

McLean County Commission Proceedings
Tuesday, July 20, 2021

The final regular July meeting of the Board of Commissioners was called to order at 8:33 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, Deputy Auditor Diane L. Blumhagen, and James C. Falcon, Editor, McLean County Independent.

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.

Grey was present with an update on department operations, he reported that work continues on County Road 9 and should wrap up by next week. Crews have begun mowing bridges and guard rails, and will start mowing right-of-ways the week of August 16, 2021. Proposal letters for purchasing a new mini excavator, with a return deadline of 4:30 p.m. on August 16, 2021, have been prepared for mailing. Discussion followed on the proposed return date of August 16, 2021 as to whether or not it would be timely to review them at the second regular meeting in August.

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

- County Highway Administrative with an increase in Salaries from \$116,296.01 to \$120,342.27, decrease in Health Insurance from \$30,000.00 to \$25,721.52, increase in Employer FICA from \$7,250.00 to \$7,500.00, and an increase in Employer Medicare from \$1,700.00 to \$1,800.00 with total budget presented, \$176,768.83;
- Equipment Expense with an increase in Equipment Rental from \$20,000.00 to \$25,000.00 and an increase in Capital Outlay from \$548,023.84 to \$1,582,855.62 with total budget presented, \$2,210,855.62;
- Washburn and Garrison Maintenance Shop with a decrease in Washburn Shop Supplies from \$7,500.00 to \$5,000.00, an increase in Building Repairs from \$30,000.00 to \$50,000.00 and a decrease in Garrison Shop Supplies from \$7,500.00 to \$5,000.00 with total budget presented, \$60,000.00;
- Highway Maintenance Sheds with a decrease in Shop Supplies from \$7,500.00 to \$3,000.00 and a decrease in Building Repairs from \$15,000.00 to \$5,000.00, total budget presented \$8,000.00;
- General Maintenance and Construction with an increase in salaries from \$1,037,581.25 to \$1,073,992.19, decrease in Health Insurance from \$421,000.00 to \$343,000.00, increase in Employer FICA from \$65,000.00 to \$67,000.00, increase in Gravel/Sand from \$300,000.00 to \$400,000.00, increase in Culverts from \$40,000.00 to \$50,000.00, increase in signs from \$40,000.00 to \$50,000.00, and an increase in Overtime from \$83,006.50 to \$85,919.38 with a total budget presented, \$2,610,981.57; and,
- Farm to Market Expenditures with a decrease in Construction from \$910,000.00 to \$770,000.00, total budget presented, \$860,000.00.

Craig Argabright, of Minot, ND, joined the meeting.

Dean and Melonie Weidler, of Velva, ND, joined the meeting.

Ward Knutson, of Bismarck, ND, joined the meeting.

Land Use Administrator Todd Schreiner and Property Appraiser Elizabeth Patterson joined the meeting with recommendations from the Planning and Zoning Commission Meeting held on July 19, 2021.

Moved by Lee, seconded by Cottingham, to concur with the Planning and Zoning Commission and approve the variance request submitted by Bruce and Kim Nodland, of Turtle Lake, ND, requesting a variance of the setback requirements of the McLean County Zoning Ordinance involving land described as Lot 5, Crooked Lake Subdivision, Township 148 North, Range 80 West. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Moved by Lee, seconded by Cottingham, to concur with the Planning and Zoning Commission and approve the subdivision plat submitted by Ward Knutson, of Bismarck, ND, and Dean Weidler, of Velva, ND, requesting approval of a 10-lot rural residential subdivision plat to be known as Lots 1 through 10 of Strawberry Lake First Addition Block 2, involving land located in part of Government Lots 4 & 5, Section 36 and part of the SW¹/₄ of Section 36, Township 150 North, Range 80 West. Discussion followed. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Moved by Cottingham, seconded by Lee, to concur with the Planning and Zoning Commission and approve the application submitted by Doug and Carrie Francis, of Sawyer, ND, requesting a Conditional Use Permit involving land located in the NE¹/₄NE¹/₄ of Section 12, Township 148 North, Range 83 West, more specifically identified as Outlot A consisting of 10.21 acres. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Grey discussed the current Dead End sign located in Lakeview Estates. The Highway Department will pull the Dead End sign from its current location and move it closer to the start of the road.

