

**McLean County Commission Proceedings**  
**Tuesday, June 15, 2021**

The final regular June meeting of the Board of Commissioners was called to order at 8:31 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam, Steve Cottingham, and Steve Lee. Also present were Auditor Beth A. Knutson, Highway Superintendent Jim Grey, Building Maintenance Supervisor Curt Malo, States Attorney Ladd Erickson, Director of Disaster Emergency Services/Risk Manager Noelle Kroll, Deputy Auditor Diane L. Blumhagen, Ralph Mancini of BHG News Service, and Rocky Thompson of Bismarck.

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

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

Grey was present with an update on department operations, he reported that road work started on 50<sup>th</sup> Avenue NW. The City of Garrison called regarding the frontage road by Krause's SuperValu. The road becomes narrow when campers park on the side of the frontage road and requested some type of signage to be installed. The Commissioners asked Grey to measure the frontage road to receive the exact measurement of the frontage road in order to see what type of signage can be placed.

Grey notified the board that he has been in contact with companies regarding the purchase of a used mini excavator. He reported that it is hard to find a used one at this time and he feels it would be better to advertise for bids to purchase of a new one instead.

Moved by Lee, seconded by Cottingham, to authorize the Highway Department to advertise for bids for a new mini excavator. Discussion followed. Roll Call Vote: Aye: Cottingham, Lee and Suydam. Nay: None. Motion carried.

Grey discussed items to be brought to the upcoming County Auction. The list included a 1992 International single axle dump truck, 1997 Ford tandem axle dump truck, 1988 Chevrolet crew-cab pickup, a disc, 1964 Oliver 550 tractor, and other miscellaneous items. Grey suggested the Oliver 550 tractor be put on reserve.

Moved by Lee, seconded by Cottingham, to authorize the Highway Department to add the listed items to the auction sale with a reserve on the Oliver 550 tractor. Roll Call Vote: Aye: Cottingham, Lee and Suydam. Nay: None. Motion carried.

Chairperson Suydam discussed the road at Deepwater Bay.

Kroll addressed the commissioners regarding compensatory time for employees who participated in the active shooter exercise which went a half-hour past 4:30 p.m.

Moved by Cottingham, seconded by Lee, to authorize 45 minutes of compensatory time for the listed employees. Roll Call Vote: Aye Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Kroll presented the proposed budget for the Risk Management Program for 2022 including an increase in the Fire Extinguishers line item from \$1,700.00 to \$3,000.00 and an increase in the Training line item from \$500.00 to \$700.00 which will include CPR Training. Total budget presented, \$7,900.00.

Kroll presented the proposed budget for Disaster Emergency Services for 2022. Kroll reported that she has applied for a Homeland Security Grant for Equipment/Supplies showing decrease from \$22,170.00 to \$21,320.00, Salaries increased from \$33,279.71 to \$35,276.49, and Contractors/Plan Updates increased from \$20,000.00 to \$25,000.00. Total budget presented, \$89,256.49.

Kroll presented the commissioners the McLean County Emergency Drought Declaration. The drought declaration is as follows:

**DROUGHT EMERGENCY DECLARATION**  
**for**  
**McLEAN COUNTY, NORTH DAKOTA**

June 15, 2021

**WHEREAS**, McLean County, North Dakota has endured drought conditions since summer 2020 and throughout 2021 resulting in the county being in an Exceptional (D4) drought; and

**WHEREAS**, North Dakota is currently experiencing the worst drought on record since the year 2000; and

**WHEREAS**, drought conditions have the potential to adversely impact farmers who face a continued lack of rainfall and linger dry days that may result in poor crop production; and

**WHEREAS**, McLean County has suffered significant damage to pasture, hay, and crop land as well as depletion of water supplies for livestock, and

**WHEREAS**, all available county resources remain committed to protecting life and property; and the cost of response and the inordinate equipment wear may be far in excess of available McLean County resources, and

**WHEREAS**, impacts of the drought threatens severe agricultural losses which constitute an imminent threat to the economy of McLean County.

