

## McLean County Commission Proceedings

Tuesday, July 18, 2023

The second regular July meeting of the Board of Commissioners was called to order at 8:31 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham, Steve Lee, and Barry Suydam. Also present were Auditor Beth A. Knutson; Deputy Auditor Diane L. Blumhagen; Road Superintendent James Grey; and Wold Engineering Representative Mike Rivinius.

Moved by Lee, seconded by Suydam, to approve the minutes of the previous meeting held on July 6, 2023, as submitted. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Building Maintenance Supervisor Curt Malo joined the meeting.

Grey presented an update on department operations reporting that graveling across the county continues.

Assistant Road Superintendent Travis Verke joined the meeting.

Grey updated the commission regarding the status of the Torgerson gravel pit, reporting that Rivinius measured the pit which currently has 21,422 cubic yards. Grey recommends paying for one-half of the current measurement and have the remaining measured again before final payment. Discussion followed.

Moved by Lee, seconded by Suydam, to approve paying for half of the 21,422 cubic yards and remeasure the pit on November 1, 2023. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Chief Deputy Auditor Lori A. Foss joined the meeting.

Rivinius presented an updated five-year paved road plan that featured two options for 2024. Discussion followed.

Moved by Lee, seconded by Suydam, to accept the five-year paved road plan and that each project will need approval. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Grey went on to present the proposed 2024 budgets for Highway Administration, Highway Shops – Washburn/Garrison, Highway Equipment Expense, Highway Maintenance Sheds, Highway Maintenance/Construction, and Farm to Market Road. In Highway Administration, Salaries line item increased from \$123,399.09 to \$139,690.14; Retirement line item increased from \$19,000.00 to \$23,000.00; Employer FICA line item increased from \$8,000.00 to \$8,800.00; Employer Medicare line item increased from \$1,800.00 to \$2,100.00; Training/Conventions line item increased from \$1,500.00 to \$1,800.00; and Overtime line item increased from \$2,600.00 to \$2,729.25. Total budget presented, \$209,624.43. Highway Shops – Washburn/Garrison, with no changes. Total budget presented, \$25,000.00. Highway Equipment Expenses increased in Tires/Tubes line item from \$75,000.00 to \$100,000.00; Cutting Edges line item increased from \$50,000.00 to \$60,000.00; and Capital Outlay increased from \$850,000.00 to \$975,000.00. Total budget presented, \$1,850,000.00. Highway Maintenance/Construction Funds increase in Salaries line item from \$1,058,784.09 to \$1,253,881.32; Health Insurance line item increased from \$436,000.00 to \$465,000.00; Retirement line item increased from \$175,000.00 to \$205,000.00; Employer FICA increased from \$68,000.00 to \$85,000.00; Employer Medicare line item increased from \$16,000.00 to \$20,000.00; Engineering line item increased from \$50,000.00 to \$75,000.00; Oil Sealing line item increased from \$35,000.00 to \$40,000.00; Culverts line item increased from \$50,000.00 to \$60,000.00; and Overtime line item increased from \$84,702.73 to \$100,310.51. Total budget presented, \$3,144,261.83. Highway Maintenance Sheds, Building Repairs line item increased from \$5,000.00 to \$10,000.00. Total budget presented, \$13,000.00. Farm to Market Road showed a decrease in Engineering line item from \$300,000.00 to \$200,000.00. Total budget presented, \$900,000.00.

Foss presented a quote from NRG Technology Services for a new laptop which includes Microsoft Office 2021 for Property Assessor Elizabeth Patterson in the amount of \$1,778.94. Including a monthly maintenance cost increase of \$60.00.

Moved by Lee, seconded by Suydam, to accept the quote for the laptop, software, and monthly increase as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Property Assessor Elizabeth Patterson joined the meeting to present an application submitted by Gravel Products, Inc., Minot, ND, on behalf of landowners Eric and Lona Johnson, requesting approval of a Conditional Use Permit involving land located in the N½NE¼ of Section 26, Township 146 North, Range 80 West, containing 25 proposed acres.

