

**McLean County Commission Proceedings
Tuesday, November 2, 2021**

The first regular November meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam, Steve Cottingham, and Steve Lee. Also present were Auditor Beth A. Knutson, Deputy Auditor Diane L. Blumhagen, Highway Superintendent Jim Grey, Wold Engineering representative Mike Rivinius, NDSU West District Director Jim Gray, Sarah Bedgar, and Todd Kjelland, Central McLean News Journal Editor.

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

NDSU West District Director Jim Gray introduced Sarah Bedgar to the commission. Bedgar has accepted the open position of Agriculture and Natural Resources Extension Agent and 4-H Lead. Gray announced that NDSU Family and Community Wellness Extension Agent Courtney Hoikkala will move into the county's office coordinator role due to former Extension Agent Calla Edwards leaving.

Grey was present with an update on department operations, reporting that work continues on County Road 4. Grey informed the commission that he measured the frontage road across from Krause's SuperValu in Garrison as previously requested. Discussion followed which resulted in adding an additional stop sign adjacent to the existing one on the opposite side of the road.

Mike Rivinius presented the commission with the 2022 McLean County 5-Year Paved Road Plan for approval. Discussion followed.

Moved by Lee, seconded by Cottingham, to approve the 2022 McLean County 5-Year Paved Road Plan and accept the Engineering Contract with Wold Engineering for preparation of the projects. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented the current Notice of Sale of Property listing to the commissioners. The sale is set for November 16, 2021, at 10:00 a.m. in the Commission Chambers of the McLean County Courthouse.

Knutson presented the commissioners with the State of North Dakota's final proposed county redistricting map. Knutson outlined McLean County and broke down the five districts within the county. Knutson stated that she had previously emailed all of the legislators regarding McLean County's districts and only received a few responses back. Knutson and Chief Deputy Auditor Lori Foss have scheduled a meeting with Senator Erin Oban regarding changes to the district boundaries on the proposed map.

Knutson presented the county commissioner redistricting map. The population of each of the commission districts must fall within a 10% deviation. Knutson discussed that the appointment of a township representative for the Redistricting Board; Nick Faulkner has agreed to be the representative.

Moved by Lee, seconded by Cottingham, to appoint Nick Faulkner to the Redistricting Board as township representative. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson stated that the Redistricting Board will consist of the following people: Chairperson Suydam, States Attorney Ladd Erickson, member from largest city located in the county which is the City of Garrison, township representative Nick Faulkner, a city at large member, and Auditor Beth Knutson will be there as an ex-officio, non-voting member for the purpose of advising the Redistricting Board. Knutson requested the commission to set the Redistricting Board meeting for November 22, 2021, at 7:00 p.m.

Moved by Cottingham, seconded by Lee, to set the Redistricting Board meeting for November 22, 2021, at 7:00 p.m. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented the Pledge of Securities received from Farmers Security Bank of Washburn, ND. On October 31, 2021, total public deposits were \$11,666,286.02 and total pledged securities were \$12,410,988.07.

Moved by Lee, seconded by Cottingham, to accept the Pledge of Securities from Farmers Security Bank. 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 \$10,092.90 for the month of October.

Received and ordered filed the fee collection report from the Sheriff's Office in the amount of \$1,545.24 for the month of October.

Knutson presented the budget narrative for period ending October 31, 2021. She presented data showing property tax collections are at 94% collected including 99% with discount for 2021 or \$18,504,486.53; Government Reimbursement revenues totaled \$2,280,689.00 compared to \$1,885,110.61 in 2020; Fees and Miscellaneous revenues totaled \$1,637,685.16 compared to \$2,348,801.28 in 2020; and expenditures were at 71.64% of total budget for 2021.

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00.

Chief Deputy Sheriff Richard Johnson, Assistant Jail Administrator Wade Krohmer, and Chief Deputy Auditor Lori Foss joined the meeting.

