expense of the exercise to which Kroll responded that everything should be covered by the grant, excluding any food served during the exercise.

States Attorney Ladd Erickson joined the meeting to discuss updating the county's Planning & Zoning Ordinance. He would like to begin at the beginning of the ordinance and work through to the end. Discussion followed.

Erickson briefly discussed the Ziegler's Landing courtesy dock at Douglas Bay, stating that he'd added the following paragraph to the Memorandum of Understanding:

"It is understood between the Board and the Department that the Board may and will delegate its responsibilities detailed in this MOU to the "Ziegler's Landing Homeowner's Association"."

Moved by Suydam, seconded by Lee, to approve the Memorandum of Understanding between the McLean County Park Board, the ND Game & Fish Department, and Ziegler's Landing Homeowner's Association. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Chief Deputy Auditor Lori Foss joined the meeting to present updated job descriptions for the commission's approval.

The first job description presented was Clerk of District Court showing the removal of the responsibility of issuing marriage licenses and solemnizing marriages.

Moved by Lee, seconded by Suydam, to approve the revised job description for the position of Clerk of District Court as submitted. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Next Foss presented the job description for the position of Data Entry Clerk for the Clerk of District Court's office. Previously this position was full-time and rotated between the Clerk of District Court and the States Attorney's offices and now will work only in the Clerk of District Court's office becoming a part-time position. The job description shows the removal of any references to the States Attorney's office and a change in work hours from 40 to as needed.

Moved by Suydam, seconded by Lee, to approve the revised job description for the position of Data Entry Clerk for the Clerk of District Court's office as submitted. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The job description for Deputy County Recorder shows the added responsibility of issuing marriage licenses. The responsibility of maintaining the statewide Uniform Commercial Code Central Indexing Filing System has been removed and work hours have been updated to show flexible as dictated by the Recorder.

Moved by Lee, seconded by Suydam, to approve the revised job description for the position of Deputy County Recorder as submitted. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The job description for County Recorder has been updated removing the responsibility of maintaining the statewide Uniform Commercial Code Central Indexing Filing System.

Moved by Suydam, seconded by Lee, to approve the revised job description for the position of County Recorder as submitted. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The job description for Data Entry Clerk – Recorder has been updated removing the responsibility of maintaining the statewide Uniform Commercial Code Central Indexing Filing System as well as changing the number of hours per week from 19 to varies.

Moved by Lee, seconded by Suydam, to approve the revised job description for the position of Data Entry Clerk - Recorder's office as submitted. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The job description for Legal Secretary/Clerk for the State's Attorney's office has been changed from part-time to full-time along with added responsibilities.

Moved by Suydam, seconded by Lee, to approve the revised job description for the position of Legal Secretary as submitted. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The job description for Commissioner has been updated showing a change stating that the board may not contract for the construction of bridges costing more than five hundred dollars without first complying with the provision of chapter 24.08.

Moved by Lee, seconded by Suydam, to approve the revised job description for the position of County Commissioner. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Korgel presented the monthly financial reports ending May 31, 2017 including the delinquent taxpayers list owing over \$4,000.00 which consisted of 38 taxpayers owing \$300,740.66. Property taxes are at 95% collected with the discount compared to 95% in 2016. Fees and Miscellaneous Revenue are at \$613,322.03 compared to \$656,264.90 in 2016. Government reimbursements including PILT, State Aid, and Coal Severance are at \$1,052,233.02 compared to \$857,183.74 in 2016. So far in 2017, \$5,930,486.53 of the budget has been expended or 41.92% where normally we would be at 41.67%.

Received and ordered filed the fee collection report from the Recorder's office for the month of May in the amount of \$7,264.60.

Received and ordered file the fee collection report from the Sheriff's Department for the month of May in the amount of \$696.76.