Moved by Lee, seconded by Suydam, to concur with the Planning and Zoning Commission and approve the Conditional Use Permit request involving land located in the N½NE¼ of Section 26, Township 146 North, Range 80 West, containing 25 proposed acres. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson discussed the budget calendar with the commissioners, stating that the budget calendar dates do not match the scheduled County Commission meeting dates. Discussion followed.

Moved by Cottingham, seconded by Lee, to amend the August County Commission meeting dates to August 8, 2023 and August 22, 2023. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Beth Bruestle, Director of the McLean Mercer Regional Library (MMRL) joined the meeting.

Moved by Lee, seconded by Suydam, to change the Park Board meeting to 8:00 a.m. on August 8, 2023. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Malo presented the proposed budgets for 2024 for Building & Grounds and County Motor Pool. Building & Grounds, Salaries line item increased from \$155,750.40 to \$170,406.32; Equipment Repair line item increased from \$40,000.00 to \$45,000.00; Equipment Repair-LEC line item increased from \$20,000.00 to \$30,000.00; Lights, Tool, Misc. line item increased from \$3,500.00 to \$4,000.00; Lights, Tools, Misc.-LEC line item increased from \$1,500.00 to \$10,000.00; Equipment Purchase line item decreased from \$3,500.00 to zero; Equipment Purchase-LEC line item increased from \$3,500.00 to \$10,000.00; added a new line item for Office Relocation in the amount of \$100,000.00; Overtime line item increased from \$12,460.03 to \$13,632.51; and added a new line item for Parking Lot/Sidewalk Repair in the amount of \$100,000.00. Total budget presented, \$859,638.83. County Motor Pool, with no changes. Total budget presented, \$11,800.00.

Moved by Lee, seconded by Suydam, to approve the Special Event Permit for Captain's Cabin to be held at 1348 Highway 1804 SW, Washburn, on August 2, 2023. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented a new job description for Lieutenant Jailer/Dispatcher. Discussion followed.

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

Bruestle presented the proposed budget for MMRL for 2024. She discussed the proposed salary increase being \$1.00 per hour increase for all staff. Bruestle presented the revenue picture for the library including the amount in reserves then presented a complete picture of proposed non-salary expenditures. Total budget presented, \$596,430.00 with McLean Counties portion being \$295,000.00.

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

Chairperson Cottingham recessed the meeting at 9:43 a.m.

Chairperson Cottingham reconvened the meeting at 9:47 a.m.

Johnson presented a quote from Senneca Holdings, of Cincinnati, OH, to purchase four stainless steel shower doors in the amount of \$6,353.63. Discussion followed.

Moved by Lee, seconded by Suydam, to approve the purchase as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Kerzmann requested approval to purchase eight Grappler Police Bumpers in the amount of \$55,000.00 with utilizing forfeiture funds. Discussion followed.

Moved by Lee, seconded by Suydam, to approve the purchase, installation, and training for the eight Grappler Police Bumpers. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Kerzmann requested to advertise in-house for a Lieutenant Jailer/Dispatcher position and to advertise for one or more Jailer/Dispatcher positions. Discussion followed.

Moved by Lee, seconded by Suydam, to approve in-house advertisement for Lieutenant Jailer/Dispatcher. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

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

Kerzmann and Johnson went on to present proposed 2024 budgets for Sheriff, Sheriff Vehicles, and Vehicle Impound & Towing. In the Sheriff budget, Salaries line item increased from \$2,230,643.06 to \$2,405,305.62; a new line item Departmental Cell Phones in the amount of \$10,000.00; Datto Video Backup System line item increased from \$2,160.00 to \$3,100.00; and a new line item Law Enforcement Physicals in the amount of \$3,000.00. Total budget presented, \$3,329,305.62. Sheriff Vehicles only increase was the Gasoline line item increased from \$200,000.00 to \$215,000.00. Total budget presented, \$282,000.00. Vehicle Impound & Towing showed no increases. Total budget presented, \$6,000.00.