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

HIGHWAY VOUCHERS			
Check #	VENDOR NAME	DESCRIPTION	AMOUNT
305416	AUTO VALUE	PARTS & OIL	340.13
305417	BECHTOLD PAVING INC.	CP-2827(021) MILL AND OVERLAY	20,232.81
305418	BHG, INC	HAY REMOVAL AD	29.70
305419	I-STATE TRUCKING CENTER	PARTS FOR 13-097	54.03
305420	J B REPAIR INC	BATTERY	126.66

305421	MCLEAN SHERIDAN WATER	WATER	66.93
305422	NORTHERN PLAINS EQUIPMENT	HYD COUPLING	5.99
305423	TRUENORTH STEEL	48" SPIRAL CULVERT	14,820.00
UNPAID VOUCHERS			
Check #	VENDOR NAME	DESCRIPTION	AMOUNT
305424	APCO INTERNATIONAL	2022 APCO MEMBERSHIP DUES	96.00
305425	BHG, INC	MINUTES, HELP WANTED ADS, BUDGET	2,769.19
305425	BHG, INC	NOTICE PUBLICATIONS	248.64
305426	CENEX CREDIT CARD	GASOLINE	3,544.09
305427	CITY OF WASHBURN	COURTHOUSE-SEWER/WATER	75.37
305427	CITY OF WASHBURN	LEC-SEWER/WATER/GARBAGE	488.06
305428	COAL CONVERSION COUNTIES	2021-2022 DUES	1,500.00
305429	DOC'S SHOP	OIL CHANGES, BRAKES, ROTATE TIRES	1,134.41
305430	GARRISON RURAL WATER	SPORTSMEN CENTENNIAL PARK WATER USAGE	71.40
305431	GOETZ FUNERAL HOME	OCTOBER CORONER FEES	750.00
305432	GERARD GOVEN	OCTOBER MEETING & MILEAGE	732.52
305433	SHANNON JEFFERS	OCTOBER MEETING & MILEAGE	772.28
305434	MARCO	MONTHLY STANDARD PAYMENT	1,999.74
305435	MCLEAN-MERCER SENIOR	2019 & 2020 LEVY MONIES COLLECTED IN OCT.	995.49
305436	MERKENS LAW PLLC	COURT APPOINTED COUNSEL	1,080.00
305437	M & M SPORTING	3 S & W M & P40 2.0 4.25" NTS BLACK 15 RD	1,575.00
305437	M & M SPORTING	TRUGLO SW M & P TRITIUM SIGHTS SETS (3), & (3)	
305437	M & M SPORTING	STREAMLIGHT TLR 1-H1	525.00
305438	NAPA AUTO PARTS	SEAFOAM, ANTIFREEZE, PLIER	116.19
305439	ND CORRECTIONS & REHAB.	INVESTIGATION MONITORING EXPENDITURES	222.59
305440	N.D. SAFETY COUNCIL	ANNUAL MEMBERSHIP DUES	320.00
305441	LYNN OBERG	OCTOBER MEETING & MILEAGE	1,257.60
305442	OFFICE OF THE STATE AUDITOR	AUDIT REPORT OF MCLEAN COUNTY	405.00
305443	OTTERTAIL POWER COMPANY	ELECTRICAL BILL	2,396.04
305443	OTTERTAIL POWER COMPANY	UTILITIES	2,566.93
305444	POST BOARD	(2) PSYCH EVALUATIONS	270.00
305445	S & S TRANSMISSION	REBUILT TRANNY ASSEMBLY & LABOR	4,937.06
305446	THE MCCLUSKY GAZETTE	HELP WANTED AD, EQUIPMENT OPERATOR	142.50
305447	THOMPSON FUNERAL HOME	OCTOBER CORONER FEES	750.00
305448	ULTEIG ENGINEERS INC	PAINTED WOODS KATZ DAM	1,771.00
305448	ULTEIG ENGINEERS INC	4-H CAMP DRAINAGE	997.00
305449	WEX BANK	GASOLINE	9,970.40
305450	COURTNEY HOIKKALA	REIMBURSE OCTOBER CELL PHONE	30.00
DIRECT DEPOSIT PAYMENTS			
Check #	VENDOR NAME	DESCRIPTION	AMOUNT
1718	CURT MALO	REIMBURSE OCTOBER CELL PHONE	30.00
1719	STEVE LEE	SEPTEMBER & OCTOBER TRAVEL	241.36
1720	WILLIAM CARLSON	REIMBURSE OCTOBER CELL PHONE	30.00
1721	RYAN OBERG	REIMBURSE OCTOBER CELL PHONE	30.00
1722	ELIZABETH PATTERSON	REIMBURSE OCTOBER CELL PHONE	30.00
1723	TODD A SCHREINER	CVSO CONFERENCE	162.54
PAID VOUCHERS			
Check #	VENDOR NAME	DESCRIPTION	AMOUNT
305395	AFLAC	MONTHLY PREMIUM	2,452.57
305396	AMERICAN TRUST CENTER	MONTHLY CONTRIBUTIONS	3,141.50
305397	A.R. AUDIT SERVICES, INC.	GARNISHMENT	709.77
305398	DELTA DENTAL	OCTOBER INSURANCE PREMIUM	4,376.54
305399	FRATERNAL ORDER OF POLICE	DUES, KROHMER & OLSON	55.00
305401	ND CHILD SUPPORT ENFORCE.	CHILD SUPPORT REMITTANCE	4,548.00
305403	DACOTAH PAPER	CLEANER, TOILET PAPER, TOILET CLEANER	210.34
305404	WESTERN FRONTIER INS.	NOTARY EXPENSES	300.00
305405	USABLE LIFE	OCTOBER CANCER & ACCIDENT PPREMIUMS	277.62
305406	ND SECRETARY OF STATE	NOTARY RENEWAL	36.00
305407	AMERICAN TRUST CENTER	QUARTERLY FEES	1,628.10
305408	AVESIS/FSL	OCTOBER VISION PREMIUM	1,434.85
305409	DACOTAH PAPER	CAN LINERS, TOILET PAPER, SAOP, ETC.	536.04
305410	GARRISON DIVERSION CONSER.	MONTHLY COLLECTIONS	1,184.69
305411	MCLEAN FAMILY RESOURCE	DISBURSE MONTHLY COLLECTIONS	425.00
305412	NDACO	DISBURSE 10% E-911 COLLECTIONS	961.82
305413	ND STATE TREASURER	DISBURSE COLLECTIONS, DOMESTIC VIOLENCE	5,336.95
305414	DACOTAH PAPER	TOWEL ROLLS	49.99
305414	OCTOBER 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.	363,201.72
P-CARD FUNDED PURCHASES			
VENDOR	DESCRIPTION	AMOUNT	
BUTLER MACHINERY	PARTS	1,334.18	
BUTLER MACHINERY	FILTER ELEMENTS & FUEL ELEMENTS	394.84	
BUTLER MACHINERY	REPAIRS ON 10-008, REPLACE DEF	5,025.65	
BUTLER MACHINERY	PARTS, REPAIRS ON 10-010 & 10-002	5,167.44	
BHG, INC	NOTICE FOR BIDS - MOTOR GRADER	555.03	
WRT	PHONE & DSL	102.73	
PRAXAIR DISTRIBUTION INC	WELDING SUPPLIES	513.82	
BUTLER MACHINERY	FILTER & ELEMENT ASSEMBLY, LINING	805.48	
RTC	TELEPHONE	147.23	
MCLEAN ELECTRIC COOP	ROSEGLEN SHOP	45.00	
	UNDERWOOD SHOP	55.00	
	GARRISON SHOP	492.00	
BUTLER MACHINERY	PARTS	1,630.36	

