

**McLean County Commission Proceedings
Tuesday, February 3, 2015**

The first regular February meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam, Doug Krebsbach, and Steve Lee. Also present were Auditor Les Korgel, Chief Deputy Auditor Lori Foss, and Stu Merry of BHG News Service.

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

Moved by Krebsbach, seconded by Lee, to amend the January 6, 2015 commission meeting minutes to read "Moved by Krebsbach, seconded by Lee, to reduce Curt Olson's salary to reflect his demotion from Captain to Patrol Deputy." instead of "Moved by Krebsbach, seconded by Lee, to reduce Curt Olson's salary to reflect his demotion from Captain to Patrol Deputy II." due to fact that there is no Patrol Deputy II classification. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Road Superintendent Jim Grey joined the meeting along with Ron Wagner of Wold Engineering. Grey reported that winter has treated us well up to this point so the department has had time to do some catch up work including tree trimming. He updated the board on a road project in the Deepwater area funded by the state. A department pickup truck in Garrison needs a transmission replacement at a cost of \$1,800.00. Lee questioned whether or not the unit was worth the investment to which Grey responded yes. The board then directed Grey to proceed with the repair using budgeted funds from the department's *Repair Parts* budget line item. Grey went on to discuss a department water pump that was originally obtained from US Fish and Wildlife; the unit needs an injection pump replaced at a cost of \$1,800.00. The board directed Grey to proceed with the repair as the unit could save us money by eliminating the need to rent a pump if the need arises in the spring. Grey requested permission to secure bids for the budgeted excavator and loader purchase.

Moved by Lee, seconded by Krebsbach, to authorize Grey to secure bids for the purchase of an excavator and loader. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Grey requested and received permission to attend a Customer Appreciation event hosted by Titan Machinery on February 10-12, 2015 in Wisconsin. The event will include product demonstrations as well as hands on experience with new equipment models. The cost of the event and related travel expenses will be paid by Titan Machinery.

Moved by Lee, seconded by Krebsbach, to approve the utility permit request from Reservation Telephone of Parshall to bore under McLean County Road (CR) #1 at a distance of 80 feet north of the junction of CR #1 and North Dakota State Highway #1804 to install and maintain fiber optic cable to provide service to Florence Dubray. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Krebsbach questioned Korgel regarding whether or not a process exists or can be established for reimbursement of fuel costs from the Park Board, Weed Control and County Motor Pool to the Highway Department. Currently those departments obtain fuel from pumps located at Highway Department Shops in Garrison and Washburn with the costs covered entirely by the Highway Department. Korgel said that there was not a process in place but that he felt he could come up with something. The Commission then directed Korgel to establish a system for payback from other county departments to the Highway Department for accurate accounting of fuel costs by department.

Wagner presented a request from Wold Engineering on behalf of Mike Rivinius who was unable to attend today's meeting. The request was for approval of plans and the setting of a bid letting date for a 9 mile microseal surfacing project on CR #8.

Moved by Lee, seconded by Krebsbach, to approve the plans and set 10:00 a.m. on March 17, 2015 as the bid letting for the microseal surfacing project on CR #8 formally known as Project CP-2814(015). Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Wagner went on to discuss three culvert projects planned for the county stating that it's possible a bid letting could be held on the same date.

Land Use Administrator Todd Schreiner and his assistant Cassandra Goetz joined the meeting with one item requiring final zoning action from the regular Planning & Zoning Commission meeting held on January 20, 2015.

Moved by Krebsbach, seconded by Lee, to concur with the Planning & Zoning Commission and approve the request for a conditional use permit for Darren and Ruth McLachlan of Washburn involving land described as Outlot A in Government Lot 2 of Section 4, Township 144 North, Range 82 West, to construct a non-farm structure on agricultural land. Roll Call Vote: Aye: Lee, Suydam and Krebsbach. Nay: None. Motion carried.

Schreiner informed the board that there will be no Planning and Zoning Commission meeting in February due to lack of timely requests.

The board received and ordered filed the monthly revenue report submitted by the Sheriff's office in the amount of \$1,013.34 for the months of December and January.

The board received and ordered filed the monthly revenue report submitted by the Recorder's office in the amount of \$6,533.10 for the month of January.

Korgel presented a financial recap for the period ending January 31, 2015 including a listing of delinquent taxpayers owing more than \$4,000.00 which shows 7 taxpayers owing a total of \$81,600.43. Property tax collections overall stand at 53% compared to 57% on January 31, 2014. On the expense side we have spent 7.60% of the 2015 budget.

Korgel informed the board that Noelle Kroll assumed the appointed position of Disaster Emergency Services (DES) Manager on February 1, 2015. He requested that the board reimburse Kroll for use of her personal cellular phone service at the established rate of \$30.00 per month.

