

**McLean County Commission Proceedings  
Monday, September 18, 2017**

The final 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 and Deputy Auditor Nancy Leidholm.

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 with departmental updates. He told the commission that he was thinking of reducing the speed limit on the gravel portion of County Roads (CR) 15, 13, and 2, hoping that will reduce the wash boarding and maintenance. Lee is hesitant to do this county wide and feels it will only make a marginal change. Discussion followed. Grey went on to report that grade work will begin today on a road north of Six Mile Corner; patching by the bridge on CR 20 and culvert touch up on CR 23 will begin shortly. He stated that mowing is moving right along and crews are enjoying the new mowers.

Korgel presented the Lynn Helm's Director's Cut report regarding oil/gas production, producing wells, and permitting along with ND sweet crude prices and rig count along with the State Summary Report for July 2017.

Moved by Lee, seconded by Suydam, to approve the sale of a lot in Washburn to Dan Chrest for \$100.00 described as follows: Beginning at a point 79.1 feet Southeasterly of the SE¼ corner of Lot 1, Block 1, which is the intersection of the East line of the Original Townsite and the extension of the Southerly line of Block 1, Original Townsite; thence Northwesterly along said line a distance of 13.1 feet; thence in a Northeasterly direction parallel to the Easterly line of Lot 1, Block 1, Original Townsite to the East line of the Original Townsite; thence South along said East line of the Original Townsite to the point of beginning. Said property being all of that part of the Original Townsite 66 feet Southeasterly of Block 1, Original Townsite. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Korgel presented the First District Health Unit Campground/Trailer Park/Mobile Home Inspection Report in regards to Sportsmen's Centennial Park.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A133512	ACME TOOLS	POLYCUT	21.95
A133513	BUTLER MACHINERY COMPANY	PARTS, OIL	8,579.31
A133514	DAKOTA TRUCK & FARM SERVICE	PARTS	89.36
A133515	ENERBASE COOP RESOURCES	MYPLX, MAXTRON, DEO, QWIKLIFT, AND FUEL	4,785.00
A133516	GARRISON FARMERS UNION OIL CO	FUEL, WASHBURN & GARRISON SHOP SUPPLIES	3,946.72
A133517	TURTLE LAKE FARMERS UNION OIL	TURTLE LAKE SHOP SUPPLIES	35.98
A133518	FILTER CARE OF GRAFTON	WASHED FILTERS	87.08
A133519	GARRISON CITY	GARBAGE/WATER	66.76
A133520	GCR TIRE CENTERS	TIRES	14,587.68
A133521	INLAND TRUCK PARTS CO	PARTS	24.39
A133522	JOHNSEN TRAILER SERVICE	PARTS	350.82
A133523	JOHN DEERE FINANCIAL	RENTAL CHARGES FOR 3 TRACTORS	2,374.38
A133524	NOELLE KROLL	REIMBURSE FOR WATER ADDITIVE	57.60
A133525	MAYO CONSTRUCTION CO, INC.	PROJECT CP-2800(017)	9,603.86
A133526	MCLEAN ELECTRIC COOPERATIVE	ROSEGLEN, UNDERWOOD & GARRISON SHOPS	484.00
A133527	MCLEAN SHERIDAN RURAL WATER	WATER	143.30
A133528	MDU	WASHBURN, TURTLE LAKE, GARRISON & MAX SHOPS	134.90
A133529	AGPRO EQUIPMENT - NAPA	PARTS, WASHBURN SHOP SUPPLIES, OIL	1,669.21
A133530	NAPA AUTO PARTS-GARRISON	PARTS, GARRISON SHOP SUPPLIES	484.33
A133531	PRAXAIR DISTRIBUTION	PARTS	534.43
A133532	RESERVATION TELEPHONE COOP	TELEPHONE	118.39
A133533	S & J HARDWARE	GARRISON SHOP SUPPLIES	21.03
A133534	SWANSTON EQUIPMENT CORP	PLUNGE SWITCH	62.60
A133535	TITAN MACHINERY	PARTS	1,792.39
A133536	TRUCKS OF BISMARCK	REPAIRS	1,290.44
A133537	WEST RIVER TELECOMM	TELEPHONE & DSL	91.28
A133538	AMERIPRIDE LINEN & APPAREL	SHOP TOWELS, FLOOR MATS	167.92
A133539	BURLEIGH MORTON DETENTION CTR INMATE HOUSING		225.00
A133540	CHARM-TEX, INC.	PERSONAL HYGIENE PRODUCTS – SHERIFF	157.70
A133541	CULLIGAN WATER CONDITIONING	PORTABLE EXCHANGE RENTAL – PARK	90.00
A133542	D&L AUTOMOTIVE	WIPER BLADE ASSEMBLY, OIL CHANGE – SHERIFF	115.42
A133543	DACOTAH PAPER COMPANY	JANITORIAL SUPPLIES; SHAMPOO, BODY WASH, LAUNDRY SOAP – SHERIFF; 8½ X 11 COPY PAPER	3,905.21
A133544	DAKOTA CENTRAL SOCIAL SVCS	MCLEAN COUNTY SHARE BILLABLE EXPENSES – AUGUST 2017	69,032.78
A133545	DIGITAL ALLY	VOICE RECORDER, CHARGING CHORDS –	435.00