Grey also discussed installing a 25 mph speed limit sign in Mehlhoff Addition East of Garrison, ND. Discussion followed. The commission requested the Highway Department install a 25 mph speed limit sign.

Craig Argabright, of Minot, ND, joined the meeting to discuss his concerns regarding dust control on the road leading into Wolf Creek West Subdivision. He asked the commission to apply dust suppressant to the gravel road; install a three-way stop sign at the corner of the road; and decrease the speed on that road to 15 mph. Discussion followed. The commission will visit with the Highway Superintendent.

McLean-Mercer Regional Library Director Beth Bruestle joined the meeting.

Land Use Administrator Todd Schreiner, Chief Deputy Sheriff Richard Johnson, Assistant Jail Administrator Wade Krohmer, County Recorder Heidi Anderson, States Attorney Ladd Erickson, Attorney David Lindell, and Patrick Bair, of Mandan, ND, joined the meeting.

Bruestle presented the McLean-Mercer Regional Library 2022 proposed budget. She explained that the library is requesting four mills for 2022 to qualify for State Aid. The Salaries line item increased from \$297,559.46 to \$302,336.04, FICA increased from \$18,788.31 to \$19,010.00, Pension increased from \$4,950.31 to \$5,100.00, Health Insurance increased from \$27,600.00 to \$28,800.00,

Fuel/Maintenance/Rent increased from \$12,000.00 to \$15,000.00, Reserves/Savings increased from \$74,176.64 to \$107,025.26, Library Material increased from \$40,000.00 to \$45,000.00, Telephone increased from \$3,000.00 to \$3,250.00, Staff Travel decreased from \$1,750.00 to \$1,500.00, Insurance decreased from \$4,000.00 to \$3,750.00, Workshops and Special Programs increased from \$12,500.00 to \$14,000.00, Audit increased from zero to \$5,000.00, Technology-Electronic Databases decreased from \$1,000.00 to \$500.00, Computers increased from \$5,000.00 to \$7,500.00, Member Library Services increased from \$22,500.00 to \$26,250.00, Info *Lynx/CDLN increased from \$42,000.00 to \$43,300.00, and Accounting Fees increased from \$2,600.00 to \$3,000.00 with total budget proposed, \$650,621.30.

Property Appraiser Ryan Oberg joined the meeting.

Krohmer requested to utilize recently retired employee, Glenn Wiest, as a part-time Federal Prisoner Transport employee.

Moved by Lee, seconded by Cottingham, to approve utilizing Glenn Wiest as a part-time Federal Prisoner Transport employee working no more than 19 hours a week. Discussion followed. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson requested permission to advertise for a full-time Jailer/Dispatcher to fill one open position and develop a new hiring list.

Moved by Cottingham, seconded by Lee, to approve advertising for a full-time Jailer/Dispatcher. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Bair addressed the commission regarding the County Recorder's metes and bounds policy. Lindell voiced his concerns along with Erickson requesting Anderson explain the policy in depth. Discussion followed. The commission is comfortable with the current policy as it has been written.

Lindell discussed the street vacation hearing held on July 6, 2021. He requested that the street vacation legal description be amended back to the original petition that part of Ireland Avenue lying between Lot 1, Block 2, Lakeview Estates and Lot 1, Block 5, Lakeview Estates Third Subdivision. Discussion followed.

Moved by Cottingham, seconded by Lee, to approve amending the street vacation legal description from July 6, 2021, back to the original that part of Ireland Avenue lying between Lot 1, Block 2, Lakeview Estates and Lot 1, Block 5, Lakeview Estates Third Subdivision. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Chief Deputy Auditor Lori Foss joined the meeting to present the first reading of proposed changes to the following personnel policies:

- Policy 305 – Holidays Updated to show Good Friday holiday defined as other holidays are defined and revision to wording to read: "Any other day appointed by the President of the United States and Governor of State of North Dakota, subject to the approval of the Board of County Commissioners, or by resolution of the Board of County Commissioners."
- Policy 403 – Payment of Salaries Updated to reflect current practices.
- Policy 409 – Administrative Pay Corrections Updated to reflect current practices.
- Policy 410 – Payroll Deductions Updated to clean up formatting.

Knutson discussed the tentative date of August 16, 2021, for release of census data to the state. McLean County needs to create a Redistricting Board. Discussion followed. Knutson will send out letters in the next couple of weeks to seek board members.

