

**McLean County Commission Proceedings
Tuesday, August 6, 2019**

The first regular August meeting of the Board of Commissioners was called to order at 8:35 a.m. by Chairperson Steve Lee. Present were Commissioners Lee, Steve Cottingham, and Barry Suydam. Also present were Auditor Beth A. Knutson, Deputy Auditor Nancy Leidholm, Road Superintendent Jim Grey, and Suzanne Werre of BHG News Service.

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

Risk Manager Noelle Kroll joined the meeting to request the purchase of two heavy duty chairs for the dispatch center. She presented pricing from North Dakota Association of Counties and Roughrider Industries, both of Bismarck. Kroll explained that the chairs are used 24/7 unlike normal office chairs. One chair option has breakaway arms which would be convenient for deputies wearing their duty belts. Knutson stated that funds would come out of the Sheriff's Office Supplies account.

Moved by Suydam, seconded by Cottingham, to approve the purchase of two chairs from Roughrider Industries for the dispatch center. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Highway Superintendent Jim Grey was present to report that mowing began yesterday and graveling is ongoing in the Turtle Lake area with hopes of moving on to Underwood next week. Grey stated that the goal is to get to County Road 15 in the Wolf Creek area next week as well if some moisture is received. Road project CP-2800(019), a chip sealing project on County Road 22 and the Falkirk Road, will begin tomorrow.

Moved by Suydam, seconded by Cottingham, to approve the utility permit request from Reservation Telephone Cooperative of Parshall to vibratory plow across 22nd St. NW and bore across 21st St. NW to provide service to the Tom Krebsbach residence. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Moved by Cottingham, seconded by Suydam, to approve the utility permit request from West River Telecommunications Cooperative of Hazen to install and maintain 1.25" conduit under County Road 16 to provide service to the Petras Van Rooyen residence. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Grey briefly discussed possible 2020 budget cuts he can make along with the items he definitely needs. Lee instructed him not to cut things that will negatively affect operations.

Received and ordered filed the fee collection report from the Recorder's office for the month of July in the amount of \$9,600.20.

Received and ordered filed the fee collection report from the Sheriff's Department for the months of June and July in the amount of \$1,263.44.

Knutson presented the financial recap for the period ending July 31, 2019 along with the list of delinquent taxpayers owing over \$4,000.00 showing 67 taxpayers owing a total of \$593,315.99. She presented data showing property tax collections are at 95% which is lower than the 98% collected at this same time in 2018; Government Reimbursement revenues are lower at \$1,592,769.93 in comparison to \$1,670,911.87 in 2018; Fees and Miscellaneous revenues are lower at \$883,555.90 compared to \$952,781.00 in 2018; and expenditures were at 51.14% of total budget for 2019 compared to the 58.33% reference percentage.

Knutson informed the commission of changes to the handicapped parking areas in the courthouse parking lot along with the possible additions of a veteran's parking spot and pregnant woman/families with small children space.

Moved by Suydam, seconded by Cottingham, to approve the following voucher for payment:

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A300004	AUTO VALUE BISMARCK	PARTS	735.67
A300005	BHG INC	NOTICE OF MOWING IN COUNTY NEWS PAPERS	237.60
A300006	BUTLER MACHINERY COMPANY	PARTS	978.33
A300007	CIRCLE SANITATION SERVICE	GARBAGE PICKUP – GARRISON & WASHBURN SHOPS	417.75
A300008	GARRISON FARMERS UNION OIL CO	PARTS, GREASE	92.49
A300009	WILLIAM CARLSON	REIMBURSE AUGUST CELL PHONE	30.00
A300010	ISTATE TRUCK CENTER	AIR VALVE	113.70
A300011	JOHN DEERE FINANCIAL	PARTS	396.03
A300012	MCLEAN ELECTRIC COOPERATIVE	ROSEGLEN, UNDERWOOD, & GARRISON SHOPS	440.00
A300013	MCLEAN SHERIDAN RURAL WATER	WATER	91.48
A300014	MCLEAN COUNTY IMPLEMENT LLC	PARTS	188.52
A300015	MIDWEST DOORS INC	UNDERWOOD SHOP SUPPLIES	185.00
A300016	NORTHERN STATES SUPPLY INC	PARTS, WASHBURN SHOP SUPPLIES, SIGNING	384.92
A300017	OK AUTOMOTIVE	SHIELD & MIRROR	158.57
A300018	REITER OIL AND GAS INC	WASHBURN FUEL TANK	204.75
A300019	S AND J HARDWARE	TRIMMER LINE	13.49
A300020	TITAN MACHINERY	PTO SHIELD	277.91
A300021	UNDERWOOD FARM SUPPLY	3 18" GRASSHOPPER BLADES	59.85
A300022	WEST RIVER TELECOM	TELEPHONE & DSL	93.65
A300023	WOLD ENGINEERING PC	PROJECT B-17-34-SC-2840(055)	1,196.02

