

McLean County Commission Proceedings
Tuesday, April 6, 2021

The first regular March meeting of the Board of Commissioners was called to order at 8:35 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam, Steve Cottingham, and Steve Lee. Also present were Auditor Beth A. Knutson, Highway Superintendent Jim Grey, Chief Deputy Auditor Lori Foss, Deputy Auditor Diane Blumhagen, and Alyssa Meier of BHG News Service.

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

Knutson put on record that the meeting is being recorded.

Knutson requested to amend the date of the previous meeting minutes from March 3, 2021 to March 2, 2021.

Moved by Lee, seconded by Cottingham, to amend the date of the previous meeting minutes to March 2, 2021. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Grey informed the commissioners that the opening for Equipment Operator II/Sign Technician position has been filled. Grey requested to hire an additional individual for the position of Equipment Operator II/Sign Technician. Discussion followed. Lee moved to approve advertising for an Equipment Operator II/Sign Technician position. Foss informed the commission that the position has already been advertised and is still an open position. The current pool of applicants can be used to fill that position. Lee withdrew his motion.

Moved by Lee, seconded by Cottingham, to approve authorizing the Highway Department to hire a second Equipment Operator II/Sign Technician position from the existing application pool of candidates. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Foss presented the commissioners with the salary options for the new Equipment Operator II/Sign Technician, Christian Uhlich. Uhlich has been a Highway Department employee since 2019. Discussion followed, with Lee recommending that Uhlich's salary be treated as a promotion.

Moved by Lee, seconded by Cottingham, to approve the salary of \$48,312.53 without a probationary increase after six months. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Grey informed the commissioners of the Highway Department delaying work on shoulder repairs due to the current ditch conditions, work will resume when conditions are more favorable. The Highway Department will be starting work on County Road 4 next week.

Grey presented the commissioners with a utility permit request from Reservation Telephone Cooperative to bore 14th Street NW just east of Tammy Iglehart's driveway at 4991 14th Street NW, Garrison, ND, to provide telecommunication services to her residence placing 1 ¼ inch conduit and fiber optic cable.

Moved by Cottingham, seconded by Lee, to approve the permit request from Reservation Telephone Cooperative to bore under the designated road as described above. Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Cottingham informed Grey that he has received multiple positive phone calls on the blading of the roads west of Underwood. The individuals are happy with the work that is being done. Grey will pass along the information.

Cottingham informed Grey that the McLean County Racers are going to start hauling material from the mine to the track in Underwood. Discussion followed regarding the state of the road restrictions at that time.

Lee received a request regarding the blading of the road off of Highway 41. The request was to blade in and out of the boat ramp. Grey will advise.

The board conducted the second reading of proposed changes to the following personnel policies:

- Policy 106 – Minimum Wage Updated to show housekeeping revisions to comply with current law.
- Policy 602 – Promotions Updated to reflect how pay increases will be made in light of promotions.
- Policy 906 – Use of Personal Vehicle Updated to show housekeeping revisions regarding Privately Owned Vehicle Mileage Reimbursement Rates and Insurance.

- Policy 914 – Charter, Lease, or Rental of Aircraft Updated to show housekeeping revisions to the policy.

Moved by Lee, seconded by Cottingham, to approve the second reading of the above policies. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Foss presented Policy 1300: Covid 19 - Families First Coronavirus Response Act Leave (FFCRA) to the commissioners. She explained to the commission that they could either extend the current policy or let it expire on March 31, 2021. Discussion followed to extend the current policy another 90 days. This extension would only apply to those employees who meet all guidelines for leave usage and would not allot any additional leave if an employee had already used their allowed time in 2020 or 2021.

Moved by Lee, seconded by Cottingham, to extend the expiration date of the Policy 1300 from March 31, 2021 to June 30, 2021. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented the signed Blackwater Township Assessing Contract.

Moved by Cottingham, seconded by Lee, to approve the signed Blackwater Township Assessing Contract. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented to the commissioners the updated McLean County Coroner Memorandum of Understanding (MOU). The updated MOU reflects splitting the pay equally between Thompson Funeral Home of Garrison, and Goetz Funeral Home of Washburn. The MOU also includes provisions for payment to the funeral homes instead of the individual coroners. Knutson explained she presented the updated MOU to States Attorney Ladd Erickson for review and he approved the changes.

