

**McLean County Commission Proceedings
Tuesday, March 2, 2021**

The first regular March meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Barry Suydam. Present were Commissioners Barry Suydam, Steve Cottingham, and Steve Lee. Also present were Auditor Beth A. Knutson, Highway Superintendent Jim Grey, Disaster Emergency Services Manager/Risk Management Officer Noelle Kroll, Chief Deputy Sheriff Richard Johnson, Deputy Auditor Diane Blumhagen, and Ralph Mancini of BHG News Service.

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

Knutson introduced Diane Blumhagen who was recently hired to fill the vacated Deputy Auditor position.

Highway Superintendent Jim Grey was present with an update on department operations. He reported that the weather has been nice enough to start blading the roads, they are also planning to send out two crack filling crews. Grey discussed that there are a few vehicles that he had planned to send to the next auction, however he recently had an offer of \$2,000.00 for the both of them. The discussed are a 2010 Dodge Charger and a 1989 Chevrolet Pickup. Steve Lee asked if we have to advertise the vehicles, Knutson explained that advertising is only required for equipment sold for over \$1,000.00.

Moved by Lee, second by Cottingham, to approve the sale of the two vehicles. Roll call vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Grey informed the commission that there has only been a few applications for the Equipment Operator II/Sign Tech position. He requested that the advertisement be extended out to see if more applications would be received. The commission agreed to extend the advertisement.

Commissioner Lee had received a few calls on County Road 8. Grey responded that it was bladed last week, but he would take another look at it. Lee stated that more repairs may be needed other than just blading. Lee also brought up the closure signs on the road that had been discussed at the previous meeting leading to Falkirk. Grey explained that there is a Dead End sign there, along with the Road Closed barricade. Lee asked if the sign can be moved any closer to Highway 83. Grey responded that it is as close to the right-of-way as it can be, however another Dead End sign can be placed on the other side of the road. All commissioners agreed to the placement of another Dead End sign.

DES Manager Noelle Kroll was present to discuss a burn ban for McLean County. The burn ban, if approved, would be effective immediately and would depend on the North Dakota Rangeland Fire Danger Rating.

Moved by Cottingham, seconded by Lee, to adopt the 2021 Fire Emergency Declaration and Burn Ban as follows:

**2021 FIRE EMERGENCY AND
AUTOMATIC BURN BAN
for
McLEAN COUNTY, NORTH DAKOTA**

March 2, 2021

WHEREAS, McLean County, North Dakota is under abnormally dry conditions compiled with significant fuel supplies resulting in extreme fire potential and lack of significant snow coverage throughout the winter months; and

WHEREAS, all available resources remain committed to protecting life and property; and

WHEREAS, the impact of fires could threaten the health, well-being, and safety of citizens in McLean County; and

WHEREAS, the cost of emergency response and the inordinate equipment wear may be far in excess of available County resources.

NOW, THEREFORE, BE IT RESOLVED, that the Board of McLean County Commissioners declares a Fire Emergency and Automatic Burn Ban (to include a ban on ignition of farm or crop land, hay land, sloughs, construction debris, fallen trees, campfires/bonfires, fireworks, leaves, grass clippings, charcoal grills and garbage/pits burning) remain in effect, until further notice, whenever the North Dakota Rangeland Fire Danger Rating is Very High, Extreme and/or a Red Flag Warning has been issued for McLean County, North Dakota thru November 1, 2021.

ANY INDIVIDUAL WHO WILLFULLY VIOLATES THIS BURN BAN IS GUILTY OF A CLASS B MISDEMEANOR (NDCC 37-17.1-10.1; MAXIMUM SENTENCE OF 30 DAYS IN JAIL AND A \$1500.00 FINE), AND RESTITUTION OF FIRE SUPPRESSION COSTS MAY BE SOUGHT FROM THE COURT. THE McLEAN COUNTY SHERIFF'S DEPARTMENT IS AUTHORIZED TO ISSUE CITATIONS TO VIOLATORS.