A300024	4 H LEADERS COUNCIL	PAYMENT FROM OFFICE OF MGMT & BUDGET	500.00
A300025	ADAPT INC	SALIVA SWAB DRUG TEST	125.00
A300026	AMERICAN TRUST CENTER	QUARTERLY FEES – LEE, ERICKSON	1,351.61
A300027	LADD R ERICKSON	JUNE/JULY TRAVEL	237.80
A300028	BHG INC	COMMISSION MINUTES, TAX LIEN FORECLOSURE, NOTARY STAMP, PAINTED WOOD OVERFLOW BID REQUEST, PLANNING & ZONING NOTICES	972.99
A300029	BILL BARTH	REPAIRS – SHERIFF	4,087.35
A300030	ASHLEY BROSSART	JAIL NURSE	1,485.00
A300031	CHS CREDIT CARD DEPT	GASOLINE – SHERIFF	4,276.84
A300032	CHASE DRUG STORE	INMATE MEDICAL – SHERIFF	829.41
A300033	CHARMTEX INC	HYGIENE SUPPLIES – SHERIFF	287.40
A300034	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	354.00
A300035	CITY OF WASHBURN	WATER/SEWER – COURTHOUSE, LEC	566.18
A300036	STEVE LEE	JULY TRAVEL	88.74
A300037	DAKOTA BUSINESS SOLUTIONS INC	POSTAGE INK CARTRIDGES	500.00
A300038	DIGITAL ALLY	RMT BATTERY PACK – SHERIFF	190.00
A300039	DOCS SHOP	REPAIR TEMPERATURE SENSOR & WIRE HARNESS, ROTATE TIRES, OIL CHANGES – SHERIFF	473.25
A300040	CALANDRIA JARBOE EDWARDS	REIMBURSE STATE FAIR ADMISSION, JULY TRAVEL	126.20
A300041	MICHELLE EFFERTZ	JULY TRAVEL, SUPPLIES FOR COOKING CAMP	28.20
A300042	ELECTRONIC COMMUNICATIONS	UNIT S-17 REPLACE & REINSTALL M7100 RADIO – SHERIFF	6,130.00
A300043	WILTON FARMERS UNION OIL CO	6 IP CAMERAS, INSTALLATION – LEC	652.22
A300044	GARRISON FARMERS UNION OIL CO	OIL CHANGES, MOUNT/BALANCE TIRES, WINDSHIELD WASHER FLUID – SHERIFF	417.03
A300045	FIRST DISTRICT HEALTH UNIT	WATER TESTS AT PARK	50.00
A300046	GARRISON DIVERSION	DISBURSE MONTHLY COLLECTIONS	2,845.57
A300047	GARRISON LUMBER	QUART WHITE PAINT – PARK	22.99
A300048	GARRISON RURAL WATER DISTRICT	ENGINEERING FEES	2,195.00
A300049	GOETZ FUNERAL HOME	SANNES – REIMBURSE CORONER FEES; INDIGENT BURIAL	2,950.00
A300050	GERARD GOVEN	JULY WATER BOARD MEETINGS/TRAVEL	716.64
A300051	GRIMSLEYS EXHAUST AND FUELS	GASOLINE – SHERIFF	310.01
A300052	HIWAY 83 EXPRESS	GASOLINE – SHERIFF, MOTOR POOL	128.92
A300053	NOELLE KROLL	REIMBURSE FOR RISK MGMT EQUIPMENT PER DR REQUEST	25.60
A300054	SHANNON JEFFERS	JULY WATER BOARD MEETINGS/TRAVEL, WATER RESOURCE CONF REGISTRATION	1,711.10
A300055	KOTAPAY	ANNUAL ACH FOR PC SUPPORT	99.00
A300056	KRAUSES MARKET	COFFEE; INMATE MEALS – SHERIFF	7,518.29
A300057	MCLEAN ELECTRIC COOPERATIVE	SECURITY LIGHTS – COURTHOUSE, PARK; PARK BOARD, CAMPER PADS, GARAGE, CAMPGROUND METER	2,009.00
A300058	MCLEAN FAMILY RESOURCE CTR	DISBURSE MONTHLY COLLECTIONS	695.00
A300059	MCLEAN COUNTY AUDITOR	JULY POSTAGE – COUNTY AGENT	20.15
A300060	MENARDS	PAINT FOR PARKING LOT, BRUSHES, TRAY	60.72
A300061	MERKENS LAW PLLC	COURT APPOINTED COUNSEL	1,125.00
A300062	MIDWEST CANINE ALTERNATIVE	CANINE CERTIFICATION & USAGE LAWS – SHERIFF	750.00
A300063	MOORE ENGINEERING INC	PAINTED WOOD OVERFLOW PROJECT ENGINEERING – WATER BOARD	1,390.29
A300064	NAPA AUTO PARTS GARRISON	ANTIFREEZE, FREON – PARK; COOLING FAN, OIL FILTER – WEED CONTROL	36.39
A300065	NAPA AUTO PARTS	AIR HANDLER BELTS	47.98
A300066	ND ASSOCIATION OF COUNTIES	DISBURSE 10% E-911 COLLECTIONS; HIRING THE RIGHT PEOPLE – ANDERSON, FOSS	1,065.54
A300067	NDACO RESOURCES GROUP	MANAGED SERVER PRO – SEPT; ANTI VIRUS – SEPT; SERVE BACKUP – SEPT; MANAGED WORKSTATIONS PRO – SEPT; 2 COMPUTERS MONITORED – SEPT	1,672.72
A300068	ND SECRETARY OF STATE	NOTARY RENEWAL FEE – ANDERSON	36.00
A300069	LYNN OBERG	JULY WATER BOARD MEETINGS/TRAVEL, FT MANDAN MEETING EXPENSE	1,857.72
A300070	OFFICE DEPOT	(4) 8GB FLASH DRIVES, SHARPIES	60.24
A300071	OLE OLSONS TOWING	1999 WHITE PONTIAC SUNFIRE – SHERIFF	446.57
A300072	OTTERTAIL POWER COMPANY	BUTTE, TURTLE LAKE, & MAX SHOPS; COURTHOUSE, RADIO TOWER, LEC	5,018.83

