

McLean County Commission Proceedings
Thursday, July 6, 2023

The first regular July meeting of the Board of Commissioners was called to order at 8:33 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; Assistant Road Superintendent Travis Verke; and Chief Deputy Auditor Lori A. Foss.

Moved by Lee, seconded by Suydam, to approve the minutes of the previous meeting held on June 20, 2023, as submitted. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Building Maintenance Supervisor Curt Malo joined the meeting.

Grey presented an update on department operations reporting that ditch mowing will start in August. An ad will be placed in local publications the middle of July notifying interested individuals of the county's mowing start date.

Grey presented the following boring permits requested by Falkirk Mining Company requesting to bore two under County Road 17 in NW¼ of Section 32, Township 145 North, Range 83 West, placing 10-inch pipe to convey water from mining pits; and one in NW¼ of Section 32, Township 145 North, Range 83 West, to SW¼ of Section 29, Township 145 North, Range 83 West, by placing a 10-inch pipe to convey water from mining pits.

Moved by Suydam, seconded by Lee, to approve all three boring permits requested by Falkirk Mining Company as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Cottingham opened discussion regarding proposed increase for the following Highway Department positions: Equipment Operators, Shop Foreman Troy Kittler; Road Superintendent James Grey, and Assistant Road Superintendent Travis Verke. Cottingham asked Foss if there is anything the increases are based on and Foss responded that it is a four-step increase based on the salary survey. Discussion followed which included the starting wage would increase by four-steps as well. Foss stated that a four-step annual adjustment for Kittler would go from \$56,945.00 to \$63,402.56; Verke four-step annual adjustment would go from \$63,053.00 to \$70,990.40; and Grey four-step annual adjustment would go from \$88,113.00 to \$98,945.60. Discussion followed.

Moved by Suydam, seconded by Lee, to approve a four-step increase in current salaries for the all Equipment Operators, Grey, Kittler, Verke, and equivalent adjustments to starting salaries. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to advertise for one or more Equipment Operator II positions for the Garrison area and one Equipment Operator III with possible underfill of Equipment Operator II for the Butte area with increased starting wage. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to allow the Highway Department employees to reside within 60 minutes travel time of the county shop they are assigned to. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Foss presented a quote from NRG Technology Services to purchase an upgraded backup device which included a 6-terabyte (TB) version and a 4-TB version. Foss proposed purchasing the 4-TB backup device for the amount of \$2,199.00 with a monthly cost increase to \$184.29. Discussion followed.

Moved by Lee, seconded by Suydam, to accept the quote for the 4-TB backup device and monthly increase as presented. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

NDSU Extension Agents Sarah Bedgar and Kamile Moderegger joined the meeting.

Malo informed the commission that the retaining wall project is almost completed. He stated that when the contractors were taking out the old retaining wall, they encountered an existing cement box that housed propane underground and needed extra fill dirt. Malo also stated that the flag pole in front of the courthouse was leaning and requested approval to have A & C Land Development Inc. repair the concrete and remount the flag pole for the amount of \$2,500.00.

Moved by Lee, seconded by Suydam, to approve the repair in the amount of \$2,500.00. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Malo discussed the agreement with ABC Seamless Siding (ABC), stating that a \$7,000.00 down payment was received by ABC in June 2022 and they still have not been here to replace the damaged gutters. Knutson requested the phone number for ABC and will be contacting them.

Malo presented a bid from C & H Glass, of Bismarck, for the amount of \$11,500.00 to replace some of the courthouse windows with aluminum framed fixed windows. Moved by Lee, seconded by Suydam, to accept the bid of \$11,500.00. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Clerk of Court Bonnie Bohnsack and Deputy Clerk of Court Jenna Corrigan joined the meeting.

Moved by Lee, seconded by Suydam, to authorize North Dakota Association of Counties (NDACo) to complete a salary survey for the county not exceeding \$500.00. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Received and ordered filed the fee collection report from the Recorder's Department for the month of June in the amount of \$13,192.40.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of June in the amount of \$1,624.52.

