

**McLean County Commission Proceedings
Tuesday, October 17, 2023**

The second regular October meeting of the Board of Commissioners was called to order at 8:31 a.m. by Vice-Chairperson Steve Lee. Present were Commissioners Steve Lee and Barry Suydam. Also present were Auditor Beth A. Knutson, Deputy Auditor Diane L. Blumhagen, Assistant Road Superintendent Travis Verke, Al Christianson, and Amanda Livers-Douglas of Energy and Environmental Research Center. Absent was Commissioner Steve Cottingham.

Moved by Suydam, seconded by Lee, to approve the minutes of the previous meeting held on October 3, 2023, as submitted. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Verke presented an update on department operations reporting that graveling and mowing continues. Verke stated that Richard Hollesen who was previously hired for Equipment Operator III (EO III) for the Butte area has ended his employment with the county.

Moved by Suydam, seconded by Lee, to advertise for one or more EO III positions for the Butte area. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Verke stated the department would like to stay on 10-hour shifts extending through Thanksgiving dependent on the weather to continue graveling roads. Discussion followed.

Livers-Douglas and Christianson presented upcoming geophysical survey information to be conducted in McLean County by the Energy and Environmental Research Center (EERC).

Property Assessor Elizabeth Patterson joined the meeting to present applications from the Planning and Zoning Commission Meeting held on October 16, 2023.

Moved by Suydam, seconded by Lee, to concur with the Planning and Zoning Commission and approve the Conditional Use Permit submitted by Jonathan and Lauren Krause, of Garrison, involving land located in the SE¼NE¼ of Section 18, Township 149 North, Range 83 West, more specifically identified as Outlot A containing 6.60 acres. Discussion followed. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Chief Deputy Auditor Lori A. Foss and Tax Director Todd Schreiner joined the meeting.

Moved by Suydam, seconded by Lee, to concur with the Planning and Zoning Commission and approve the Conditional Use Permit submitted by Brent and Emmy Barnick, of Wilton, involving land located in the E½NW¼ of Section 35, Township 146 North, Range 81 West, more specifically identified as Lot 1 of Outlot B containing 5 acres. Discussion followed. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Foss presented the following job descriptions to the commission for final approval: Assistant Director of Tax Equalization, Director of Tax Equalization/Land Use Administrator, and Property Assessor.

Moved by Suydam, seconded by Lee, to approve the Assistant Director of Tax Equalization, Director of Tax Equalization/Land Use Administrator, and Property Assessor as presented. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Schreiner requested approval to promote Property Assessor Elizabeth Patterson to Assistant Director of Tax Equalization effective January 1, 2024.

Moved by Suydam, seconded by Lee, to approve the promotion of Elizabeth Patterson to Assistant Director of Tax Equalization effective January 1, 2024. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Moved by Suydam, seconded by Lee, to approve the 2024 commission meeting schedule with meetings set for: January 9 and 23; February 6 and 21; March 5 and 19; April 2 and 16; May 7 and 21; June and 18; July 2 and 16; August 6 and 20; September 4 and 17; October 2 and 15 and 29; November 13 and 26; and December 10 and 30. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Moved by Suydam, seconded by Lee, to accept the change in reimbursement for instate lodging increasing from \$88.20 to \$96.30 as instituted by the North Dakota State Office of Management and Budget with a retroactive date of October 1, 2023. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Knutson presented the updated McLean County Coroner Memorandum of Understanding (MOU). The updated MOU reflects an increase in compensation from \$750.00 a month to \$1000.00 a month as approved in the 2024 budget. The increase would be effective starting January 2024 which would be paid in February 2024.

