

McLean County Commission Proceedings
Tuesday, July 18, 2023

The second regular July 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; Deputy Auditor Diane L. Blumhagen; Road Superintendent James Grey; and Wold Engineering Representative Mike Rivinius.

Moved by Lee, seconded by Suydam, to approve the minutes of the previous meeting held on July 6, 2023, as submitted. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Building Maintenance Supervisor Curt Malo joined the meeting.

Grey presented an update on department operations reporting that graveling across the county continues.

Assistant Road Superintendent Travis Verke joined the meeting.

Grey updated the commission regarding the status of the Torgerson gravel pit, reporting that Rivinius measured the pit which currently has 21,422 cubic yards. Grey recommends paying for one-half of the current measurement and have the remaining measured again before final payment. Discussion followed.

Moved by Lee, seconded by Suydam, to approve paying for half of the 21,422 cubic yards and remeasure the pit on November 1, 2023. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Chief Deputy Auditor Lori A. Foss joined the meeting.

Rivinius presented an updated five-year paved road plan that featured two options for 2024. Discussion followed.

Moved by Lee, seconded by Suydam, to accept the five-year paved road plan and that each project will need approval. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Grey went on to present the proposed 2024 budgets for Highway Administration, Highway Shops – Washburn/Garrison, Highway Equipment Expense, Highway Maintenance Sheds, Highway Maintenance/Construction, and Farm to Market Road. In Highway Administration, Salaries line item increased from \$123,399.09 to \$139,690.14; Retirement line item increased from \$19,000.00 to \$23,000.00; Employer FICA line item increased from \$8,000.00 to \$8,800.00; Employer Medicare line item increased from \$1,800.00 to \$2,100.00; Training/Conventions line item increased from \$1,500.00 to \$1,800.00; and Overtime line item increased from \$2,600.00 to \$2,729.25. Total budget presented, \$209,624.43. Highway Shops – Washburn/Garrison, with no changes. Total budget presented, \$25,000.00. Highway Equipment Expenses increased in Tires/Tubes line item from \$75,000.00 to \$100,000.00; Cutting Edges line item increased from \$50,000.00 to \$60,000.00; and Capital Outlay increased from \$850,000.00 to \$975,000.00. Total budget presented, \$1,850,000.00. Highway Maintenance/Construction Funds increase in Salaries line item from \$1,058,784.09 to \$1,253,881.32; Health Insurance line item increased from \$436,000.00 to \$465,000.00; Retirement line item increased from \$175,000.00 to \$205,000.00; Employer FICA increased from \$68,000.00 to \$85,000.00; Employer Medicare line item increased from \$16,000.00 to \$20,000.00; Engineering line item increased from \$50,000.00 to \$75,000.00; Oil Sealing line item increased from \$35,000.00 to \$40,000.00; Culverts line item increased from \$50,000.00 to \$60,000.00; and Overtime line item increased from \$84,702.73 to \$100,310.51. Total budget presented, \$3,144,261.83. Highway Maintenance Sheds, Building Repairs line item increased from \$5,000.00 to \$10,000.00. Total budget presented, \$13,000.00. Farm to Market Road showed a decrease in Engineering line item from \$300,000.00 to \$200,000.00. Total budget presented, \$900,000.00.

Foss presented a quote from NRG Technology Services for a new laptop which includes Microsoft Office 2021 for Property Assessor Elizabeth Patterson in the amount of \$1,778.94. Including a monthly maintenance cost increase of \$60.00.

Moved by Lee, seconded by Suydam, to accept the quote for the laptop, software, and monthly increase as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Property Assessor Elizabeth Patterson joined the meeting to present an application submitted by Gravel Products, Inc., Minot, ND, on behalf of landowners Eric and Lona Johnson, requesting approval of a Conditional Use Permit involving land located in the N½NE¼ of Section 26, Township 146 North, Range 80 West, containing 25 proposed acres.

Moved by Lee, seconded by Suydam, to concur with the Planning and Zoning Commission and approve the Conditional Use Permit request involving land located in the N½NE¼ of Section 26, Township 146 North, Range 80 West, containing 25 proposed acres. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson discussed the budget calendar with the commissioners, stating that the budget calendar dates do not match the scheduled County Commission meeting dates. Discussion followed.

