

McLean County Commission Proceedings
Tuesday, August 3, 2021

The first regular August meeting of the Board of Commissioners was called to order at 8:36 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, Risk Management Officer Noelle Kroll, Building Maintenance Supervisor Curt Malo, Mike Rivinius of Wold Engineering, and Ralph Mancini of BHG News Service.

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 on County Road 9 has been completed. Also the mowing of bridges and guard rails has been completed. Crews will begin mowing right-of-ways the week of August 16, 2021.

Malo and Grey presented three estimates to replace the heating and cooling units at the Washburn Shop from Northern Plains Heating & Air and H.A. Thompson & Sons. H.A. Thompson & Sons provided two separate estimates which included an 80% efficient furnace and a 95% efficient furnace. Electric Systems Inc. submitted an electrical proposal to install a new low voltage wire to the new thermostat location and 30 amp 120-240v wiring to the new air conditioning unit.

Moved by Cottingham, seconded by Lee, to accept the estimate from H.A. Thompson & Sons which included a Trane S-Series 80% efficient single stage furnace and a Trane 2 ton air conditioning unit in the amount of \$6,825.00, and to accept the Electric Systems Inc. proposal in the amount of \$1,140.00 with bid option of \$145.00 for the wiring of thermostat. Discussion followed. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Rivinius requested approval to go to bid for the repair of Bridge 28-166-35 located on County Road 20. He discussed an additional option of delaying the bid process until October and to discuss with North Dakota Department of Transportation (NDDOT) the option of obtaining funding to replace the bridge in 2023. The estimated project cost for the repair would be \$75,000.00.

Moved by Lee, seconded by Cottingham, to authorize Wold Engineering to initiate discussion with NDDOT to inquire about funding for complete replacement of Bridge 28-166-35 in 2023. Discussion followed. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Kroll discussed completing the purchases approved to close out the Emergency Management Performance Grant. The deadline to use these funds is September 30, 2021, with a 50% matched reimbursement which will be requested after all purchases are made.

Moved by Lee, seconded by Cottingham, to approve purchases from the Emergency Management Performance Grant awarded funds. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Kroll requested approval to purchase simulation round ammunition to replace the Sheriff's Office rounds that were used in the Active Shooter Exercise along with purchasing extra boxes for the next two active shooter exercises that are coming up. Kroll stated each box contains 50 rounds at a cost of \$40.00 per box plus a \$9.00 handling fee. Kroll would like to purchase a total of 12 boxes.

Moved by Lee, seconded by Cottingham, to approve the purchase of 12 boxes of simulation round ammunition. Discussion followed. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Kroll mentioned the upcoming mandatory defensive driving classes scheduled for this fall. There will be a total of four scheduled classes to choose from and information will be provided in the September and October employee newsletters.

Malo discussed increasing the Building Repair line item in the proposed 2022 Building & Grounds Budget from \$80,000.00 to \$200,000.00. He stated the proposed increase includes funding for repairs to the retaining wall along with other items that need to be repaired and replaced.

Malo discussed the current state of the garage basement. Currently three sump-pumps located in the basement are not able to keep the water out. Discussion followed regarding the next steps to remedy the situation.

Malo discussed the replacement of the plumbing fixtures in the Law Enforcement Center. He received a quote from Northern Plains Plumbing not to exceed \$10,000.00 for fixture parts, components, and installation.

Moved by Lee, seconded by Cottingham, to approve the replacement of the plumbing fixtures in the Law Enforcement Center not to exceed \$10,000.00. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Larry Stute, of Bismarck, ND, joined the meeting.

Chief Deputy Auditor Lori Foss joined the meeting.

The board conducted the second 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.

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

Knutson received a phone call from a representative of the bar in Butte requesting to close County Road 33 for a street dance. Discussion followed with comments made that it is the City of Butte's decision. Knutson also mentioned that on the same phone call the Police Contract for 2022 was inquired about. The 2022 contract was presented to the city in the amount of \$5,211.72 and the Butte City Commission only wants to pay \$3,000.00. Discussion followed to keep the 2022 Police Contract at the original amount.