A300073	POST BOARD	PSYCH EVALUATION – SHERIFF	135.00
A300074	RECORD KEEPERS	SHREDDING SERVICES	32.00
A300075	HEIDI ANDERSON	JULY TRAVEL – PASSPORT TRAINING	46.40
A300076	SALHUS SEPTIC PUMPING	SEPTIC PUMPING – PARK	200.00
A300077	SCOTTS HARDWARE	ROUND UP, VACUUM BAGS, WRENCHES, FILTER CARTRIDGES, HOSE MENDER, CLEANER, DRYING CLOTHS, PAPER TOWELS	305.09
A300078	SAMANTHA KAMPHUIS	REIMBURSE FOR HYDROGEN PEROXIDE	6.42
A300079	WADE KROHMER	REIMBURSE NAME PLATE, NYLON KEEPERS, CHAIN CUFFS, WEBCAM, PENCIL SHARPENERS, CHAIR COASTERS	220.68
A300080	ANNA SIX	REIMBURSE BRUSHES, WOOD HANDLE	45.98
A300081	S AND J HARDWARE	LIGHTBULBS, ANT/ROACH KILL, SCREW, NUT	206.58
A300082	SRT COMMUNICATIONS INC	LINE RECORD/TRANSPORT-MILE/ TRUNKING	698.28
A300083	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	5,336.72
A300084	CHI ST ALEXIUS HEALTH	INMATE MEDICAL – SHERIFF	90.00
A300085	THE BISMARCK TRIBUNE	AD FOR BIDS – PAINTED WOODS OVERFLOW PROJECT – WATER BOARD	237.51
A300086	THOMPSON FUNERAL HOME INC	GEHRING – REIMBURSE CORONER FEES	750.00
A300087	UNICOM	REMOUNT FRONT FENDER, ANTENNA – SHERIFF	65.00
A300088	VERIZON WIRELESS	HIGHWAY. STATES ATTORNEY, SHERIFF, STATES ATTORNEY, DES, ASSESSOR – CELL SERVICE; ASSESSOR, DES – JET PACK	1,217.57
A300089	WASHBURN AUTO BODY LLC	MOUNT/BALANCE TIRES, WINDSHIELD, ROTATE TIRES – SHERIFF	1,213.23
A300090	WASHBURN VOLUNTEER AMB	AMBULANCE RUN FOR INMATE	1,626.93
A300091	WATER PURITY INC	WATER DELIVERED	77.00
A300092	WATCH GUARD VIDEO	IN CAR VIDEO SYSTEM – SHERIFF	4,820.00
A300093	VANCE TOMLINSON	REIMBURSE TITLE/REGISTRATION	10.00
A300094	WEST RIVER TELECOMM	MONTHLY PHONE SERVICE – SHERIFF	92.44
A300095	WESTERN FRONTIER INS AGENCY	NOTARY BOND RENEWAL – ANDERSON	100.00
A300096	WESTERN DAKOTA ENERGY ASSOC	ANNUAL MEMBERSHIP DUES, ANNUAL COUNTY TRUCK PERMIT DUES	3,615.52
	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.	\$364,256.16

