

McLean County Commission Proceedings
Tuesday, August 15, 2017

The final regular August meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Doug Krebsbach. Present were Commissioners Krebsbach, Barry Suydam, and Steve Lee. Also present were Auditor Les Korgel, Deputy Auditor Nancy Leidholm, and Alyssa Meier of BHG News Service.

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

Highway Superintendent Jim Grey joined the meeting along with Lowell Mallard of Butler Machinery of Bismarck. Grey reported that the mowing of right-of-ways had begun yesterday though today's rain may slow things down a bit. Prep work for road project CNOC-0028(055) should begin today with gravelling beginning on Thursday starting with the Sportsman Centennial Park road.

Moved by Lee, seconded by Suydam, to approve the utility permit request from McLean Electric Cooperative, Inc. to install and maintain a single phase underground electric line installed at a depth of four feet to be located along the southern edge of the northern section line of the NE¼ of Section 33, Township 143 North, Range 80 West. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Discussion followed about the hours the highway department works specifically regarding their 10-hour days work schedule and how it relates to the county policy. Grey stated that the policy stated that 10-hour days can be worked from time change to time change and his department sometimes goes later in the year if weather cooperates. He was told by Chief Deputy Auditor Lori Foss that this practice didn't follow policy making Grey wonder if the policy needs updating. Lee feels as long as the commission authorizes the work hours the policy doesn't need changing but instructed Grey to have Foss look into it.

Tabled from the previous meeting, Grey again requested permission to lease three additional motor graders to replace current units under the current year's bid rather than going through the bid process in 2018. By utilizing this option, the county would be able to lease 2018 models at the 2017 price. Mallard stated that he presented the option to Caterpillar with the reasoning that we had already leased three units earlier this year. Caterpillar agreed to allow him to make this offer to the county but only if the lease is secured this year. Mallard went on to say that a 2% increase is likely if we rebid the motor graders in 2018. Mallard stated that since the units were originally delivered to the county in February or March of the purchasing year, the units would need to be traded prior to February or March of 2018 to capitalize on the agreed upon buyback allowance. Caterpillar agreed to lock in the price if the lease is completed by the end of the year with payment taking place in 2018. Lee questioned Korgel as to whether or not this deal was feasible for the county and he stated the cost would have to be included in the Highway Department's 2018 budget.

Moved by Suydam, seconded by Lee, to accept the bid to lease three motor graders from Butler Machinery of Bismarck as submitted. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Discussion followed regarding dust control on various county roads.

States Attorney Ladd Erickson joined the meeting.

Dakota Central Social Services (DCSS) Director Steve Reiser joined the meeting to present his 2018 budget to the board showing salary increases of 1.5% off of the mid-point using the state's merit and classification system. The Benefits line item shows a decrease of \$77,100.00. The Travel line item and Operating Expenses remained the same as 2017. The Family Preservation and Attendant Care budgets have been eliminated. The General Assistance budget shows a decrease of \$11,000.00. The total department budget shows an overall decrease of \$176,206.00 or 6.48%. This budget will be paid by the State as they are financing the costs for the department. No county dollars are being requested. The County will receive the first half of the funding from the State by January 10, 2018. The second half will be determined and adjusted according to case load and will be paid out by June 15, 2018.

Discussion followed regarding Indigent Burials previously funded by Dakota Central Social Services and will now fall under the County General Fund.

Moved by Lee, seconded by Suydam, to approve the 2018 Dakota Central Social Services budget as presented. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Clerk of District Court Cathy Bailey joined the meeting to present her 2018 budget proposal. The Salary line item shows a decrease from \$142,478.29 in 2017 to \$101,568.86 for 2018 because of the retirement of Deputy Clerk of Court Mary Ann Anderson and also includes a request for a 6% increase for Bailey and Deputy Clerk of Court Karalee Buske; Equipment Repair shows an increase from \$0.00 in 2017 to \$6,000.00 for 2018; and the rest of the budget remains the same as 2018. States Attorney Erickson suggested paying for the Clerk of Court's equipment and the requested salary increases from his Forfeiture account. The Juvenile Court budget shows no changes for 2018.