Knutson presented the Pledge of Securities received from Farmers Security Bank of Washburn, ND. The total public deposits on June 30, 2021, were \$13,180,128.07 and the total pledged securities were \$14,843,792.37.

Moved by Cottingham, seconded by Lee, to approve the Pledge of Securities received from Farmers Security Bank. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Received and ordered filed the fee collection report from the Recorder's Office in the amount of \$19,736.00 for the month of July.

Received and ordered filed the fee collection report from the Sheriff's Office in the amount of \$886.10 for the month of July.

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

CHECK#	VENDOR	DESCRIPTION	AMOUNT
305010	BECHTOLD PAVING INC	CP-2827(021) MILL AND OVERLAY	991,407.62
305011	BHG INC	MOWING NOTICE ADVERTISEMENT	29.70
305012	ELECTRIC SYSTEMS INC	WASHBURN SHOP DOORS WIRING	419.75
305013	HARLINS ATERNATOR - STARTER SRVC	NEW HITACHI STARTER	160.49
305014	MCLEAN SHERIDAN RURAL WATER	WATER	115.24
305015	MENARDS	(3) DOLLY FOR BRUTE GARBAGE CANS, (3) BRUTE GARBAGE CANS	416.88
305016	MIDWEST DOORS INC	LIFTMASTER OPENER FOR WASHBURN SHOP	1,314.00
305017	ND DEPT OF TRANSPORTATION	PROJECT: BRC-BRS-0099(008) NW REGION BRIDGE INSPECTION	19,322.59
305018	NELSON INTERNATIONAL	PART FOR 13-075 AND 13-091	782.26
305019	NW TIRE	TIRES	7,671.03
305020	OK AUTOMOTIVE	GARRISON AND WASHBURN SHOP SUPPLIES	183.72
305021	SWANSTON EQUIPMENT CORPORATION	HAPER MOWER BLADES AND HOSE	536.37
305022	WASHBURN AUTO BODY LLC	WINDSHIELD REPLACED FOR 13-097	398.30
305023	WHOLESALE AG PRODUCTS WEST	5 GAL BUCCANEER, 2.5 GAL BLUE DIAMOND, AND 5 GAL ORACLE	391.63
305024	AMERICAN TRUST CENTER	QUARTERLY FEES FOR LEE AND ERICKSON	1,555.09
305025	BHG INC	COMMISSION MINUTES, 911 ADDRESS CHANGE NOTICE, STUTE VACATE EASEMENT NOTICE, PLANNING AND ZONING NOTICES	2,114.20
305026	CHS CREDIT CARD DEPT	GASOLINE	3,850.37
305027	CITY OF WASHBURN	COURTHOUSE WATER/SEWER, LEC WATER	566.76
305028	DACOTAH PAPER COMPANY	BLEACH CLEANER, NITRILE GLOVES	468.68
305029	DOCS SHOP	OIL CHANGE, ROTATE TIRES, RADIATOR, BRAKES	2,111.50
305030	CALANDRIA JARBOE EDWARDS	REIMBURSE CELL PHONE	30.00
305031	ELMER JESME CONF OF COUNTIES	2021 MEMBERSHIP DUES	45.00