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

CHECK #	VENDOR NAME	HIGHWAY VOUCHERS DESCRIPTION	AMOUNT
307762	ACME TOOLS	PARTS	11.97
307763	BRAVERA BANK	LOAN PAYMENT ON THREE MOTOR GRADERS	148,727.19
307764	MCLEAN COUNTY IMPLEMENT	PARTS, OIL	126.48
307765	WHOLESALE AG PRODUCTS	7.5GAL BUCANEER	142.50
307766	WOLD ENGINEERING PC	PROJECT B-22-37~SC-2804(055) HMA OVERLAY MAX WEST TO 39TH AVE 5.8 MILES	68,575.27

CHECK #	VENDOR NAME	UNPAID VOUCHERS DESCRIPTION	AMOUNT
307767	ADVANCED GRAPHIX INC	NEON REFLECTIVE	45.00
307768	SARAH BEDGAR	REIMBURSE CELL PHONE	30.00
307768	SARAH BEDGAR	REIMBURSE GAS, PARKING, TRAINING FEES, MILEAGE, LODGING	720.72
307769	BURLEIGH COUNTY SHERIFF	SERVICE OF TAX LIEN PAPERS	77.00
307770	CHASE DRUG	INMATE MEDICATION	766.88
307771	CITY OF WASHBURN	COURTHOUSE AND LEC WATER, SEWER	157.01
307772	C & S REPAIR	FUEL PUMP, OIL CHANGES, BATTERIES, SPARK PLUGS	1800.37
307773	DACOTAH PAPER CO	TOILET PAPER, PAPER TOWELS, COPY PAPER, ETC.	499.70
307774	FARMERS UNION INSURANCE	RENEWAL BUSINESS PREMIUM	15,294.00
307775	FARMERS UNION OIL	BATTERY, OIL CHANGE	310.64
307776	GARRISON DIVERSION CONSERVANCY	DISBURSE MONTHLY COLLECTIONS	1,042.95
307777	GARRISON RURAL WATER DISTRICT	PARK RURAL WATER USAGE	138.20
307778	BENJAMIN GEHRING	REIMBURSE CORONER FEES	750.00
307779	GOETZ FUNERAL HOME	REIMBURSE CORONER FEES	750.00
307780	GERARD GOVEN	REIMBURSE WATER BOARD MEETINGS, TRAVEL	982.42
307781	HATZY'S REPAIR	OIL CHANGES, WATER PUMP	646.90
307782	SHANNON JEFFERS	REIMBURSE WATER BOARD MEETINGS, TRAVEL	1,219.98
307783	TERRY KOLDEN	PUMP VAULT TOILETS	150.00
307784	L-TRON CORPORATION	POCKETJET 8, USB CABLE	364.52
307785	MARCO	STANDARD PAYMENT, FREIGHT FEE	2,107.84
307786	MCLEAN-MERCER COUNTY SENIOR MEALS	2020-2022 LEVY MONIES COLLECTED & SENIOR MILL LEVY-MAY 2023, STATE AID, MH, PENALTY	960.71
307787	MCLEAN FAMILY RESOURCE	DISBURSE MONTHLY COLLECTIONS	400.00
307788	MCLEAN COUNTY IMPLEMENT	OIL, OIL FILTER, WIPER BLADES, BUG CLEANER, CARB CLEANER, ETC	169.25
307789	MCLEAN COUNTY AUDITOR	NDSU EXTENSION JUNE POSTAGE	115.84
307790	KAMILE MODEREGGER	REIMBURSE CELL PHONE	30.00
307790	KAMILE MODEREGGER	REIMBURSE MILEAGE, MEETING FOOD	215.17
307791	NDACO	DISBURSE 10% E-911 COLLECTIONS	850.85
307792	NDACO RESOURCE GROUP	PROJECT MANAGEMENT ON-SITE, REMOTE, TRAVEL	6,025.00
307793	ND STATE RADIO COMMUNICATIONS	TELETYPE 4,1,23-6,30,23	480.00