Knutson presented the 2024 budget for First District Health Unit requesting 2.36 mills or \$212,473.00.

Knutson presented the proposed 2024 budget for Senior Citizens (McLean and Mercer Counties Commission on Aging) showing a total budget of 2.00 mills. They have their own levying authority and are not part of the county's General Fund. It included \$35,000.00 for West River Transit and \$600.00 for Butte Senior Center.

Knutson presented the proposed 2024 budget for McLean County Fair Board, Electricity line item increased from \$5,000.00 to \$6,000.00; Telephone line item decreased from \$1,450.00 to \$1,400.00; Advertising line item increased from \$4,600.00 to \$5,000.00; Capital Improvement line item decreased from \$16,350.00 to \$14,500.00; Repairs line item increased from \$10,000.00 to \$12,000.00; Office Supplies line item decreased from \$5,000.00 to \$4,000.00; Rentals line item increased from \$2,500.00 to \$3,000.00; Premiums line item increased from \$8,000.00 to \$9,000.00; Miscellaneous line item increased from \$3,000.00 to \$3,500.00; Livestock-open line item decreased from \$9,500.00 to \$9,000.00; Judges line item increased from \$3,000.00 to \$3,500.00; Special Assessments line item decreased from \$7,500.00 to \$7,000.00; Equipment line item increased from \$4,000.00 to \$4,400.00; and Water/Sewer line item increased from \$600.00 to \$1,200.00. Total budget presented, \$90,000.00.

Knutson presented the proposed 2024 budgets for Auditor, Employee Benefits, Non-Departmental Expenses, Special Assessments, and School Resource Officer. Auditor showed Salaries line item increased from \$237,452.80 to \$261,386.52; Training line item increased from \$2,000.00 to \$4,000.00, and Miscellaneous line item decreased from \$100,000.00 to \$10,000.00. Total budget presented, \$277,386.52. Employee Benefits showed Employee FICA increased from \$250,000.00 to \$275,000.00; Employee Medicare increased from \$60,000.00 to \$62,500.00; Retirement increased from \$571,000.00 to \$640,000.00; Unemployment Compensation increased from \$18,000.00 to \$20,000.00; Salary Survey line item was added for \$500.00; and Service Awards-Retirement-Etc. line item increased from \$1,500.00 to \$2,000.00. Total budget presented, \$2,381,650.00. Non-Departmental showed Financial Audit line item decreased from \$75,000.00 to \$50,000.00; Property Insurance line item increased from \$160,000.00 to \$200,000.00; Presort Plus-Elections line item was added for \$5,000.00; Presort Plus-Tax Notices line item increased from \$12,000.00 to \$15,000.00; Presort Plus-Misc. line item increased from \$1,000.00 to \$8,000.00; Postage line item decreased from \$29,000.00 to \$25,000.00; Publishing/Printing line item increased from \$35,000.00 to \$50,000.00; and Fair Board Budget Disburse line item increased from \$87,000.00 to \$90,000.00. Total budget presented, \$493,000.00. Special Assessment showed a new line item for County Owned Specials in the amount of \$25,000.00. School Resource Officer showed Salary line item increased from \$57,032.77 to \$59,760.90; Medical Insurance line item decreased from \$25,000.00 to \$24,511.00; FICA line item increased from \$3,600.00 to \$3,750.00; Medicare line item increased from \$850.00 to \$875.00; and Retirement line item increased from \$8,750.00 to \$9,750.00. Total budget presented, \$98,950.26.

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

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: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

There being no further business, the Chairperson declared the meeting adjourned at 10:39 a.m. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

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Steve Cottingham, Chairperson

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Diane L. Blumhagen, Deputy Auditor