

McLean County Commission Proceedings
Tuesday, April 16, 2024

The second regular April meeting of the Board of Commissioners was called to order at 8:36 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham and Barry Suydam. Also present were Auditor Beth A. Knutson; Deputy Auditor Diane L. Blumhagen; Road Superintendent James Grey; Assistant Road Superintendent Travis Verke; Director of Disaster Emergency Services Noelle Kroll; Building Maintenance Supervisor Curt Malo; Mike Rivinius of Wold Engineering; and Dan Johannes. Absent was Commissioner Steve Lee.

Malo presented and discussed a bill from Guardian Lock for the McLean County Law Enforcement Center (LEC) stating there were some locks in the jail that needed the cylinders replaced because they were wore out. The total amount of the bill was \$2,088.00.

Moved by Suydam, seconded by Cottingham, to authorize the purchase of the replacement cylinders for the LEC locks from Guardian Lock in the amount of \$2,088.00. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Grey stated the department is continuing their blade work. Grey requested the use of overtime hours beginning next week in order to get shoulders pulled in the time that they have before the grass gets too long.

Moved by Suydam, seconded by Cottingham, to authorize the use of the budgeted overtime hours in the Highway Department at the discretion of the Highway Superintendent. Discussion followed. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Grey stated the sag in County Road (CR) 22 has been filled with gravel which has improved the condition of the road. Sickle mowers have been picked up; one is located at the Garrison Shop and one is located at the Washburn shop.

Grey requested approval to purchase a plow truck from Nuss Trucking & Equipment, of Minneapolis, in the amount of \$54,000.00. Verke and Grey are able to travel to Fargo to pick it up within the next week.

Grey requested approval to purchase a semi from J & M Truck Sales, of Fargo, in the amount of \$64,000.00 using proceeds from the equipment sold at the online auction though the Steffes Group. The semi is the same as those previously purchased from J & M Truck Sales and would match the rest of the fleet. Knutson confirmed that there are funds available in the account and stated this will help with budgeting for next year as Grey will not have to budget for the semi in 2025.

Moved by Suydam, seconded by Cottingham, to authorize the Highway Department to purchase a semi from J & M Truck Sales in the amount of \$64,000.00 using Sale of Equipment funds and to purchase a plow truck from Nuss Trucking & Equipment in the amount of \$54,000.00. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Grey informed the Commission that James Alexander has been hired to fill the Equipment Operator II position in Garrison, he starts on April 29, 2024. Interviews for the Underwood position will take place this week and the Washburn position is being posted. After those two positions are filled the Highway Department will again be fully staffed.

Grey presented a boring request from WRT Cooperative requesting to bore 2nd Street SW in Section 8 and Section 17, Township 145 North, Range 80 West, placing fiber cable telecommunications facility to serve Grant Singer.

Moved by Suydam, seconded by Cottingham, to approve the boring permit request from WRT Cooperative as presented. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Rivinius discussed McLean County's applications for the Flexible Transportation Funds available through the North Dakota Department of Transportation (NDDOT). McLean County was approved for Bridge No. 28-137-11 which is located four miles west and two miles north of Garrison. McLean County was awarded \$748,000.00 for the project; the county has agreed to match a 20% cost share on the project amounting to around \$200,000. Anything above that cost will be the responsibility of the McLean County. Rivinius requested approval to begin work on the engineering contract for presentation at the next meeting. Preliminary engineering bids will probably be next year. Moved by Suydam, seconded by Cottingham, to authorize Wold Engineering to move ahead with preparation of the engineering contract for the project involving Bridge No. 28-137-11 and to present it at the next meeting. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Rivinius updated the commission on the current projects that are underway. Wilton shoulder widening is beginning soon. They will begin paving at Butte and then Garrison, working their way south including the portion of road west of Washburn finishing up in Wilton to allow the regrading to be completed. They plan to be done by the beginning of July. The box culvert on CR 20 should be finished up soon, they want to get it done as soon as possible.

