

McLean County Commission Proceedings
Tuesday, September 5, 2017

The first regular September 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 Suzanne Werre of BHG News Service.

Moved by Lee, seconded by Suydam, 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 Wold Engineering representative Mike Rivinius. Grey reported that county gravelling projects are almost complete except for touch ups at Indian Hills Resort. Mowing is going well. Grey told the commission that a much used plow truck is in need of repairs to the engine computer that could cost upwards of \$4,500.00. He is not sure it is worth fixing. He was instructed to make the repairs. Grey went on to report that gravel crews will begin in the Garrison and Max areas and stated that rock has been lined up to rip rap grade north of Max.

Moved by Suydam, seconded by Lee, to approve the permit request from McLean Electric Cooperative of Garrison to install and maintain a three phase underground powerline to provide power to the Stan Meyers and Todd Zahnow residences. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve the permit request from Reservation Telephone Cooperative of Parshall to install and maintain a 2" diameter HDPE conduit 50' in length with a 25 pair copper cable inside to improve service to nine area customers located in the NW¼ of Section 20 to the NE¼ of Section 19, Township 150 North, Range 82 West. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to approve the permit request from West River Telecommunications Cooperative of Hazen to install and maintain BFO-4 & BFC-2 pair telecommunications facilities to serve the Chad Olson residence located in the NW¼ of Section 19, Township 147 North, Range 82 West. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Grey then presented his department budget for 2018 which is divided between six areas. In the first area, Highway Administration, he requested a 2% overall adjustment in the Salaries line item and the Employer Benefit Share line item shows an increase of \$5,000.00. Budgeted salaries in the Highway-Maintenance/Construction area included an increase of 2%. This budget area also showed an increase in the Employer Benefit Share and Gravel/Sand line items; decreases in the Asphalt Patching and Oil Sealing line items; while Engineering, Culverts, Bridge Materials and Signs remain the same as 2017. The Highway Maintenance Sheds area showed the addition of \$10,000.00 to the Building Repairs line item while the Shop Supplies line item remained the same as 2017. The Highway Shop – Washburn/Garrison area remained the same as 2017. The next area, Highway Equipment Expense, showed an increase in the Capital Outlay line item due to the request to purchase two pickups, one semi-truck, one plow truck, one tractor, motor grader leases, and \$50,000.00 for miscellaneous purchases. The last budget area, Farm to Market Road, showed an increase in the Construction line item from \$800,000.00 in 2017 to \$850,000.00 for 2018; while the Engineering line item remained the same as 2017.

The commission then went on to discuss dates for the second September meeting due to the need for all members to be present at the preliminary budget hearing. Commission Krebsbach has a previous commitment that requires his absence on the scheduled meeting date of September 19.

Moved by Lee, seconded by Suydam, to move the second commission meeting and preliminary budget hearing of September from the 19th to the 18th with the preliminary budget hearing scheduled for 11:00 a.m. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Water Board members Lynn Oberg, Shannon Jeffers, and Gerard Goven joined the meeting to present their budget for 2018. The total budget request for 2018 is \$158,500.00. The Hintz Lease line item shows an increase from \$2,560.00 in 2017 to \$2,900.00 for 2018 and the Mehlhoff Lease shows an increase from \$920.00 in 2017 to \$1,000.00 for 2018. Yanktonai Dam and Painted Woods line items show decreases for 2018. A new line item Lower Buffalo Creek has been added with a proposed budget of \$7,000.00 while line item Underwood City Drainage has been removed. The remaining line items remain the same as in 2017.

Land Use Administrator Todd Schreiner joined the meeting with recommendations from the August Planning & Zoning Commission meeting.

