

McLean County Commission Proceedings
Tuesday, May 3, 2022

The first regular May meeting of the Board of Commissioners was called to order at 8:32 a.m. by Chairperson Steve Lee. Present were Commissioners Lee, Steve Cottingham, and Barry Suydam. Also present were Auditor Beth A. Knutson; Road Superintendent Jim Grey; Deputy Auditor Diane L. Blumhagen; Wold Engineering representative Mike Rivinius; and Cammie Wright of NorDak North Publishing.

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

Moved by Suydam, seconded by Cottingham, to approve the minutes from the April 18, 2022, McLean County Planning & Zoning and McLean County Commission Proceedings – Joint Special Meeting. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Grey was present with an update on department operations including rock work on County Road (CR) 12 near Coleharbor. He requested to advertise for an Equipment Operator II position due to Assistant Road Superintendent William Carlson's upcoming leave.

Moved by Cottingham, seconded by Suydam, to approve advertising for an Equipment Operator II position. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Rivinius presented the environmental study for Project BRO-0028(051), a repair on the bridge located on CR 20 northeast of Washburn. Discussion followed.

Moved by Suydam, seconded by Cottingham, to select yes to Project BRO-0028(051). Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Moved by Suydam, seconded by Cottingham, to accept Alternate B and authorize proceeding with the bid process for BRO-0028(051). Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Rivinius presented the engineering agreement for Project CP-2800(023), a paving project near Wilton and CR 17.

Moved by Cottingham, seconded by Suydam, to accept the engineering agreement for Project CP-2800(023). Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Knutson requested a salary adjustment for the newly hired Patrol Deputy, Natasha Lucas, due to work experience. A request for an adjustment to the starting wage of \$46,327.63 with six-month probationary increase to \$47,457.45 was presented.

Moved by Suydam, seconded by Cottingham, to approve Natasha Lucas' starting wage adjustment to \$46,327.63 with six-month probationary increase to \$47,457.45. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Knutson presented a Memorandum of Understanding (MOU) between the Turtle Lake-Mercer School District and the McLean County Sheriff's Department regarding access to their surveillance cameras. The school would like a MOU signed before allowing the Sheriff's Department access to surveillance coverage. Knutson requested authorization to enter into the MOU with Turtle Lake-Mercer School District.

Moved by Cottingham, seconded by Suydam, to approve the MOU between Turtle Lake-Mercer School District and McLean County Sheriff's Department. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Chief Deputy Auditor Lori Foss joined the meeting.

Moved by Cottingham, seconded by Suydam, to approve Erica Meadows as Election Inspector for the Washburn Vote Center; Leah Odden as Election Inspector for the Garrison Vote Center; Lesli Fiedler as Election Inspector for the Turtle Lake Vote Center; Delores White as Election Inspector for the Precinct 280402; and Peggy Wollmuth as Election Inspector for the Absentee Board. Roll Call: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Foss presented an Armor Interactive quote for a new laptop workstation including Microsoft Office 2021 for Property Assessor Ryan Oberg in the amount of \$3,800.69.

Moved by Cottingham, seconded by Suydam, to approve the purchase as presented in the amount of \$3,800.69. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Moved by Cottingham, seconded by Suydam, to approve issuing a 2022 Class III Beer and Liquor license to Hwy 83 Lawn & Leisure dba Hwy Lawn Leisure and Tools. Background checks for outstanding violations have been completed by the Sheriff's Department and all necessary fees have been received. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Knutson presented a letter addressed to the Velva Volunteer Fire Department relinquishing/voiding the Gaming Site Authorization for gaming located at The Shore – Brush Lake, which had an ending date of June 30, 2022. The Shore changed ownership and the new owner requests Gorillas Wrestling Club Inc. conduct gaming at Rosies (formerly The Shore).

Moved by Cottingham, seconded by Suydam, to approve relinquishing/voiding the Velva Volunteer Fire Department's gaming site authorization for Rosies (formerly The Shore). Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Knutson presented a Gaming Site Authorization application submitted by Gorillas Wrestling Club Inc. for gaming activities at Rosies from May 20 - June 30, 2022, including bingo, pull tab dispensing, and electronic pull tab games.

