

**McLean County Commission Proceedings
Tuesday, June 20, 2023**

The second regular June meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham, Steve Lee, and Barry Suydam. Also present were Auditor Beth A. Knutson; Deputy Auditor Diane L. Blumhagen; Road Superintendent James Grey; and Ethyn Calvert of NorDak North Publishing.

Moved by Lee, seconded by Suydam, to approve the minutes of the previous meeting held on June 6, 2023, as submitted. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Grey presented an update on department operations reporting that graveling across the county continues. Grey also stated that Equipment Operator III Randolph Mautz has submitted his retirement date of September 14, 2023. Discussion followed regarding steps that may be looked into to increase interest in the position.

Grey received a request to change the speed limit to 25 mph for a section of the road leading into Indian Hills.

Moved by Suydam, seconded by Lee, to change the speed limit as presented. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Grey informed the commission that five department vehicles sold at the Sheriff's Auction that was held on June 17, 2023.

Lee requested an update on 4th Street SW off of County Road (CR) 20 south of Mercer, ND. Discussion followed.

Cottingham requested an update on CR 17. Discussion followed.

Knutson discussed a letter of interest for the open McLean-Mercer Regional Library Board position from Rena Rustad. Discussion followed.

Moved by Lee, seconded by Suydam, to appoint Rena Rustad to the McLean-Mercer Regional Library Board for a three-year term. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve per diem and mileage for Rena Rustad if she chooses to attend the June 26, 2023 meeting. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented a Memorandum of Understanding (MOU) between the Mandan, Hidatsa, and Arikara (MHA) Nation and the McLean County Sheriff's Department regarding 911 addressing. The request came from Chief Deputy Sheriff Richard Johnson who recommended entering into the MOU with MHA Nation.

Moved by Lee, seconded by Suydam, to approve the MOU as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson presented a quote from Diamond Tower Service Inc, of Waite Park, MN, for complete tower inspection and relamping of the 300' guyed tower near Underwood, ND. The quote of \$4,000.00 includes checking and adjusting guy wire tensions and vertical tower alignment along with inspection of all lighting, grounding, guy wires, guy anchors, structural steel, antennas, coax, and general site conditions.

Moved by Suydam, seconded by Lee, to approve the tower realignment from Diamond Tower Service Inc, of Waite Park, MN, for the amount of \$4,000.00. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Tax Director Todd Schreiner and Property Assessor Elizabeth Patterson joined to the meeting to present applications from the Planning and Zoning Commission Meeting held on June 19, 2023.

Moved by Lee, seconded by Suydam, to concur with the Planning and Zoning Commission and approve the request for a Conditional Use Permit submitted by William Schmidt and Bernadette Rose Brotherton, of Underwood, involving land located in the SE¼ of Section 21, Township 146 North, Range 83 West, more specifically identified as Outlot B containing 1.52 acres. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to concur with the Planning and Zoning Commission and approve the request for a Conditional Use Permit submitted by Josh and Shaune Goetz, of Washburn, involving land located in the NE¼NE¼ of Section 30, Township 145 North, Range 82 West, more specifically identified as Lot 1 of Outlot A containing three acres. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Schreiner presented the proposed budget for 2024 for Veterans Service, with the only changes being the Salaries line item has been left blank and Vetra Spec line item has been added in the amount of \$1,100.00. Total budget presented, not including Salaries, \$3,660.00.

Schreiner presented the proposed budget for 2024 for Tax Director/Land Use, Salaries line item has been left blank, GIS Maintenance line item increase from \$719.23 to \$800.00, Vanguard Computer Appraisal increase from \$20,000.00 to \$21,000.00, and ESRI line item was added for an additional GIS license in the amount of \$1,650.00. Total budget presented, not including Salaries, \$43,870.00.

Lynn Oberg and Shannon Jeffers of the Water Resource Board joined the meeting to present the board's budget for 2024. They discussed several projects around McLean County.

Director of Disaster Emergency Services and Employee Risk Manage Noelle Kroll joined the meeting.