A133546	DOC'S SHOP	SHERIFF HEADLIGHTS, OIL CHANGES, FRONT AXLE – SHERIFF	985.73
A133547	CALANDRIA JARBOE EDWARDS	REIMBURSE SEPTEMBER CELL PHONE	100.60
A133548	MICHELLE EFFERTZ	REIMBURSE SEPTEMBER CELL PHONE, MILEAGE	116.67
A133549	EGGERS ELECTRIC MOTOR CO	EXHAUST FAN – LEC GARAGE	84.15
A133550	ELECTRONIC COMMUNICATIONS	ANTENNA REPAIR – SHERIFF	14.00
A133551	WILTON FARMERS UNION OIL CO	GASOLINE, COOLANT – SHERIFF	730.66
A133552	GARRISON FARMERS UNION OIL CO	GASOLINE, OIL CHANGE, TIRE ROTATION – SHERIFF; TUBE, TIRE MOUNTING – PARK	395.20
A133553	TURTLE LAKE FARMERS UNION OIL	LV4 ESTER – WEED CONTROL	1,650.00
A133554	GARRISON VETERINARY SERVICE	DOG FOOD, NEUTER TAZ – SHERIFF	334.55
A133555	GARRISON LUMBER	PICNIC TABLE REPAIRS – PARK	633.92
A133556	GRIMSLEYS EXHAUST & FUELS	GASOLINE – SHERIFF	475.30
A133557	HATZY'S REPAIR	BRAKES – SHERIFF	600.23
A133558	HIWAY 83 EXPRESS	GASOLINE – SHERIFF	61.70
A133559	INFORMATION TECHNOLOGY DEPT	T-1 LINE ACCESS, VPN, ACTIVE DIRECTORY USER FEES, EXCHANGE EMAIL ACCOUNTS	1,222.50
A133560	INTERSTATE ALL BATTERY CENTER	FIRE ALARM BATTERIES – LEC	45.00
A133561	KRAUSE'S MARKET	SUPPLIES FOR FOOD PREP CLASS, 4-H COUNSEL MEETING – COUNTY AGENT; INMATE MEALS – SHERIFF	9,987.07
A133562	NOELLE KROLL	REIMBURSE SEPTEMBER CELL PHONE	30.00
A133563	WADE KROHMER	REIMBURSE FOR WINDOW TINT, CHAIRS	309.88
A133564	CURT MALO	REIMBURSE SEPTEMBER CELL PHONE	30.00
A133565	MARK'S PLUMBING PARTS	CHECK STOP, WATER CHAMBER KITS	168.74
A133566	MATTHEW BENDER & CO., INC.	8/17 SUPP, 17 SUP PKG & INDEX (3)	1,150.55
A133567	MCLEAN COUNTY AUDITOR	AUGUST POSTAGE – COUNTY AGENT	46.93
A133568	MDU	GAS – LAW ENFORCEMENT CENTER & COURTHOUSE	353.78
A133569	MIDCONTINENT CABLE CO	CABLE TV – SHERIFF	98.65
A133570	AGPRO EQUIPMENT - NAPA	HALOGEN HEADLIGHT – SHERIFF; OIL FILTER – COUNTY MOTOR POOL	20.62
A133571	NAPA AUTO PARTS-GARRISON	SPARK PLUGS, OIL – PARK	47.11
A133572	NORTHERN PLAINS EQUIPMENT CO	OIL CHANGE – SHERIFF	67.63
A133573	NORTHLAND COM HEALTH CTR	INMATE MEDICAL – MEDICAL	648.00
A133574	NORTHLAND COM HEALTH CTR	INMATE MEDICAL – DENTAL	295.00
A133575	RYAN OBERG	REIMBURSE SEPTEMBER CELL PHONE	30.00
A133576	OFFICE DEPOT	LEXMARK INK, HP INK, WIRELESS KEYBOARDS, AVERY LABELS, SHEET PROTECTORS, D BATTERIES, HP LASER TONER	1,162.56
A133577	PHARMCHEM INC.	SWEAT PATCH ANALYSIS – SHERIFF	125.00
A133578	JAIMI POCHANT	INMATE CARE	1,680.00
A133579	PROTECTION SYSTEMS, INC	ADDRESSABLE PHOTOELECTRIC SMOKE DETECTORS - LEC	271.16
A133580	QUALITY INN & SUITES (ND034)	ROOM – HULM – TRAINING – SHERIFF	81.90
A133581	RESERVATION TELEPHONE COOP	GARRISON DEPUTIES, COUNTY PARK	139.80
A133582	SIRCHIE	EVIDENCE BAGS, TAGS – SHERIFF	430.80
A133583	CHI ST ALEXIUS HEALTH	INMATE MEDICAL	4,052.60
A133584	THE SIDWELL COMPANY	McLEAN ND GIS	375.00
A133585	UNDERWOOD CLINIC PC	INMATE MEDICAL	1,345.00
A133586	UNICOM	UNITS S-16, S-6 & S-22 INSTALL LIGHT BAR, RADAR SYSTEMS – SHERIFF	1,225.00
A133587	VERIZON WIRELESS	DATA CARDS – SHERIFF; DETECTIVE CELL PHONES	584.07
A133588	WAGON WHEEL LUMBER	DOOR SWEEP	38.97
A133589	WATER PURITY INC	WATER DELIVERED	63.00
A133590	WEST RIVER TELECOMM	MONTHLY TELEPHONE CHARGES	3,227.20
A133591	WESTERN FRONTIER INS AGENCY	NOTARY RENEWAL/SURETY BOND/ APPLICATION FEE – LEIDHOLM	86.00
A133592	WEX BANK	GASOLINE – SHERIFF	6,592.37