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

Knutson, on behalf of Assistant Jail Administrator Wade Krohmer, requested permission to advertise for a Jailer/Dispatcher to replace John Chmiel who has been promoted to Jailer/Dispatcher Sergeant.

Moved by Cottingham, seconded by Suydam, to approve the promotion of Jailer/Dispatcher John Chmiel to Jailer/Dispatcher Sergeant along with advertising for a Jailer/Dispatcher for his replacement. Discussion followed regarding federal prisoner transport. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Knutson informed the commission of budget changes including Clerk of Court salaries; Computer Operations; Emergency Fund; E-911 Coordinator; and Sheriff Department salaries.

Lee requested salary adjustment numbers for the next meeting.

Moved by Cottingham, seconded by Suydam, to set the Final Budget Hearing for Tuesday, October 1, 2019, at 10:00 a.m. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Discussion followed regarding building up the county reserves.

Discussion followed concerning the Senior Citizen levy request.

Knutson requested direction from the commission in regards to the McLean Mercer Library Boards request. McLean and Mercer have an agreement that requires both counties to the levy the same mills. However, if McLean County levies 3 mills, the amount is less than requested; if Mercer County levies 3 mills, it is more than requested. By law a county cannot levy for more than requested. Knutson questioned whether we continue to levy 3 mills or drop the mills to match Mercer County’s levy.

Lee requested that Knutson contact Lynn Oberg regarding the county’s tight budgeting so he’s ready to make some cuts to the Water Resource Board budget.

There being no further business, the chairperson declared the meeting adjourned at 9:32 a.m. until the next regularly scheduled meeting on Tuesday, August 20, 2019. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Steve Lee, Chairperson

Nancy Leidholm, Deputy Auditor