The North Dakota Rural Fire Danger Guide is posted on the McLean County website: www.mcleancountynd.gov or residents can contact the McLean County Sheriff's Office at 701-462-8103.

DATED at Washburn, North Dakota this 2nd day of March, 2021.

Barry Suydam, Chairman
McLean County Commission

Attest: _____
Beth Knutson
McLean County Auditor

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

Chief Deputy Sheriff Richard Johnson requested to hire a new Jail Chaplain as the current Chaplain Roy Erdahl wishes to retire. Johnson stated that Erdahl has agreed to continue with the position until a replacement has been found.

Moved by Lee, seconded by Cottingham, to advertise for the Jail Chaplain position. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Johnson stated the 911 system's install date is April 11, 2021. The program has currently been sent to the postal service for review and approval. The Postal Service may need six to eight weeks to review stated Johnson. The new system is from North Dakota Information Technology, so State Radio would also be implemented at the same time. Notification will be sent out to all parties as needed stated Johnson. McLean County has been moved up the list for implementation and should be ready the first part of May 2021.

Moved by Lee, seconded by Cottingham, to approve the following General Fund Transfers totaling \$162,622.22:

- Transfer \$30,813.10 from General Fund (1000-2901-000) to School Resource Officer (2909-3999-000);
- Transfer \$21,296.61 from General Fund (1000-2901-000) to Disaster Emergency Fund (2925-3999-000);
- Transfer \$75,674.51 from General Fund (1000-2901-000) to County Agent (2960-3999-000);
- Transfer \$25,337.10 from General Fund (1000-2901-000) to Veterans Services (2920-3999-000);
- Transfer \$1,600.00 from General Fund (1000-2901-000) to Jobs Promotion (8040-3999-000);
- Transfer \$5,755.00 from General Fund (1000-2901-000) to Impound & Towing (2911-3999-000);
- Transfer \$1,000.61 from General Fund (1000-2901-000) to County Owned Special Assess (2958-3999-000); and
- Transfer \$1,145.29 from General Fund (1000-2901-000) to McLean Rescue Boat (8041-3999-000).

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

Land Use Administrator Todd Schreiner and County Assessor Cailey Ferber joined the meeting with a recommendation from the Planning & Zoning Commission Meeting held on February 16, 2021.

Moved by Cottingham, seconded by Lee, to concur with the Planning and Zoning Commission and approve the request from Allan Mautz for a variance of the setback requirements of the McLean County Zoning Ordinance involving land described as: Lot 35, Garrison Creek Cottage Site (St Mary Township). Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson explained to the Commissioners that the carryover from last year needs to be addressed. Knutson checked with Garrison State Bank & Trust and Bank of Turtle Lake. Bank of Turtle Lake has fees attached for any future withdrawals. Knutson suggested moving \$600,000.00 to Garrison State Bank & Trust. Knutson stated that if we go this whole year without touching the funds, maybe we should look at investing it for potentially a better rate of return.