Moved by Cottingham, seconded by Suydam, to approve the Gaming Site Authorization for Gorillas Wrestling Club Inc. for Rosies. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Knutson presented an additional Gaming Site Authorization submitted by Gorillas Wrestling Club Inc. for gaming activities at Rosies from July 1 through June 30, 2023, with no gaming changes from the past year.

Moved by Cottingham, seconded by Suydam, to approve the Gaming Site Authorization for Gorillas Wrestling Club Inc. for Rosies for the year starting on July 1, 2022. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

NDSU Extension Agent/Family and Community Wellness Coordinator Courtney Hoikkala joined the meeting providing an update on department activities.

Moved by Cottingham, seconded by Suydam, to approve the Local Raffle Permit request submitted by the McLean County 4-H Leader's Council for 50/50 drawings and raffles to be held on June 19, 2022, at the McLean County Fair Grounds. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Knutson presented the Pledge of Securities received from TruCommunity Bank. The total public deposits were \$17,185,824.07 and the total pledged securities were \$19,690,329.00 on April 30, 2022.

Moved by Cottingham, seconded by Suydam, to accept the Pledge of Securities from TruCommunity Bank. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

Received and ordered filed the fee collection report from the Recorder's Office in the amount of \$8,237.30 for the month of April.

Received and ordered filed the fee collection report from the Sheriff's Office in the amount of \$1,103.46 for the month of April.

Knutson presented the Uncollected Tax List for years 2019-2021 showing the total amount of \$1,126,820.38.

Knutson presented the budget narrative for period ending April 30, 2022. She presented data showing property tax collections are at 92% collected including 96% with discount for 2022 or \$18,233,732.81; government reimbursement revenues totaled \$706,106.01 compared to \$776,246.07 in 2021; fees and miscellaneous revenues totaled \$546,102.44 compared to \$695,342.88 in 2021; and expenditures were at 27.28% of total budget for 2022.

Chairperson Lee recessed the meeting at 9:20 a.m.

Chairperson Lee reconvened the meeting at 9:30 a.m.

State's Attorney Ladd Erickson joined the meeting.

Tax Director Todd Schreiner joined the meeting.

Erickson requested tabling action on all of the McLean County Zoning Ordinance amendments and presenting all sections to the Board of County Commission when the proposed revisions have been made to ordinance.

Moved by Cottingham, seconded by Suydam, to table action on the proposed amendments to the McLean County Zoning Ordinance until 9:00 a.m. May 24, 2022. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Moved by Suydam, seconded by Cottingham, to set the 2023 Preliminary Budget Hearing for 9:30 a.m. on August 2, 2022. Roll Call Vote: Aye: Suydam, Cottingham, and Lee. Nay: None. Motion carried.

