

**McLean County Commission Proceedings  
Tuesday, October 19, 2021**

The second regular October meeting of the Board of Commissioners was called to order at 8:31 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam and Steve Lee. Also present were Auditor Beth A. Knutson, Deputy Auditor Diane L. Blumhagen, and Ralph Mancini of BHG News Service. Absent was Commissioner Steve Cottingham.

Moved by Lee, seconded by Suydam, to approve the minutes of the previous meeting as submitted. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

Knutson discussed the Sheriff Department's job description for Assistant Jail Administrator-Support Operations position which was presented to the commissioners at the last commission meeting. Clarification was made on the Essential Functions line 4 verbiage. Discussion followed.

Moved by Lee, seconded by Suydam, to approve the Sheriff Department's Assistant Jail Administrator-Support Operations job description as presented. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

Property Assessor Elizabeth Patterson joined the meeting with recommendations from the Planning and Zoning Commission Meeting held on October 18, 2021.

Moved by Lee, seconded by Suydam, to concur with the Planning and Zoning Commission and approve the subdivision plat application submitted by Lake View Properties, LLC, landowner Gerald Traub, of Coleharbor, ND, requesting approval of a subdivision plat involving land located in part of the S½NW¼ of Section 13, Township 148 North, Range 84 West. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

Moved by Lee, seconded by Suydam, to concur with the Planning and Zoning Commission and approve the Conditional Use Permit application submitted by Samuel and Shawnee Boyd, representing Shawnee A. Boyd Trust; etal, of Minot, ND, requesting approval of a Conditional Use Permit involving land located in Government Lots 1 and 2 in S½NE¼ of Section 4, Township 150 North, Range 86 West, more specifically identified as Outlot A consisting of 10 acres. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

Moved by Lee, seconded by Suydam, to concur with the Planning and Zoning Commission and approve the zoning change application submitted by Buell Consulting, an agent for Verizon Wireless, of Wayzata, MN, requesting a zoning change involving leased land described as 75' by 75' in SE¼ of Section 15, Township 145 North, Range 79 West. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

Knutson informed the board that the Highway Department has hired Travis Verke to fill the open Equipment Operator III position.

Recorder Heidi Anderson joined the meeting to inform the board of Deputy Recorder Pandora Hummel's last day will be October 29, 2021. Anderson requested permission to promote Cailey Ferber to Deputy Recorder on November 1, 2021.

Moved by Lee, seconded by Suydam, to approve promoting Cailey Ferber to Deputy Recorder effective November 1, 2021. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

Knutson requested authorization to claim unclaimed property for McLean County. The county currently has two items listed in the North Dakota Unclaimed Property Portal, one item for the Clerk of Court and the other is for the Sheriff's Department.

Moved by Lee, seconded by Suydam, to authorize Knutson to claim the unclaimed property as presented. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

Knutson presented the signed police contract from the City of Wilton to the commission for signing by Suydam.

In light of COVID demands on staffing, Knutson requested a one-time extension of the deadline for county employees to use any annual leave hours over the maximum of 240 to be extended from October 31, 2021 to December 31, 2021. Currently our paid time off leave resets on October 31 and any hours not used over 240 hours would be lost. Discussion followed.

Moved by Lee, seconded by Suydam, to approve the one-time extension of the 2021 deadline for use of annual leave over 240 hours to December 31, 2021 from the original deadline of October 31, 2021. Discussion followed. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

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

<b>HIGHWAY VOUCHERS</b>			
<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
305358	BUTLER MACHINERY	SEALS	313.32
305359	DIAMOND MOWER LLC	CLUTCH FRICTION DISC	631.27
305360	GARRISON CITY	WATER/SEWER/GARBAGE	51.70
305361	INLAND TRUCK PARTS AND SERV.	PARTS FOR UNIT #20-120	1,588.22
305362	JOHN DEERE FINANCIAL	GREASE, DEF, HAND PUMP, 55 GALLON DRUM	842.11
305363	MAX FARM SERVICES	FUEL TO BUTTE SHOP	3,828.77
305364	MCLEAN COUNTY IMPLEMENT LLC	PARTS, OIL, EDGES	1,058.08
305365	MDU	SEPTMEBER GAS BILLS FOR SHOPS	127.02
305366	NAPA AUTO PARTS	PARTS; UNITS 12-003, 13-091 AND GARRISON SHOP	289.75
305367	NDACE CONFERENCE	TRAINING/CONVENTION	150.00
305368	PAHLKE STEEL, INC.	ROUND TUBE, SQUARE TUBE	360.72
305369	RDO EQUIPMENT CO.	2022 CROSS COUNTRY TRAILER	55,350.00
305370	REITER OIL & GAS INC.	REPAIRS ON FUEL TANK AT GARRISON SHOP	3,019.40
305371	SCOTT'S HARDWARE	WASHBURN SHOP PARTS	5.92
305372	BARCODES LLC	(12) BLACK WAX RIBBON ROLLS, (12) 1780 LABEL ROLLS, SHIPPING	343.32

