

McLean County Commission Proceedings
Tuesday, September 1, 2015

The first regular September meeting of the Board of Commissioners was called to order at 8:35 a.m. by Chairperson Barry Suydam. Present were Commissioners Suydam, Doug Krebsbach, and Steve Lee. Also present were Auditor Leslie Korgel, Deputy Auditor Nancy Leidholm, and Suzanne Werre of BHG News Service.

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

Highway Superintendent Jim Grey joined the meeting along with Mike Rivinius of Wold Engineering. Grey reported that culvert work is continuing; crews are graveling throughout the county; and a mower that was budgeted for this year has been purchased from Titan Machinery, Mandan, in the amount of \$19,000.00.

Discussion turned to the purchase of 2 buildings and yard for Highway Department offices and expansion of the county shop. Grey reported that he had done some checking on the cost of putting up 2 steel buildings, concrete, plumbing, electrical, finishing the interior for shop and office space, fencing, shop lights, glass doors and overhead doors and stated that he feels this property is a good price and fit for the highway department. Krebsbach agrees and feels it is worth pursuing. Lee likes the close proximity to the county shop. The current owner has offered to put in fence to split the two properties at their expense. Erickson told the commission the county could be responsible for specials down the road as Washburn is in the process of updating their infrastructure. He stated that a lease purchase agreement for 7 years at 3.9% interest would be in the best interest of the county and the seller, adding that 2.5 mills could be dedicated to the purchase. Erickson also asked the commission to approve an early by-out option as there'd be no penalty if this was done. The county could possibly occupy the property as early as October 1, 2015 with the first payment being due October of 2016. Korgel stated that this purchase would not be coming out of the county general fund, but out of Highway Department funds as they have different revenue sources.

Moved by Krebsbach, seconded by Lee, to approve an offer of \$850,000.00 at 3.9% for a 7 year Purchase Agreement with the option of early by-out, for property to expand the Highway offices and shop, allowing negotiations, the Board of County Commissioners having final approval. Erickson stated that the county will be responsible for property taxes during the purchase time. Roll Call Vote: Aye: Lee, Krebsbach and Suydam. Nay: None. Motion carried. Korgel was directed to add this purchase amount to the 2016 Highway Department budget.

Wold Engineering representative Mike Rivinius updated the commission on various road projects throughout the county.

- CNOB-2800(051) Graveling on County Road (CR) #17 is just about completed, with a few minor clean up items remaining. The subgrade repairs on CR #23 started last week and should be completed by the end of the week.
- CNOA-2804(054) The Max paving project is still on hold until the railroad completes their culvert install. Lee wants the railroad to be contacted regarding this issue, as they may be responsible for the paving if the culvert work isn't completed soon.
- CP-2800(015) The culvert repair and replacement project on CR #9, 33 and at Ft. Mandan has not begun.

Rivinius informed the commission of the NDDOT meeting to be held at the NDACo convention, scheduled for 9:40 a.m. on Monday, October 26, 2015.

Weed Control Officer Vance Tomlinson joined the meeting presenting his 2016 departmental budget showing a 3% increase in the Salary line item. Gas and Oil shows a large increase from \$1,000.00 in 2015 to \$15,000.00 for 2016. The remaining line items remained the same as 2015. New line item Reserves has been added in the proposed amount of \$52,000.00 to meet requirements for a noxious weed cost-share funding program known as Landowner Assistance Program (LAP) for the 2015 – 2017 biennium through the North Dakota Department of Agriculture. Tomlinson informed the commission that his department has had a very good season and they are beginning to wrap things up.

Sheriff J. R. Kerzmann and Chief Deputy Sheriff/E-911 Coordinator Richard Johnson joined the meeting.

Johnson presented his 2016 department budget for E-911 Coordinator showing an overall decrease from \$222,329.24.00 in 2015 to \$141,953.88.00 for 2016 due to the removal of 2 jailer/dispatcher salaries that are now included in the Sheriff's Department budget. The Salary line item shows a 3% increase along with a request to include \$300.00/month for Todd Schreiner for work he does maintaining the 911 addresses and GIS mapping. A new line item ITD T-1 Access has been added for 2016 in the amount of \$1,100.00. Johnson's Communications budget for 2016 remains the same as 2015.