Knutson presented a Local Raffle Permit Application submitted by the Saddle Up Against Cancer Trail Ride for a raffle to be held at the East Park Lake, Mercer, ND, on August 21, 2021.

Moved by Lee, seconded by Cottingham, to approve the Local Raffle Permit Application submitted by the Saddle Up Against Cancer Trail Ride for a raffle to be held at the East Park Lake on August 21, 2021. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

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

- Building and Grounds with an increase in Salaries from \$130,416.35 to \$146,238.54, increase in Building Repair from \$80,000.00 to \$200,000.00, and an increase in Heat Pumps/Boiler Repair from \$15,000.00 to \$20,000.00 with total budget proposed, \$433,738.54;
- County Motor Pool, with no changes;
- Fair Board Budget Disbursement with an increase in Electricity from \$4,000.00 to \$4,500.00, increase in Telephone from \$500.00 to \$1,450.00, decrease in Capital Improvement from \$22,500.00 to \$17,200.00, increase in Repairs from \$5,000.00 to \$10,000.00, increase in Office Supplies from \$1,500.00 to \$2,000.00, decrease in Rentals from \$2,500.00 to \$2,000.00, decrease in Premiums from \$9,000.00 to \$7,800.00, increase in Livestock-open from \$6,500.00 to \$7,500.00, increase in Ribbons and Plaques from \$1,000.00 to \$1,500.00, increase in Judges from \$2,000.00 to \$3,000.00, decrease in Dues/Memberships/Travel/Meetings from \$2,500.00 to \$500.00, increase in Contract Labor from \$2,000.00 to \$3,000.00, and an increase in Water/Sewer from \$500.00 to \$550.00 with total budget proposed, \$85,500.00; and,
- Senior Citizens with an increase in Meals Program from \$167,000.00 to \$168,000.00, total budget proposed, \$198,600.00.

Commission requested financial documentation for the Fair Board. Discussion followed regarding the 2022 General Fund Budget.