Korgel presented various budget proposals for 2018 including County Coroner which shows the addition of line item Indigent Burials for \$10,000.00; the remaining line items remain the same. The McLean County Historical Society budget shows increases in the Electricity, Insurance, Advertising, Miscellaneous, and Labor Salaries line items; a decrease in the Phone line item; with the remaining line items remaining the same. The County Park Board budget shows increases in the Salaries line item while the Capital Outlay/Equipment, Supplies and Park Maintenance line items show decreases. The Dues/Memberships budget shows decreases in the Oil & Gas Counties and Coal Conversion County line items while the NDCCA line item shows a slight increase, with the remaining line items remaining the same. The McLean County Fair Board budget shows decreases in the Electricity, Telephone, Office Supplies, Miscellaneous, Livestock-Open, Ribbons & Plaques and Contract Labor line items; increases in the Capital Improvement, and Premiums line items; and the addition of Special Assessments and Equipment line items.

States Attorney Ladd Erickson joined the meeting with his proposed budget for 2018. The Salary line item showed an overall adjustment of 2% with the remaining line items remaining the same.

Sheriff J. R. Kerzmann, Chief Deputy Sheriff E-911 Coordinator Richard Johnson, Assistant Jail Administrator Wade Krohmer, and Detectives Aaron Matties and Justin Krohmer joined the meeting.

Moved by Lee, seconded by Suydam, to decline the request from the North Dakota Township Officers Association for membership dues on unorganized townships. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The Commission set the Preliminary Budget Hearing for September 19, 2017 at 11:00 a.m.

Moved by Suydam, seconded by Lee, to authorize Korgel to pay road projects CP-2836-SPUR and CP-2800(017) when funds become available and to approve the following vouchers for payment:

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A133274	ACME TOOLS	1 LB NYLON TRIMMER LINE	29.90
A133275	BUTLER MACHINERY COMPANY	PARTS, OIL	1,439.98
A133276	DEERE CREDIT, INC	RENTAL CHARGES FOR THREE TRACTORS	1,439.07
A133277	ENERBASE COOP RESOURCES	MLYPIX, PLACARD, TEST KITS	420.27
A133278	GARRISON FARMERS UNION OIL CO	FUEL, GARRISON SHOP SUPPLIES	3,184.55
A133279	GARRISON CITY	GARBAGE/WATER	57.03
A133280	GCR TIRE CENTERS	TIRES	857.88
A133281	KEN'S BODY SHOP	INSTALL WINDOW & DOOR GLASS ON GRADER	300.00
A133282	MAX FARM SERVICES	FUEL AT BUTTE SHOP	2,868.12
A133283	MCLEAN ELECTRIC COOPERATIVE	ROSEGLEN, UNDERWOOD & GARRISON SHOPS	445.00
A133284	MCLEAN SHERIDAN RURAL WATER	WATER	112.90
A133285	MDU	GARRISON, MAX, WASHBURN, & TURTLE LAKE SHOPS	153.99
A133286	AGPRO EQUIPMENT - NAPA	PARTS, WASHBURN SHOP SUPPLIES, OIL	403.09
A133287	NAPA AUTO PARTS-GARRISON	PARTS, GARRISON SHOP SUPPLIES	36.65
A133288	NELSON INTERNATIONAL	PARTS	1,681.97
A133289	PRAXAIR DISTRIBUTION	PARTS	447.51
A133290	RESERVATION TELEPHONE COOP	TELEPHONE	118.56
A133291	S & J HARDWARE	PARTS	9.17
A133292	SWANSTON EQUIPMENT CORP	SWITCH	57.21
A133293	TRUCKS OF BISMARCK	PARTS	95.95
A133294	WEST RIVER TELECOMM	TELEPHONE & DSL	91.28
A133295	WHOLESALE AG PRODUCTS WEST	GLYSTAR	138.38
A133296	WOLD ENGINEERING P.C.	PROJECT B-16-42-CP-2800(017)	39,574.88
A133297	AMERIPRIDE LINEN & APPAREL	SHOP TOWELS	167.92
A133298	BURLEIGH MORTON DETN CTR	INMATE HOUSING	750.00
A133299	CHARM-TEX, INC.	MATTRESS MENDING PATCH, SHAMPOO, SHAVE GEL, TOOTHPASTE, BATTERIES, TOOTHBRUSHES – SHERIFF	302.18
A133300	CULLIGAN WATER CONDITIONING	PORTABLE EXCHANGE RENTAL – PARK	90.00
A133301	DACOTAH PAPER COMPANY	TOILET PAPER, FLOOR CLEANER, NITRILE GLOVE, LAUNDRY SOAP, PAPER TOWELS, GARBAGE BAGS, SHAMPOO/BODY WASH, BLEACH, PAPER CUPS	1,703.58
A133302	DAKOTA CENTRAL SOCIAL SVCS	McLEAN COUNTY SHARE BILLABLE EXPENSES – JULY 2017	51,683.70
A133303	CALANDRIA JARBOE EDWARDS	REIMBURSE AUGUST CELL PHONE	30.00
A133304	MICHELLE EFFERTZ	REIMBURSE AUGUST CELL PHONE, MILEAGE, MEALS	119.07
A133305	ELECTRONIC COMMUNICATIONS	BATTERIES, MICROPHONES, ANTENNAS	1,049.00
A133306	LADD R ERICKSON	JULY TRAVEL	162.11
A133307	WILTON FARMERS UNION OIL CO	GASOLINE – SHERIFF	402.30
A133308	GARRISON FARMERS UNION OIL CO	GASOLINE, OIL CHANGES – SHERIFF	337.31
A133309	TURTLE LAKE FARMERS UNION OIL	GASOLINE, FITTINGS – WEED CONTROL	23.63
A133310	GARRISON VETERINARY SERVICE	DOG FOOD & VACCINE – SHERIFF	153.15
A133311	GARRISON LUMBER	SAND PAPER, STAIN, 2X4'S, BRACKET, 2X8'S – PARK	297.60
A133312	GENERAL DYNAMICS OTS	SIMUNITION TRAINING	295.00
A133313	GRIMSLEYS EXHAUST & FUELS	GASOLINE – SHERIFF	289.00
A133314	HATZY'S REPAIR	BRAKES – SHERIFF	206.95
A133315	HIWAY 83 EXPRESS	GASOLINE – SHERIFF	55.00
A133316	INFORMATION TECHNOLOGY DEPT	LERMS USER FEES – SHERIFF; T-1 LINE ACCESS, EXCHANGE EMAIL ACCOUNTS, ACTIVE DIRECTORY USER FEES, VPN	1,222.50
A133317	INTERCEPT CORPORATION	SUPPORT/LIC – ACH FOR PC	99.00
A133318	JB REPAIR INC	OIL FILTER, CHECK AC – SHERIFF	232.87