307794	NDSU DEPT	FAIR EXHIBIT TAGS & STALL CARDS	90.00
307795	LYNN OBERG	REIMBURSE WATER BOARD MEETINGS, TRAVEL, MEALS, OFFICE SUPPLIES, STATE WATER PERMIT	2,190.88
307796	OTTERTAIL POWER CO	BUTTE, TURTLE LAKE, MAX, WASHBURN, SHOPS,	5666.96
307796	OTTERTAIL POWER CO	COURTHOUSE, RADIO TOWER, LEC	
307797	ART RENNER	MAY - JUNE JAIL MEDICAL DIRECTOR	1,200.00
307798	SIRCHIE FINGER PRINT LAB	EVIDENCE BAGS, DRUG TEST KITS, EVIDENCE TAPE	162.89
307799	S & J HARDWARE	LED LIGHTS, CIRCUIT BREAKER, SILICONE CAULK, CIRCUIT BREAKER	223.84
307800	SOFTCHOICE CORP	MICROSOFT OFFICE STD 2021	291.51
807801	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	4,583.17
307802	STREICHER'S	GRENADE, 12GA PROJECTILE, GRENADE STINGER, CLEANING KIT, DISTRACTION DEVICE	9,341.20
307803	UNICOM	SIREN REPLACEMENT, SYSTEM TESTING	190.00
307804	US DISTRICT COURT	CERTIFIED COPY OF CRIMINAL JUDGEMENT	14.50
307805	US FOODS	INMATE MEALS	360.28
307806	WASHBURN AUTO BODY	FREON & RECHARGE AC SYSTEM, TIRES	687.33
307806	WASHBURN AUTO BODY	ATV TIRES	
307807	WHOLESALE AG PRODUCTS	WEED CONTROL CHEMICALS	20,020.95
307808	WOLD ENGINEERING PC	INFORMATION PROVIDED FOR EIDE BAILEY FINANCIAL AUDIT	1,080.00
		DIRECT DEPOSIT PAYMENTS	
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
4162	JAN HANSON	REIMBURSE CELL PHONE	30.00
4163	JAN HANSON	REIMBURSE MILEAGE	19.65
4164	TERRI GUDERJAHN	REIMBURSEMENT FOR COFFEE	51.90
4165	CURT MALO	REIMBURSE CELL PHONE	30.00
4166	TRAVIS VERKE	REIMBURSE CELL PHONE	30.00
4167	RENA RUSTAD	REIMBURSE MILEAGE	64.19
4168	HEIDI ANDERSON	REIMBURSE OVERNIGHT TRAVEL, MEALS	171.63
4169	JUSTIN KROHMER	REIMBURSE MEALS	87.50
4170	MAX SANFORD	REIMBURSE MEALS	87.50
4171	ARLAN SWANSON	REIMBURSE MEALS	87.50
4172	ALEX TORREZ	REIMBURSE MEALS	87.50
4173	RYAN OBERG	REIMBURSE CELL PHONE	30.00
4174	ELIZABETH PATTERSON	REIMBURSE CELL PHONE	30.00
		PAID VOUCHERS	
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
307733	DACOTAH PAPER	GARBAGE BAGS, CLEANER	184.27
307734	AFLAC	MONTHLY PREMIUM	1,915.91
307735	AVESIS	VISION INSURANCE PREMIUMS - JULY 2023	1,440.07
307736	BRAVERA WEALTH	MONTHLY CONTRIBUTIONS	3,660.91
307737	DELTA DENTAL	DENTAL INSURANCE PREMIUMS - JUNE 23	4,694.61
307738	FRATERNAL ORDER OF POLICE	FOP DUES	86.00
307739	USABLE LIFE	CANCER & ACCIDENT INSURANCE	179.20
307740	NDPERS	SERVICE CREDIT PURCHASE	70.00
307742	JOB SERVICE	2 ND QUARTER 2023	653.91