Kroll presented the proposed budget for 2024 for Employee Risk Management Program, with the only change being the Training line item increase from \$700.00 to \$2,000.00. Total budget presented, \$8,200.00.

Kroll presented the proposed budget for 2024 for Disaster Emergency Services, with the only changes being the Salaries line item has been left blank and the Overtime line item has also been left blank. Total budget presented, not including Salaries, \$49,860.00.

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

HIGHWAY VOUCHERS			
CHECK #	Vendor Name	Description	Amount
307682	ACME TOOLS	RUBBER HOSE, UTILITY KNIVES, PARTS	181.93

307683	A & I DISTRIBUTORS	GREASE	73.18
307684	BUTLER MACHINERY	FINAL PAYMENT ON 2017 CAT	114,481.15
307685	DARREN'S AUTO CARE	REMOVE AND INSTALL GLASS	340.00
307686	ENERBASE	FUEL AND GAS	3,425.75
307687	FARMERS UNION OIL	FUEL TO ROSEGLEN	5,964.84
307688	GARRISON CITY	WATER, SEWER, GARBAGE	52.95
307689	GARRISON LUMBER	BLADE FOR SIGN TRUCK	20.59
307690	JOHN DEERE FINANCIAL	REPAIRS ON 11-043	2,856.10
307691	MAX FARM SERVICES	FUEL TO BUTTE	5,660.45
307692	MDU	WASHBURN, TURTLE LAKE, MAX, GARRISON SHOPS	263.25
307693	NEFF REPAIR SHOP	FUEL TANK REPAIR ON 13-098	120.00
307694	SCOTT'S HARDWARE	PARTS	70.96

UNPAID VOUCHERS

CHECK #	Vendor Name	Description	Amount
307695	ACTION MOTOR SPORTS	FUEL PUMP KIT	474.99
307696	SITTIN PRETTY DOG SALON	K9 GROOMING	40.00
307697	BSC STUDENT FINANCE	SHERIFF LETA TRAINING, LODGING AT BSC	1,250.00
307698	C & S REPAIR	WHEEL BEARING ASSEMBLY, SPARK PLUGS, AC SYSTEM	1,386.12
307699	FARMERS UNION OIL CO	OIL CHANGES	167.21
307700	FOUR PAWS INN	K9 BOARDING	112.50
307701	HATZY'S REPAIR	OIL CHANGES, WIPER BLADES, WASHER FLUID	934.45
307702	HEFTY SEED COMPANY	GRASS SEED	307.50
307703	TANYA HENNIX	REFUND DEPOSIT	100.00
307704	HIGHWAY 83 EXPRESS	GAS	406.84
307705	ITD	T-L LINE, ADUF, VPN, INTUNE, OFFICE 365	4,967.59
		MONTHLY REDUNDANT CIRCUIT,	
		ACTIVE DIRECTORY, DATA PROCESSING	
		TIRES	1,500.00
307706	LIGNITE TIRE	A/C LOK TABS	260.61
307707	MID-AMERICAN CHEMICAL	BATTERY, OIL, WIPERS, AIR FILTER	224.61
307708	MCLEAN COUNTY IMPLEMENT	GAS – COURTHOUSE AND LEC	201.45
307709	MDU	SHERIFF RETURN SERVICE	44.00
307710	MERCER COUNTY SHERIFF	CABLE TV	139.75
307711	MIDCO	ARUBA INSTANT ON 8G SWITCH	150.00
307712	NDACo RESOURCE GROUP	3 DISK DRIVES FOR DESKTOPS	119.22
307712	NDACo RESOURCE GROUP	MONTHLY MAINTENANCE FEE	2,968.57
307712	NDACo RESOURCE GROUP	OFFICE STANDARD 2021	1,749.06
307712	NDACo RESOURCE GROUP	INVESTIGATION MONITORING EXPENDITURES	56.30
307713	ND CORRECTIONS AND REHAB	DUES	100.00
307714	ND CORRECTIONAL HEALTH	STATE PROCESSING FEE	16,685.38
307715	DEPT OF HUMAN SERVICES JAIL CLAIMS		
307716	ND YOUTH CORRECTIONAL	DETENTION CARE FOR MCLEAN CO. JUVENILE COURT RE: JC	284.98
307717	PRESORT PLUS	PICKUP FEE	55.00
307718	PUKLICH CHEVROLET	CATALYTIC CONVERTER, BACK PRESSURE VALVE, NIT OX SENSORS	3,647.21
307719	QUADIANT FINANCE USA	POSTAGE MACHINE REFILL	2,000.00
307720	RAPID FIRE PROTECTION	ANNUAL SPRINKLER INSPECTION	350.00
307721	RENVILLE COUNTY SOIL CONSERVATION DISTRICT	CLOSED OUT ENVIROTHON ACCOUNT	1,946.31
307722	SCOTT'S HARDWARE	BUG SPRAY, BLACK SILICONE FOR WINDOWS, GAS CAN, ETC.	316.29
307723	S & J HARDWARE	TRANSFER PUMP, BATTERIES, CIRCUIT BREAKER, ETC.	494.04
307724	SPARTAN FIREARMS	M4E1, SIG SAUER ELECTRO OPTICS, STL W/REMOTE, MAGPUL	7,902.00
307725	STREICHER'S	GAS MASKS, CANISTER, SHOTGUN STOCK, SURESHELL HOLDER	4,996.77
307726	MAIN STREET MARKET	INMATE MEALS	3,807.55
307727	US FOODS	INMATE GROCERIES	1,442.95
307728	WARD COUNTY SHERIFF'S DEPT	DELIVER NOTICE OF TAX LIENS	64.00
307729	WASHBURN PUBLIC SCHOOL	SPELLING BEE, MATH COUNTS EXPENSES	3,387.96
307730	WATER PURITY INC	WATER DELIVERED	88.00
307731	WRT	911 TRUNKING RECURRING	494.36
307732	WOODWORTH & HOLTER	COURT APPOINTED COUNSEL-BURLEIGH COUNTY MENTAL HEALTH CASE	180.00