305032	GARRISON DIVERSION	DISBURSE MONTHLY COLLECTIONS	2,182.28
305033	GARRISON RURAL WATER DISTRICT	SPORTSMEN CENTENNIAL PARK WATER	225.00
305034	GOETZ FUNERAL HOME	REIMBURSE CORONER FEES	750.00
305035	GERARD GOVEN	JULY WATER BOARD MEETINGS AND MILEAGE	604.16
305036	COURTNEY HOIKKALA	MILEAGE, BAKING SCHOOL SUPPLIES, CELL PHONE REIMBURSEMENT	405.37
305037	SHANNON JEFFERS	JULY WATER BOARD MEETINGS AND MILEAGE	745.40
305038	LAUGHING BEAR INC	PREA JAIL AUDIT	1,500.00
305039	LIGNITE TIRE	TIRES	2,310.64
305040	MARCO	STANDARD PAYMENT	1,832.58
305041	MERCER MCLEAN CO COM ON AGING	2019 AND 2020 LEVY MONIES COLLECTED	393.13
305042	MCLEAN FAMILY RESOURCE CENTER	DISBURSE MONTHLY COLLECTIONS	425.00
305043	MCLEAN COUNTY AUDITOR	COUNTY AGENT POSTAGE	65.99
305044	MENARDS	NDSU EXTENSION OFFICE CABINET ITEMS	47.88
305045	ND ASSOCIATION OF COUNTIES	DISBURSE 10% E-911 COLLECTIONS	996.94
305046	ND SURPLUS PROPERTY OMB	FAN	20.00
305047	NDSU EXTENSION SERVICE	EDWARDS AND HOIKKALA SALARY, TRAVEL	13,673.31
305048	ND STATES ATTORNEY ASSOCIATION	2021 ASSOCIATION DUES FOR MCLEAN COUNTY	300.00
305049	LYNN OBERG	JULY WATER BOARD MEETINGS, MILEAGE, MOTEL ROOM, MEALS, GRAND FORKS MEETING REGISTRATION	1,856.08
305050	OTTERTAIL POWER COMPANY	ELECTRIC BILL FOR BUTTE SHOP, TURTLE LAKE SHOP, COURTHOUSE, MAX SHOP, WASHBURN SHOP, RADIO TOWER, LAW ENFORCEMENT CENTER	5,651.78
305051	SALHUS SEPTIC PUMPING	EVENT PORTA POTTY	120.00
305052	SCOTTS HARDWARE	COMMUNITY GARDEN SUPPLIES	145.71
305053	SHOOTING SPORTS CLUB	GRANT FOR 4-H SHOOTING SPORTS CLUB	1,650.00
305054	SOUTH MCLEAN SOIL CONSERVATION	HORTICULTURE SUPPLIES	53.90
305055	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	5,319.94
305056	THE SIDWELL COMPANY	MAP EDITOR BASIC 10/22/2021 TO 10/21/2022	562.38
305057	THIRD WATCH COMMUNICATIONS	PA MICROPHONE, LIGHTBAR STRAP KIT	195.00
305058	THOMPSON FUNERAL HOME INC	REIMBURSE CORONER FEES	750.00
305059	TURTLE LAKE REXALL DRUG	INMATE MEDICATION	12.95
305060	UNICOM	S23 REMOVE OLD EQUIPEMENT AND INSTALL NEW, GRAPHICS	3,497.45
1368	JAN HANSON	MILEAGE	80.42
1369	LADD R ERICKSON	JUNE MILEAGE	92.96
1370	BETH A KNUTSON	REIMBURSE TITLE TRANSFER AND REGISTRATION FEE	19.00
1371	CURT MALO	REIMBURSE CELL PHONE	30.00
1372	WILLIAM CARLSON	REIMBURSE TELEPHONE	30.00