**NOW, THEREFORE, BE IT HERBY RESOLVED**, that the Board of McLean County Commissioners declares a DROUGHT EMERGENCY and orders the activation and utilization of the McLean County Local Emergency Operations Plan to monitor the situation, develop and maintain a damage assessment, alleviate hardship, and initiate appropriate relief actions and mitigation measures by department and agencies of local government to limit the impact of this drought emergency upon the citizens of McLean County.

**DATED** at Washburn, North Dakota this 15th day of June, 2021.

\_\_\_\_\_  
Barry Suydam, Chairman  
McLean County Commission

Attest: \_\_\_\_\_  
Beth Knutson  
McLean County Auditor

Moved by Cottingham, seconded by Lee, to approve the McLean County Drought Declaration. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Stewart Bennett of Garrison joined the meeting.

Malo presented the commercial caulking estimate for the courthouse building and grounds from Dakota Caulking, Inc. The estimate includes the caulking of windows, building, and concrete.

Moved by Lee, seconded by Cottingham, to accept the proposal from Dakota Caulking, Inc. in the amount of \$36,430.00 for commercial caulking of the courthouse building, windows, and concrete. Discussion followed. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson reached out to Park Board members regarding extending the high-water boat ramp at Sportsmen Centennial Park. With no objection from the Park Board, she will send the paperwork to the North Dakota Game and Fish.

Knutson presented two Letters of Interest from Kathy Keller and Donna Sommer for McLean County Library Board appointments. There were no other Letters of Interest received. Keller and Sommer will be serving their second and final terms ending June 30, 2024.

Moved by Cottingham, seconded by Lee, appoint Kathy Keller and Donna Sommer to their second three-year terms on the McLean County Library Board. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented the Unclaimed Property Report which includes outstanding checks over one year old. The outstanding checks are to be sent to the North Dakota Unclaimed Property Division.

Treasurer Checks

42277	02/25/2020	\$27.47	Vicky Peloquin-Silvey	Overpayment on 2019 taxes 02/25/2020
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Warrant Checks

137015	12/04/2018	\$15.00	Glenn Floyd Murray	Refund for 24/7 Sobriety Program
138569	07/02/2019	\$30.00	Kelly Jean Summer Zotti-Leppel	Refund for 24/7 Sobriety Program
300130	08/15/2019	\$444.28	Jolene Haux	Mileage
302918	06/22/2020	\$184.00	Jolene Haux	Mileage

Moved by Lee, seconded by Cottingham, to approve the Unclaimed Property Report. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Bennett requested the Commission change the yield sign located at 50<sup>th</sup> Avenue NW and 14<sup>th</sup> Street in Douglas Bay to a stop sign. He also requested the removal of some large trees in the ditch. Grey stated there shouldn't be any issue with changing the signs but the Highway Department may not get to the tree removal until a later date, but they will address the issue.

Moved by Lee, seconded by Cottingham, to approve the sign change located on 50<sup>th</sup> Avenue NW and 14<sup>th</sup> Street in Douglas Court Bay. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Rocky Thompson was present requesting the commission apply for the Federal Land Access Program which has an application deadline of June 23, 2021. The program is designed to improve access to federal land with the area at Douglas Bay having the boat ramp. If approved, the program would pay 81% of the project, and approval will be needed from the Army Corps of Engineers. The project wouldn't start for three to four years, and the county would be responsible for maintaining the road. The remaining 19% is about \$600,000.00 plus the future maintenance. Thompson stated there was a Douglas Bay Association meeting recently and members are on board for taking on some of the extra costs.

Moved by Cottingham, seconded by Lee, to authorize applying for the Federal Land Access Program. Roll Call Vote: Aye: Lee, Cottingham and Suydam. Nay: None. Motion carried.

Shirley Anderson and Mary Zimmerman, both of Garrison, joined the meeting.