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

Moved by Lee, seconded by Suydam, to approve the Special Events Permit request from Totten Trail Bar & Grill for the Pheasants Forever Banquet at the Garrison City Auditorium on October 21, 2017. Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Korgel handed out the salary sheets showing the 2% increase. Discussion followed regarding part time employees, and Clerk of Court, Sheriff and GIS requests.

Sheriff J. R. Kerzmann, Chief Deputy Sheriff/E-911 Coordinator Richard Johnson, and Assistant Jail Administrator Wade Krohmer joined the meeting to discuss department operations and open positions. Krohmer requested permission to advertise in-house for one or more Jailer/Dispatchers due to the fact that a current Deputy has a conviction that won't allow him to be licensed. He does have seven years of experience as a Jailer and Krohmer would like to move him to a Jailer/Dispatcher position until such time as the conviction is removed from his record and he could again apply for Patrol Deputy.

Moved by Lee, seconded by Suydam, to approve advertising in-house and externally for one or more Jailer/Dispatchers. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Discussion followed regarding the fact that the City of Turtle Lake has not renewed their Police Contract for 2018 and the possibility of reducing the force by one position because of that. Kerzmann understands the theory behind this, but would not like to lose a position. Korgel suggested that as positions open up to look at the possibility of not filling them then. Lee feels if there is no contract, then routine patrolling for Turtle Lake needs to go away. Discussion followed.

Detectives Justin Krohmer and Aaron Matties joined the meeting along with Susanne Werre of BHG News Services.