Moved by Lee, seconded by Suydam, to concur with the Planning & Zoning Commission and approve the request for a conditional use permit from Kurt Ziebarth of Turtle Lake involving land located in the NE¼SE¼ of Section 20, Township 147 North, Range 80 West, known as Outlot A, consisting of two acres, to construct a non-farm structure on agricultural land. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to concur with the Planning & Zoning Commission and approve the request for a conditional use permit from Susan Davis of Turtle Lake involving land located in the NE¼SE¼ of Section 20, Township 147 North, Range 80 West, known as Outlot B, consisting of two acres, to construct a non-farm structure on agricultural land. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to concur with the Planning & Zoning Commission and approve the request for a conditional use permit from Lane Simpfinderfer of Stanton involving land located in Government Lot 3 of Section 17, Township 144 North, Range 84 West, known as Outlot A, consisting of 2.5 acres, to construct a non-farm structure on agricultural land. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Schreiner then presented his departmental budgets for 2018. His Veteran's Service Officer Budget included a 2% increase in the Salary line item while the remaining line items remained the same as 2017. The Tax

Director/Land Use Budget also showed a 2% increase in the Salary line item. The Assessor Expenses line item showed an increase from \$1,200.00 in 2017 to \$5,700.00 due to the request for a color printer, rugged laptop, and running board and mud flaps for the Ford Expedition used by the department. New line items Additional Assessor and GIS Maintenance with proposed budgets of \$50,000.00 and \$13,000.00 respectively were added. The GIS Parcel Mapping line item shows a decrease from \$54,000.00 in 2017 to \$5,300.00 for 2018 with the remaining line items remaining the same as 2017.

Schreiner discussed the ND Department of Emergency Services ongoing project to create a statewide seamless base map that meets public safety industry standards. When completed, this map can potentially give State Radio the ability to dispatch for each county in the state. Schreiner would like to see things kept locally.

Chief Deputy Auditor Lori Foss joined the meeting to present two job descriptions for commission approval. Administrative Assistant/Risk Manager was updated to more accurately describe the position without adding additional responsibilities.

Moved by Lee, seconded by Suydam, to approve the revised job description for Administrative Assistant/Risk Manager as submitted. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Foss then presented the Jailer/Dispatcher Emergency Medical Dispatch Sergeant to reflect the current limit of 160 hours worked in a 28-day period prior to overtime compensation.

Moved by Suydam, seconded by Lee, to approve the revised job description for Jailer/Dispatcher Emergency Medical Dispatch Sergeant as submitted. Lee has trouble having to budget excessive overtime and would like to see alternative staffing. Suydam feels eight or ten hour shifts would help with the issue. Foss stated that most counties use 171 hours and added that there has been turn over related to the 12 hour shift. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Foss then presented her proposed budgets for 2018. The Flexible Benefits – Medical and Child Care budget shows an increase in line item Administrative Fees from \$1,980.00 for 2017 to \$2,150.00 for 2018 due to an increase in the number of participating employees. The GIS Implementation budget remains the same as 2017 at \$0.00. The Superintendent of Schools 2018 budget shows an overall increase from \$4,603.76 in 2017 \$4,847.84 for 2018. Foss then presented her Computer Operations budget for 2018 showing decreases in line items Ink & Toner, Equipment Repair, Dakota Programs Maintenance, NDACo Annual Tech Contract, Exchange Email Accounts, and Cloud Based Backup. The Salary line item showed a 2% increase and the Anti-Virus Protection line item showed an increase from \$1,400.00 in 2017 to \$2,350.00 for 2018. Capital Outlay showed an increase from \$18,000.00 in 2017 to \$79,847.00 for 2018 due to the need to upgrade computer equipment in various departments including the server; an NRG Security Upgrade; and Microsoft Office upgrades for multiple computers. The remaining line items remain the same as 2017.

County Extension Agent Michelle Effertz joined the meeting to present her budget for 2018. The Salaries – Administrative Assistant line item shows a 2% increase; The Travel line item shows an increase from \$4,500.00 in 2017 to \$4,700.00 for 2018; and Educational/Meeting Materials line item shows an increase from \$500.00 in 2017 to \$600.00 for 2018. The Equipment Repair line item shows a slight decrease from \$200.00 in 2017 to \$100.00 for 2018. The remaining line items remain the same.