A133319	KEN'S BODY SHOP	IMPOUNDS, INSTALL CENTER CONSOLE – SHERIFF	2,200.00
A133320	KRAUSE'S MARKET	INMATE MEALS – SHERIFF; HYDROGEN PEROXIDE, BORAX – JANITORIAL; SUPPLIES FOR FOOD CLASSES – COUNTY AGENT; COFFEE – CENTRAL SUPPLY	8,127.74
A133321	NOELLE KROLL	REIMBURSE AUGUST CELL PHONE	30.00
A133322	WADE KROHMER	REIMBURSE FOR PAINT & WINDOW FILM	516.15
A133323	LEE, STEVE	JULY TRAVEL	96.84
A133324	LINDTECH SERVICES, INC.	HEAT PUMP REPAIRS – COURTHOUSE	665.00
A133325	MAILFINANCE	NEOPOST METER RENTAL	868.44
A133326	CURT MALO	REIMBURSE AUGUST CELL PHONE	30.00
A133327	MATTHEW BENDER & CO INC	9/17 THRU 8/18 ND ADVANCE CODE SVC	220.45
A133328	MCLEAN ELECTRIC COOPERATIVE	SECURITY LIGHTS – COURTHOUSE, PARK; PARK BOARD, PARK, GARAGE, CAMPER PADS, CAMPGROUND METER	3,113.00
A133329	MCLEAN COUNTY TREASURER	FUND TRANSFERS TO UPDATE ACCTS – 20111 FEMA; UNORGANIZED TOWNSHIP ROADS TO OIL IMPACT GRANT	696,000.00
A133330	MCLEAN COUNTY AUDITOR	JULY POSTAGE – COUNTY AGENT	8.59
A133331	MDU	GAS – LAW ENFORCEMENT CENTER, COURTHOUSE	350.03
A133332	MGIA DAKOTA CHAPTER	REGISTRATION FEE – SHERIFF	50.00
A133333	MIDCONTINENT CABLE CO	CABLE TV – LAW ENFORCEMENT CENTER	98.65
A133334	AGPRO EQUIPMENT - NAPA	WIPER BLADES, BUG WASH – SHERIFF	50.07
A133335	NAPA AUTO PARTS-GARRISON	WIRE, RING TERMINAL – PARK	27.06
A133336	ND SECRETARY OF STATE	NOTARY RENEWAL – WICKLANDER	36.00
A133337	NORTHERN PLAINS EQUIPMENT CO	OIL CHANGE UNIT S-20 – SHERIFF	69.08
A133338	NW TIRE	TIRES – SHERIFF	271.74
A133339	RYAN OBERG	REIMBURSE AUGUST CELL PHONE	30.00
A133340	OFFICE DEPOT	CANNED AIR, BATTERIES, TAPE, PENS – SHERIFF; HP 90A, HP 507A TONERS, BUSINESS PAPER, 9V BATTERIES – CENTRAL SUPPLY	614.00
A133341	PHARMCHEM INC.	SWEAT PATCH ANALYSIS	300.00
A133342	JAIMI POCHANT	INMATE CARE	750.00
A133343	RECORD KEEPERS	SHREDDING SERVICES	33.00
A133344	RESERVATION TELEPHONE COOP	GARRISON DEPUTIES, PARK, 911 TRUNKING RECURRING	247.22
A133345	SANFORD HEALTH	INMATE MEDICAL – SHERIFF	194.00
A133346	S & J HARDWARE	RATCHET STRAPS – WEED CONTROL; NOZZLE, BLEACH, BUG SPRAY, BOLT, STAIN – PARK	353.52
A133347	SRT COMMUNICATIONS, INC	LINE RECORD/TRANSPORT PER MILE/ TRUNKING	698.28
A133348	CHI ST ALEXIUS HEALTH	INMATE MEDICAL – SHERIFF	4,071.33
A133349	THE ATTIC SPORTSMANS LOFT	AMMUNITION, HOLSTERS – SHERIFF	9,929.00
A133350	UNDERGROUND VAULTS	INMATE MEDICAL, DEPUTY PHYSICAL – SHERIFF	212.00
A133351	UNDERWOOD CLINIC PC	INMATE MEDICAL – SHERIFF	1,331.00
A133352	VERIZON WIRELESS	DATA CARDS, DETECTIVE PHONES – SHERIFF	688.66
A133353	WAGON WHEEL LUMBER	VALSPAR PAINT SAMPLE – SHERIFF	4.99
A133354	WASHBURN AUTO BODY LLC	TIRE REPAIR, WHEEL ALIGNMENT, OIL, REPAIRS – SHERIFF	1,230.49
A133355	WASTE MANAGEMENT	GARBAGE – PARK	50.71
A133356	WATER PURITY INC	WATER DELIVERED	49.00
A133357	WEST RIVER TELECOMM	911 TRUNKING RECURRING, MONTHLY TELEPHONE BILL, GARRISON DEPUTIES	3,590.97
A133358	WESTERN FRONTIER INS AGENCY	NOTARY RENEWAL – WICKLANDER	50.00
A133359	WEX BANK	GASOLINE – SHERIFF	7,437.88

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

Korgel presented the State Summary Report for June 2017 along with Lynn Helm's Directors Cut report.