307743	ND CHILD SUPPORT	CHILD SUPPORT	4,301.00
307744	WASHINGTON STATE SUPPORT	CHILD SUPPORT	327.59
307745	STATE TAX COMMISSIONER	2ND QUARTER 2023	11,498.76
307750	JOB SERVICE OF ND	2ND QUARTER 2023 - PAYROLL	1,843.41
307751	SUNDRE SAND & GRAVEL INC	PARK BOAT RAMP PROJECT	5,547.76
307753	PLAINS AG LLC	RETURN UNCLAIMED FUNDS	2,368.23
307754	SUNDRE SAND & GRAVEL INC	PARK BOAT RAMP PROJECT	3,430.77
307755	SUNDRE SAND & GRAVEL INC	PARK BOAT RAMP PROJECT	980.00
307757	SOFTCHOICE CORP	OFFICE STD 2021	1,749.06
307758	CITY OF WASHBURN	RENTAL FEE FOR COUNTY HEALTH FAIR	40.00
307759	OFFICE OF ATTORNEY GENERAL	MCLEAN CO 24/7 REPORTING PERIOD 6-30-23	1,050.00
	JUNE 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.	408,211.71

PCARD FUNDED

PURCHASES

VENDOR

	DESCRIPTION	AMOUNT
NORTHERN STATES SUPPLY, INC	HX CAP	19.35
LINDE GAS & EQUIPMENT	WELDING SUPPLIES	273.04
MCLEAN SHERIDAN RURAL WATER	RURAL WATER	73.84
NW TIRE	TIRES	4,826.04
AUTO VALUE	PARTS, OIL	447.48
FRIDAYPARTS.COM	A/C COMPRESSOR PART	259.99
BUTLER MACHINERY	KINGPIN ON 10-008	318.00
NORDAK NORTH PUBLISHING	ADVERTISEMENT FOR SKYWARN TRAINING IN UNDERWOOD AND GARRISON	280.00
AMAZON	AIR COMPRESSOR VALVE PLATE, OFFICE SUPPLIES, ETC	1,060.52
RECORD KEEPERS	SHREDDING SERVICES	45.00
CIRCLE SANITATION	GARBAGE PICKUP	444.00
FIREFLY RESERVATIONS	MONTHLY WEBSITE CHARGE FOR SPORTSMEN CENTENNIAL PARK	89.00
VERIZON	DATA CARDS	1,000.22
	DETECTIVE PHONES	94.26
	KERZMANN PHONE	41.92
	KROHMER PHONE	46.87
	PATROL CELL PHONES - TWO MONTHS	1,621.20
	PATROL CELL PHONE CASES	699.80
VERIZON	KITTLER CELL PHONE	41.87
	KROLL - DES CELL	41.87
	GREY - HIGHWAY CELL	41.87
	STATES ATTORNEY CELL	46.87
	OSBERG - ASSESSOR JETPACK	40.01
	KROLL - DES JETPACK	40.01
	INMATE GROCERIES	6.10
	EVIDENCE BAG, DRUG KIT, EVIDENCE TAPE	199.89
	POWER PLUS INVESTIGATION PACKAGE FOR 2022	2,635.00
	POWER PLUS INVESTIGATION PACKAGE FOR 2023	2,714.00
	TIRES	657.28
	FLOOR MAT	69.90
	MAY SPONSORED JOB POSTINGS	480.00
	OFFICE 365 FOR GARRISON, WASHBURN SHOPS	17.66
	EMPLOYEE HISTORY FOLDERS	225.89
	LEASING 6/30/23 TO 9/29/23	614.04
	SPORTSMEN CENTENNIAL PARK - PHONE AND DSL	176.83
	FITTING FOR TANK SPRAYER	1.31
	OIL, PARTS, SERVICE CHARGE	762.88
	COMMISSION MINUTES	815.90
	HELP WANTED ADS	1,525.20
	NOTICES	108.90
	RADIO PROGRAMMING FEE	50.00
	SWEAT PATCH ANALYSIS	231.90
	SHERIFF RETURN	35.00
	SCHOOL ERP INITIATE AND PLAN	780.00
	MISCELLANEOUS SERVICES FOR 911	80.00
	TRANSPORT - PER MILE	694.08
	LEC PEST CONTROL PROGRAM	225.62
	SHERIFF	499.22
	COURTHOUSE	1,466.03
	NDSU EXTENSION	168.93
	E-911	83.54
	JURY/PERSONAL	5.22
	PAROLE AND PROBATION	20.00
	E-911 RADIO TOWER	101.72
	CHECK ENDORSEMENT STAMPS	87.97
	PHONE LINES, PHONES, DSL	196.26
	PHONE	147.27
	SHOWER CURTAINS, TRACKS, TABS, GREEN SMOCK	432.50
DAKOTA AWARDS		
WRT		
RTC		
CHARM-TEX		