Moved by Lee, seconded by Suydam, to approve the Special Event Permit for Hometown Tavern of Garrison for a wedding and reception at the Jude Iverson farm September 9, 2017. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A132757	WILLIAM CARLSON	REIMBURSE CELL PHONE	30.00
A132758	CIRCLE SANITATION SERVICE	GARBAGE PICKUP – GARRISON & WASHBURN SHOPS	136.00
A132759	ESCO BISMARCK	CUTTING EDGES	49.37
A132760	VELVA FARMERS UNION OIL CO	FUEL – BUTTE SHOP	3,091.71
A132761	GARRISON FARMERS UNION OIL C	FUEL, GARRISON SHOP SUPPLIES	3,594.80
A132762	FASTENAL COMPANY	REPAIR PARTS	255.48
A132763	FILTER CARE OF GRAFTON	WASHED FILTERS	287.65
A132764	JOHNSEN TRAILER SERVICE	PARTS	351.25
A132765	MCLEAN ELECTRIC COOPERATIVE	ROSEGLEN, UNDERWOOD & GARRISON SHOPS	517.00
A132766	MCLEAN SHERIDAN RURAL WATER	WATER	65.22
A132767	NORTHERN PLAINS EQUIPMENT	PARTS, GARRISON SHOP SUPPLIES	221.40
A132768	PAHLKE STEEL INC	PARTS	12.08
A132769	SCOTT'S HARDWARE	WASHBURN SHOP SUPPLIES, PARTS, PARTS FOR FUEL PUMP	207.59
A132770	S & J HARDWARE	PARTS, GARRISON SHOP SUPPLIES, MAX SHOP SUPPLIES	46.74
A132771	TITAN MACHINERY	PARTS, MOWER BLADES, OIL FILTER, HYD OIL, TRANSMISSION OIL	1,308.52
A132772	TRUCKS OF BISMARCK	PARTS	315.34
A132773	WAGON WHEEL LUMBER	GRAY PRIMER – WASHBURN SHOP	11.97
A132774	WEST RIVER TELECOMM	TELEPHONE/DSL	90.81
A132775	WOLD ENGINEERING P.C.	PROJECT B-16-44-CP(017)	15,314.12
A132776	AMERIPRIDE LINEN & APPAREL	SHOP TOWELS, FLOOR MATS	167.92
A132777	ASTORIA HOTEL & EVENT CENTER	LODGING – YOUNGBIRD, BARRETTE	385.00
A132778	AT&T MOBILITY	SHERIFF, STATES ATTORNEY – CELL SERVICE; ASSESSOR – DATA CARD	203.53
A132779	BHG INC	NOTARY STAMP, COMMISSION	1,584.21

		MINUTES, HELP WANTED – JAILER/ DISPATCHER, NOTICE – EQUALIZATION MEETING, BIDS, BUILDING PERMITS	
A132780	BUSINESS CARD	HP LASER TONER, (2) 4-H SASHES	155.83
A132781	CALIBRE PRESS	TACTICAL LEADERSHIP TRAINING – SHERIFF	267.00
A132782	CHS CREDIT CARD DEPT	GASOLINE – SHERIFF	2,293.99
A132783	CHASE DRUG STORE	PRISONER MEDICAL – SHERIFF	304.80
A132784	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	337.00
A132785	CITY OF WASHBURN	COURTHOUSE/LEC – WATER/SEWER	435.08
A132786	CULLIGAN WATER CONDITIONING	PORTABLE EXCHANGE RENTAL – PARK	45.00
A132787	DACOTAH PAPER COMPANY	PAPER PLATES, CLEANER, SHAMPPPO, BODY WASH, TOILET PAPER, PAPER TOWELS, HAND SOAP, VACUUM, NITRILE GLOVES, LAUNDRY SOAP, SWIFFER REFILLS, GARBAGE BAGS, McLEAN COUNTY SHARE BILLABLE EXPENSES – APRIL 2017	1,738.99
A132788	DAKOTA CENTRAL SOCIAL SVCS		71,053.82
A132789	ESRI	AGCGIS – DESKTOP BASIC SINGLE USE PRIMARY MAINTENANCE	400.00
A132790	FIRST DISTRICT HEALTH UNIT	WATER TEST – PARK	44.00
A132791	GARRISON LUMBER	WOOD FOR ENTRY SIGN & PICNIC TABLES; BATHROOM MAINTENANCE	667.79
A132792	BENJAMIN GEHRING	REIMBURSE FOR MAY CORONER SERVICES	1,500.00
A132793	GEMPLERS	GLOVES, LINERS, SPRAYER, WIPE CLOTHS – WEED CONTROL	253.96
A132794	GERARD GOVEN	MAY WATER BOARD MEETINGS/ MILEAGE	417.80
A132795	SHERRY GREY	REIMBURSE FOR HP 951 INK	67.08
A132796	RONALD G HARNDEN, INC	TRANSCRIPT OF DEPOSITION – STATES ATTORNEY	71.00
A132797	INFORMATION TECHNOLOGY DEPT	T-1 LINE ACCESS, ACTIVE DIRECTORY USER FEES, VPN, EXCHANGE EMAIL ACCOUNTS	938.60
A132798	INFORMATION SYSTEMS CORP	36" X 500' PAPER ROLLS – RECORDER	130.00
A132799	SHANNON JEFFERS	MAY WATER BOARD MEETINGS/ MILEAGE; WATER LAW & REG SCHOOL	1,378.51
A132800	KEN'S BODY SHOP	IMPOUNDS – SHERIFF	1,225.00
A132801	KRAUSE'S MARKET	VINEGAR, BLEACH – BUILDING; COFFEE; FOOD SUPPLIES FOR LIVESTOCK CLINIC – COUNTY AGENT	136.37
A132802	LEE, STEVE	MAY TRAVEL	99.51
A132803	MCLEAN ELECTRIC COOPERATIVE	SECURITY LIGHTS – COURTHOUSE, PARK; PARK; GARAGE; CAMPER PADS; CAMPGROUND METER	1,420.00
A132804	MCLEAN COUNTY TREASURER	PAY OFF SPECIAL 161.81 ON PARCEL 81-3001-9	6,451.80
A132805	MCLEAN COUNTY AUDITOR	MAY POSTAGE – COUNTY AGENT	189.24
A132806	MENARDS - MINOT	SHOWER HEADS, GOPHER PELLETS, AA BATTERIES	41.94
A132807	MOORE ENGINEERING, INC	STATE WATER COMMISSION COST SHARE & PERMIT APPLICATION; STATE WATER COMMISSION STUDY	17,500.00
A132808	MOTOROLA SOLUTIONS, INC.	RADIO FOR UNIT S-21	8,238.00
A132809	ND ASSOCIATION OF COUNTIES	WORKERS COMP RECONCILIATION – 2016	12,852.82
A132810	ND ASSOCIATION OF COUNTIES	WRAP UP REG – KNUTSON, KORGEL, REISER	150.00
A132811	NDACO RESOURCES GROUP	REMOTE SUPPORT – DISPATCH COMPUTER – WEB ROOT ISSUE	1,966.86
A132812	ND SECRETARY OF STATE	NOTARY RENEWAL FEE – HOWE	36.00
A132813	LYNN OBERG	MAY WATER BOARD MEETINGS/ MILEAGE; EQUIPMENT RENTAL, MEALS	1,970.54
A132814	OFFICE OF THE STATE AUDITOR	AUDIT REPORT OF McLEAN CO – 12/31/16 AND 2015	165.00
A132815	OFFICE DEPOT	FILE LABELS, HP 305A LASER TONER, TAB INSERTS, 3 CALCULATORS	271.92
A132816	OTTERTAIL POWER COMPANY	BUTTE, TURTLE LAKE, & MAX SHOPS; COURTHOUSE; RADIO TOWER	4,556.69
A132817	PEDERSON, DAVID	REIMBURSE FOR COTTON BALLS, 70P ALCOHOL, ENVELOPES	11.52
A132818	POST BOARD	PSYCH EVALUATION	135.00
A132819	POSITIVE CONCEPTS	THERMAL PAPER ROLLS	149.95