Chief Deputy Sheriff Richard Johnson and Assistant Jail Administrator Casey Howe joined the meeting.

Received and ordered filed the fee collection report from the Recorder's Office in the amount of \$8,287.00 for the month of May.

Moved by Lee, seconded by Cottingham, to approve two Special Event Permit Applications submitted by Hometown Tavern and Bottle Shop of Garrison for a wedding reception to be held at Cricket on the Hearth on August 14, 2021 and a second wedding reception at Busted Knuckle on September 4, 2021. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson requested amending the Gaming Site Authorization that was previously submitted and approved for American Legion Post 91 at the Totten Trail Bar to include bingo.

Moved by Cottingham, seconded by Lee, to approve amending the previously submitted and approved Gaming Site Authorization to include bingo. Roll Call Vote: Aye: Lee, Cottingham and Suydam. Nay: None. Motion carried.

Knutson presented a Local Raffle Permit Application submitted by the Sakakawea Fence Stretchers for a raffle to be held at the Garrison Golf Course on October 5, 2021.

Moved by Lee, seconded by Cottingham, to approve the Local Raffle Permit Application submitted by the Sakakawea Fence Stretchers to be held at the Garrison Golf Course on October 5, 2021. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented a Local Raffle Permit Application submitted by the McLean County Racers Inc. for 50/50 raffles to be held on five dates at the McLean County Speedway.

Moved by Cottingham, seconded by Lee, to approve the Local Raffle Permit Application submitted by the McLean County Racers Inc. for a 50/50 raffles to be held on five dates at the McLean County Speedway. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Johnson presented an application for mobile radios that had been submitted before CARES funds were received. Twenty-five radios were purchased with CARES funds and Johnson is requesting approval to purchase five additional mobile radios funded by the Operation Stonegarden Program.

Moved by Lee, seconded by Cottingham, to approve the purchase of five mobile radios at a cost of \$29,326.85 with funds provided through Operation Stonegarden. Roll Call Vote: Aye: Cottingham, Lee and Suydam. Nay: None. Motion carried.

Howe requested approval to hire a Jailer/Dispatcher from the existing pool of applicants. The new Jailer/Dispatcher will replace retiring employee, Daniel Wicklander.

Moved by Lee, seconded by Cottingham, to approve the hiring of one additional Jailer/Dispatcher from the existing pool of applicants. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Johnson presented the proposed budget for 2022 for E-911 with the only change being an increase in the Salaries line item from \$17,229.02 to \$17,578.83. Total budget presented, \$109,528.83.

Johnson presented the proposed budget for 2022 for Communications, with no changes from last year. Total budget presented, \$9,000.00.

Keith and Wendy Altendorf, and Curt and Cheryl Axtman, all of Garrison, joined the meeting.

Tax Equalization Director/Veterans Service Officer Todd Schreiner joined the meeting.

Schreiner presented the proposed budget for 2022 for Veterans Service, Salaries line item increased from \$24,285.59 to \$25,742.73. Total budget presented, \$30,262.15.

Schreiner presented the proposed budget for 2022 for Tax Equalization/Land Use, Salaries line item increased from \$157,460.07 to \$161,646.33 and GIS Maintenance increased from \$600.00 to \$683.95. Total budget presented, \$203,250.28.

Sheriff JR Kerzmann joined the meeting for discussion regarding pit training with the Highway Patrol. The Highway Patrol would like to purchase a 2014 Ford Explorer from the Sheriff's Motor Pool that was going to be sold at the County Auction for \$2,500.00. Kerzmann then discussed donating a 2000 Crown Victoria Police Interceptor that was also to be sold at the County Auction to the Highway Patrol in return for future training.

Moved by Lee, seconded by Cottingham, to approve donating the 2000 Crown Victoria Police Interceptor and selling the 2014 Ford Explorer for \$2,500.00 to the Highway Patrol. Roll Call Vote: Aye: Cottingham, Lee and Suydam. Nay: None. Motion carried.