Moved by Cottingham, seconded by Lee, to amend the August County Commission meeting dates to August 8, 2023 and August 22, 2023. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Beth Bruestle, Director of the McLean Mercer Regional Library (MMRL) joined the meeting.

Moved by Lee, seconded by Suydam, to change the Park Board meeting to 8:00 a.m. on August 8, 2023. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Malo presented the proposed budgets for 2024 for Building & Grounds and County Motor Pool. Building & Grounds, Salaries line item increased from \$155,750.40 to \$170,406.32; Equipment Repair line item increased from \$40,000.00 to \$45,000.00; Equipment Repair-LEC line item increased from \$20,000.00 to \$30,000.00; Lights, Tool, Misc. line item increased from \$3,500.00 to \$4,000.00; Lights, Tools, Misc.-LEC line item increased from \$1,500.00 to \$10,000.00; Equipment Purchase line item decreased from \$3,500.00 to zero; Equipment Purchase-LEC line item increased from \$3,500.00 to \$10,000.00; added a new line item for Office Relocation in the amount of \$100,000.00; Overtime line item increased from \$12,460.03 to \$13,632.51; and added a new line item for Parking Lot/Sidewalk Repair in the amount of \$100,000.00. Total budget presented, \$859,638.83. County Motor Pool, with no changes. Total budget presented, \$11,800.00.

Moved by Lee, seconded by Suydam, to approve the Special Event Permit for Captain's Cabin to be held at 1348 Highway 1804 SW, Washburn, on August 2, 2023. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented a new job description for Lieutenant Jailer/Dispatcher. Discussion followed.

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

Bruestle presented the proposed budget for MMRL for 2024. She discussed the proposed salary increase being \$1.00 per hour increase for all staff. Bruestle presented the revenue picture for the library including the amount in reserves then presented a complete picture of proposed non-salary expenditures. Total budget presented, \$596,430.00 with McLean Counties portion being \$295,000.00.

Sheriff JR Kerzmann and Chief Deputy Sheriff Richard Johnson joined the meeting.

Chairperson Cottingham recessed the meeting at 9:43 a.m.

Chairperson Cottingham reconvened the meeting at 9:47 a.m.

Johnson presented a quote from Senneca Holdings, of Cincinnati, OH, to purchase four stainless steel shower doors in the amount of \$6,353.63. Discussion followed.

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

Kerzmann requested approval to purchase eight Grappler Police Bumpers in the amount of \$55,000.00 with utilizing forfeiture funds. Discussion followed.

Moved by Lee, seconded by Suydam, to approve the purchase, installation, and training for the eight Grappler Police Bumpers. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Kerzmann requested to advertise in-house for a Lieutenant Jailer/Dispatcher position and to advertise for one or more Jailer/Dispatcher positions. Discussion followed.

Moved by Lee, seconded by Suydam, to approve in-house advertisement for Lieutenant Jailer/Dispatcher. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve advertising for one or more Jailer/Dispatchers. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Kerzmann and Johnson went on to present proposed 2024 budgets for Sheriff, Sheriff Vehicles, and Vehicle Impound & Towing. In the Sheriff budget, Salaries line item increased from \$2,230,643.06 to \$2,405,305.62; a new line item Departmental Cell Phones in the amount of \$10,000.00; Datto Video Backup System line item increased from \$2,160.00 to \$3,100.00; and a new line item Law Enforcement Physicals in the amount of \$3,000.00. Total budget presented, \$3,329,305.62. Sheriff Vehicles only increase was the Gasoline line item increased from \$200,000.00 to \$215,000.00. Total budget presented, \$282,000.00. Vehicle Impound & Towing showed no increases. Total budget presented, \$6,000.00.

Knutson presented the 2024 budget for First District Health Unit requesting 2.36 mills or \$212,473.00.

Knutson presented the proposed 2024 budget for Senior Citizens (McLean and Mercer Counties Commission on Aging) showing a total budget of 2.00 mills. They have their own levying authority and are not part of the county's General Fund. It included \$35,000.00 for West River Transit and \$600.00 for Butte Senior Center.