1373	RYAN OBERG	REIMBURSE CELL PHONE	30.00
1374	ELIZABETH PATTERSON	REIMBURSE CELL PHONE	30.00
JULY PAYROLL		A detailed list of payroll funds expended is available for public inspection anytime during regular business hours in the McLean County Auditor's office.	389,955.30

P-CARD FUNDED PURCHASES

VENDOR	DESCRIPTION	AMOUNT
BUTLER MACHINERY	2017 LEASE PAYMENT ON GRADER	114,676.04
BUTLER MACHINERY	RENTAL CHARGES FOR THREE OF THE SIX SEASONAL TRACTORS	9,975.00
MCLEAN ELECTRIC	ROSEGLEN SHOP	45.00
	UNDERWOOD SHOP	54.00
	GARRISON SHOP	419.00
BUTLER MACHINERY	FILTERS	6,968.41
BUTLER MACHINERY	RENTAL CHARGE FOR ONE TRACTOR	3,325.00
PRAXAIR DISTRIBUTION INC	WELDING SUPPLIES	557.97
RESERVATION TELEPHONE	TELEPHONE	147.56
WRT	PHONE AND DSL	103.06
BUTLER MACHINERY	SWITCH	164.99
BUTLER MACHINERY	(2) BATTERIES	624.04
AMAZON.COM	(4) PLANTRONICS WIRELESS HEADSETS	652.00
	CABLE MATTERS USB TO DISPLAY PORT	74.29
OFFICE DEPOT	(2) ANTIQUE GOLD CERTIFICATE FRAMES	23.98
AMAZON.COM	SIZE C AND D BATTERIES	25.48
CIRCLE SANITATION INC	GARBAGE PICKUP	444.00
VERIZON WIRELESS	KITTLER - HIGHWAY CELL	42.10
	KROLL - DES CELL	42.10
	GREY- HIGHWAY CELL	42.10
	ERICKSON -STATES ATTORNEY CELL	47.10
	OBERG - ASSESSOR JETPACK	40.01
	KROLL - DES JETPACK	40.05
FARMERS UNION INSURANCE	ADDITIONAL PREMIUM ENDORS	1,580.00
DAKOTA AWARDS	LORETTA J BLOTSKE NOTARY STAMP	19.99
AMAZON.COM	(2) CHAIR MATS AND SHARP CALCULATOR	150.33
	(2) 40-SCALE RULER	21.00
	SHARP BUSINESS CALCULATOR	11.00
TAO INTERACTIVE INC	WWW.MCLEANCOUNTYND.GOV 9/1/2021 TO 8/31/2022	599.95
PRIA	PRIA RENEWAL/MEMBERSHIP	160.00
RTC	BENEDICT SPORTSMEN PARK	108.75
WRT	SHERIFF	629.21
	COURTHOUSE	1,706.58
	E-911	84.22
	JURY/PERSONAL	7.38
	PAROLE AND PROBATION	20.00
	DCHSZ	1.26
	E-911 RADIO TOWER	89.06
FIREFLY RESERVATIONS	FIREFLY RESERVATIONS FOR SPORTSMEN CENTENNIAL PARK	2.00
RTC	911 TRUNKING RECURRING	80.00
SRT	LINE RECORD/TRANSPORT PER MILE/ TRANSPORT TRUNK	694.08
WEBROOT	ANTI-VIRUS RENEWAL ON FIVE DEVICES	85.59
WRT	PHONE BILL	94.22
FARMERS UNION INSURANCE	INSURANCE PREMIUM FOR NEW VAN	643.00
VERIZON CONNECT	MONTHLY SERVICE - JUNE	453.32
WASTE MANAGEMENT	CENTENNIAL PARK 7/1/21 - 9/30/21	908.82
WARNE CHEMICAL & EQUIPMENT	(2) SOLENOID VALVES SPRAYING SYSTEM, SHIPPING & HANDLING	238.56
AMAZON.COM	(2) HP63 BLACK AND COLOR INK CARTRIDGES	157.70
AMAZON.COM	MINI POST IT NOTES, 8X11 LEGAL PADS, 5X8 LEGAL PADS	27.35
JOHNSON CONTROLS	CLEAR ALARM & RAN TECH LINE TO VERFY VFD AT LEC	914.60
AMAZON.COM	45X53 CARPET CHAIR MAT	40.17
VERIZON WIRELESS	DATA CARD	880.22
	(2) DETECTIVE CELL PHONE	94.19
	J.R. KERZMANN CELL PHONE	42.11
MCLEAN ELECTRIC	SECURITY LIGHTS COURTHOUSE	21.00
	SECURITY LIGHTS PARK	766.00
	PARK BOARD	41.00
	SPORSTMEN CENTENNIAL PARK	200.00
	GARAGE	138.00
	CAMPER PADS	307.00
	CAMPER PADS	426.00
	CENTENNIAL PARK CAMPGROUND METER	332.00
ELECTRONIC COMMUNICATIONS INC	S27 REMOVE OLD RADIO AND INSTALL NEW	475.00
ELECTRONIC COMMUNICATIONS INC	REMOVED ENCRYPTION KEYS AND REPROGRAMMED TWO RADIOS	50.00
ELECTRONIC COMMUNICATIONS INC	REMOVED RADIO AND INSTALL NEW	490.00
ELECTRONIC COMMUNICATIONS INC	S1 ANTENNA SOLDNOID AMP BREAKER	700.00
ELECTRONIC COMMUNICATIONS INC	ONSITE TESTED RADIOS CONNECTION ISSUES	650.00
ELECTRONIC COMMUNICATIONS INC	S11 REMOVED XTL5000, INSTALL APX8500	475.00
ELECTRONIC COMMUNICATIONS INC	NEW ANTENNA FOR PORTABLE RADIO	16.00
ELECTRONIC COMMUNICATIONS INC	A/C NOT WORKING IN RADIO SHACK CAUSING RADIO TO OVERHEAT	200.00