Rivinius requested approval of an engineering contract and setting of a bid time and date for pavement marking project, PVMT-2800(034), to stripe road center and edge lines which is estimated at a total cost of \$320,000.00 and includes engineering costs.

Moved by Cottingham, seconded by Suydam, to authorize Wold Engineering to move ahead with the preparation of the engineering contract for the pavement marking project, PVMT-2800(034). Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried

Assistant Director of Tax Equalization Elizabeth Patterson joined the meeting.

Moved by Suydam, seconded by Cottingham, to set the bid opening time and date for the pavement marking project, PVMT 2800-(034), for 9:30 a.m. on May 21, 2024. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Johannes discussed the agreements with Sundre Gravel on his land.

Patterson presented two applications from the Planning and Zoning Commission Meeting held on April 15, 2024.

Moved by Suydam, seconded by Cottingham, to concur with the Planning and Zoning Commission and approve a variance submitted by Dan and Lori Ruby, of Minot, involving land located in Lot 14 and the adjacent 100 x 51.4 rectangle described on deed, Otto's West Side, Otis Township, McLean County. Discussion followed. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Moved by Suydam, seconded by Cottingham, to concur with the Planning and Zoning Commission and approve the request for a subdivision plat submitted by Timothy Eslinger, of Coleharbor, involving land located in Outlot B of the NW1/4 and NW1/4NE1/4 of Section 13, Township 148 North, Range 84 West, of McLean County. Discussion followed. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

McLean County Road Policy Update was tabled until the next meeting.

Knutson presented the application for a 2024 Beer and Liquor License Class I submitted by Gramma Jo's Eatery & Catering LLC located on Brush Lake (f/k/a Brush Lake Pavilion). Background checks for outstanding violations have been completed by the Sheriff's Department and all necessary fees have been received. Discussion followed.

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

Chief Deputy Sheriff Richard Johnson joined the meeting.

Knutson presented a Gaming Site Authorization Application submitted by Garrison Area Improvement Inc. for bingo, raffles, pull tab jar, pull tab dispensing device, electronic pull tab device, twenty-one, poker, and calcutta activities at the Garrison Golf Club from July 1, 2024, to June 30, 2025.

Moved by Suydam, seconded by Cottingham, to approve the Gaming Site Authorization Application as submitted by Garrison Area Improvement Inc. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Moved by Suydam, seconded by Cottingham, to approve the Local Raffle Permit Application submitted by McLean County Racer's Inc. for 50/50 drawings and a raffle to be held on ten dates at the McLean County Speedway. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Moved by Suydam, seconded by Cottingham, to approve the Local Raffle Permit Application submitted by McLean County 4-H Leader's Council for 50/50 drawings and raffle to be held June 13 through June 16, 2024, at the McLean County Fairgrounds pending the \$10.00 application fee is submitted. Discussion followed. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Moved by Suydam, seconded by Cottingham, to approve the Local Raffle Permit Application submitted by Skyfest Over Fort Stevenson for a raffle to be held at Fort Stevenson State Park on May 27, 2024, with prizes listed as kites with total prize value of \$400.00. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Knutson presented the following resolution appointing Election Inspectors:

Resolution Appointing Election Inspectors
June 11, 2024 Primary Election
McLean County, ND

Whereas, Currently, under state law (NDCC 16.1-05-01), the Board of County Commissioners, in cooperation with the county auditor, shall appoint the inspectors of the election for all polling locations as well as for the absentee board within McLean County by 40 days preceding the election.

Whereas, each election board must be comprised of at least one election inspector per polling location and absentee board within the county. The election inspector supervises the conduct of the election and ensures that all election workers are performing their duties. Additionally, the inspector and judges verify the results of the election and return the election results and associated ballots to the county auditor at the close of polls on election day.

Whereas, The McLean County Auditor is committed to providing a positive voting experience to all voters within McLean County while simultaneously upholding the security and integrity of elections. The attached list of election inspectors ensures McLean County's success for the upcoming election.