Knutson discussed the County Motor Pool with the commissioners.

Kerzmann presented the proposed budget for 2022 for the County Sheriff. Salaries line item increased from \$2,167,665.21 to \$2,265,146.20; Prisoner Board increased from \$18,000.00 to \$20,000.00; Telephone line item decreased from \$13,000.00 to \$12,000.00; Open-Fox Program decreased from \$9,900.00 to \$2,200.00; and Overtime increased from \$150,000.00 to \$175,000.00. Total budget presented, \$2,955,846.20.

Kerzmann presented the proposed budget for 2022 for Law Enforcement Vehicle Expense with the only change being an increase in the Gasoline line item from \$140,000.00 to \$150,000.00. Total budget presented, \$213,000.00.

Kerzmann presented the proposed budget for 2022 for Vehicle Impound and Towing with no changes from 2021. Total budget presented, \$6,000.00.

Recorder Heidi Anderson joined the meeting to present the proposed budget for 2022 for County Recorder. Salaries line item decreased from \$142,226.18 to \$141,245.96, Training/Conventions decreased from \$2,500.00 to \$1,000.00, Office Supplies decreased from \$700.00 to \$500.00, and Maintenance Agreements increased from \$7,000.00 to \$8,500.00. Total budget presented, \$152,095.96.

Clerk of Court Bonnie Bohnsack joined the meeting to present the proposed budget for 2022 for Clerk of District Court, Salaries line item decreased from \$144,233.62 to \$143,564.78 and Court Appointed Counsel increased from \$20,000.00 to \$25,000.00. Total budget presented, \$177,064.78.

Bohnsack then presented the proposed budget for 2022 for Juvenile Court, with no changes from the 2021. Total budget presented, \$2,000.00

Knutson presented the following proposed departmental budgets for 2022 for the commission's review:

- Advertising/Tourism with no changes, total budget presented, \$0.00;
- Job Promotions (Youth Seminar) with no changes, total budget presented, \$1,600.00;
- McLean County Coroner with no changes, total budget presented, \$28,500.00;
- McLean County Rescue Boat showing a decrease in Training from \$2,000.00 to \$1,000.00, total budget presented, \$3,500.00;
- Parole and Probation with no changes, total budget presented, \$4,080.00;

- McLean County Historical Society with an increase in Electricity line item from \$2,500.00 to \$2,750.00 and an increase in Gas from \$1,750.00 to \$2,000.00, total budget presented, \$48,400.00;
- Weed Control with a decrease in Health Insurance from \$24,000.00 to \$21,313.20 and an increase in Retirement from \$11,000.00 to \$11,500.00, total budget presented, \$203,766.56;
- Water Resource Board with a decrease in the Miscellaneous line item from \$2,500.00 to \$1,000.00, Turtle Creek decreased from \$9,500.00 to \$7,000.00, Hintz Lease increased from \$3,350.00 to \$3,500.00, Painted Woods decreased from \$50,000.00 to \$40,000.00, City of Mercer decreased from \$7,200.00 to \$1,000.00, and City of Washburn increased to \$20,050.00 with total budget presented, \$148,050.00;
- McLean County Park Board with an increase to the Salaries line item from \$45,249.27 to \$47,188.97, Fuel increased from \$1,400.00 to \$1,500.00, Capital Outlay/Equipment increased from \$13,789.00 to \$15,000.00 and Overtime increased from \$3,619.94 to \$3,775.12, total budget presented, \$83,964.09; and,
- State's Attorney with an increase in the Salaries line item from \$184,965.72 to \$186,007.25, Dues/Memberships increased from \$500.00 to \$750.00, and Contingency Fund increased from \$2,000.00 to \$3,750.00 with total budget presented, \$196,007.25.

Commission requested Lynn Oberg of the Water Resource Board attend the next meeting to review that budget in more detail.