Kerzmann was present requesting permission to advertise for two or more full-time Peace Officer Standards and Training (POST) Certified deputies to quickly fill two positions recently terminated. Discussion followed.

Moved by Krebsbach, seconded by Lee, to authorize advertising for two or more full-time deputies, preference given to those applicants with POST Certification. Roll Call Vote: Aye: Lee, Krebsbach and Suydam. Nay: None. Motion carried.

Moved by Lee, seconded by Krebsbach, to approve the purchase of a 2016 Ford Expedition from Nelson Auto Center of Fergus Falls, MN, at the 2015 price, utilizing 90% oil grant dollars, with \$3,000.00 county expense. Roll Call Vote: Aye: Lee, Krebsbach and Suydam. Nay: None. Motion carried.

County Recorder Beth Knutson joined the meeting to present her 2016 budget. Knutson showed two scenarios in the Salary line item including 3% and 5% increases; The Travel line item shows an increase from \$600.00 in 2015 to \$1,000.00 for 2016; Capital Outlay/Equipment shows a decrease from \$65,000.00 in 2015 to \$0.00 in 2016 due to the completion of the departments digitization of records project; the Maintenance Agreement line item shows an increase from \$8,000.00 in 2015 to \$9,500.00 in 2016; Office Supplies shows an increase from \$1,000.00 in 2015 to \$1,500.00 in 2016; and a new line item National Conferences has been added with the proposed budget of \$2,000.00.

Maintenance Supervisor Curt Malo joined the meeting with his County Building & Grounds Departmental budget for 2016. The Salary line item shows an increase of 3%. The Equipment Repair line item shows an increase from \$20,000.00 in 2015 to \$40,000.00 in 2016 due to his concern with the aging air handler in the Law Enforcement Center. Discussion followed.

Malo's Motor Pool budget for 2016 showed an overall increase of \$500.00 due to the increase in the Oil line item.

Malo then discussed the emergency battery backup system that covers the 911 system and telephone for the Law Enforcement Center in case of a power outage. Korgel has ok'd the initial \$1,000.00 cost for Eaton Corporation of Rapid City, SD, to come onsite and evaluate the system. It is thought that at this time it is the six battery trays that will need to be replaced at a cost of \$6,300.00. This purchase is eligible for 50% funding through the 2014 Emergency Management Performance Grant (EMPG), funds to be expended by September 30, 2015.

Moved by Lee, seconded by Krebsbach, to approve having the Law Enforcement Center battery backup system evaluated and, if necessary, replacing the six battery trays in the amount of \$6,300.00, utilizing EMPG funds at 50% cost to the county. Lee stated that this is a critical system and needs to be up and running. Roll Call Vote: Aye: Lee, Krebsbach and Suydam. Nay: None. Motion carried. Discussion followed regarding a \$3,800.00/year service agreement with Eaton Corporation for the maintenance of the system. This would cover everything but the batteries. Lee feels at this time it isn't necessary. Malo agreed.

Received and ordered filed the fee collection report from the Sheriff's department in the amount of \$1,335.36 for the months of June, July and August.

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

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A127786	BUTLER MACHINERY COMPANY	PARTS	2,229.68
A127787	WILLIAM CARLSON	REIMBURSE CELL PHONE	30.00
A127788	CIRCLE SANITATION SERVICE	GARBAGE PICKUP	64.25
A127789	LAKESIDE MACHINERY	PARTS	174.16
A127790	MAYO CONSTRUCTION CO, INC.	12.04T HOT MIX ASPHALT	987.28
A127791	MILLENNIUM EXPRESS	DELIVERY CHARGES	12.39
A127792	ND DEPT OF TRANSPORTATION	SC-CRF-2879(082), CER-2841(052)	7,759.56