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

HIGHWAY VOUCHERS			
Check #	Vendor Name	Description	Amount
306082	AUTO VALUE	PARTS, SUPPLIES	1,883.15
308083	ECOSUPPLY	GRADER EDGE	19,717.50
306084	KINETIC LEASING, INC	MOTORGRADER LEASE PAYMENTS	116,840.94
UNPAID VOUCHERS			
Check #	Vendor Name	Description	Amount
306085	SARAH BEDGAR	REIMBURSE APRIL CELL PHONE, MILEAGE, AND KIDS IN THE GARDEN CLASS EXPENSES	259.82
306086	ASHLEY BROSSART	MARCH AND APRIL JAIL NURSE	3,630.00
306087	CITY OF WASHBURN	WATER, SEWER FOR LEC AND COURTHOUSE	162.84
306088	DEFENSIVE EDGE TRAINING & CONSULTING INC	ROEHRICH TRAINING	450.00
306089	DOC'S SHOP	OIL CHANGES, ROTATE TIRES. BRAKES, REPLACE CABIN FILTER, REPLACE TAIL LIGHT LENS	1,885.29
306090	GARRISON DIVERSION DISTRICT	DISBURSE MONTHLY COLLECTIONS	2,131.67
306091	GOETZ FUNERAL HOME	REIMBURSE APRIL CORONER FEES	750.00
306092	GERARD GOVEN	APRIL WEED BOARD TRAVEL & MEETINGS	583.07
306093	COURTNEY HOIKKALA	REIMBURSE APRIL CELL PHONE, MILEAGE	73.00
306094	SHANNON JEFFERS	APRIL WEED BOARD TRAVEL & MEETINGS	1,006.62
306095	KEN'S BODY SHOP	IMPOUNDS FOR MARCH	1,625.00
306095	KEN'S BODY SHOP	2021 FORD EXPEDITION REPAIRS	2,493.94
306096	LIGHT & SIREN	LIGHT BAR, WIDE ANGLE LED, GRILLE LIGHT	5,094.00
306097	MARCO	STANDARD PAYMENT	1,999.74
306097	MARCO	HP 764 CYAN, MAGENTA, YELLOW, BLACK, PHOTO BLACK, TONER CARTRIDGES FOR RECORDER PRINTER	828.00
306098	MCLEAN-MERCER MEALS	2021-2021 LEVY MONIES COLLECTED-APRIL	3,045.29
306099	MCLEAN RESOURCE CENTER	DISBURSE MONTHLY COLLECTIONS	500.00
306100	M&M SPORTING	1000 PMC 223 55 GM 20 RD BOX	10,000.00
306101	ND ASSOCIATION OF COUNTIES	RANDOM DRUG TESTING FEE, DISBURSE COLLECTIONS	942.25
306102	ND ENVELOPE COMPANY	DEPARTMENT ENVELOPES	931.25
306103	NDSU EXTENSION	FCW SPRING DEVELOPMENT	60.00
306104	LYNN OBERG	APRIL WEED BOARD TRAVEL & MEETINGS	988.49

306105	OTTERTAIL POWER CO	BUTTE, TURTLE LAKE, MAX, WASHBURN SHOPS, RADIO TOWER, COURTHOUSE, LEC	5,902.91
306106	ROUTE 1/GROUP MOBILE INT'L	2 - PANASONIC TOUGHBOOKS	4,742.00
306106	ROUTE 1/GROUP MOBILE INT'L	6 - PANASONIC TOUGHBOOKS	14,226.00
306107	SCOTT'S HARDWARE	SPRAY HAND SHOWER HEADS	29.99
306108	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	6,002.50
306109	THOMPSON FUNERAL HOME	REIMBURSE APRIL CORONER FEES	750.00
306110	WATER PURITY INC	WATER DELIVERED	88.00

DIRECT DEPOSIT PAYMENTS

Check #	Vendor Name	Description	Amount
2437	JAN HANSON	TRAVEL	45.50
2438	JAN HANSON	REIMBURSE APRIL CELL PHONE	30.00
2439	CURT MALO	REIMBURSE APRIL CELL PHONE	30.00
2440	BONNIE BOHNSACK	MILEAGE & MEALS	74.80
2441	STEVE LEE	MARCH/APRIL MILEAGE	238.10
2442	BILL CARLSON	REIMBURSE APRIL CELL PHONE	30.00
2443	TRAVIS VERKE	REIMBURSE APRIL CELL PHONE	30.00
2444	ANNA SIX	CPR TRAINING	109.75
2445	RYAN OBERG	REIMBURSE APRIL CELL PHONE	30.00
2446	ELIZABETH PATTERSON	REIMBURSE APRIL CELL PHONE	30.00