DIRECT DEPOSIT PAYMENTS

CHECK #	Vendor Name	Description	Amount
4156	BARRY SUYDAM	REIMBURSE TRAVEL	60.26
4157	HEIDI ANDERSON	REIMBURSE TRAVEL	86.46
4158	COY SAYLER	REIMBURSE TRAVEL	301.51
4159	COY SAYLER	REIMBURSE MEALS FOR TRAINING	710.50
4160	JEFF TURNING HEART	REIMBURSE PLASTIC SECURITY SEALS FOR EMT BAG	13.90
4161	TYLER ZOOK	REIMBURSE MEALS FOR TRAINING	385.00

PAID VOUCHERS

CHECK #	Vendor Name	Description	Amount
307641	NDPERS - INSURANCE	MAY 2023 PAYROLL	162,869.37
307462	NDPERS - RETIREMENT	MAY 2023 PAYROLL	73,994.81
307643	NDPERS	DEFERRED COMPENSATION	7,705.00
307675	DACOTAH PAPER CO	SWIFFER REFILL, KLEENEX, PAPER TOWELS	139.00
307676	WEX HEALTH	MONTHLY ADMIN FEE	115.50
307677	MCLEAN FAMILY RESOURCE	3RD QUARTER JAG GRANT	844.84
307677	MCLEAN FAMILY RESOURCE	4TH QUARTER JAG GRANT	753.85
307678	DACOTAH PAPER CO	NTRILE GLOVES, PAPER TOWELS, TOILET PAPER, ETC.	897.24

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

Knutson presented the proposed budget for 2024 for E-911, with the only changes being the Salaries line item has been left blank, Monthly Fee-Redundant Circuit increase from \$24,000.00 to \$32,000.00, and Equipment Purchases decrease from \$20,000.00 to \$15,000.00. Total budget presented, not including Salaries, \$94,950.00.