Moved by Krebsbach, seconded by Lee, to reimburse DES Manager Noelle Kroll \$30.00 per month for use of her personal cellular phone service for county business. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

The board conducted first readings of proposed changes to *Personnel Manual Policy 303 – Annual Leave* and *Personnel Policy 406 – Overtime and/or Compensatory Time*. The annual leave policy was changed to require all employees to use 75% of their accumulated annual leave by October 1 of each year. The compensatory time policy was changed to require employees to use accumulated compensatory time prior to any other paid leave (sick or annual) if that employee has compensatory time available. The compensatory time was also reworded to strongly encourage employees to use any accumulated compensatory by the end of month following the month that the time is earned.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A126049	ACME TOOLS	SUPPLIES FOR TURTLE LAKE SHOP	77.99
A126050	LEE BROWN	LATH	200.00
A126051	BUTLER MACHINERY COMPANY	PARTS, OIL	1,920.73
A126052	C&R RADIATOR	PARTS	500.00
A126053	WILLIAM CARLSON	CELL PHONE REIMBURSEMENT	30.00
A126054	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	64.25
A126055	CNH INDUSTRIAL CAPITAL	PARTS	191.00
A126056	DAKOTA TRUCK & FARM SERVICE	PARTS	301.00
A126057	EIDE FORD	PARTS	21.32
A126058	FASTENAL COMPANY	PARTS, SIGNS	462.71
A126059	FORCE AMERICA, INC	PARTS	63.49
A126060	GREY JAMES	REIMBURSE FOR CELL PHONE	49.14
		SIM CARD, MEAL EXPENSE	
A126061	JOHNSEN TRAILER SERVICE	PARTS	101.34
A126062	JOHN'S MACHINE LLC	AIR COMPRESSOR – TURTLE LAKE	31.50