A127793	NDLTAP - UGPTI	GREY/BONNEY – BUS RIDE TO SD FOR CONVENTION	30.00
A127794	RENSCH FARM STORE	PARTS	6,484.60
A127795	WM D SCEPANIAK, INC	CNOA-2800(050)	170,154.56
A127796	SCOTT'S HARDWARE	WASHBURN SHOP SUPPLIES, PARTS	164.89
A127797	SOUTH DAKOTA LTAP	29 th ANNUAL ROAD CONFERENCE – GREY/BONNEY	170.00
A127798	ACKERMAN ESTVOLD	HYDROLIC ANALYSIS – WOLF CREEK	4,390.00
A127799	CHAR ANDERSON	AUGUST TRAVEL –WATER BOARD	153.60
A127800	AT&T MOBILITY	SHERIFF/STATES ATTORNEY CELL SERVICE; LAND USE – DATA CARD	203.69
A127801	BUSINESS CARD	RECHARGEABLE BATTERIES/CHARGER, AA BATTERIES, TREND MICRO ANTI – VIRUS, MINI HDMI ADAPTER CABLE	381.25
A127802	CENEX CREDIT CARD	GASOLINE – SHERIFF	1,881.06
A127803	CHASE DRUG STORE	PRISONER MEDICAL	528.62
A127804	DAKOTA CENTRAL SOCIAL SVCS	MCLEAN COUNTY SHARE BILLABLE EXPENSES JULY 2015	52,821.32
A127805	DAKOTA HELICOPTERS, INC	PAINTED WOODS CATTAIL SPRAYING	2,393.19
A127806	DOC'S SHOP	OIL CHANGES – SHERIFF	488.20
A127807	ELECTRONIC COMMUNICATIONS	MINI PL259 & LABOR TO PROGRAM RADIO – SHERIFF	169.00
A127808	LADD R ERICKSON	JUNE, JULY, AUGUST TRAVEL	587.50
A127809	GARRISON DIVERSION	DISBURSE MONTHLY COLLECTIONS	100.33
A127810	GARRISON MEMORIAL HOSPITAL	PRISONER MEDICAL/BLOOD ALCOHOL TESTING – SHERIFF	90.00
A127811	HH GUN SHOP	AMMUNITION – SHERIFF	53.09
A127812	SHANNON JEFFERS	AUGUST TRAVEL/MEETINGS	1,586.20
A127813	KEN'S BODY SHOP	IMPOUNDS – SHERIFF	1,750.00
A127814	MCLEAN FAMILY RESOURCE CTR	DISBURSE MONTHLY COLLECTIONS	900.00
A127815	ND ASSOCIATION OF COUNTIES	DISBURSE 15% E-911 COLLECTIONS	1,509.41
A127816	ND DEPT OF HUMAN SERVICES	JAIL CLAIMS – SHERIFF	525.72
A127817	LYNN OBERG	AUGUST TRAVEL/MEETINGS	606.70
A127818	OFFICE DEPOT	HP #75 COLOR INK CARTRIDGES, HP #64A LASER TONER, BLACK BINDER	222.24
A127819	OTIS ELEVATOR COMPANY	SERVICE CONTRACT 9/1/15 – 8/31/15 ELEVATOR – COURTHOUSE/LEC	4,605.24
A127820	OTTERTAIL POWER COMPANY	BUTTE, TURTLE LAKE, WASHBURN, & MAX SHOPS; COURTHOUSE, LAW ENFORCEMENT CENTER, RADIO TOWER	5,546.47
A127821	JAIMI (RUSSELL) POCHANT	INMATE CARE – JAIL NURSE	750.00
A127822	RENSCH FARM STORE	OIL CHANGE, BRAKE PADS/ROTOR, WIPER BLADES – SHERIFF	376.43
A127823	SCOTT'S HARDWARE	FILTERS – GLYCOL SYSTEM, LAW ENFORCEMENT CENTER BATTERY BACKUP, MAGNETIC TAPE, POLYURTHAN ADHESIVE, 12" SQUEEGEE, 10' WINDOW WASHER, COFFEE FILTERS, TURNBUCKLE, DRILL BITS	79.90
A127824	SRT COMMUNICATIONS, INC	ASSESSOR CELL SERVICE	61.04
A127825	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	199.26
A127826	WASHBURN AUTO BODY LLC	AXEL SHAFTS/LABOR – WEED CONTROL	380.48
A127827	LEE, STEVE	AUGUST TRAVEL	154.68
	AUGUST PAYROLL		\$339,968.63

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

Korgel presented the budget narrative report for the month of August along with the list of delinquent taxpayers owing over \$4,000.00. Discussion followed regarding oil prices.

