

## McLean County Commission Proceedings

Tuesday, April 6, 2021

The first regular March meeting of the Board of Commissioners was called to order at 8:35 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam, Steve Cottingham, and Steve Lee. Also present were Auditor Beth A. Knutson, Highway Superintendent Jim Grey, Chief Deputy Auditor Lori Foss, Deputy Auditor Diane Blumhagen, and Alyssa Meier of BHG News Service.

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

Knutson put on record that the meeting is being recorded.

Knutson requested to amend the date of the previous meeting minutes from March 3, 2021 to March 2, 2021.

Moved by Lee, seconded by Cottingham, to amend the date of the previous meeting minutes to March 2, 2021. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Grey informed the commissioners that the opening for Equipment Operator II/Sign Technician position has been filled. Grey requested to hire an additional individual for the position of Equipment Operator II/Sign Technician. Discussion followed. Lee moved to approve advertising for an Equipment Operator II/Sign Technician position. Foss informed the commission that the position has already been advertised and is still an open position. The current pool of applicants can be used to fill that position. Lee withdrew his motion.

Moved by Lee, seconded by Cottingham, to approve authorizing the Highway Department to hire a second Equipment Operator II/Sign Technician position from the existing application pool of candidates. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Foss presented the commissioners with the salary options for the new Equipment Operator II/Sign Technician, Christian Uhlich. Uhlich has been a Highway Department employee since 2019. Discussion followed, with Lee recommending that Uhlich's salary be treated as a promotion.

Moved by Lee, seconded by Cottingham, to approve the salary of \$48,312.53 without a probationary increase after six months. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Grey informed the commissioners of the Highway Department delaying work on shoulder repairs due to the current ditch conditions, work will resume when conditions are more favorable. The Highway Department will be starting work on County Road 4 next week.

Grey presented the commissioners with a utility permit request from Reservation Telephone Cooperative to bore 14<sup>th</sup> Street NW just east of Tammy Iglehart's driveway at 4991 14<sup>th</sup> Street NW, Garrison, ND, to provide telecommunication services to her residence placing 1 ¼ inch conduit and fiber optic cable.

Moved by Cottingham, seconded by Lee, to approve the permit request from Reservation Telephone Cooperative to bore under the designated road as described above. Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Cottingham informed Grey that he has received multiple positive phone calls on the blading of the roads west of Underwood. The individuals are happy with the work that is being done. Grey will pass along the information.

Cottingham informed Grey that the McLean County Racers are going to start hauling material from the mine to the track in Underwood. Discussion followed regarding the state of the road restrictions at that time.

Lee received a request regarding the blading of the road off of Highway 41. The request was to blade in and out of the boat ramp. Grey will advise.

The board conducted the second reading of proposed changes to the following personnel policies:

- Policy 106 – Minimum Wage Updated to show housekeeping revisions to comply with current law.
- Policy 602 – Promotions Updated to reflect how pay increases will be made in light of promotions.
- Policy 906 – Use of Personal Vehicle Updated to show housekeeping revisions regarding Privately Owned Vehicle Mileage Reimbursement Rates and Insurance.
- Policy 914 – Charter, Lease, or Rental of Aircraft Updated to show housekeeping revisions to the policy.

Moved by Lee, seconded by Cottingham, to approve the second reading of the above policies. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Foss presented Policy 1300: Covid 19 - Families First Coronavirus Response Act Leave (FFCRA) to the commissioners. She explained to the commission that they could either extend the current policy or let it expire on March 31, 2021. Discussion followed to extend the current policy another 90 days. This extension would only apply to those employees who meet all guidelines for leave usage and would not allot any additional leave if an employee had already used their allowed time in 2020 or 2021.

Moved by Lee, seconded by Cottingham, to extend the expiration date of the Policy 1300 from March 31, 2021 to June 30, 2021. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented the signed Blackwater Township Assessing Contract.

Moved by Cottingham, seconded by Lee, to approve the signed Blackwater Township Assessing Contract. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented to the commissioners the updated McLean County Coroner Memorandum of Understanding (MOU). The updated MOU reflects splitting the pay equally between Thompson Funeral Home of Garrison, and Goetz Funeral Home of Washburn. The MOU also includes provisions for payment to the funeral homes instead of the individual coroners. Knutson explained she presented the updated MOU to States Attorney Ladd Erickson for review and he approved the changes.

Moved by Lee, seconded by Cottingham, to approve the updated McLean County Coroner Memorandum of Understanding. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented a Gaming Site Authorization Application from the American Legion Post 91 at the Totten Trail Bar with the only item changed being no bingo will be offered.

Moved by Cottingham, seconded by Lee, to approve the Gaming Site Authorization Application from the American Legion Post 91 for gaming at the Totten Trail Bar. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented a Gaming Site Authorization Application from the Velva Volunteer Fire Department for gaming the Shore at Brush Lake.

Moved by Lee, seconded by Cottingham, to approve the Gaming Site Authorization Application from the Velva Volunteer Fire Department at the Shore at Brush Lake. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented Local Raffle Permit Application from the McLean County 4-H Leaders Council for a 50/50 raffle with the gaming proceeds going to the McLean County 4-H Program Awards.