Assistant Jail Administrator Wade Krohmer was present to request funding to replace the carpet in the dispatch center with laminate. He provided an estimate from Dave Nelson of Washburn for \$4,514.00. Korgel stated that the chair mats would have to be replaced as well as the current mats are for carpeted flooring. Lee questioned if there was money for the replacement to which Korgel responded yes. Suydam questioned if multiple bids were required. Korgel stated that since the bid was for under \$10,000.00 additional bids were not needed.

Moved by Lee, seconded by Suydam, to accept the bid from Dave Nelson of Washburn in the amount of \$4,514.00 to replace the carpet in the dispatch center with laminate. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

E-911 Coordinator Richard Johnson requested and was granted permission to replace a couple of chairs in the dispatch center.

Johnson then presented his E-911 and Communications budgets for 2018. The E-911 budget shows a 2% increase in the Salaries line item while the remaining line items remain the same as 2017. The Communications budget remains the same 2017.

Sheriff J. R. Kerzmann was present to present the 2018 Sheriff Department budgets. The County Sheriff budget shows a 2% increase in the Salaries line item along with a request for an additional increase for Wade Krohmer from \$56,962.44 in 2017 to \$61,561.20 for 2018. The Travel line item shows a decrease from \$8,000.00 for 2017 to \$6,000.00 for 2018; Capital Outlay/Equipment shows an increase from \$80,000.00 to \$200,000.00 to include the purchase of five new vehicles along with updating equipment such as light bars and video equipment; and line item Tasers shows a decrease from \$8,000.00 in 2017 to \$7,000.00 for 2018. The Data Access Charges line item shows an increase from 25,000.00 in 2017 to \$30,000.00 for 2018; and an additional line item, Jail Van Transport shows a request of \$25,000.00 for a van to transport prisoners. The remaining line items remain the same as 2017. Lee requested a list of all Sheriff Department vehicles including mileage.

The Law Enforcement Vehicle Expense budget shows an increase in the Gasoline line item from \$100,000.00 in 2017 to \$105,000.00 for 2018 and Oil line item from \$6,000.00 in 2017 to \$8,000.00 for 2018. The remaining line items remain the same as 2017.

The Vehicle Impound & Towing budget remains the same as 2017.

Chief Deputy Auditor Lori Foss joined the meeting for the second reading of changes to personnel policy 305 Holidays. Foss reported that the policy changes include clarification for offering part-time employees prorated holiday pay and also clarifies the method used to calculate holiday pay for those employees required to work on a holiday.

Moved by Suydam, seconded by Lee, to adopt. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The next item on the agenda was a review of a timekeeping issue discussed at the November 15, 2016, meeting of the County Commission and tabled at the August 5, 2017 meeting. The issue at hand is the limit on hours, for employees of the jail and dispatch center, which these employees need to work prior to overtime compensation. The current limit is 160 hours in a 28-day period versus the 171 hours in a 28-day period that is allowed under Section 7(k) of the Fair Labor Standards Act which deals with Law Enforcement. Johnson stated that 160 hours works the best for everybody because it gives flexibility and they've been doing it that way for so long. In general, Lee doesn't like comp or overtime in practice and went on to say that the overtime is up 75% and hasn't been budgeted for. When the extra overtime isn't in the budget the county is short on the property tax side and those dollars have to come from somewhere. He would love to see the overtime reduced and wants the budget to be realistic. In the end the board decided to allow the current 160 hour limit to stand with a recommendation to the Sheriff's Department to try to keep a handle on overtime hours.

Moved by Lee, seconded by Suydam, to appoint Auditor Leslie Korgel as NDACo Delegate for the years 2017 – 2018. Roll Call Vote: Aye: Reiser, Kerzmann, Korgel, Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to approve the Special Event's Permit for Riverboat Saloon for a wedding dance on September 23, 2017, at the Western 4-H Camp. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 11:00 a.m. until the next regularly scheduled meeting on Tuesday, September 5, 2017. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Doug Krebsbach, Chairperson

Nancy Leidholm, Deputy Auditor