Moved by Lee, seconded by Cottingham, to approve the updated McLean County Coroner Memorandum of Understanding. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented a Gaming Site Authorization Application from the American Legion Post 91 at the Totten Trail Bar with the only item changed being no bingo will be offered.

Moved by Cottingham, seconded by Lee, to approve the Gaming Site Authorization Application from the American Legion Post 91 for gaming at the Totten Trail Bar. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented a Gaming Site Authorization Application from the Velva Volunteer Fire Department for gaming the Shore at Brush Lake.

Moved by Lee, seconded by Cottingham, to approve the Gaming Site Authorization Application from the Velva Volunteer Fire Department at the Shore at Brush Lake. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented Local Raffle Permit Application from the McLean County 4-H Leaders Council for a 50/50 raffle with the gaming proceeds going to the McLean County 4-H Program Awards.

Moved by Cottingham, seconded by Lee, to approve the McLean County 4-H Raffle Permit Application. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented the commissioners a Petition to Vacate a Street in the High View Acres Addition and High View Acres Second Addition submitted by David Lindell on behalf of Connie Herington. Lindell asked to set the hearing for May 4, 2021, at 10:00 a.m.

Moved by Lee, seconded by Cottingham, to set the Vacate a Street Hearing for 10:00 a.m. on May 4, 2021. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented the commissioners the Budget Calendar for 2022 Budget Cycle.

Building Maintenance Supervisor Curt Malo joined the meeting.

Foss presented the commission with updated job descriptions for all positions in the Building Maintenance and Recorder departments. The only change suggested by Cottingham was to the Building Maintenance Supervisor's job description removing the quantity from the 12th item in the Essential Functions section which deals with the oversight and maintenance of backup generators.

Moved by Cottingham, seconded by Lee, to approve the job description with the change discussed. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Malo requested to advertise for a Full-time Custodian I position due to the vacant spot of Part-time Custodian II.

Moved by Lee, seconded by Cottingham, to advertise for a Full-time Custodian I position. Discussion followed. Aye Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented the commissioners an Application for Abatement from Terrell and Kylee Schuh of Wilton. The application had been presented to the City of Wilton and is now presented to the Commission to set up a hearing. A two-week advertisement is needed and Knutson requested to set the hearing for 9:45 a.m. on April 20, 2021.

Moved by Cottingham, seconded by Lee, to set Terrell and Kylee Schuh's Abatement Hearing for 9:45 a.m. on April 20, 2021. Roll Call Vote: Aye Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Received and ordered filed the fee collection report from the Recorder's Office in the amount of \$11,084.20 for the month of March.

Received and ordered filed the fee collection report from the Sheriff's Department in the amount of \$1,480.96 for the month of March.

Moved by Cottingham, seconded by Lee, to approve the following vouchers for payment except the M & M Sporting voucher until further discussion with Sheriff JR Kerzmann:

CHECK #	VENDOR	DESCRIPTION	AMOUNT
304439	POSTAGE ON CALL	COUNTY POSTAGE	2,000.00
304440	ACME TOOLS	MICROMAX COVERALLS (7.99 EACH)	87.89
304441	AUTO VALUE BISMARCK	PARTS AND WASHBURN SHOP	906.07
304442	BHG INC	LOAD RESTRICTIONS PUBLISHED	118.80
304443	DAKOTA FLUID POWER INC	CYLINDER REPAIR	157.50
304444	DIAMOND MOWER LLC	CYLINDERS	678.73
304445	GARRISON FARMERS UNION OIL CO	PARTS AND LIQUID PROPANE	198.31
304446	JB REPAIR INC	TWO BATTERIES	279.98
304447	MASTER FIRE AND SAFETY	FIRE EXTINGUISHERS	1,142.00
304448	MAX FARM SERVICES	FUEL	4,012.96
304449	MCLEAN SHERIDAN RURAL WATER	WATER	128.94
304450	MENARDS	PARTS FOR GARRISON SHOP AND OUT SHOPS	130.98
304451	OK AUTOMOTIVE	PARTS FOR 12-003	4,822.06
304452	PUKLICH CHEVROLET	FLUID AND SEALS	24.85
304453	REITER OIL AND GAS INC	WASHBURN FUEL TANK	343.50
304454	WAGON WHEEL LUMBER INC	PARTS	10.79
304455	WASHBURN AUTO BODY LLC	WINDSHIELD REPLACED 12-007	269.20
304456	BHG INC	HELP WANTED ADVERTISING FOR CHAPLAIN, HIGHWAY, WEED CONTROL, MCLEAN INDEPENDENT SUBSCRIPTION	4,150.72
304457	ASHLEY BROSSART	INMATE CARE	2,013.00
304458	CDW GOVERNMENT INC	APC UPS BACKUP	119.23
304459	CHS CREDIT CARD DEPT	GASOLINE	2,132.91
304460	CHASE DRUG STORE	INMATE MEDICINE	1,216.18
304461	CITY OF WASHBURN	COURTHOUSE AND LAW ENFORCEMENT WATER AND SEWER	580.75
304462	DOCS SHOP	OIL CHANGES, BATTERIES, SWITCHES, TRANSMISSION, COOLANT LEAK, INTAKE GASKET THERMOSTAT, ROTATE TIRES	9,269.32
304463	CALANDRIA JARBOE EDWARDS	MILEAGE, REIMBURSE CELL PHONE	108.96
304464	ELECTRIC SYSTEMS INC	TROUBLESHOOT FIRE CONTROL VALVE ON DIESEL PUMP	320.00
304465	WILTON FARMERS UNION OIL CO	GASOLINE	308.95
304466	GARRISON DIVERSION	DISBURSE MONTHLY COLLECTIONS, TURTLE CREEK IRRIGATION WATER EASEMENT	4,638.68
304467	GARRISON RURAL WATER DISTRICT	PARK RURAL WATER USAGE	60.00
304468	GOETZ FUNERAL HOME	MARCH CORONER FEES 750.00	
304469	GERARD GOVEN	MARCH MEETINGS AND MILEAGE	570.56
304470	GUNGNIR DEFENSE SOLUTIONS LLP	SWAT SNIPER TRAINING	550.00

304471	COURTNEY HOIKKALA	MILEAGE, REIMBURSE CELL PHONE, BAKING SCHOOL SUPPLIES	110.34
304472	SHANNON JEFFERS	MARCH MEETINGS AND MILEAGE	600.80
304473	KRAUSES MARKET	INMATE FOOD	65.29
304474	LIGNITE TIRE	SHERIFF'S DEPARTMENT TIRES	1,795.00
304475	MARCO	STANDARD PAYMENT	1,832.58
304476	MERCER MCLEAN CO COM ON AGING	2019 LEVY MONIES COLLECTED MARCH 2020 LEVY MONIES COLLECTED MARCH 2021 TRUST MONIES COLLECTED	35,157.55
304477	MCLEAN FAMILY RESOURCE CENTER	DISBURSE MONTHLY COLLECTIONS	400.00
304478	MCLEAN COUNTY IMPLEMENT LLC	ANTIFREEZE, HEET, PWER SERVICE DIESEL	35.30
304479	MENARDS	TIE DOWNS	29.99
304480	M & M SPORTING	4000 ROUNDS AMMONITION	1,600.00
304481	ND ASSOCIATION OF COUNTIES	DISBURSE 10% E-911 COLLECTIONS, MARRIAGE LICENSE PROGRAM – 49 APPLICATIONS FOR 2020	1,186.74
304482	ND STATE RADIO COMMUNICATIONS	ACTIVE LETS TERMINAL FEES	840.00
304483	NDSU	LETTERHEAD AND ENVELOPES	215.00
304484	NORTHSHORE INN AND SUITES	ROOM RENTAL FOR ENGBRETSON K9 TRAINING	172.80
304485	LYNN OBERG	MARCH MEETING AND MILEAGE	677.64
304486	OTTERTAIL POWER COMPANY	ELECTRIC BILL	3,144.44
304487	SCOTTS HARDWARE	VACUUM CLEANER AND BAGS, SURGE STRIP SCREWDRIVERS, EXTENSION OFFICE PAINT SUPPLIES, OFFICE SUPPLIES, TOASTERS	597.21
304488	SEVERIN RINGSAK AND MORROW	COURT APPOINTED COUNSEL	3,480.00
304489	STARION BOND SERVICES	LAKEVIEW ESTATES ASSESSMENT BOND PAYMENT	41,127.92
304490	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	9,011.08
304491	THOMPSON FUNERAL HOME INC	REIMBURSE MARCH CORONER FEES	750.00
304492	TURTLE LAKE MAIN STREET MARKET	INMATE MEALS	4,544.71
304493	ULTEIG ENGINEERS INC	EMERGENCY DRAIN PERMIT AND SURVEYING	8,906.00
304494	WATER PURITY INC	WATER	98.00
304495	WEX BANK	FEET CARD AND GASOLINE	12,265.66
304496	CAILEY FERBER	REIMBURSE CELL PHONE	30.00
1020	JAN HANSON	MILEAGE	18.31
1021	CURT MALO	REIMBURSE CELL PHONE	30.00
1022	WILLIAM CARLSON	REIMBURSE CELL PHONE	30.00
1023	PAUL HARDY	GASOLINE	800.00
1024	RICHARD JOHNSON	JANUARY, FEBRUARY, MARCH CELL PHONE	90.00
1025	BRADLEY NIELSEN	REIMBURSE FARGO TRAINING MEALS	87.50
1026	ARLAN SWANSON	REIMBURSE MINNESOTA TRAINING MEALS	374.00
1027	RYAN OBERG	REIMBURSE CELL PHONE	30.00
	MARCH 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.	344,324.18