Moved by Suydam, seconded by Lee, to approve advertising for one or more Patrol Deputies. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Kerzmann reported on the lock down at New Town Public School and the affect it had on McLean County schools in particular White Shield, Garrison and Max.

The Chairperson recessed the meeting at 10:27 a.m. until the scheduled Preliminary Budget Hearing at 11:00 a.m.

Chairperson Krebsbach reconvened the meeting at 11:01 a.m. and immediately opened a public hearing for review and acceptance of the Preliminary 2018 Budget. Chief Deputy Auditor Lori Foss, Disaster Emergency Services Manager Noelle Kroll, Clerk of Court Cathy Bailey, Highway Superintendent Jim Grey, Land Use Administrator Todd Schreiner, Recorder Beth Knutson, States Attorney Ladd Erickson, Water Resource Board member Lynn Oberg, Dakota Central Social Services Director Steve Reiser, Maintenance Supervisor Curt Malo, Sheriff J. R. Kerzmann, Deputy Sheriff/-E-911 Coordinator Richard Johnson and Assistant Jail Administrator Wade Krohmer were present.

Korgel presented the preliminary budget along with guidelines for the budget process specifically what the process is for increasing and decreasing as per state guidelines prior to the final budget hearing. He predicted a year end carry-over of \$50,000.00 and recommended \$150,000.00 General Fund cuts along with \$400,000.00 in Highway Department funds. The board opted to review each department's submitted budget individually.

The first budget reviewed was the Tax Director/Land Use Administrator budget showing a 2% salary increase. Lee recommended cutting the request of \$50,000.00 for an additional assessor and the \$13,000.00 for GIS Maintenance, giving a \$2,000.00 increase to Schreiner to do the GIS Maintenance in-house himself. Schreiner thanked Lee and requested additional increases for his staff as well. Krebsbach recommended cutting \$2,000.00 from the Assessor Expenses line item and using \$1,000.00 from Computer Operation funds to replace the printer when it is at its end of life cycle; and \$1,000.00 from Motor Pool funds to add running boards and mud flaps to the Ford Expedition used by the department.

The next budget reviewed was the Board of Commissioners with no changes needed.

The board then reviewed the budget for Clerk of District Court. The only line item in question was the requested salary adjustments. Bailey requested 6% increases for Deputy Clerk of Court Chris Buske and herself. Lee recommended a 2% increase to which Bailey responded that she and Buske have taken on additional responsibilities with the retirement of former Deputy Clerk of Court Mary Ann Anderson and added the fact that she herself has been with the county for 35 years. Korgel suggested reducing the Equipment Repair line item from \$6,000.00 to \$0.00 as States Attorney Ladd Erickson has offered to purchase needed equipment from his Drug Forfeiture account.

The board then reviewed the budgets for County Auditor, States Attorney and County Recorder with no changes needed.

The board went on to review the Computer Operations budget. With regard to requested computer acquisitions planned in the Capital Outlay line item. Lee recommended a \$6,950 reduction to the Capital Outlay line item by cutting one performance unit and one Toughbook designated for the Sheriff's department. Foss countered with the suggestion that we purchase all of the six requested Toughbook laptops to maintain the current replacement schedule and all three performance computers but instead eliminate a planned laptop replacement for the Recorder's office; delay the purchase of three desktop computer replacements for Jim Grey and Noelle Kroll in the Highway Department and a counter unit in the Auditor's office until 2019; and also remove the Microsoft Office upgrades needed on those four units. These eliminations result in a reduction of \$6,950 from the Capital Outlay line item as requested by Lee.

The next budget reviewed was the Water Resource Board. Lee recommended reducing the Contractors line item from \$42,000.00 to \$40,000.00. Krebsbach questioned the Hintz and Mehlhoff leases. Oberg explained that the leases are based on 70% average cash rent in the Garrison area.

County Building and Grounds, Special Assessments, and Election Expenses were the next budgets reviewed with no changes needed.

The board then reviewed the budget for Non-Departmental Expenses. Suydam recommended eliminating the \$10,000.00 request for the Kronos Time Keeping System; Krebsbach and Lee agreed.

The next budgets reviewed were the Employee Benefits, Flexible Benefits – Medical & Child Care, Utilities, and Communications with no changes needed.