Weed Control Officer Vance Tomlinson joined the meeting to present his proposed budget for 2018 showing a 2% increase in the Salary line item while the remaining line items remain the same.

Maintenance Supervisor Curt Malo joined the meeting with his budgets for 2018. The County Building and Grounds budget shows a 2% increase in the Salaries line item as well as an increase from \$15,000.00 in 2017 to \$20,000.00 for 2018 in the Building Repairs line item. The Motor Pool budget shows a reduction of \$500.00 in the Tires line item; the remaining line items remaining the same.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A133427	WILLIAM CARLSON	REIMBURSE CELL PHONE	30.00
A133428	CIRCLE SANITATION SERVICE	GARBAGE PICKUP – GARRISON/ WASHBURN SHOPS	136.00
A133429	FASTENAL COMPANY	GARRISON SHOP SUPPLIES	32.24
A133430	MILLENNIUM EXPRESS	DELIVERY CHARGES	12.98
A133431	NW TIRE	TIRES	1,200.80
A133432	PRECISION EQUIPMENT MFG	PARTS	22.02
A133433	SCOTT'S HARDWARE	PARTS	24.05
A133434	SOUTH DAKOTA LTAP	REGIONAL ROAD CONFERENCE – GREY, CARLSON	200.00
A133435	VINING OIL	FUEL AT WASHBURN SHOP	16,064.12
A133436	AT&T MOBILITY	SHERIFF, STATES ATTORNEY CELL SERVICE; LAND USE DATA CARD	198.83
A133437	BHG INC	PLANNING & ZONING NOTICES	178.50
A133438	BOB BARKER COMPANY	PROTECTIVE HOODIES – SHERIFF	110.82
A133439	BUSINESS CARD	WEBROOT, MALWAREBYTES, VGA CABLES	189.60
A133440	CHS CREDIT CARD DEPT	GASOLINE – SHERIFF	2,272.61
A133441	CHASE DRUG STORE	MEDICATION – SHERIFF	476.40
A133442	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	337.00
A133443	CITY OF WASHBURN	WATER/SEWER – LAW ENFORCEMENT CENTER, COURTHOUSE	524.48
A133444	DAKOTA AWARDS	NOTARY STAMP – LEIDHOLM	22.99
A133445	DICK'S VACUUM SERVICE, INC.	CLEAN OUT DRYER VENT – LEC	260.00
A133446	DOC'S SHOP	TRANSMISSION REPAIR, AC, THROTTLE	1,748.07