A132820	SANFORD HEALTH	INMATE MEDICAL – SHERIFF	343.34
A132821	SCOTT'S HARDWARE	MOWER OIL, CARB CHOKE CLEANER, SHOWER HEAD PARTS, TRIMMER LINE, FUNNEL, SPRAYER, VALVE SEALANT, 24" 17W BULB, 14" BOLT CUTTER, GALVINIZED HOUSING, GALVINIZED NIPPLE, TAPE, COFFEE MAKER, ZIP TIES, SILICONE, ROPE	202.93
A132822	S & J HARDWARE	BUSHING, LATCH, BATTERIES, BLEACH, OUTLET, FLANGE, PUSH CAP, MOWER BLADE	121.06
A132823	SLEEP INN & SUITES	ROOM – WEINFORTNER – TRAINING	177.02
A132824	BARRY SUYDAM	FEBRUARY – MAY TRAVEL	299.60
A132825	UNDERWOOD CLINIC PC	INMATE MEDICAL, DEPUTY PHYSICAL	319.00
A132826	VERIZON WIRELESS	HIGHWAY CELL SERVICE, ASSESSOR CELL SERVICE, SHERIFF DATA CARDS	1,045.19
A132827	WARD COUNTY AUDITOR	INMATE HOUSING – SHERIFF	1,050.00
A132828	WASHBURN PUBLIC SCHOOL	LOCAL, STATE & NATIONAL SPELLING BEE EXPENSES	2,585.66
A132829	WATER PURITY INC	WATER DELIVERED	77.00
A132830	WEST RIVER TELECOMM	MONTHLY TELEPHONE, E-911 RADIO TOWER, SHERIFF TELEPHONE	3,250.59
A132831	WESTERN FRONTIER INS AGENCY	SURETY BOND/NOTARY APP FEE – WEINFORTNER, SURETY BOND/ NOTARY APP FEE – VALANDRA, NOTARY APP FEE – SIX, SURETY BOND/NOTARY APP FEE - HOWE	258.00

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

Chief Deputy Sheriff/E-911 Coordinator Richard Johnson joined the meeting to present a service agreement from Electronic Communications for the McLean County repeaters; LEC bases; Zetron Max dispatch console and 911 phone system; and the Eventide recorder; for \$1,490.00/month or \$17,880.00 annually. The agreement covers labor and transportation costs, but does not cover repair parts. Discussion followed. Lee directed Johnson to look at this during the budgeting process this fall.

Johnson then requested permission to offer cell phones and accompanying plans for the two department detectives with funding to come from the Sheriff's Drug Forfeiture account. He presented pricing from Straight Talk and Verizon.

Moved by Lee, seconded by Suydam, to approve the contracting of two phones through Verizon for the detectives. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 10:12 a.m. until the next regularly scheduled meeting on Tuesday, June 6, 2017. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Doug Krebsbach, Chairperson

Nancy Leidholm, Deputy Auditor