Moved by Suydam, seconded by Lee, to approve the updated MOU. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

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

CHECK #	Vendor Name	HIGHWAY VOUCHERS Description	Amount
308178	A & I DISTRIBUTORS	WINDOW WASH	231.81
308179	DAKOTA FLUID POWER INC	CYLINDER REPAIR	192.79
308180	DIAMOND MOWER	BLADES	899.86
308181	ENERBASE	FUEL TO GARRISON SHOP	31,117.32
308182	FARMERS UNION OIL	PREPAY PROPANE CONTRACT 1500 GAL	2,385.00
308183	GARRISON CITY	WATER, SEWER, GARBAGE	52.95
308184	J B REPAIR INC	BATTERIES	285.72
308185	JOHN DEERE FINANCIAL	OIL	675.25
308186	MDU	WASHBURN, TURTLE LAKE, MAX, GARRISON SHOPS	131.40
308187	NDDOT	PROJECT: BRC-0099(012) PCN 23406-NW REGION	2,852.53
		BRIDGE INSPECTION/LOAD RATING	
308188	S & J HARWARE	GAS CONNECTOR	18.99
		UNPAID VOUCHERS	

CHECK #	Vendor Name	Description	Amount
308189	ASHLEY DEHAVEN	JAIL NURSE HOURS	4,040.00
308190	EIDE FORD MANDAN	S21 CHECK ENGINE LIGHT, TURBO ISSUES	743.70
308191	HATZY'S REPAIR	OIL CHANGES, TIRE REPAIR, WIPER BLADES	876.50
308192	HIWAY 83 EXPRESS	GAS	51.86
308193	ITD	WAN, FIRST DISTRICT, TL, DES, ADOBE ACROBAT, OFFICE 365 BASIC, VPN, INTUNE	5,114.09
		WAN, VPN, OFFICE 365, ADOBE, NETMOTION	
308194	KEN'S BODY SHOP	IMPOUNDS	3,500.00
308195	MCLEAN CO AUDITOR	SEPTEMBER POSTAGE	43.23
308196	MDU	GAS FOR LEC, COURTHOUSE	407.41
308197	MIDCO	JAIL CABLE TV	139.75
308198	KAMILE MODEREGGER	MILEAGE, REIMBURSE REGISTRATION FEE	189.49
308199	ND CORRECTIONS & REHABILITATION	INVESTIGATION MONITORING EXPENDITURES	77.27
308200	NDSU EXTENSION SERVICE	SALARY FOR BEDGAR AND MODEREGGER JULY-SEPTEMBER 2023	11,551.33
308201	NORTH COUNTRY VET CLINIC	VACCINES, EAR EXAM	156.56
308202	ND STOCKMEN'S ASSOC	CATTLE INSPECTION CERTIFICATE	484.50
308203	PERMAN TRUCKING	SHERIFF'S SEIZURE OF CATTLE IN WHITE SHIELD	9,000.00
308204	P.O.S.T.	PSYCH EVALUATION	150.00
308205	PRESORT	PICKUP FEE, COURIER SERVICE	62.24
308206	RADISSON HOTEL BISMARCK	CONFERENCE ROOM-ANDERSON, KNUTSON, COTTINGHAM, BOHNSACK	770.40
308207	ART RENNER	MEDICAL DIRECTOR	1,680.00
308208	SHERIDAN ANIMAL HOSPITAL	WHITE SHIELD CATTLE SEIZURE	708.26
308209	S & J HARDWARE	BATTERIES, SCREWS, BOLTS, WASHERS, CIRCUIT BREAKER	70.19
308210	MAIN STREET MARKET	INMATE GROCERIES	3,609.26
308211	UNICOM	S19 LIGHT BAR REPAIR	75.00
308212	WATER PURITY INC	WATER DELIVERED	64.00
308213	WRT	911 TRUNKING RECURRING	494.36
308214	WEX	MONTHLY ADMIN FEE	115.50
		DIRECT DEPOSIT PAYMENTS	
CHECK #	Vendor Name	Description	Amount
4565	TERRI GUDERJAHN	REIMBURSEMENT FOR COFFEE	90.80
4566	BETH KNUTSON	REIMBURSE FOR SHERIFF EMPLOYEE HOTEL ROOM	402.28
4567	TRAVIS VERKE	REIMBURSE FOR GAS	95.00
4568	JESSE FIEST	REIMBURSEMENT FOR MEALS DURING TRAINING	406.00
4569	JESSE FIEST	REIMBURSEMENT OF K9 SUPPLIES	53.48
4570	COY SAYLER	REIMBURSEMENT OF MEALS DURING TRAINING	45.00
4571	JORDON SCHUMACHER	REIMBURSEMENT FOR JAIL COFFEE POT	29.43
4572	ARLAN SWANSON	REIMBURSEMENT MEALS DURING TRAINING	239.00
4573	TYLER ZOOK	REIMBURSEMENT FOR MEALS, LODGING DURING TRAINING	144.09
4574	TODD SCHREINER	TRAVEL TO CONVENTION	180.78
		PAID VOUCHERS	
Check #	Vendor Name	Description	Amount
308167	ATTORNEY GENERAL	MONTHLY COLLECTIONS 24/7 SOBRIETY PROGRAM	950.00
308168	BRENT POZARNSKY	REFUND REQUEST	90.00
308169	MCLEAN-MERCER SENIOR MEALS	2020-2022 LEVY MONIES COLLECTED, MOBILE HOME, STATE AID, P & I FOR SEPT 2023	1,675.04
308170	NDPERS-INSURANCE	SEPTEMBER 23 PAYROLL	192,188.14
308171	NDPERS-DEFERRED COMPENSATION	SEPTEMBER 23 PAYROLL	7,460.00
308172	NDPERS-RETIREMENT	SEPTEMBER 23 PAYROLL	74,272.77
308173	DACOTAH PAPER CO	TOILET PAPER, KLEENEX, HAND SOAP, ETC.	174.41
308174	KRAUSE'S MARKET	INMATE GROCERIES, BLEACH	173.12
308175	ND SECRETARY OF STATE	NOTARY RENEWAL FOR HEIDI ANDERSON	36.00
308176	DACOTAH PAPER CO	NITRILE GLOVES, TOILETRIES, SCRUB PADS, ETC.	1,199.86
308177	MCLEAN COUNTY AUDITOR	DISBURSE 2023 COUNTY EQUALIZATION TO SCHOOL DISTRICTS	614.65

Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Sheriff J.R. Kerzmann and Chief Deputy Sheriff Richard Johnson joined the meeting.

Knutson presented a Joint Powers Agreement for juvenile housing for the Sheriff's Department between McLean County Board of Commissioners and the Ward County Board of Commissioners effective June 1, 2023, through December 31, 2024. Discussion followed.

Moved by Suydam, seconded by Lee, to approve the Joint Powers Agreement as presented. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Kerzmann presented a Compliance Monitor Agreement with Robert Werlinger effective November 1, 2023. Discussion followed.

Moved by Suydam, seconded by Lee, to approve the Compliance Monitor Agreement effective November 1, 2023, as presented. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Kerzmann requested to advertise in-house for a Patrol Lieutenant position. Discussion followed.

Moved by Suydam, seconded by Lee, to approve in-house advertisement for a Patrol Lieutenant. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Johnson requested approval to hire an additional Jailer/Dispatcher I from the active hiring list. Discussion followed.

Moved by Suydam, seconded by Lee, to approve hiring an additional Jailer/Dispatcher I. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

State's Attorney Ladd Erickson joined the meeting.

Knutson updated the commissioners on the Sportsmen's Centennial Park building reconstruction project. Discussion followed.

Knutson requested approval to purchase additional new office furniture for the Auditor's Office in the total amount of \$3,601.95. Discussion followed.

Moved by Suydam, seconded by Lee, to approve the purchase as presented. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

There being no further business, the Vice-Chairperson declared the meeting adjourned at 9:43 a.m. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Lee, Vice-Chairperson

Diane L. Blumhagen, Deputy Auditor