Knutson presented the proposed 2024 budget for McLean County Fair Board, Electricity line item increased from \$5,000.00 to \$6,000.00; Telephone line item decreased from \$1,450.00 to \$1,400.00; Advertising line item increased from \$4,600.00 to \$5,000.00; Capital Improvement line item decreased from \$16,350.00 to \$14,500.00; Repairs line item increased from \$10,000.00 to \$12,000.00; Office Supplies line item decreased from \$5,000.00 to \$4,000.00; Rentals line item increased from \$2,500.00 to \$3,000.00; Premiums line item increased from \$8,000.00 to \$9,000.00; Miscellaneous line item increased from \$3,000.00 to \$3,500.00; Livestock-open line item decreased from \$9,500.00 to \$9,000.00; Judges line item increased from \$3,000.00 to \$3,500.00; Special Assessments line item decreased from \$7,500.00 to \$7,000.00; Equipment line item increased from \$4,000.00 to \$4,400.00; and Water/Sewer line item increased from \$600.00 to \$1,200.00. Total budget presented, \$90,000.00.

Knutson presented the proposed 2024 budgets for Auditor, Employee Benefits, Non-Departmental Expenses, Special Assessments, and School Resource Officer. Auditor showed Salaries line item increased from \$237,452.80 to \$261,386.52; Training line item increased from \$2,000.00 to \$4,000.00, and Miscellaneous line item decreased from \$100,000.00 to \$10,000.00. Total budget presented, \$277,386.52. Employee Benefits showed Employee FICA increased from \$250,000.00 to \$275,000.00; Employee Medicare increased from \$60,000.00 to \$62,500.00; Retirement increased from \$571,000.00 to \$640,000.00; Unemployment Compensation increased from \$18,000.00 to \$20,000.00; Salary Survey line item was added for \$500.00; and Service Awards-Retirement-Etc. line item increased from \$1,500.00 to \$2,000.00. Total budget presented, \$2,381,650.00. Non-Departmental showed Financial Audit line item decreased from \$75,000.00 to \$50,000.00; Property Insurance line item increased from \$160,000.00 to \$200,000.00; Presort Plus-Elections line item was added for \$5,000.00; Presort Plus-Tax Notices line item increased from \$12,000.00 to \$15,000.00; Presort Plus-Misc. line item increased from \$1,000.00 to \$8,000.00; Postage line item decreased from \$29,000.00 to \$25,000.00; Publishing/Printing line item increased from \$35,000.00 to \$50,000.00; and Fair Board Budget Disburse line item increased from \$87,000.00 to \$90,000.00. Total budget presented, \$493,000.00. Special Assessment showed a new line item for County Owned Specials in the amount of \$25,000.00. School Resource Officer showed Salary line item increased from \$57,032.77 to \$59,760.90; Medical Insurance line item decreased from \$25,000.00 to \$24,511.00; FICA line item increased from \$3,600.00 to \$3,750.00; Medicare line item increased from \$850.00 to \$875.00; and Retirement line item increased from \$8,750.00 to \$9,750.00. Total budget presented, \$98,950.26.

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

CHECK #	VENDOR NAME	HIGHWAY VOUCHERS DESCRIPTION	AMOUNT
307818	ENERBASE	OXYGEN FOR WELDING	51.14
307819	GARRISON CITY	WATER, SEWER, GARBAGE	52.95
307820	LARRY GESSELE	HARROW DRAG	350.00
307821	HIGHWAY 83 LAWN LEISURE & SUPPLY	TIE DOWN FOR 12-004	35.99
307822	MDU	WASHBURN, TURTLE LAKE, MAX, AND GARRISON SHOPS	127.02
307823	SCOTT'S HARDWARE	PARTS	2.79
CHECK #	VENDOR NAME	UNPAID VOUCHERS DESCRIPTION	AMOUNT
307824	A & C LAND DEVELOPMENT INC	REPAIR FLAG POLE AND CONCRETE	2,500.00