**UNPAID VOUCHERS**

<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTIONS</b>	<b>AMOUNT</b>
305373	ENERBASE COOPERATIVE	GASOLINE	27.40
305374	GARRISON VETERINARY SERVICE	DOG FOOD, VACCINATIONS, BOARDING	316.76
305375	HAZEN STAR	HELP WANTED - PATROL OFFICERS; CLASSIFIED AD	232.76
305376	INFORMATION TECHNOLOGY DEPART	T-L LINE ACCESS, FIRST DISTRICT; DES; RECORDER, FOSS, KNUTSON, HORNSTEIN VPN, AZURE AD PLAN 2, OFFICE 365 BASIC, ACTIVE DIRECTORY	1,064.25
305376	INFORMATION TECHNOLOGY DEPART	MULTIFACTOR AUTHENTICATION (NETMOTION LERM USER FEE)	1,875.83
305377	KEN'S AUTO BODY	SEPTEMBER IMPOUNDS	1,300.00
305377	KEN'S AUTO BODY	AUGUST IMPOUNDS	1,125.00
305378	MCLEAN COUNTY IMPLEMENT	OIL FILTER, OIL PLUG, MOTOR TUNE UP, BATTERY FOR LAWN MOWER	73.91
305379	MDU	GAS - COURTHOUSE	61.77
305379	MDU	GAS - LEC	496.74
305380	MIDCO	CABLE TV	112.22
305381	NAPA	PARK OIL CHANGE	25.68
305382	NDSU EXTENSION SERVICE	SALARY - EDWARDS; SALARY - HOIKKALA	9,713.11
305383	NITRO GREEN	SECOND APPLICATION OF LAWN SPRAY	115.00
305384	OTTER TAIL POWER CO	ELECTRIC BILL	2,998.42
305385	PHARMCHEM INC	SWEAT PATCH ANALYSIS	85.65
305386	SCOTT'S HARDWARE	SCREWS & BOLTS, MASKING TAPE, SPRAY SEALER, BATTERY, ANGLE VALE, ETC.	207.04
305386	SCOTT'S HARDWARE	COFFEE MAKER, SUPER GLUE, PADLOCKS, OUTLET, STOP VALVE, URINAL KIT, ETC.	302.14
305387	MAIN STREET MARKET	INMATE MEALS	4,316.84
305388	UNDERWOOD/WASHBURN CLINICS	INMATE MEDICAL	189.00
305389	UNIFORM CENTER	UNIFORM PANTS, STRIPING & HEM, VEST CARRIER, ZIPPER REPAIR	359.98
305390	WEST RIVER TELECOM.	911 TRUNKING RECURRING	494.36
305391	WESTERN LIGHTING TECH.	(8) LED/2/5000K; (25) LED 4' HYBRID TUBE	369.67
305392	WEX HEALTH	MONTHLY ADMIN FEE	132.00

**DIRECT DEPOSIT PAYMENTS**

<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1712	JAN HANSON	TRAVEL; PICK UP DOOR PRIZES IN STREETER	136.97
1713	RICHARD HULTBERG	OCTOBER PLANNING & ZONING MEETING	42.56
1714	JOHN MATTHEWS	OCTOBER PLANNING & ZONING MEETING	39.76
1715	DARWIN SAARI	OCTOBER PLANNING & ZONING MEETING	25.76
1716	HEIDI ANDERSON	TRAVEL; NDACO CONFERENCE, RECORDER 101	100.80
1717	RICHARD JOHNSON	QUARTERLY CELL PHONE REIMBURSEMENT	90.00

**PAID VOUCHERS**

<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
305347	DACOTAH PAPER CO	COPIER PAPER	376.10
305347	DACOTAH PAPER CO	KLEENEX, CLEANERS	58.88
305348	MCLEAN COUNTY AUDITOR	DISBURSE 2021 COUNTY EQUALIZATION TO SCHOOL DISTRICTS	651.80
305349	PRESORT PLUS	POSTAGE	1,166.06
305350	NDPERS	M. SANFORD SEPTEMBER - OCTOBER	3,552.76
305351	DACOTAH PAPER CO	CLEANERS	59.04

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

Chairperson Suydam recessed the meeting at 8:49 a.m.

Chairperson Suydam reconvened the meeting at 10:00 a.m. for the Delinquent Tax Hearing on Minimum Sale Prices.

Knutson stated there needs to be a hearing 10 days prior to the sale for the cities and public to come in. Knutson informed the commission that there are 29 properties remaining on the list.

With no additional attendees from the cities or public, the Chairperson closed the Delinquent Tax Hearing at 10:05 a.m. and immediately reconvened the commission meeting.

Knutson informed the commissioners that the handicap door opener for the jail front door needs replacement. Building Maintenance Supervisor Curt Malo received a quote for \$1,955.13 for the replacement.

Moved by Lee, seconded by Suydam, to approve the replacement of the handicap door opener in the amount of \$1,955.13. Roll Call Vote: Aye: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

Knutson informed the commission of price changes on the gun purchases approved at the last meeting for the Sheriff's Department. The Sheriff's Department had found that Donald Roehrich, a county employee, is able to purchase the guns at a more reasonable amount.

Moved by Lee, seconded by Suydam, to purchase three guns from employee Donald Roehrich. Roll Call Vote: Lee and Suydam. Nay: None. Absent and not voting: Cottingham. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 10:04 a.m. until the next regularly scheduled meeting on Tuesday, November 2, 2021. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

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Barry Suydam, Chairperson

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Diane L. Blumhagen, Deputy Auditor