BUTLER MACHINERY	BATTERY & STRIP-WEAR	831.88
AMAZON.COM	(3) CHAIR MATS, RECEIVED STAMP, MOUSE PAD	172.43
BHG, INC	COMMISSION MINUTES	874.12
BHG, INC	HELP WANTED - DEPUTY	313.51
BHG, INC	FINAL BUDGET	79.20
OHLIN SALES INC., OSI BATTERIES	(2) HRC1234W RECHARGEABLE BATTERIES	75.68
VERIZON WIRELESS	KITTLER - HIGHWAY CELL	42.03
	KROLL - DES CELL	42.03
	GREY - HIGHWAY CELL	42.03
	ERICKSON - STATES ATTORNEY CELL	47.03
	OBERG - ASSESSOR JETPACK	40.01
	KROLL - DES JETPACK	40.01
BHG INC	NOTICE - KNIGHTS	47.56
INDEED.COM	JOB POSTING	358.23
ELECTRONIC COMMUNICATIONS	S7 REMOVE OLD & INSTALL NEW RADIO	869.00
ELECTRONIC COMMUNICATIONS	S17 REMOVE OLD & INSTALL NEW RADIO	400.00
ELECTRONIC COMMUNICATIONS	S18 REMOVE OLD & INSTALL NEW RADIO	475.00
WRT	PHONE SERVICE	93.56
CIRCLE SANITATION	GARBAGE PICKUP	444.00
VERIZON WIRELESS	DATA CARD	880.22
	(2) DETECTIVE CELL PHONE	94.06
	J.R. KERZMANN CELL PHONE	42.03
WRT	SHERIFF	684.99
	COURTHOUSE	1,618.53
	NDSU EXTENSION	41.78
	E-911	83.56
	JURY/PERSONAL	17.82
	PAROLE AND PROBATION	20.00
	E-911 RADIO TOWER	128.68
RECORD KEEPERS	SHREDDING SERVICES	40.50
SRT	LINE RECORD/TRANSPORT PER MILE/ TRANSPORT TRUCK	694.08
OFFICE DEPOT	(4) ANTIQUE GOLD FRAMES	47.96
	(6) 8-TAB INSERTS, WHITE CARDSTOCK, PAPER	54.92
YOUR THINGS REMEMBERED	HUMMEL RETIREMENT SERVICE WATCH	192.60
RTC	BENEDICT SPORTSMENS PARK	95.86
DIY AWARDS	MALATERRE RETIREMENT RECOGNITION GIFT	172.98
RTC	911 TRUNKING RECURRING	80.00
VERIZON CONNECT	MONTHLY SERVICE - SEPTEMBER	453.32
MCLEAN ELECTRIC COOP	SPORTSMENS PARK	81.00
	CIVIL DEFENSE	149.00
	PARK BOARD	41.00
	SECURITY LIGHTS-COURTHOUSE	21.00
	SECURITY LIGHT-SPORTSMEN PARK	408.00
	CAMPER PADS	158.00
	CAMPER PADS	291.00
	CENTENNIAL PARK CAMPGROUND METER	157.00
UNDERGROUND VAULTS	LEASE RENTAL-MICROFILM BOX	212.00
FARMERS UNION INSURANCE	ADD BELLY DUMP TRAILER TO INSURANCE	444.00
OFFICE DEPOT	(2) BLACK DOCUMENT FRAMES	9.00
OFFICE DEPOT	(13) 2022 DESKPAD CALENDARS	62.27
AMAZON.COM	2022 CALENDARS	100.63
AMAZON.COM	2022 CALENDARS	28.74
DROPBOX INC.	(3) LICENSE SUBSCRIPTION FOR STATES ATTORNEY	720.00
OFFICE DEPOT	2022 CALENDARS	67.06
MICROSOFT	OFFICE 365 WASHBURN & GARRISON SHOPS	17.66
WEBROOT SOFTWARE INC	ANTIVIRUS FOR 5 DEVICES	64.19
	ANTIVIRUS FOR 5 DEVICES	64.19
ADOBE.COM	(2) MONTHLY SUBSCRIPTION	29.98