ELECTRONIC COMMUNICATIONS INC	S25 REMOVE AND INSTALL NEW RADIO	475.00
ELECTRONIC COMMUNICATIONS INC	S14 REMOVE AND INSTALL NEW RADIO	475.00
ELECTRONIC COMMUNICATIONS INC	S15 REMOVE AND INSTALL NEW RADIO	490.00
ELECTRONIC COMMUNICATIONS INC	S2 REMOVE AND INSTALL NEW RADIO	475.00
ELECTRONIC COMMUNICATIONS INC	S9 REMOVE AND INSTALL NEW RADIO	475.00
ELECTRONIC COMMUNICATIONS INC	S24 REMOVE AND INSTALL NEW RADIO	475.00
ELECTRONIC COMMUNICATIONS INC	S13 REMOVE AND INSTALL NEW RADIO	475.00
ELECTRONIC COMMUNICATIONS INC	S3 REMOVE AND INSTALL NEW RADIO	475.00
ELECTRONIC COMMUNICATIONS INC	S5 REMOVE AND INSTALL NEW RADIO	475.00
ELECTRONIC COMMUNICATIONS INC	S20 REMOVE AND INSTALL NEW RADIO	550.00
AMAZON.COM	4-PACK CANNED AIR, AIR DUSTER-BLOWER	52.67
	MINI VACUUM	
CIRCLE SANITATION INC	GARBAGE PICKUP	444.00

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

Knutson received the 2022 preliminary budget from the Garrison Diversion Conservancy District, requesting of one mill.

Knutson presented the 2020 financials from the McLean County Fair Board as previously requested by the commissioners.

Discussion followed regarding the preliminary budget and the estimated tax statements.

Moved by Lee, seconded by Cottingham, to approve the original Preliminary Budget for 2022 as presented by the auditor. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Moved by Lee, seconded by Cottingham, to set the 2022 Preliminary Budget Hearing for 10:00 a.m. on September 21, 2021. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

NDSU Extension Agent Calla Edwards joined the meeting.

Chairperson Suydam opened the public hearing at 10:00 a.m. for the Petition to Vacate an Access Easement in Stute's Blue Lake Resort 1st Addition.

Knutson presented a Notice of Access Easement Vacation for a 25-foot access easement located within Lot 8 of Stute's Blue Lake Resort 1st Addition, McLean County, North Dakota. Discussion followed.

Moved by Lee, seconded by Cottingham, to approve the 25-foot Access Easement Vacation located within Lot 8 of Stute's Blue Lake Resort 1st Addition. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented the budget narrative for period ending July 31, 2021. She presented data showing property tax collections are at 93% collected including 97% with discount for 2021 or \$18,228,579.36; Government Reimbursement revenues totaled \$1,789,657.79 compared to \$1,744,084.27 in 2020; Fees and Miscellaneous revenues totaled \$1,333,931.22 compared to \$1,147,132.41 in 2020; and expenditures were at 44.43% of total budget for 2021.

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00.

There being no further business, the chairperson declared the meeting adjourned at 10:15 a.m. until the next regularly scheduled meeting on Tuesday, August 17, 2021. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Barry Suydam, Chairperson

Diane L. Blumhagen, Deputy Auditor