A133447	CALANDRIA JARBOE EDWARDS	BODY, OIL CHANGES – SHERIFF	
A133448	MICHELLE EFFERTZ	MILEAGE, MISCELLANEOUS	218.82
		REIMBURSE FOR FOOD PRESERVATION	55.71
		CLASS SUPPLIES	
A133449	LADD R ERICKSON	AUGUST TRAVEL	51.36
A133450	GARRISON DIVERSION	DISBURSE MONTHLY COLLECTIONS	123.67
A133451	BENJAMIN GEHRING	REIMBURSE AUGUST CORONER SERVICES	1,500.00
A133452	GERARD GOVEN	AUGUST WATER BOARD MEETINGS/ TRAVEL	274.08
A133453	HIWAY 83 EXPRESS	DIESEL FOR BOBCAT	39.00
A133454	JB REPAIR INC	OIL FILTERS – SHERIFF	105.99
A133455	SHANNON JEFFERS	AUGUST WATER BOARD MEETINGS/ TRAVEL	835.60
A133456	CONNIE KELSCH	REIMBURSE JANITORIAL SUPPLIES	19.50
A133457	LEE, STEVE	AUGUST TRAVEL	78.11
A133458	LIGHT AND SIREN	LIGHT BAR – SHERIFF	5,628.00
A133459	WALTER M LIPP	COURT APPOINTED COUNSEL	150.00
A133460	MID-AMERICAN RESEARCH CHEM	12 BACTERIZER SPRAYS	129.44
A133461	MARK'S PLUMBING PARTS	SEALS, MOTOR ASSEMBLY KIT, SPRING, ACTUATOR REPAIR KITS	455.68
A133462	MATTHEW BENDER & CO., INC.	1 ND CENTURY CODE VII SUPP – TAX DIRECTOR	27.44
A133463	MCLEAN ELECTRIC COOPERATIVE	SECURITY LIGHTS – COURTHOUSE, PARK; PARK BOARD, CAMPER PADS, GARAGE, CAMPGROUND METER	1,962.00
A133464	MCLEAN FAMILY RESOURCE CTR	DISBURSE MONTHLY COLLECTIONS	675.00
A133465	MENARD'S	MOP BUCKET, VENTS, DOOR SWEEPS, PAINT	500.79
A133466	MOORE ENGINEERING, INC	WATER BOARD ENGINEERING & PROJECT DEVELOPMENT	9,076.60
A133467	ND ASSOCIATION OF COUNTIES	DISBURSE 10% E-911 COLLECTIONS	1,288.50
A133468	NDACO RESOURCES GROUP	MAIL MERGE FEATURES – MS WORD – KNUTSON, MANAGED SERVER PRO – AUGUST, MANAGED WORKSTATION PRO – AUGUST, MONTHLY BACKUP FEE FOR DATTO, SUBSCRIPTION BASED ANTI VIRUS – AUGUST, 1 COMPUTER MONITORED	1,920.86
A133469	NORTH DAKOTA ENVELOPE CO	DEPARTMENTAL ENVELOPES	1,004.51
A133470	ND SECRETARY OF STATE	ELECTION EQUIPMENT MAINTENANCE	5,398.68
A133471	NORTH COUNTRY MARINE	BEARINGS FOR RESCUE BOAT TRAILER	61.77
A133472	NW TIRE	TIRES – SHERIFF	815.22
A133473	LYNN OBERG	AUGUST WATER BOARD MEETINGS/ TRAVEL	939.93
A133474	OFFICE DEPOT	AVERY 5163 LABELS; HP 507A MAGENTA TONER; LAMINATING POUCHES; RECEIPT BOOKS; HP 64A TONER; ADJUSTABLE HANGING FOLDER FRAMES; ROLODEX CARDS; HP 951 MAGENTA, YELLOW, CYAN TONER; BLACK SHARPIES; BATTERIES; GLUE STICKS; MESSAGE BOOKS; HP 74 BLACK INK; DVD-R'S; HP 75 COLOR INK	912.92
A133475	OTIS ELEVATOR COMPANY	SERVICE CONTRACT 9/1/2017 - 8/31/2018	4,908.44
A133476	OTTERTAIL POWER COMPANY	BUTTE, TURTLE LAKE, WASHBURN & MAX SHOPS; COURTHOUSE, RADIO TOWER, LAW ENFORCEMENT CENTER	5,005.53
A133477	PEDERSON DAVID	REIMBURSE FOR INK – SHERIFF	21.27
A133478	RICHARD HULTBERG	PLANNING & ZONING AUGUST TRAVEL	40.66
A133479	JOHN MATTHEWS	PLANNING & ZONING AUGUST TRAVEL	38.52
A133480	DONALD FLINN	PLANNING & ZONING AUGUST TRAVEL	10.70
A133481	DARWIN SAARI	PLANNING & ZONING AUGUST TRAVEL	26.75
A133482	ROGER BRITTON	PLANNING & ZONING AUGUST TRAVEL	13.38
A133483	PLUNKETT'S PEST CONTROL	PEST CONTROL – SHERIFF	540.34
A133484	SCOTT'S HARDWARE	FAUCET, CEILING LAMP HOLDER, 3 SPEED BOX FAN, ROUND UP, GREASE, LIGHT BULBS, PAINT, TRAY LINERS,	492.45
A133485	SCUBA ONE	REPAIR DIVE SUIT FOR RESCUE BOAT	260.00
A133486	S & J HARDWARE	SHOWER ARM, TIRE GAUGE, CIRCUIT BREAKER, STAIN - PARK	363.56
A133487	ND STATE TREASURER	MONTHLY COLLECTIONS	6,431.81
A133488	ST ALEXIUS CLINICS	INMATE MEDICAL – SHERIFF	34.00
A133489	CHI ST ALEXIUS HEALTH	INMATE MEDICAL – SHERIFF	613.00
A133490	UNIFORM CENTER	SHIRTS, PANTS, VESTS, CUFF KEYS	23,658.71
A133491	VERIZON WIRELESS - VSAT	SMS TARGET – STATES ATTORNEY	50.00
A133492	VERIZON WIRELESS	HIGHWAY CELL SERVICE, ASSESSOR CELL SERVICE	139.17