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

Krohmer requested approval to advertise for a part-time Federal Prisoner Transport Officer.

Moved by Cottingham, seconded by Lee, to approve advertising for a part-time Federal Prisoner Transport Officer. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Johnson informed the commission of department promotions due to the retirement of James Young Bird and Gordon Malaterre. Patrol Deputy-Senior Officers Cody Meadows and Arlan Swanson were promoted to Patrol Sergeants while Patrol Deputies Tanner Altenhofen and Alex Torrez were promoted to Patrol Deputy-Senior Officers. Foss presented the proposed promotional salary increases to the commission with discussion regarding *Policy 602 – Promotions* guidelines. The proposed salary adjustments consists of the following: Cody Meadows salary would increase to \$64,075.00, Arlan Swanson salary would increase to \$64,075.00, Tanner Altenhofen salary would increase to \$52,521.61, and Alex Torrez salary would increase to \$52,521.61.

Moved by Lee, seconded by Cottingham, to approve the salary adjustments effective November 1, 2021, for Meadows, Swanson, Altenhofen, and Torrez as recommended by the Auditor's Office. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Foss presented the commission with the proposed promotional salary increase to \$40,156.56 for Cailey Ferber's promotion to Deputy Recorder.

Moved by Cottingham, seconded by Lee, to approve the salary adjustment for Cailey Ferber as recommended by the Auditor's Office effective November 1, 2021. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 9:32 a.m. until the next regularly scheduled meeting on Tuesday, November 16, 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