Knutson presented the proposed budget for 2024 for Communication, with no changes. Total budget presented, \$9,000.00.

Chairperson Cottingham recessed the meeting at 9:40 a.m.

Chairperson Cottingham reconvened the meeting at 9:47 a.m.

Knutson presented the proposed budget for 2024 for State's Attorney, with the only change being the Salaries line item has been left blank. Total budget presented, not including Salaries, \$10,000.00.

Knutson presented the proposed budget for 2024 for Park Board, with the only changes being Rural Water line item decrease from \$2,500.00 to \$1,500.00, and Overtime line item decrease from \$3,955.68 to \$3,400.00. Total budget presented, \$85,946.00.

Knutson presented the proposed budget for 2024 for McLean County Historical Society Funds, with no changes. Total budget presented, \$53,150.00.

Chief Deputy Lori A Foss joined the meeting to present the proposed budget for 2024 for Superintendent of Schools, with the only change being the Salaries line item increasing from \$2,748.20 to \$2,913.09. Total budget presented, \$7,513.09.

Foss presented the proposed budget for 2024 for GIS Implementation, with the only change being Equipment Purchase line decrease from \$3,000.00 to \$0.00. Total budget presented, \$0.00.

Foss presented the proposed budget for 2024 for Flexible Benefits-Medical and Child Care Funds, with the only change being the Administrative Fees line item decrease from \$1,452.00 to \$1,400.00. Total budget presented, \$1,400.00.

Foss presented the proposed budget for 2024 for Computer Operations, Ink and Toner line item decrease from \$500.00 to \$250.00, Equipment Repair line item increase from \$750.00 to \$1,000.00; Dakota Programs Maintenance line decrease from \$14,000.00 to \$13,583.00; ITD Contract line item increase from \$8,650.08 to \$9,170.00; NDACo Annual Tech Contract line item increase from \$18,972.00 to \$38,000.00; Exchange E-Mail Accounts line items increase from \$2,385.00 to \$3,000.00; VPN Accounts line item was added for \$600.00, Adobe Subscription line item was added for \$540.00, Office 365/Highway Shops line item was added for \$216.00, Anti-Virus Protection line item decrease from \$850.00 to \$650.00; Cloud Based Backup line item decrease from \$2,040.00 to \$1,500.00; Capital Outlay line item decrease from \$72,700.00 to \$51,925.00; and Archive Social line item created for \$3,000.00. Total budget presented, \$221,780.57.

Knutson presented the proposed budget for 2024 for Recorder, with the only change being the Salaries line item has been left blank. Total budget presented, not including Salaries, \$12,000.00.

Knutson presented the proposed budget for 2024 for Dues/Membership, Oil and Gas Counties line item increase from \$2,000.00 to \$2,500.00; NACo line item increase from \$450.00 to \$500.00; NDACo line item increase from \$11,847.00 to \$12,000.00; Lewis and Clark RDC line item increase from \$12,660.84 to \$13,000.00; NDCCA line item increase from \$1,051.00 to \$1,100.00; Recorder line item decrease from \$400.00 to \$200.00; State's Attorney line item decrease from \$600.00 to \$300.00; and County Auditor line item increase from \$125.00 to \$250.00. Total budget presented, \$33,600.00.

Knutson presented the proposed budget for 2024 for the following budgets with no changes for Parole and Probation, totaling \$4,080.00; McLean-Mercer County Library Board, totaling \$1,000.00; and Job Promotions, totaling \$1,600.00.

Knutson presented the proposed budget for 2024 for McLean County Rescue Boat, Repairs line item decrease from \$1,000.00 to \$500.00 and Miscellaneous line item decrease from \$1,000.00 to \$500.00. Total budget presented, \$1,500.00.

Knutson presented the proposed budget for 2024 for Election Expense, Primary Election line item increase from \$250.00 to \$50,000.00 and General Election line item increase from \$250.00 to \$50,000.00. Total budget presented, \$100,000.00.

There being no further business, the Chairperson declared the meeting adjourned at 10:12 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