307825	ASHLEY DEHAVEN	INMATE NURSE HOURS	3,320.00
307826	CAPITAL TROPHY	PLAQUE	98.00
307827	DACOTAH PAPER CO	BLEACH, CLEANER	137.99
307828	EMINETH PLUMBING	HOOK UP GAS PIPING TO GENERATOR	1,257.78
307829	FARMERS UNION OIL	OIL CHANGE	52.98
307830	GARRISON VETERINARY SERVICE	K9 GROOMING	72.30
307831	GUARDIAN FLEET SAFETY	EQUIPMENT AND INSTALL FOR S26	18,809.57
307831	GUARDIAN FLEET SAFETY	EQUIPMENT AND INSTALL FOR S22	480.15
307831	GUARDIAN FLEET SAFETY	EQUIPMENT AND INSTALL FOR S6	18,903.31
307831	GUARDIAN FLEET SAFETY	EQUIPMENT AND INSTALL FOR S4	18,855.69
307832	HITS, INC	CRIMINAL PATROL, TRAINING	350.00
307833	HIWAY 83 EXPRESS	GAS	107.88
307834	NDITD	WAN, AZURE, OFFICE 365 BASIC, INTUNE, ADOBE ACROBAT PRO, VPN, ACTIVE DIRECTORY USER FEES, MISC RECURRING BILLINGS, DATA PROCESSING	4,982.99
307835	LIGNITE TIRES	TIRES	631.00
307836	MCLEAN COUNTY HIGHWAY DEPT	CULVERT FOR BLUE LAKE DRAINAGE	795.00
307837	MDU	GAS - COURTHOUSE, LEC	192.36
307838	MENARDS	UTILITY LOCK, KEY	5.69
307839	MIDCO	JAIL CABLE TV	139.75
307840	NDACO	ANDERSON - CONVENTION REGISTRATION	60.00
307841	NDACO RESOURCES GROUP	MANAGE SERVER, WORKSTATIONS, DATTO-SERVER, DATTO-SHERIFF VIDEO	3,508.57
307842	NDAAO	NDAAO CONFERENCE FEES, DUES	630.00
307843	NORTHWEST CONTAINER	20' CONEX CONTAINER	5,000.00
307844	QUADIENT FINANCE USA INC	POSTAGE MACHINE REFILL	2,000.00
307845	SCOTT'S HARDWARE	FAUCET KEY, ROUNDUP, CLEANER, ETC.	268.26
307846	SEVERIN RINGSAK & MORROW	COURT APPOINTED ATTORNEY	2,190.00
307847	STREICHER'S	GAS MASKS, ORANGE STOCKS, REM SURESHELL HOLDER	2,391.73
307848	MAIN STREET MARKET	INMATE GROCERIES	3,346.38
307849	TYLER TECHNOLOGIES	DOC PRO MIGRATION, SCHOOL ERP INITIATE AND PLAN	1,402.53
307850	WATER PURITY	WATER DELIVERED	80.00
307851	WRT	911 TRUNKING RECURRING	494.36
307852	WEX HEALTH	MONTHLY ADMIN FEE	110.00
DIRECT DEPOSIT PAYMENTS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
4253	LORI A FOSS	TRAVEL REIMBURSEMENT	52.40
4254	BETH A KNUTSON	TRAVEL REIMBURSEMENT	104.80
4255	JENNA CORRIGAN	TRAVEL REIMBURSEMENT	53.06
4256	RICHARD JOHNSON	REIMBURSEMENT FOR 2ND QUARTER CELL PHONE	90.00
4257	TRICIA SABIN	REIMBURSEMENT FOR JAIL GROCERIES	3.29
PAID VOUCHERS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
307760	WEX BANK (TASK FORCE)	GASOLINE	454.99
307761	WEX BANK	GASOLINE	17,216.07
307809	DACOTAH PAPER CO	CLEANERS, HAND SOAP, GARBAGE BAGS, BATTERIES, ETC.	907.78
307810	NDPERS - INSURANCE	JUNE 23 PAYROLL	188,194.46
307811	NDPERS - RETIREMENT	JUNE 23 PAYROLL	73,069.86
307812	NDPERS	DEFERRED COMPENSATION	7,705.00
307813	CHAD BERG	REIMBURSEMENT	11,487.93
307814	WEX HEALTH	MONTHLY ADMIN FEE	22,624.92

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

There being no further business, the Chairperson declared the meeting adjourned at 10:39 a.m. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Cottingham, Chairperson

Diane L. Blumhagen, Deputy Auditor