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

CHECK#	VENDOR	DESCRIPTION	AMOUNT
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304946	DAKOTA AGRONOMY PARTNERS	5 GALLONS CORNERSTONE PLUS	150.00
304947	ENERBASE COOPERATIVE RESOURCES	FUEL TO UNDERWOOD AND NEUMILLERS	6,906.54
304948	GARRISON FARMERS UNION OIL CO	FUEL, OIL, AND PARTS	5,266.94
304949	FORCE AMERICA DISTRIBUTING LLC	CONNECTORS FOR 13-087	17.85
304950	GARRISON CITY	GARBAGE/WATER	67.04
304951	I-STATE TRUCK CENTER	PARTS FOR 13-097	102.82
304952	JOHN DEERE FINANCIAL	PARTS AND DEF FLUID	648.09
304953	MAX FARM SERVICES	FUEL TO MAX AND BUTTE	8,018.10
304954	MCLEAN COUNTY IMPLEMENT LLC	PARTS, GARRISON SHOP SUPPLIES AND OIL	240.52
304955	MDU	WASHBURN, TURTLE LAKE, MAX, AND GARRISON SHOPS	132.93
304956	NAPA AUTO PARTS GARRISON	PARTS	255.79
304957	NORTHERN PLAINS EQUIPMENT CO	COUPLING AND HOSES	165.51
304958	NW TIRE	TIRES	523.42
304959	PRECISION EQUIPMENT MFG	INLINE AIR LUBRICATOR	88.99
304960	TITAN MACHINERY	LEVER FOR 11-044	180.00
304961	ARMOR INTERACTIVE	SHERIFF DATTO NAS, SERVER BACKUP DEVICES, 45 NODES – AUGUST	1,700.00
304962	BOB BARKER COMPANY, INC	INMATE TROUSERS AND SANDALS	14.55
304963	ASHLEY BROSSART	JAIL NURSE, K-9 COPPER UNDERCOAT AND BATH	1,558.00
304964	C. S. DOORS, INC.	REPAIR ON COUNTER METAL DOORS	385.00
304965	DOCS SHOP	OIL CHANGES, BATTERY, AND BRAKES	1,716.20
304966	CALANDRIA JARBOE EDWARDS	POSTAGE	7.95
304967	WILTON FARMERS UNION OIL CO	GASOLINE	271.75
304968	CENTRAL DAKOTA FRONTIER CO	FITTINGS	44.48
304969	COURTNEY HOIKKALA	BAKING AND FAIR SUPPLIES	45.76
304970	INFORMATION TECHNOLOGY DEPT	FIRST DISTRICT HEALTH T-1 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	1,351.20
304971	KENS BODY SHOP	IMPOUNDS	1,575.00
304972	LAUGHING BEAR INC	PREA AUDIT, TRAVEL EXPENSES, LODGING, AND MEALS	412.03
304973	LAW ENFORCEMENT SYSTEMS INC	PARKING AND WARNING STICKERS	254.00
304974	LIGHT AND SIREN	MPOWER LIGHT BARS	493.10
304975	LIGNITE TIRE	TIRES	497.83
304976	MCLEAN COUNTY IMPLEMENT LLC	SERPENTINE BELT, COOLANT, OIL, BATTERIES HEX KEYS	468.64
304977	MCLEAN COUNTY AUDITOR	JUNE POSTAGE	125.21
304978	MDU	SHERIFF GAS AND COURTHOUSE UTILITIES	592.87
304979	MENARDS	PAINT FOR PARK	340.00
304980	MIDCONTINENT CABLE CO	JAIL CABLE TV	112.22
304981	NAPA AUTO PARTS GARRISON	(2) BATTERIES, (6) GALLON 15W40 OIL, FILTER	339.60
304982	ND EMERGENCY MANAGEMENT ASSOC	2021 ND EMERGENCY MANAGEMENT CONFERENCE	90.00
304983	ND SURPLUS PROPERTY OMB	LATERAL FILE CABINET	30.00
304984	PHARMCHEM INC	SWEAT PATCH ANALYSIS	742.30
304985	AMANDA SCHOOLING	CONTRACTOR PER DIEM – FULL-SCALE ACTIVE SHOOTER EXERCISES AT MCLEAN COURTHOUSE AND GARRISON SCHOOL	7,100.00
304986	SCOTTS HARDWARE	DOG RAKE AND SHOVEL, 1OZ 5-MINUTE EXPOXY AND SYRINGE, 22-10 AWG CONNECTOR, 22-14 AWG BAG CONNECTOR, SCREWDRIVERS, SCREWS AND BOLTS, BITS, (2) ELECTRONIC BALLAST	134.62
304987	S AND J HARDWARE	(3) 30-AMP CIRCUIT BREAKER, BLACK SPRAY PAINT	44.66
304988	TURTLE LAKE MAIN STREET MARKET	INMATE MEALS	4,878.19
304989	UNIFORM CENTER	UNIFORM SHIRTS, PANTS, SARGEANT STRIPES, AND HASH MARKS	480.40
304990	UNICOM	SHOP SUPPLIES FOR NEW S3, LABOR, S1 VINYL GRAPHICS INSTALLED, HOOD GRAPHICS, NEW VAN RADIO INSTALL	2,704.95
304991	WATER PURITY INC	WATER	84.00
304992	WEST RIVER TELECOMMUNICATIONS	911 TRUNKING RECURRING	494.36
304993	WEX BANK	FLEET CARD AND GASOLINE	10,579.38
304994	WHOLESALE AG PRODUCTS WEST	90 GALLON TORDON 22K, 200 GALLON 24D AMINE	270.00
304995	JENNIFER WIECHMANN	CONTRACTOR PER DIEM – FULL SCALE ACTIVE SHOOTER EXERCISES AT MCLEAN COURTHOUSE AND GARRISON SCHOOL	6,900.00
1361	BONNIE L BOHNSACK	JURY AND COURTROOM SUPPLIES	39.11
1362	DONALD FLINN	PLANNING AND ZONING MILEAGE	11.20
1363	RICHARD HULTBERG	PLANNING AND ZONING MILEAGE	42.56
1364	JOHN MATTHEWS	PLANNING AND ZONING MILEAGE	39.76
1365	DARWIN SAARI	PLANNING AND ZONING MILEAGE	25.76
1366	JUSTIN COTE KANNING	HP65 BLACK INK	17.09
1367	RICHARD JOHNSON	CELL PHONE REIMBURSEMENT	90.00

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

There being no further business, the chairperson declared the meeting adjourned at 11:17 a.m. until the next regularly scheduled meeting on Tuesday, August 3, 2021. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.