NAPA	PARTS	38.82
DAKOTA DUST TEX	FLOOR MATS FOR COURTHOUSE & SHOP	103.25
HODGES BADGE COMPANY INC	NDSU FAIR RIBBONS	674.05
MCLEAN ELECTRIC	SPORTSMENS CENTENNIAL PARK	147.00
	PARK BOARD	41.00
	SECURTY LIGHTS - COURTHOUSE	21.00
	SECURTY LIGHTS - PARK	547.00
	CAMPER PADS	355.00
	CAMPGROUND METER	100.00
MCLEAN ELECTRIC	CIVIL DEFENSE, ROSEGLEN, UNDERWOOD, GARRISON SHOPS	545.00
TRACTOR SUPPLY	K-9 FOOD	329.94
VERIZON	TASK FORCE - TWO MONTHS BILLING	84.16

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

Bohnsack introduced new Deputy Clerk of Court Jenna Corrigan.

Bohnsack presented the proposed budget for 2024 for Clerk of District Court, with the only change being the Salaries line item has been left blank. Total budget presented, not including Salaries, \$33,500.00.

Bohnsack presented the proposed budget for 2024 for Juvenile Court, with no changes. Total budget presented, not including Salaries, \$2,000.

Moderegger presented the proposed budget for 2024 for Extension Agent, Salary Agent line item increased from \$54,517.00 to \$55,756.00; Travel line item increased from \$7,000.00 to \$8,000.00; Cell Phone line item increased from \$1,080.00 to \$1,090.00; Training/Conventions line item increased from \$800.00 to \$1,000.00; Office Supplies line item increased from \$900.00 to \$1,100.00; Fair Supplies line item increased from \$800.00 to \$1,100.00; Printed Publications line item increased from \$500.00 to \$700.00; and Capital Outlay increased from \$1,500.00 to \$2,500.00. Total budget presented, \$128,726.00.

Bedgar updated the commission on current NDSU Extension operations.

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

Knutson presented the proposed budget for 2024 for Unorganized Township Road, with no changes. Total budget presented, \$500,000.00.

Knutson presented the proposed budget for 2024 for Weed Control Board, Health Insurance line item decreased from \$25,000.00 to \$24,511.00. Total budget presented, \$257,965.00.

Knutson presented the proposed budget for 2024 for McLean County Coroner, Autopsies line item increased from \$500.00 to \$2,000.00; and Transport Expense line item increased from \$18,000.00 to \$24,000.00. Total budget presented, \$36,000.00. Knutson received a request from States Attorney Ladd Erickson to increase the monthly county coroner fee from \$750.00 a month to \$1,000.00 a month.

Knutson presented the proposed budget for 2024 for Emergency, Emergency Reserve line item increases from \$40,000.00 to \$80,000.00. Total budget presented, \$80,000.00.

Knutson presented the proposed budget for 2024 for Utilities, Electricity – Non-Sheriff line item decreased from \$70,000.00 to \$65,000.00; Gas – Non-Sheriff line item increased from \$14,000.00 to \$18,000.00; Telephone – Non-Sheriff line item increased from \$30,000.00 to \$33,000.00; Electric – Sheriff line item increased from \$36,000.00 to \$40,000.00; Gas – Sheriff line item decreased from \$9,000.00 to \$6,500.00; and Water, Sewer, Sanitation – Sheriff line item decreased from \$10,000.00 to \$7,000.00. Total budget presented, \$178,500.00.

Knutson presented the proposed budget for 2024 for County Commission, Salaries line item has been left blank; Travel line item decreased from \$4,500.00 to \$4,000.00; Training/Conventions line item decreased from \$1,200.00 to \$1,000.00. Total budget presented not including Salaries, \$5,000.00.

Knutson presented the Uncollected Tax List for years 2020-2022 showing a total of \$1,162,095.59.

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00 showing 40 taxpayers owing \$424,548.22 in back taxes.

Knutson presented the budget narrative for period ending June 30, 2023. She presented data showing property tax collections are at 92% collected including 96% with discount for 2023 or \$18,768,080.24; government reimbursement revenues totaled \$1,444,899.46 compared to \$1,563,948.00 in 2022; fees and miscellaneous revenues totaled \$1,048,851.61 compared to \$797,393.75 in 2022; and expenditures were at 42.57% of total budget for 2023.

There being no further business, the Chairperson declared the meeting adjourned at 10:25 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