**P-CARD FUNDED PURCHASES
VENDOR**

VENDOR	DESCRIPTION	AMOUNT
BUTLER MACHINERY	NON-STK SIX PORT SELECTOR	880.59
BUTLER MACHINERY	PINS, RINGS & BUSHINGS FOR 10-005	99.00
ZORO.COM	(8) FENDALL PORTA STREAM EYE WASH	60.93
RESERVATION TELEPHONE	TELEPHONE	156.47
WRT	PHONE & DSL	103.06
NORTHERN PLAINS EQUIPMENT	PARTS	436.59
MCLEAN ELECTRIC COOPERATIVE	ROSEGLEN SHOP	47.00
	UNDERWOOD SHOP	58.00
	GARRISON SHOP	843.00
CIRCLE SANITATION	GARBAGE PICKUP	444.00
VERIZON CONNECT	MONTHLY SERVICE FEE	453.32
VERIZON	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
ZOOM	PRO MONTHLY	16.04
ZOOM	CLOUD RECORDING	42.80
MATTHEW BENDER & CO, INC	ND CENTURY CODE 2020 RV 12	27.08
SOURIS RIVER TELECOMMUNICATIONS	LINE RECORD/ TRANSPORT PER MILE/ TRANSPORT TRUCK	694.08
VERIZON WIRELESS	DATA CARD	880.30
	DETECTIVE PHONES	94.18
	JR KERZMANN PHONE	42.09
AMAZON	(2) SIX FEET WHITE PLASTIC FOLDING TABLES	114.36
	ONE TABLE RETURNED	-57.18
RESERVATION TELEPHONE	911 TRUNKING RECURRING	80.00
WRT	PHONE	94.22
WRT	SHERIFF	416.98
	COURTHOUSE	2,145.83
	NDSU EXTENSION	718.50
	E-911	158.81
	JURY/PERSONAL	19.26
	PAROLE AND PROBATION	20.00
	E-911 RADIO TOWER	89.06
DOUBLE TREE BY HILTON	BRAD NIELSEN	201.00
ELECTRIC SYSTEMS, INC	WIRE WATER HEATER	100.00
RESERVATION TELEPHONE	BENEDICT SPORTSMEN'S PARK	40.64
ZORO.COM	CABINETS FOR EXTENSION	2,450.38
AMAZON	PLANTRONICS ONLINE BUSY INDICATOR	23.94
	FIVE TOPS MONEY RECEIPT BOOK	14.65
MCLEAN ELECTRIC COOPERATIVE	SEC LIGHT COURTHOUSE	21.00
	SEC LIGHT PARK	381.00
	PARK BOARD	41.00
	SP CENT PARK	53.00
	CAMPER PADS	41.00
	CAMPER PADS	102.00
	CENTENNIAL PARK CAMPGROUND METER	42.00
	CIVIL DEFENSE	149.00
AMAZON	MICROSOFT OFFICE HOME AND BUSINESS (2) DOWNLOADS	439.98
AMAZON	MICROSOFT OFFICE HOME AND BUSINESS (2) DOWNLOADS	439.98
AMAZON	MICROSOFT OFFICE HOME AND BUSINESS (2) DOWNLOADS	439.98
AMAZON	PLANTRONICS HEADSET SYSTEM WITH LIFTER FOR LORI BLOTSKE	189.99
	YELLOW POST IT NOTES, YELLOW HIGHLIGHTERS	25.57
ARMOR INTERACTIVE	FIVE DESKTOP COMPUTERS AND (3) MICROSOFT OFFICE	6,862.82
AMAZON	DNP UPC X46-SELF LAMINATING COLOR PRINT PACK	193.75
CIRCLE SANITATION	GARBAGE PICKUP	444.00
AMAZON	SIX FOOT FOLDING TABLE	61.49
WEBROOT	(15) MONTH AV SUBSCRIPTION	74.89
AMAZON	RECEIVED SELF INKING STAMPER	19.95
AMAZON	PAID SELF INKING STAMPER	18.95
WINGATE BY WYNDHAM	ARLAN SWANSON	400.00
FARMERS UNION INSURANCE	INS PREMIUM ADJUSTED BA 0683-34	1,486.00
FARMERS UNION INSURANCE	INS PREMIUM IM 0390-33	15,367.00