A126063	LAKESIDE MACHINERY		SHOP	
A126064	MCLEAN SHERIDAN RURAL WATER		PARTS, OIL	3,435.62
A126065	MENARD'S		WATER	75.99
A126066	MILLENNIUM EXPRESS		LIGHTS FOR BUTTE SHOP, DUCT WRAP	136.92
A126067	NELSON INTERNATIONAL		DELIVERY CHARGE	15.00
A126068	POWER PLAN		PARTS	904.59
A126069	RAMADA BISMARCK HOTEL		CUTTING EDGES	1,170.10
A126070	RDO EQUIPMENT CO		ROOM FOR NDACE – GREY	184.00
A126071	RENSCH FARM STORE		USED CAT ROLLER	9,400.00
A126072	SCHAEFFER MANUFACTURING CO		PARTS	205.37
A126073	SCOTT'S HARDWARE		OIL	483.54
			WASHBURN SHOP SUPPLIES, PARTS,	196.49
			SUPPLIES/TOOLS – OUTSHOPS	
A126074	S & J HARDWARE		PARTS, GARRISON SHOP SUPPLIES	116.60
A126075	SMITHYS LLC		PARTS	11.00
A126076	STAN PUKLICH CHEVROLET		PARTS	223.95
A126077	TRUCKS OF BISMARCK		PARTS, WASHBURN SHOP SUPPLIES	2,693.13
A126078	WAGON WHEEL LUMBER	PARTS	7.98	
A126079	WASHBURN AUTO BODY LLC		WINDSHIELD	392.00
A126080	WESTLIE MOTOR COMPANY		PARTS	95.95
A126081	ABM INC		MAINTENANCE AGREEMENT – SAVIN	899.51
			COPIER 8025	
A126082	AMERIPRIDE LINEN & APPAREL		SHOP TOWELS, FLOOR MATS	152.60
A126083	AMERICAN TRUST CENTER		QUARTER FEES – LEE, ERICKSON,	1,300.34
			KORGEL – 2014	
A126084	AT&T MOBILITY		SHERIFF & STATES ATTORNEY CELL	189.79
			SERVICE, ASSESSOR DATA CARD	
A126085	BHG INC		ONLINE SUBSCRIPTIONS, COMMISSION	1,525.60
			MINUTES, RECORDER STAMPS,	
			NOTICES	
A126086	BOB BARKER COMPANY		SHAMPOO, GLOVES, GOJO – SHERIFF	253.69
A126087	BUSINESS CARD		SPARE BATTERY FOR LAPTOP, ANTI-	207.10
			VIRUS RENEWAL	
A126088	CDW GOVERNMENT INC		APC RBC17 REPLACEMENT BATTERY	61.53
A126089	CENEX CREDIT CARD		GASOLINE – SHERIFF	526.55
A126090	CENTURYLINK		911 TRUNKING-RECURRING	231.35
A126091	CHASE DRUG STORE		PRISONER MEDICAL	139.61
A126092	CITY OF WASHBURN		COURTHOUSE, LAW ENFORCEMENT	524.90
			CENTER – WATER/SEWER	
A126093	DAKOTA PRAIRIES RC&D		2015 MEMBERSHIP	400.00
A126094	DICK'S VACUUM SERVICE, INC.		CLEAN OUT DRYER VENT – LEC	208.00
A126095	MICHELLE EFFERTZ		REIMBURSE FEB CELL PHONE,	62.20
			TRAVEL	
A126096	LADD R ERICKSON		JANUARY TRAVEL	241.50
A126097	GARRISON CITY		AUDITORIUM RENTAL – CO AGENT	200.00
A126098	GARRISON DIVERSION		DISBURSE MONTHLY COLLECTIONS	18,202.46
A126099	GARRISON MEMORIAL HOSPITAL		PRISONER MEDICAL	187.50
A126100	IRENE GRAVES		REIMBURSE FEB CELL PHONE	30.00
A126101	JB REPAIR INC		REPAIRS, BALANCE 5 TIRES	1,336.20
A126102	K & D SERVICES		WASHER LID SWITCH	381.00
A126103	KEN'S BODY SHOP		VEHICLE IMPOUNDS	300.00
A126104	LEE, STEVE		JANUARY TRAVEL	317.98
A126105	CURT MALO		REIMBURSE FEB CELL PHONE	30.00
A126106	MID-AMERICAN RESEARCH CHEM		JANITORIAL SUPPLIES	218.65
A126107	MCLEAN FAMILY RESOURCE CTR		DISBURSE MONTHLY COLLECTIONS	680.00
A126108	MCLEAN COUNTY AUDITOR		JANUARY POSTAGE/PESTICIDE	147.34
			MAILINGS – CO AGENT	
A126109	MENARD'S		BRACE, BOLT, DRAWER LOCK	11.65
A126110	MERCER CO SHERIFF'S DEPT		JOINT DRUG TASK FORCE	30,000.00
A126111	MORTON COUNTY SHERIFF'S DEPT		INMATE HOUSING	225.00
A126112	MOTOROLA SOLUTIONS, INC.		BASE RADIO FOR TOWER	5,708.00
A126113	ND ASSOCIATION OF COUNTIES		PUBLIC ADMIN SUPPORT SVC –	8,768.99
			COUNTY MATCH 2015	
A126114	NDACO RESOURCES GROUP		MANAGED SERVER PRO –MARCH;	1,408.26
			MANAGED WORKSTATION PRO –	
			MARCH; SUBSCRIPTION ANTI –	
			VIRUS – MARCH	
A126115	NDCCAA		2015 DUES	100.00
A126116	ND DEPT OF HUMAN SERVICES		JAIL CLAIMS	1,219.82
A126117	ND STATE RADIO COMM		LETS LICENSE RENEWAL FEE	340.00
A126118	RYAN OBERG		REIMBURSE FEB CELL PHONE	30.00
A126119	OFFICE DEPOT		W-2 FORMS, CALCULATOR PAPER	1,266.29
			ROLLS, 9X12 ENV, BATTERIES, PENS,	
			HANGING FILES, CORRECT TAPE,	
			HP TONER/INK, FOLDERS, TRIPPLITE	
			INTERNET OFFICE UPS	
A126120	OTTERTAIL POWER COMPANY		BUTTE, TURTLE LAKE, WASHBURN,	6,155.00
			& MAX SHOPS, RADIO TOWER,	
			COURTHOUSE, LAW ENFORCEMENT	
			CENTER	
A126121	RICHARD HULTBERG		PLANNING & ZONING MEETING TRAVEL	43.70
A126122	DONALD FLINN		PLANNING & ZONING MEETING TRAVEL	11.50
A126123	VERNON OSTBY		PLANNING & ZONING MEETING TRAVEL	42.55
A126124	DARWIN SAARI		PLANNING & ZONING MEETING TRAVEL	28.75
A126125	ROGER BRITTON		PLANNING & ZONING MEETING TRAVEL	14.38
A126126	DOUG KREBSBACH		PLANNING & ZONING MEETING TRAVEL	2.30
A126127	QUILL CORP		COFFEE, PENS, PLANTRONICS 667 BAND	163.84
			HEADBANDS	
A126128	RAMADA PLAZA & SUITES		DIABETES PREVENTION TRAINING -	149.40
			GRAVES – ROOM	
A126129	RAPID FIRE PROTECTION, INC		ANNUAL SPRINKLER INSPECTION –	455.00
			COURTHOUSE/LAW ENFORCEMENT	
			CENTER	
A126130	RENSCH FARM STORE		OIL CHANGES, BLOWER MOTOR, WIPER	608.47
			BLADES – SHERIFF	