The Motor Pool budget was reviewed with no changes needed other than the understanding that the requested running boards and mud flaps for the Ford Expedition used by the Tax Director/Land Use Department would be taken out of the Repairs line item.

The board then reviewed the budgets for Veteran's Service Officer, Parole & Probation, GIS Implementation, Dues/Memberships, and E-911 Coordinator with no changes needed.

The next budget reviewed was the Employee Risk Management Program. The Drug & Alcohol Testing line item request of \$215.00 was removed due to the fact that it is already a line item under Employee Benefits. Lee recommended reducing the AED line item from \$12,000.00 to \$2,000.00. Discussion followed regarding the need for AED's in all Sheriff Vehicles. Kerzmann feels each squad should have one but they are not necessary in each vehicle.

The Juvenile Court, Emergency Fund, County Park Board, Advertising/Tourism, Jobs Promotion, and McLean Mercer Regional Library budgets were reviewed with no changes needed.

The board then reviewed the budget for McLean County Historical Society showing a total budget request of \$34,850.00; due to the fact that they can only budget up to a quarter of a mill they will only receive about \$19,000.00.

The next budgets reviewed were the McLean County Fair Board, Loan Repayment, and Courthouse Construction Fund with no changes needed.

The County Sheriff budget was reviewed with Lee recommending reducing the Capital Outlay/Equipment line item from \$200,000.00 to \$120,000.00 allowing for the purchase of three vehicles versus the requested five and reducing the Jail Van, Transports line item from \$25,000.00 to \$10,000.00 allowing the purchase of a used transport vehicle. The Jail Appliances line item was reduced from \$2,500.00 to \$0.00. Discussion followed regarding the 8% salary increase requested for Assistant Jail Administrator Wade Krohmer with Suydam suggesting leaving it in for now to see where the numbers fall.

The board then reviewed the Sheriff's Vehicles and County Coroner budgets with no changes needed.

The next budget reviewed was the Disaster Emergency Officer. Line item Cell Phone/Jet Pack was reduced from \$1,160.00 to \$860.00 due to a grant that will help to cover the expense.

The Vehicle Impound & Towing, McLean/Mercer Rescue Boat, and Extension Agent budgets were reviewed with no changes needed.

The board then reviewed the budget for the Weed Board. Salaries are determined by the Weed Board but Lee would like to see a 2% across the board increase for the Weed Control Officer and seasonal help to fall in line with raises offered the rest of the County employees.

The next budgets reviewed were the South McLean Soil Conservation District and the West McLean Soil Conservation District with no changes needed.

The Highway Administration budget was reviewed with no changes needed.

The board reviewed the Highway Equipment Expense budget with Lee recommending a reduction in the Tires/Tubes line item from \$50,000.00 to \$40,000.00; and a reduction in the Capital Outlay line item from \$517,000.00 to \$357,000.00 eliminating the purchase of two pickups, one tractor, and reducing miscellaneous purchases.

The next budget reviewed was Highway Maintenance Sheds. Grey recommended taking out the requested \$10,000.00 for Building Repairs and reducing Shop Supplies from \$7,500.00 to \$2,500.00.

The Highway Shop – Washburn/Garrison budget was reviewed with Krebsbach recommending cutting both line items Shop Supplies/Washburn and Shop Supplies/Garrison from \$8,000.00 to \$5,000.00 each.

The board then reviewed the Highway-Maintenance/Construction budget reducing Gravel/Sand from \$500,000.00 to \$300,000.00.

The final Highway Department budget to be reviewed was Farm to Market Road with no changes needed.

The next budgets reviewed were Superintendent of Schools, Unorganized Township Road, and Senior Citizen Fund with no changes needed.

Moved by Lee, seconded by Suydam, to set the final 2018 budget hearing for 10:00 a.m., October 3, 2017. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Chairperson Krebsbach closed the public hearing at 1:01 p.m.

There being no further business, the chairperson declared the meeting adjourned at 1:02 p.m. until the next regularly scheduled meeting on Tuesday, October 3, 2017. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

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Doug Krebsbach, Chairperson

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Nancy Leidholm, Deputy Auditor