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

Knutson presented the budget narrative for period ending March 31, 2021. She presented data showing property tax collections are at 91% collected including 95% with discount for 2021 or \$17,752,806.53; Government Reimbursement revenues totaled

\$511,604.25 compared to \$558,461.14 in 2020; Fees and Miscellaneous revenues totaled \$508,423.59 compared to \$458,880.11 in 2020; and expenditures were at 16.67% of total budget for 2021.

Deputy Auditor Kayla Oberlander joined the meeting.

Knutson asked Commissioner Suydam about Library Board Meeting regarding the County Book Mobile routine maintenance. Discussion followed regarding the routine maintenance. Knutson discussed that Grey is willing to complete maintenance on the Book Mobile, however would need advanced notice before hand. Lee stated there should be some type of Memorandum of Understanding to complete routine maintenance on the County Book Mobile. More discussion followed. Oberlander will discuss at the next Library Meeting.

Sheriff JR Kerzmann and Chief Deputy Sheriff Richard Johnson joined the meeting.

Kerzmann discussed the M & M Sporting voucher with the commissioners. The voucher included the purchase of practice ammunition from M & M Sporting.

Moved by Lee, seconded by Cottingham, to approve the ammunition purchase from M & M Sporting voucher. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Kerzmann requested advertising for one or more Patrol Deputy Positions for the Sheriff's Department.

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

Kerzmann discussed the 2022 Police Contracts with the commission. Discussion followed regarding the salary and hours to the individual cities. Lee recommended presenting the 2022 Police Contracts with the contractual price. Cottingham requested the commission give more thought to balancing out the contract pricing if something changes within a city regarding that city's hours used.

Benedict	\$2,171.52
Butte	\$5,211.72
Coleharbor	\$5,211.72
White Shield	\$174,015.12
Max	\$30,402.12
Mercer	\$5,211.72
Riverdale	\$30,402.12
Turtle Lake	\$36,539.04
Underwood	\$89,408.64
Washburn	\$174,015.12
Wilton	\$97,437.24
Totals	\$650,026.08

Moved by Cottingham, seconded by Lee, to approve the 2022 Police Contracts to be sent out to the cities. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Kerzmann had spoken with State's Attorney Ladd Erickson regarding the dispatch services provided to the City of Garrison that have not been billed. Erickson suggested sending the City of Garrison pricing for their 2022 budget meeting. Discussion followed.

Kerzmann informed the commission of the County Auction scheduled for June 19, 2021. Kerzmann stated the jail van needs to be replaced. He would like to utilize the funds from the Forfeitures Account to be applied to the purchase of a different jail van. Knutson asked Kerzmann about the 2013 Ford Taurus transferring to the Park Board, Kerzmann agreed.

Moved by Cottingham, seconded by Lee, to approve the purchase of a different van as long as funds are available. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 10:19 a.m. until the next regularly scheduled meeting on Tuesday, April 20, 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