A126131	JAIMI RUSSELL	JANUARY INMATE CARE	780.00
A126132	SCOTT'S HARDWARE	SINK SPRAYER HEAD, JANITORIAL SUPPLIES, OIL/LUBE	106.01
A126133	SRT COMMUNICATIONS, INC	ASSESSOR CELL SERVICE	66.74
A126134	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	15,136.87
A126135	BARRY SUYDAM	JANUARY TRAVEL	169.63
A126136	UNIFORM CENTER	UNIFORMS	633.49
A126137	UNICOM	LIGHT BAR REPAIR, REMOUNTING – UNIT S-7; LIGHT BAR CONTROLLER – UNIT S-7	600.30
A126138	VANGUARD APPRAISALS, INC	SERVICE FEES ONLY – WEB SITE PKG 2	5,500.00
A126139	VERIZON WIRELESS	DATA CARDS – SHERIFF	1,920.48
A126140	WESTERN FRONTIER INS AGENCY	NOTARY APP/BOND FEE – COTE, LIEBEL	172.00
A126141	WESTERN STEEL & PLUMBING	TACO PUMP FOR LEC BOILER	796.22
A126142	WESTERN DETENTION	JAIL CELL DOOR LOCK	312.76
A126143	YOUNG ENTREPRENEURS	YOUNG ENTREPRENEUR TRANSFER	1,600.00
A126144	ZEE	FIRST AID KIT SUPPLIES	8.55
	JANUARY PAYROLL		\$326,711.40

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

Sheriff J.R. Kerzmann, Chief Deputy Sheriff Richard Johnson, and Jail Administrator Wade Krohmer joined the meeting. Johnson presented a job description for newly created Jailer/Dispatcher/Emergency Medical Dispatch Sergeant position. The job description was reviewed by Chief Deputy Auditor Lori Foss prior to today and found to be adequate.

Moved by Krebsbach, seconded by Lee, to approve the job description for the Jailer/Dispatcher/Emergency Medical Dispatch Sergeant position as submitted by Chief Deputy Sheriff Richard Johnson. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Johnson presented a job description for another newly created position of Lieutenant/Training Supervisor. The board again questioned Foss as to whether or not she had a chance to review it prior to today's meeting to which she responded yes and that everything was in order.

Moved by Krebsbach, seconded by Lee, to approve the job description for the Lieutenant/Training Supervisor position as submitted by Chief Deputy Sheriff Richard Johnson. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Kerzmann informed the board that a current Jailer-Dispatcher resigned this morning without two weeks' notice because of disappointment in not receiving a promotion to Jailer/Dispatcher/Emergency Medical Dispatch Sergeant. The resignation is effective immediately. The board directed Kerzmann to fill the vacancy at this Friday's interviews if possible hiring three from the pool rather than the advertised two or more.

The board directed the Sheriff's Department to communicate to Foss the names of the individuals who will receive promotions to the newly created positions of Jailer/Dispatcher/Emergency Medical Dispatch Sergeant and Lieutenant/Training Supervisor along with the promotion of J.D. Young Bird to Patrol Sergeant.

Korgel presented an issue regarding Young Bird's annual leave balance as a returning employee. It is the policy of the county to allow any employee who leaves county employment and returns within one year to maintain their leave balances at the level that they left at on their termination date. Young Bird did not return within the one year time period; he returned two years after terminating. Discussion followed stating that there was some confusion as to what was promised to Young Bird at his interview regarding annual leave and it was mentioned that during his prior employment he was an exemplary employee.

Moved by Lee, seconded by Krebsbach, to restore Young Bird's annual leave to the level that he left at in 2012 which was 192 hours per year. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Discussion followed on the probable promotion of newly hired Sheriff's Department employee Ricky L. Richard to the position of Lieutenant/Training Supervisor regarding the establishment of an annual salary.

Moved by Lee, seconded by Krebsbach, to set Ricky L Richard's starting salary at \$59,894.00 in acknowledgement of his years of experience with the North Dakota Highway Patrol pending official notification of his promotion to the position of Lieutenant/Training Supervisor noting that there would be no further salary adjustments after six months since his probationary period was waived at the last commission meeting. Roll Call Vote: Aye: Suydam, Lee, and Krebsbach. Nay: None. Motion carried.

Discussion followed regarding the bill in the legislature that would mandate five commissioners in each county.

There being no further business, the chairperson declared the meeting adjourned until the next regularly scheduled meeting on Tuesday, February 17, 2015. The commission minutes and agenda can be found on the county website at <http://www.visitmcleancounty.com/officials/meetings.html>.

Barry Suydam, Chairperson

Lori A. Foss, Chief Deputy Auditor