Moved by Lee, seconded by Cottingham, to allow the Auditor to transfer up to \$600,000.00 to Garrison State Bank & Trust. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented the budget narrative for period ending February 28, 2021. She presented data showing property tax collections are at 87% collected 91% for 2021 or \$17,054,466.70; Government Reimbursement revenues totaled \$388,887.03 compared to \$474,129.20 in 2020; Fees and Miscellaneous revenues totaled \$398,035.04 compared to \$346,049.74 in 2020; and expenditures were at 9.18% of total budget for 2021.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A304293	AUTO VALUE BISMARCK	PARTS, WASHBURN SHOP & GARRISON SHOP	2,506.20
A304294	BUTLER MACHINERY COMPANY	LEASE PAYMENT ON 2018 CAT 140M3AWD	81,506.86
A304295	DAKOTA FLUID POWER INC	CYLINDER REPAIR FOR 13-099	752.26
A304296	GARRISON LUMBER	LUMBER FOR REPAIRS ON TRAILERS 14-082 & 14-140, LUMBER FOR GARRISON SHOP	118.74
A304297	GLOBAL EQUIPMENT CO LLC	EMERGENCY EYE WASH, EAR PLUGS & SAFETY GLASSES	215.75
A304298	ISTATE TRUCK CENTER	PARTS FOR 13-087	1,127.62
A304299	JB REPAIR INC	UNIT 16-115 – DELCO BATTERY (1) INVOICE #6485	158.99
A304300	JOHNSEN TRAILER SERVICE	3/8 CHAIN GRADE 70	254.00
A304301	MCLEAN SHERIDAN RURAL WATER	WATER	178.69
A304302	NEFF REPAIR SHOP LLC	INVOICE 1312 – BORING SLEEVE KINGPIN TRUCK SPINDLE ON 13-088	211.38
A304303	NW TIRE	TIRES	960.24
A304304	PAHLKE STEEL INC	3/16 X 1 ½ FLAT	7.70
A304305	SCOTTS HARDWARE	PARTS FOR 14-121	5.99
A304306	SNOW WHEEL SYSTEM, INC.	SWIVEL SNOW WHEEL W/ADJ	1,109.00
A304307	SUNDRE SAND AND GRAVEL INC	14,445.57 TON – CRUSHING & STOCKPILING GRAVEL IN THE JOHNSON PIT (\$2.64 A TON)	38,136.30
A304308	WAGON WHEEL LUMBER INC	PARTS	39.97
A304309	2 VETS MOVING CO	HOURLY RATE FOR A 3 MAN CREW	1,230.00
A304310	ASHLEY BROSSART	JAIL NURSE	2,046.00
A304311	CHS CREDIT CARD DEPT	GASOLINE	2,064.57
A304312	CITY OF WASHBURN	WATER, COURTHOUSE-WATER/SEWER	606.20
A304313	DOCS SHOP	BATTERY SWITCH, ROTATE TIRES, OIL CHANGES, BRAKES, RADIATOR, FRONT AXLE, CALIPER.	2,999.30
A304314	CALANDRIA JARBOE EDWARDS	MILEAGE	167.44
A304315	ELECTRONIC COMMUNICATIONS	PORTABLE RADIO DESKTOP CHARGER, FREIGHT	61.00
A304316	FIRST DISTRICT HEALTH UNIT	DISBURSE 2020 MILL LEVY	191,099.00
A304317	GARRISON DIVERSION	DISBURSE MONTHLY COLLECTIONS	31,455.57
A304318	GARRISON FIRE DEPT	DISBURSE 2021 BUDGET AMOUNT	4,500.00
A304319	GERARD GOVEN	FEBRUARY MEETINGS & TRAVEL	565.32
A304320	COURTNEY HOIKKALA	MILEAGE, SUPPLIES FOR PROGRAMING	129.89
A304321	SHANNON JEFFERS	BOARD MEETINGS & FEBRUARY TRAVEL	669.80
A304322	KENS BODY SHOP	IMPOUNDS	900.00
A304323	MARCO	STANDARD PAYMENT	1,729.58
A304324	MERCER MCLEAN CO COM ON AGING	2019 LEVY MONIES COLLECTED – FEBRUARY 2020 LEVY MONIES COLLECTED – FEBRUARY 2021 TRUST MONIES	102,943.79
A304325	MCLEAN FAMILY RESOURCE CENTER	DISBURSE MONTHLY COLLECTIONS	375.00
A304326	MCLEAN COUNTY IMPLEMENT LLC	FILTERS FOR MRAP	98.10
A304327	MCLEAN COUNTY FAIR	2020 LEVY DISBURSEMENT	84,000.00
A304328	MERKENS LAW PLLC	COURT APPOINTED COUNSEL	1,680.00
A304329	ND ASSOCIATION OF COUNTIES	DISBURSE 10% E-911 COLLECTIONS	758.92
A304330	LYNN OBERG	FEBRUARY WB MEETINGS & TRAVEL	801.52
A304331	OTTERTAIL POWER COMPANY	UTILITIES & ELECTRIC BILL	5,281.35
A304332	SCOTTS HARDWARE	GLUE, SPRING CLAMP, POWER STRIP, ETC.	441.54
A304333	ND STATE TREASURER	STATE TAX, DOMESTIC VIOLENCE, STATEWIDE INTEROPER RADIO NETWORK FUND	35,211.10
A304334	US FOODS	INMATE MEALS	1,493.44
A304335	WASHBURN AUTO BODY LLC	S16 WINDSHIELD	251.71
A304336	WATER PURITY INC	WATER	91.00
A304337	WEST RIVER TRANSPORTATION	COUNTY SHARE 12+2 TRANSIT BUS	30,000.00
A304338	WEX BANK	FLEET CAR AND GASOLINE	9,955.91
	FEBRUARY 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.	375,115.00
D901	TERRI L GUDERJAHN	33X17 WOOD SIGN FOR EXTENSION SIGN 21 ½ X 13 ½ WOOD MAIL BOX	100.00
D902	BETH A KNUTSON	VEHICLE REGISTRATION	25.00
D903	STEVE COTTINGHAM	FEBRUARY PLANNING & ZONING TRAVEL	15.68
D904	STEVE LEE	JANUARY – FEBRUARY TRAVEL	155.12