Now, Therefore, be it Resolved, that the McLean County Commission approves the Attached list of election inspectors and approves the county auditor to fill any vacancies that may exist for the June 11, 2024 Primary Election.

Dated this 16th day of April, 2024, at Washburn, North Dakota.

ATTEST:

Steve Cottingham, Chairperson
McLean County Commission

Beth A. Knutson
McLean County Auditor

Moved by Cottingham, seconded by Suydam, to approve the resolution as presented authorizing the Auditor to fill any vacant positions that may arise before the election. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Johnson presented a quote from Motorola Solutions in the amount of \$19,434.00 for a Radio Repeater. Discussion followed.

Moved by Suydam, seconded by Cottingham, to accept the quote from Motorola Solutions in the amount of \$19,434.00. Discussion followed. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Chief Deputy Auditor Lori A. Foss joined the meeting.

Johnson informed the commission that James Jabara has been hired to fill the open Patrol Deputy position. Johnson requested approval to set Jabara's annual starting salary at \$52,226.86 due to nine years of experience with an increase to \$53,471.90 after six-month probation period. Discussion followed.

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

Knutson presented the 2025 Police contracts with a 2% increase from 2024. Knutson explained that in 2024 McLean County had a 0% increase in the Police contracts while there was an average 5.2% salary increase plus a cost-of-living increase for the deputies fulfilling the contracts.

Moved by Suydam, seconded by Cottingham, to approve the 2025 Police Contract amounts as presented. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

Moved by Suydam, seconded by Cottingham, to approve the 2025 Budget Calendar as presented. Roll Call Vote: Aye: Suydam and Cottingham. Nay: None. Absent and not voting: Lee. Motion carried.