PAID VOUCHERS

Check #	Vendor Name	Description	Amount
306062	ND DEPT OF TRUST LANDS	EXCESS FUNDS FROM 2021 TAX SALE	204.43
306066	DACOTAH PAPER CO	PAPER TOWELS, TOILET PAPER, NITRILE GLOVES, ETC	915.19
306067	US DISTRICT COURT	CERTIFIED COPY OF CRIMINAL JUDGEMENT	15.00
306068	AFLAC	MONTHLY PREMIUM	2,457.72
306069	AR AUDIT SERVICES, INC	GARNISHMENT	733.88
306070	AVESIS/FSL	VISION INS PREMIUMS - APRIL 2022 PAYROLL	1,392.72
306071	BRAVERA WEALTH	MONTHLY CONTRIBUTIONS	3,289.75
306072	DELTA DENTAL	DENTAL INSURANCE PREMIUMS	4,163.67
306073	FRATERNAL ORDER OF POLICE	DUES	85.00
306074	NDPEA	NDPEA DUES	45.92
306075	USABLE LIFE	CANCER/ACCIDENT PREMIUMS	204.90
306076	ND CHILD SUPPORT	CHILD SUPPORT	4,548.00
306077	WASHINGTON STATE SUPPORT	CHILD SUPPORT	427.59
306079	BRAVERA WEALTH APRIL PAYROLL	QUARTERLY FEES A DETAILED LIST OF PAYROLL FUNDS EXPENDED IS AVAILABLE FOR PUBLIC INSPECTION ANYTIME DURING REGULAR BUSINESS HOURS IN THE MCLEAN COUNTY AUDITOR'S OFFICE.	1,659.36 376,143.71

P-CARD FUNDED PURCHASES

VENDOR	DESCRIPTION	AMOUNT
MCLEAN-SHERIDAN WATER	RURAL WATER	70.54
I-STATE TRUCK CENTER	PARTS 13-075, 13-090, 13-092, 13-095, 13-097 & 13-098	8,146.18
JOHNSEN TRAILER SALES, INC	PARTS FOR 14-042-AIR BAG, FIND NUT & HI-ALLOY	366.00
MIDWEST DOORS, INC	REPAIRS AT TURTLE LAKE SHOP	1,879.91
NW TIRE	TIRES	14,258.24
NORTHERN PLAINS EQUIPMENT	PARTS FOR 11-119 & 13-082	218.00
WRT	PHONE & DSL	102.08
AUTO VALU	PARTS	1,090.45
	OIL	187.98
MCLEAN ELECTRIC	ROSEGLEN SHOP	51.00
	UNDERWOOD SHOP	61.00
	GARRISON SHOP	627.00
RTC	TELEPHONE	146.63
ALLSTATE PETERBILT OF BISMARCK	REPAIRS ON 13-098	545.47
	WINDSHIELD WASHER, OIL & CV SHAFT FOR PARK BOARD	
OK AUTOMOTIVE	PARTS	85.46
NAPA AUTO PARTS	PARTS	443.41
	BLADE FOR SIGNS	33.28
	OIL	41.22
BOB BARKER COMPANY INC	SHAMPOO, DEODORANT, SOCKS, ETC	619.11
OFFICE DEPOT	OFFICE SUPPLIES	50.58
AMAZON.COM	FOLDERS	80.57
ACRONIS	CLOUD BACKUP SERVICES FOR HIGHWAY SHOPS	69.54
INDEED.COM	MARCH JOB POSTINGS	280.45
ADOBE.COM	MONTHLY COMPUTER SUBSCRIPTIONS	29.98
MICROSOFT.COM	OFFICE 365 FOR WASHBURN AND GARRISON SHOP	17.66
AMAZON.COM	IPHONE CASE, SCREEN PROTECTOR, ENVELOPES	31.65
WRT	PHONE	92.26
KRAUSE'S SUPERVALU	VINEGAR, CPR TRAINING TREATS	30.98
KRAUSE'S SUPERVALU	GROCERIES	17.60
AMAZON.COM	JOHNNY APPLESEED BOOK	4.99
VERIZON	DATA CARDS	880.22
	J.R. KERZMANN & DETECTIVES	138.46
VERIZON	KITTLER - HIGHWAY CELL	41.97
	KROLL - DES CELL	41.97
	GREY - HIGHWAY CELL	41.97
	ERICKSON - STATE'S ATTORNEY CELL	46.97
	OBERG - ASSESSOR CELL/HOTSPOT	40.01
	KROLL - DES HOTSPOT	40.01
SRT	TRANSPORT PER MILE	614.08
	TRANSPORT TRUNKS	80.00