D905	WILLIAM CARLSON	REIMBURSEMENT FOR TELEPHONE	30.00
D906	DONALD FLINN	JANUARY PLANNING & ZONING TRAVEL	11.20
D907	RICHARD HULTBERG	FEBRUARY PLANNING & ZONING TRAVEL	42.56
D908	DARWIN SAARI	FEBRUARY PLANNING & ZONING TRAVEL	25.76
D909	AARON MATTIES	LICENSE REGISTRATION RENEWALS	6.00

P-CARD FUNDED PURCHASES

VENDOR	DESCRIPTION	AMOUNT
NORTHERN STATES SUPPLY INC	PARTS	354.48
CIRCLE SANITATION SERVICE	GARBAGE PICKUP @ GARRISON & WASHBURN SHOP QUARTERLY	459.75
PRAXAIR DISTRIBUTION INC	WELDING SUPPLIES	474.47
BUTLER MACHINERY	OIL	292.48
RESERVATION TELEPHONE	PARTS	2,378.17
WRT	TELEPHONE	120.27
BUTLER MACHINERY	PHONE & DSL	103.49
SWANSTON EQUIPMENT CORPORTATION	PARTS -SEALS	122.51
PRAXAIR DISTRIBUTION INC	USED 2017 WAHPETON SNOW PLOW	10,000.00
MCLEAN ELECTRIC	WELDING SUPPLIES	935.06
	ROSEGLN SHOP	48.00
	UNDERWOOD SHOP	60.00
	GARRISON SHOP	591.00
BUTLER MACHINERY	GLASS, SEAL, GLASS SEAL & ELEMENT ASSEMBLY'S	3,175.57
QUILL.COM	TREASURER CHECKS	40.36
GUARDIAN LOCK	ASSA V-10 TWIN 365 MORITSE CYLINDER	1,046.96
GUARDIAN LOCK	REPLACE SCHLAGE CO-200 LOCK	1,257.00
MAINSTAY SUITES	CURT OLSON	98.10
LEXIS NEXIS	ANNUAL RENEWAL-LEXIS NEXIS	351.00
VERIZON	VETERANS FORMS	
	KITTLER-HIGHWAY CELL	42.09
	KROLL-DES CELL	42.09
	GREY-HIGHWAY CELL	42.09
	ERICKSON - ST ATTY CELL	42.09
	OBERG - ASSESSOR JETPACK	40.03
	KROLL-DES JETPACK	40.01
VERIZON - SHERIFF	DATA CARDS	880.30
	(2) DETECTIVE CELL PHONES	94.18
	KERZMANN CELL PHONE	42.09
SRT	LINE RECORD/TRANSPORT PER MILE/TRANSPORT TRUNK	694.08
RUNNINGS	GENERATOR, GAS CAN, EXTENSION CORD	664.97
WRT	PHONE	94.22
EXECUTIVE GIFT SHOPPE	MANTEL CLOCK - YUNKER RETIREMENT	109.00
RESERVATION TELEPHONE	BENEDICT SPORTMEN'S PARK	38.01
QUADIENT LEASING USA LLC	POSTAGE METER RENTAL 3-7-21 TO 6-7-21	868.44
WEBROOT	ANTI-VIRUS AUTO RENEWAL	74.89
WRT	SHERIFF	429.59
	COURTHOUSE	1,700.63
	E-911	84.22
	JURY/PERSONAL	17.28
	P & P	20.00
	E-911 RADIO TOWER	129.01
RESERVATION TELEPHONE	911 TRUNKING RECURRING	80.00
ZOOM	PRO MONTHLY	16.04
ZOOM	CLOUD RECORDING	42.80
AMAZON	12-COUNT BIC HIGHLIGHTERS	4.49
	12-COUNT AVERY HIGHLIGHTERS	6.77
	#10 ENVELOPES-500	14.99