Moved by Cottingham, seconded by Lee, to approve the McLean County 4-H Raffle Permit Application. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Knutson presented the commissioners a Petition to Vacate a Street in the High View Acres Addition and High View Acres Second Addition submitted by David Lindell on behalf of Connie Herington. Lindell asked to set the hearing for May 4, 2021, at 10:00 a.m.

Moved by Lee, seconded by Cottingham, to set the Vacate a Street Hearing for 10:00 a.m. on May 4, 2021. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented the commissioners the Budget Calendar for 2022 Budget Cycle.

Building Maintenance Supervisor Curt Malo joined the meeting.

Foss presented the commission with updated job descriptions for all positions in the Building Maintenance and Recorder departments. The only change suggested by Cottingham was to the Building Maintenance Supervisor's job description removing the quantity from the 12th item in the Essential Functions section which deals with the oversight and maintenance of backup generators.

Moved by Cottingham, seconded by Lee, to approve the job description with the change discussed. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Malo requested to advertise for a Full-time Custodian I position due to the vacant spot of Part-time Custodian II.

Moved by Lee, seconded by Cottingham, to advertise for a Full-time Custodian I position. Discussion followed. Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Knutson presented the commissioners an Application for Abatement from Terrell and Kylee Schuh of Wilton. The application had been presented to the City of Wilton and is now presented to the Commission to set up a hearing. A two-week advertisement is needed and Knutson requested to set the hearing for 9:45 a.m. on April 20, 2021.

Moved by Cottingham, seconded by Lee, to set Terrell and Kylee Schuh's Abatement Hearing for 9:45 a.m. on April 20, 2021. 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 \$11,084.20 for the month of March.

Received and ordered filed the fee collection report from the Sheriff's Department in the amount of \$1,480.96 for the month of March.

Moved by Cottingham, seconded by Lee, to approve the following vouchers for payment except the M & M Sporting voucher until further discussion with Sheriff JR Kerzmann:

A detailed list of checks is available for public inspection anytime during regular business hours in the McLean County Auditor's Office.

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

Knutson presented the budget narrative for period ending March 31, 2021. She presented data showing property tax collections are at 91% collected including 95% with discount for 2021 or \$17,752,806.53; Government Reimbursement revenues totaled \$511,604.25 compared to \$558,461.14 in 2020; Fees and Miscellaneous revenues totaled \$508,423.59 compared to \$458,880.11 in 2020; and expenditures were at 16.67% of total budget for 2021.

Deputy Auditor Kayla Oberlander joined the meeting.

Knutson asked Commissioner Suydam about Library Board Meeting regarding the County Book Mobile routine maintenance. Discussion followed regarding the routine maintenance. Knutson discussed that Grey is willing to complete maintenance on the Book Mobile, however would need advanced notice before hand. Lee stated there should be some type of Memorandum of Understanding to complete routine maintenance on the County Book Mobile. More discussion followed. Oberlander will discuss at the next Library Meeting.

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

Kerzmann discussed the M & M Sporting voucher with the commissioners. The voucher included the purchase of practice ammunition from M & M Sporting.

Moved by Lee, seconded by Cottingham, to approve the ammunition purchase from M & M Sporting voucher. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Kerzmann requested advertising for one or more Patrol Deputy Positions for the Sheriff's Department.

Moved by Cottingham, seconded by Lee, to approve advertising for one or more Patrol Deputy positions. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

Kerzmann discussed the 2022 Police Contracts with the commission. Discussion followed regarding the salary and hours to the individual cities. Lee recommended presenting the 2022 Police Contracts with the contractual price. Cottingham requested the commission give more thought to balancing out the contract pricing if something changes within a city regarding that city's hours used.

Benedict	\$2,171.52
Butte	\$5,211.72
Coleharbor	\$5,211.72
White Shield	\$174,015.12
Max	\$30,402.12
Mercer	\$5,211.72
Riverdale	\$30,402.12
Turtle Lake	\$36,539.04
Underwood	\$89,408.64
Washburn	\$174,015.12
Wilton	\$97,437.24
<b>Totals</b>	<b>\$650,026.08</b>

Moved by Cottingham, seconded by Lee, to approve the 2022 Police Contracts to be sent out to the cities. Roll Call Vote: Aye: Lee, Cottingham, and Suydam. Nay: None. Motion carried.

Kerzmann had spoken with State's Attorney Ladd Erickson regarding the dispatch services provided to the City of Garrison that have not been billed. Erickson suggested sending the City of Garrison pricing for their 2022 budget meeting. Discussion followed.

Kerzmann informed the commission of the County Auction scheduled for June 19, 2021. Kerzmann stated the jail van needs to be replaced. He would like to utilize the funds from the Forfeitures Account to be applied to the purchase of a different jail van. Knutson asked Kerzmann about the 2013 Ford Taurus transferring to the Park Board, Kerzmann agreed.

Moved by Cottingham, seconded by Lee, to approve the purchase of a different van as long as funds are available. Roll Call Vote: Aye: Cottingham, Lee, and Suydam. Nay: None. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 10:19 a.m. until the next regularly scheduled meeting on Tuesday, April 20, 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