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

CHECK#	VENDOR	DESCRIPTION	AMOUNT
304782	AUTO VALUE BISMARCK	PARTS AND OIL	585.68
304783	BENTZ DELIVERY	NELSON INTERNATIONAL PARTS DELIVERY	26.45
304784	BUTLER MACHINERY COMPANY	PARTS, BELT, PUMP, SEAL, SEAL O-RING, GASKET, SWITCH, MAINTENANCE ON 10-002 AND 10-003	581.38
304785	DAKOTA PIPE STEEL	PARTS	269.29
304786	GARRISON FARMERS UNION OIL CO	OIL AND PARTS	250.33
304787	FORCE AMERICA DISTRIBUTING LLC	PARTS FOR 11-044 AND 13-098	9.92
304788	GARRISON CITY	GARBAGE AND WATER	51.70
304789	JOHN DEERE FINANCIAL	COOL BLUE LUBRICANT	153.10
304790	MAX FARM SERVICES	ROSEGLEN FUEL	4,272.44
304791	MCLEAN COUNTY IMPLEMENT LLC	PARTS, CUTTING EDGES, WASHBURN SHOP SUPPLIES, OIL FOR MOWER	268.38
304792	MDU	WASHBURN, TURTLE LAKE, MAX, AND GARRISON SHOPS	222.68
304793	NAPA AUTO PARTS GARRISON	PARTS AND HOLE SAW	500.38
304794	ND DEPT OF TRANSPORTATION	PROJECT: SC-2879(085) MILL AND OVERLAY	11,175.26
304795	NELSON INTERNATIONAL	COOLER OIL TRANS AND PIPE WATER CROSSOVER FOR 13-082, LED AMBER CLEARANCE LIGHT	1,859.20
304796	NORTHERN PLAINS EQUIPMENT CO	MAINTENANCE ON 16-116, PARTS FOR 13-082 AND 11-044	1,813.33
304797	OK AUTOMOTIVE	PARTS FOR 12-002 AND 55-GALLON ANTIFREEZE	450.03
304798	PAHLKE STEEL INC	PARTS FOR 13-098	61.05
304799	TITAN MACHINERY	PARTS FOR 11-044	127.64
304800	WAGON WHEEL LUMBER INC	11-INCH METAL TRAY LINER	0.99
304801	ARMOR INTERACTIVE	SHERIFF DATTO NAS, SERVER BACKUP DEVICES, 45 NODES - JULY	1,700.00
304802	BHG INC	PUBLICATION – WHITEHEAD, WALKER AND WILSON FORFEITURES	274.92
304803	BURLEIGH CO SOIL CONSERVATION	(25) 55-GALLON BARRELS	560.00
304804	BUTLER MACHINERY COMPANY	WASHBURN TOWER GENERATOR REPAIRS, GENERATOR MAINTENANCE	1,931.96
304805	CHASE DRUG STORE	MAY INMATE PRESCRIPTIONS	181.64
304806	CITY OF WASHBURN	WATER	488.06
304807	DACOTAH PAPER COMPANY	GARBAGE BAGS, TOILET PAPER, SOAP, HAIR AND BODY WASH, PAPER TOWELS, BATHROOM CLEANER	520.94
304808	DOCS SHOP	OIL CHANGES, AIR FILTERS, ROTATE TIRES, ENGINE DIAGNOSTIC,	1,453.95
304809	WILTON FARMERS UNION OIL CO	GASOLINE	209.70
304810	GARRISON VETERINARY SERVICE	DOG FOOD, NEXGARD, FURMINATOR, DERMATOLOGIC EXAM, CONZOL LOTION	534.65
304811	GARRISON LUMBER	LIQUID NAIL FOR CENTENNIAL PARK	6.98
304812	HARRYS AUTO SERVICE REPAIR	(4) TIRES FOR WEED CONTROL	460.00
304813	HAZEN STAR	HELP WANTED ADS FOR PROPERTY APPRAISER AND JAILER/DISPATCHER	166.26
304814	HIWAY 83 EXPRESS	GASOLINE	77.80
304815	COURTNEY HOIKKALA	BAKING SCHOOL SUPPLIES	82.41
304816	INFORMATION TECHNOLOGY DEPT	FIRST DISRICT HEALTH T-LINE, T-1 ACCESS, DES T-1, ADUF AND VPN, RECORDER VPN, ACTIVE DIRECTORY USER FEES, EXCHANGE EMAIL ACCOUNTS, TL VPN AND ADUF, (2) AZURE AD PLAN 2, OFFICE 365 BASIC, VPN FOR FOSS, KNUTSON, AND HORNSTEIN, NETMOTION LERM USER FEE	1,347.15
304817	KENS BODY SHOP	IMPOUNDS	1,800.00
304818	KRAUSES MARKET	COMET CLEANER, INMATE FOOD	122.24