AMAZON	SAFECO MESH ROTATING MAGAZINE RACK	189.39
	SAFECO PRODUCTS CLEAR	
	5668CL 6 MAGAZINE, 6 PAMPHLET HOLDER	160.64
OFFICE DEPOT	3-SOUTH SHORE MORGAN STORAGE ARMOIRES	689.97
WEBROOT	1-YEAR RENEWAL/5 COMPUTERS	85.59
ND ENVELOPE COMPANY	(8) #10 WINDOW ENVELOPES - 500	274.00
	(2) #10 REGULAR ENVELOPES - 500	64.90
VERIZON CONNECT (NETWORK FLEET INC)	MONTHLY SERVICE - FEBRUARY	453.32
MCLEAN ELECTRIC	SEC LIGHT CRTHS	21.00
	SEC LIGHT PARK	369.00

	PARK BOARD	41.00
	SP CENT PARK	53.00
	GARAGE	166.00
	CAMPER PADS	41.00
	CAMPER PADS	102.00
	CENT PARK CAMPGROUND METER	43.00
RUNNINGS	GENERATOR	899.99
AMAZON	1-STANDING MAT ANTI-FATIGUE	39.99
	1-3 PACK OF AMAZONBASICS STAPLERS	14.47
	1-3 PACK OF AMAZON BASIC TAPE DISPENSERS	14.19
	1-4K HDMI CABLE	9.99
	1-3 PACK OF SCISSORS	7.99
	1 COPY STAM EXCEL MARK A1539	8.49
KXNET JOBS	30-DAY JOB AD-EO II-WASHBURN	99.00

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

Commissioner Lee visited with Dakota Central Human Service Zone Director Steve Reiser regarding utilizing some of the unoccupied offices in Social Services. Lee stated that Reiser would not have a problem if some of the area was used for new office space. Discussion followed regarding installing a security door to separate the areas and locks on the office doors. Commissioners requested the cost of doing these changes. Commissioner Suydam inquired if all of the budget was used. Knutson stated there is about \$3,000.00 left, which should cover the cost of the security door. Knutson also explained that the Office Furniture budget line item was increased by \$10,000.00 and that some of these expenses could possibly come out of that fund.

Knutson stated that the new cabinets and counter tops for the Extension Office shipped on February 25, 2021 and the other ones should ship March 2, 2021.

There being no further business, the chairperson declared the meeting adjourned at 9:19 a.m. until the next regularly scheduled meeting on Tuesday, March 16, 2021. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Barry Suydam, Chairperson

Diane L. Blumhagen, Deputy Auditor