RECORD KEEPERS	SHREDDING SERVICE	49.00
AMAZON.COM	HANGING FILE FRAMES, RUBBER BANDS	12.19
NORDAK NORTH	ONLINE-INDENDENT, BEULAH, CENTER, HAZEN, CENTRAL	160.00
ARMOR INTERACTIVE	SHERIFF DATTO NAS-MAY	180.00
	SERVER BACKUP - MAY	170.00
	45 NODES - MAY	1,350.00
WRT	SHERIFF	499.78
	COURTHOUSE	1,868.99
	NDSU EXTENSON	121.08
	E-911	82.26
	JURY/PERSONAL	9.00
	E-911 RADIO TOWER	101.08
	PAROLE AND PROBATION	20.00
CAPITAL CITY RESTAURANT	REPLACE PILOT TUBES & ADJUST PILOTS/BURNERS	544.31
GREEN LIGHT DEPOT	30 - 2FT LIGHT BULBS	221.70
AMAZON.COM	5 - 64GB POLICE BODY CAMERAS	649.95
BADGE & WALLET	4 - E-911 DISPATCHER/CORRECTION BADGES	434.00
AMAZON.COM	HANGING FILE FRAMES	19.76
RTC	BENEDICT, SPORTMEN'S PARK	47.08
RTC	MISCELLANEOUS SERVICES FOR 911	80.00
VERIZON CONNECT	MONTHLY SERVICES - MARCH	453.32
QUADIENT LEASING	POSTAGE METER RENTAL 3-30-22 TO 6-29-22	614.04
MCLEAN ELECTRIC	SPORTSMEN'S PARK	53.00
	CIVIL DEFENSE	172.00
	PARK BOARD	41.00
	SECURITY LIGHTS - COURTHOUSE	21.00
	SECURITY LIGHTS - SPORTSMEN'S	368.00
	CAMPER PADS	41.00
	CAMPER PADS	102.00
	CAMPGROUND METER	43.00
NORDAK NORTH	COMMISSION MINUTES	1,344.64
	HELP WANTED	2,688.28
	NOTICES	555.72
	ZONING MINUTES	1,402.20
	PARK BOARD MEETING NOTICE	13.96
AMAZON.COM	FOLDERS	8.99
PHARMCHEM	SWEAT PATCH ANALYSIS	314.50
AMAZON.COM	COTTON TOTE BAGS	36.99
SEACHANGE PRINT INNOVATIONS	BALLOT SECRECY ENVELOPES - PRIMARY	1,088.67
	BALLOT SECRECY ENVELOPES - GENERAL	1,088.67
	BALLOT RETURN ENVELOPES - PRIMARY	1,088.67
	BALLOT RETURN ENVELOPES - GENERAL	1,088.67
	BALLOT OUTGOING ENVELOPES - PRIMARY	1,088.66
	BALLOT OUTGOING ENVELOPES - GENERAL	1,088.66
DAKOTA DUST-TEX	FLOOR MATS FOR COURTHOUSE & COUNTY SHOP	92.50
OTIS ELEVATOR	ELEVATOR SERVICE	5,749.08
SEACHANGE PRINT INNOVATIONS	VBM APPLICATION POSTAGE	2,657.50
NATIONAL BUSINESS INSTITUTE	REGISTRATION/FOSS - HR LAW BOOT CAMP	349.00
CIRCLE SANTITATION INC	GARBAGE	444.00
JOHNSON CONTROLS	LABOR - OUTSIDE AIR TEMP OFF, MILEAGE, PPE	1,059.90
ARMOR INTERACTIVE	DELL LATITUDE LAPTOP	1,160.99
	MICROSOFT OFFICE	291.80
SEACHANGE PRINT INNOVATIONS	POSTAGE FOR VBM APPLICATIONS	1,444.00
MATTHEW BENDER & CO	ND COURT RULES 2022-2023	70.43
NORDAK NORTH	NOTICE AD	293.16
QUICKEN	SOFTWARE SUBSCRIPTION	66.76

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

Knutson informed the Commission that she submitted the two Energy Conservation Grant applications for light replacements at the Garrison and Turtle Lake Highway Shops.

There being no further business, the chairperson declared the meeting adjourned at 9:41 a.m. until the next regularly scheduled meeting on Tuesday, May 24, 2022. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Steve Lee, Chairperson

Diane L. Blumhagen, Deputy Auditor