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

HIGHWAY DEPARTMENT			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
308939	ALLSTATE PETERBILT	PARTS	51.96
308940	DAKOTA FLUID POWER, INC	CYLINDER REPAIR	202.18
308941	ENERBASE	FUEL TO UNDERWOOD AND TURTLE LAKE	10,878.91
308942	ESCOSUPPLY	GRADER EDGES	3,028.80
308943	FARMERS UNION OIL	HARDWARE	24.47
308944	FORCE AMERICA INC	HOSE	281.92
308945	GARRISON CITY	WATER, SEWER, GARBAGE	61.14
308946	J & M TRUCK SALES	2017 PETERBILT TRUCKS	64,000.00
308947	JOHN DEERE FINANCIAL	PARTS, FILTERS, OIL	4,713.76
308948	MAX FARM SERVICES	FUEL TO BUTTE SHOP	4,543.80
308949	MDU	GARRISON, MAX, TURTLE LAKE, WASHBURN SHOPS	713.69
308950	NELSON INTERNATIONAL	INJECTOR KIT	5,864.82
308951	NORTHWESTERN EQUIPMENT, INC	PARTS	300.00
308952	PAHLKE STEEL, INC	STEEL	206.63
308953	S & J HARDWARE	PARTS	74.31
308954	WALLWORK TRUCK CENTER	COMPUTER HOOKUP, TURBO PIPE, CLAMP, ETC.	1,607.87
UNPAID VOUCHERS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
308955	SARAH BEDGAR	REIMBURSE MILEAGE, GAS	456.52
308956	CARDIO PARTNERS INC	AED UNITS, CABINETS	9,970.00
308957	CASS COUNTY	INMATE HOUSING	255.00
308958	DAKOTA BUSINESS SOLUTIONS	INK CARTRIDGE	348.99
308959	ND YOUTH DEPARTMENT OF CORRECTIONS	DETENTION CARD FOR JUVENILE COURT	8,834.38
308960	EIDE FORD	REPAIRS	2,970.36
308961	FARMERS UNION OIL	TIRE REPAIR	20.00
308962	WAYNE FREIDIG	TIRES	797.27
308963	GUARDIAN LOCK & SAFE CO	JAIL DOOR LOCKS	2,088.00
308964	HATZY'S REPAIR	OIL CHANGES	628.65
308965	HIWAY 83 EXPRESS	GASOLINE	67.73
308966	HP INC	COMPUTER - OBERG	1,880.01
308967	ITD	WAN, ADOBE, INTUNES, VPN, AZURE AD, OFFICE 365, ADF, MISC RECURRING BILLINGS, NETMOTION	5,150.44
308968	JOHNSON CONTROLS	LABOR, SENSOR, MILEAGE, DISPOSAL, FUEL SURCHARGE	1,732.84
308969	MCLEAN COUNTY AUDITOR	NDSU POSTAGE REIMBURSEMENT	44.44
308970	MCLEAN COUNTY IMPLEMENT	BATTERIES, OIL	318.96
308971	MDU	COURTHOUSE, LEC	542.37
308972	MERCER COUNTY SHERIFF'S DEPT	INMATE HOUSING	825.00
308973	MIDCO	JAIL CABLE TV	150.05
308974	KAMILE MODEREGGER	REIMBURSE MILEAGE	14.15
308975	NDACO RESOURCES GROUP, INC	DISPOSAL FEES FOR REPLACED DESKTOPS	54.00
308976	ND CORRECTIONS AND REHABILITATION	INTERSTATE COMPACT PROGRAM TRANSFER FEES	50.00
308977	ND ENVELOPE COMPANY	DEPARTMENT ENVELOPES	542.70
308978	ND STATE RADIO COMMUNICATIONS	ACTIVE LETS TERMINAL FEES	766.00
308979	ND SURPLUS PROPERTY	POLICE RADARS	750.00
308980	NDSU EXTENSION SERVICE	NDSU SALARY - BEDGAR, MODEREGGER 12/16/23 TO 3/15/24	13,861.64
308981	NORTH COUNTRY VET CLINIC	AFTER HOURS EXAM AND MEDICATIONS	232.70
308982	PRESORT PLUS	PICKUP FEE, COURIER SERVICE	52.50
308983	ROY H DIETZ & SONS, INC	JAIL PAINTING	29,884.00
308984	MAIN STREET MARKET	INMATE MEALS	2,454.18
308985	TYLER TECHNOLOGIES	CONVERSION ANALYSIS, CONVERSION DEVELOPMENT, SCHOOL ERP PRO	11,215.00
308986	UNICOM	INSTALL PUSH BUMPER, REWIRE LIGHTS	301.20
308897	US FOODS	INMATE MEALS	1,411.40
308988	WRT	911 TRUNKING RECURRING	584.36
308989	WEX HEALTH	MONTHLY ADMIN FEE	93.50
DIRECT DEPOSIT PAYMENTS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
5240	NOELLE KROLL	REIMBURSEMENT FOR TRAVEL	59.63
5239	BETH A KNUTSON	REIMBURSEMENT FOR EMERGENCY MANAGEMENT PAYMENT	7,173.01
PAID VOUCHERS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
308926	ATTORNEY GENERAL	MONTHLY COLLECTIONS 24/7 SOBRIETY PROGRAM	1,995.00
308927	TODD A GIESER	REIMBURSEMENT	34.00
308928	HAUCK SALES & SERVICES LLC	STORAGE CONTAINER, DELIVERY	6,600.00
308929	IAATI	ANNUAL VEHICLE CRIME CONFERENCE	950.00
308930	NDPERS - INSURANCE	MARCH PAYROLL	183,439.80
308931	NDPERS - RETIREMENT	MARCH PAYROLL	84,633.16
308932	NDPERS - DEFERRED COMP	MARCH PAYROLL	7,575.00

308933	DACOTAH PAPER CO	TOILET PAPER, SORBAMAT, COPY PAPER	559.93
308934	NUSS TRUCK & EQUIPMENT	2012 INTERNATIONAL 7600	54,000.00
308935	DACOTAH PAPER CO	GARBAGE BAGS, TOILET PAPER, CLEANER, ETC.	968.87

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

There being no further business, the Chairperson declared the meeting adjourned at 9:37 a.m. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Cottingham, Chairperson

Diane L. Blumhagen, Deputy Auditor