A133493	WHOLESALE AG PRODUCTS WEST	TROOPER 22K & TORDON 22K – WEED CONTROL	2,094.00
	AUGUST 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.	\$351,798.52

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

Received and ordered filed the fee collection report from the Recorder’s Office for the month of August in the amount of \$9,613.30.

Received and ordered filed the fee collection report from the Sheriff’s Department for the months of July and August in the amount of \$1,542.60.

Korgel presented the monthly financial reports ending August 31, 2017 including the delinquent taxpayers list owing over \$4,000.00 which consisted of 32 taxpayers owing \$258,682.21. Property taxes are at 96% collected with the discount compared to 96% in 2016. Fees and Miscellaneous Revenue are at \$1,041,661.20 compared to \$1,049,655.18 in 2016. Government reimbursements including PILT, State Aid, and Coal Severance are at \$1,934,284.53 compared to \$1,643,781.91 in 2016. So far in 2017 \$9,334,715.25 of the budget has been expended or 65.98% where normally we would be at 66.67%.

Discussion took place regarding various Sheriff Department budget line items that are close to being over budget or are already over budget for this time of year.

Korgel presented the Non-Departmental Expense budget for 2018 showing increases in the Property Insurance, Postage, and Fair Board Disbursement line items; the addition of line item Kronos Time Keeping with a request of \$10,000.00 and line item Marcy’s Law/Savin with a request of \$2,000.00; with the remaining line items remaining the same as 2017. Discussion followed regarding the Kronos Time Keeping line item. Krebsbach doesn’t feel it will work with the Sheriff’s department and Lee would like to see why all the overtime is happening as it leans heavily on certain individuals and we need to get a handle on this. He stated that the final budget is going to need cutting and is concerned with where it’s going in costs. Somewhere along the line these expenses need to be caught. Lee feels this is a time management issue and will visit with Sheriff Kerzmann.

Korgel presented the 2018 budgets for Employee Benefits, Unorganized Township Roads, and the Employee Risk Management Program. Discussion followed regarding if AED’s were necessary in each patrol vehicle.

Korgel went on to present the Disaster Emergency Officer budget for 2018. The Travel line item shows an increase from \$1,500.00 in 2017 to \$2,500.00 for 2018; the Training/Conventions line item shows an increase from \$1,500.00 in 2017 to \$4,500.00 for 2018; the Equipment/Supplies line item shows an increase from \$1,500.00 for 2017 to \$2,500.00 for 2018; and the Cell Phone line item shows an increase from \$360.00 for 2017 to \$1,160.00 due to the request to purchase a Jet Pack with monthly plan. A new line item Contractors/Plan Updates has been added with a proposed budget of \$6,000.00. The remaining line items remain the same.

Suydam questioned giving a 2% raise across the board and wondered if giving everyone a certain dollar amount would save the county money. Korgel will check into that.

There being no further business, the chairperson declared the meeting adjourned at 11:21 a.m. until the next regularly scheduled meeting on Monday, September 18, 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