304819	LIGHT AND SIREN	(2) N-FORCE SINGLE DECK GRILL LIGHT (2) PDU WITH BOLTS AND SCREW TERMINALS, SRC7 CONSOLE, FACE PLATE, SHIPPING AND INSURANCE ON ALL LISTED	1,235.00
304820	LIGNITE TIRE	(16) TIRES	2,310.64
304821	MARCO	STANDARD PAYMENT	1,832.58
304822	MATTHEW BENDER AND CO INC	VETERANS BENEFITS ADMINISTRATIVE FORMS	351.00
304823	MCLEAN COUNTY IMPLEMENT LLC	ELECTRONIC CLEANER, CARBURETOR CHOKE CLEANER, OIL AND FILTER	25.38
304824	MCLEAN COUNTY AUDITOR	MAY COUNTY AGENT POSTAGE	315.63
304825	MDU	SHERIFF AND COURTHOUSE UTILITIES AND GAS	177.90
304826	MIDCONTINENT CABLE CO	JAIL CABLE TV	112.22
304827	NAPA AUTO PARTS GARRISON	CARBURETOR CLEANER, WD-40	13.35
304828	NELSON AUTO CENTER	(4) 2021 FORD EXPEDITIONS	166,961.72
304829	NORTHSHORE INN AND SUITES	ROY ENGBRETSON K-9 TRAINING	277.92
304830	PHARMCHEM INC	SWEAT PATCH ANALYSIS	114.20
304831	POST BOARD	PSYCH EVALUATION	135.00
304832	SALHUS SEPTIC PUMPING	CLEAN DRAIN IN SALLY PORT	200.00
304833	SCOTTS HARDWARE	KIDS IN THE GARDEN SUPPLIES, RAIN BARREL CLASS SUPPLIES	486.92
304834	S AND J HARDWARE	ELECTRIC CORD ADAPTER, TIRE GAUGE, BATTERIES, MOLE KILLER, UTILITY BRUSH, WATER HEATER THERMOSTAT, RV OUTLET	125.80
304835	TURTLE LAKE MAIN STREET MARKET	INMATE MEALS	3,581.52
304836	WEST RIVER TELECOMMUNICATIONS	RECURRING 911 TRUNKING	494.36
304837	WESTERN FRONTIER INS AGENCY	JEFFREY TURNING HEART JR NOTARY RENEWAL	100.00
304838	WESTERN LIGHTING TECH INC	(25) LED 4" HYBRID TUBE	249.75
304839	WEX BANK	FLEET CARD AND GASOLINE	11,698.84
1243	HEIDI ANDERSON	NDCRA CONFERENCE MILEAGE AND MEALS	283.20
1244	ANNA SIX	DEODORANT, SPATULA	9.42

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

There being no further business, the chairperson declared the meeting adjourned at 10:20 a.m. until the next regularly scheduled meeting on Tuesday, July 6, 2021. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

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Barry Suydam, Chairperson

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Diane L. Blumhagen, Deputy Auditor