Korgel discussed paying benefits of Highway Department employees out of Highway Funds instead of the General Fund. Lee feels in the long term this gives the county more flexibility.

Chief Deputy Auditor Lori Foss joined the meeting. She presented the preliminary salary survey along with various scenarios:

- Straight across the board cost of living raise at 1.7%
- Performance based off of a 2% table
- Using the performance based off of a 2% table plus the cost of living at 1.7%, totaling 3.7%
- 3% and cost of living at 1.7%, totaling 4.7%
- 6% and cost of living at 1.7%, totaling 7.7% (for historical purposes)

Discussion followed regarding the fact that lower salaried employees are pushing up against the upper salaried employees. Foss stated that to help alleviate the issue, employee time and experience could be looked at as well.

Foss presented her Computer Operations budget for 2016 showing decreases in line items Travel, Training/Conventions, Ink & Toner, NDACo Annual Tech Contract, Exchange Email Accounts, and Website Hosting/Maintenance. The Salary line item showed a 5% increase; the ITD Contract line item showed an increase from \$9,850.00 in 2015 to \$10,300.00 in 2016; Anti-Virus Protection showed an increase from \$1,350.00 in 2015 to \$1,600.00 for 2016; the Cloud Based Backup line item shows a slight increase from \$4,800.00 in 2015 to \$5,000.00 for 2016; and Capital Outlay shows a large increase from \$14,000.00 in 2015 to \$25,880.00 for 2016 due to the need for upgrading computer equipment in various departments. The GIS Implementation budget for 2016 shows a decrease in the Equipment Purchase line item from \$750.00 in 2015 to \$375.00 for 2016. The Superintendent of Schools 2016 budget shows an overall decrease from \$5,282.00 in 2015 to \$5,175.00 for 2016.

Korgel presented the new Flexible Benefits – Medical and Child Care budget showing line item Administrative Fees in the amount of \$2,178.00 for 2016.

Clerk of District Court Cathy Bailey joined the meeting to present her 2016 budget proposal. The Salary line item shows an increase from \$126,772.93 in 2015 to \$131,690.97 for 2016 and the rest of the budget remains the same as 2015. The Juvenile Court budget shows no changes for 2016. Bailey informed the commission that department employee Chris Buske has completed her 6 month probationary period and she would like to promote her from Clerk to Deputy. This change would allow Buske the ability to sign documents giving the office some flexibility. Buske works in the States Attorney's office one day each week and Bailey questioned keeping Buske in her office 100% of the time once a new assistant is hired for that office. Lee stated that they do not anticipate cutting her hours.

Discussion followed regarding changes in case filings and the improved performance of the deputies in the Sheriff's Department.

States Attorney Ladd Erickson joined the meeting to present his departmental budget for 2016 with the Salary line item showing a 3% increase; the Travel line item shows an increase from \$2,000.00 for 2015 to \$2,500.00 for 2016; the Equipment Repair line items show an increase of \$500.00 for 2015 to \$1,500.00 for 2016 for the upkeep and updating of courtroom equipment.

Korgel presented the 2016 budget for Unorganized Township Road with an increase in the Road Maintenance line item from \$300,000.00 to \$350,000.00 to offset additional costs the county sees with subdivisions, more traffic and having to maintain roads on a more active basis.

Korgel presented the 2016 budgets for the County Park Board and McLean County Fair Board. Both budgets will become part of the General Fund in 2016.

Moved by Krebsbach, seconded by Lee, to hold the 2016 preliminary budget hearing on September 22, 2015 at 6:30 p.m. Roll Call Vote: Aye: Lee, Krebsbach and Suydam. Nay: None. Motion carried.

Moved by Lee, seconded by Krebsbach, to approve the promotion of Clerk of Court employee Chris Buske from Clerk to Deputy as of September 1, 2016. Roll Call Vote: Aye: Lee, Krebsbach and Suydam. Nay: None. Motion carried.

There being no further business, the chairperson declared the meeting adjourned until the next regularly scheduled meeting on Tuesday, September 15, 2015. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Barry Suydam, Chairperson

Nancy Leidholm, Deputy Auditor