

McLean County Commission Proceedings

Tuesday, October 17, 2023

The second regular October meeting of the Board of Commissioners was called to order at 8:31 a.m. by Vice-Chairperson Steve Lee. Present were Commissioners Steve Lee and Barry Suydam. Also present were Auditor Beth A. Knutson, Deputy Auditor Diane L. Blumhagen, Assistant Road Superintendent Travis Verke, Al Christianson, and Amanda Livers-Douglas of Energy and Environmental Research Center. Absent was Commissioner Steve Cottingham.

Moved by Suydam, seconded by Lee, to approve the minutes of the previous meeting held on October 3, 2023, as submitted. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Verke presented an update on department operations reporting that graveling and mowing continues. Verke stated that Richard Hollesen who was previously hired for Equipment Operator III (EO III) for the Butte area has ended his employment with the county.

Moved by Suydam, seconded by Lee, to advertise for one or more EO III positions for the Butte area. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Verke stated the department would like to stay on 10-hour shifts extending through Thanksgiving dependent on the weather to continue graveling roads. Discussion followed.

Livers-Douglas and Christianson presented upcoming geophysical survey information to be conducted in McLean County by the Energy and Environmental Research Center (EERC).

Property Assessor Elizabeth Patterson joined the meeting to present applications from the Planning and Zoning Commission Meeting held on October 16, 2023.

Moved by Suydam, seconded by Lee, to concur with the Planning and Zoning Commission and approve the Conditional Use Permit submitted by Jonathan and Lauren Krause, of Garrison, involving land located in the SE¼NE¼ of Section 18, Township 149 North, Range 83 West, more specifically identified as Outlot A containing 6.60 acres. Discussion followed. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Chief Deputy Auditor Lori A. Foss and Tax Director Todd Schreiner joined the meeting.

Moved by Suydam, seconded by Lee, to concur with the Planning and Zoning Commission and approve the Conditional Use Permit submitted by Brent and Emmy Barnick, of Wilton, involving land located in the E½NW¼ of Section 35, Township 146 North, Range 81 West, more specifically identified as Lot 1 of Outlot B containing 5 acres. Discussion followed. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Foss presented the following job descriptions to the commission for final approval: Assistant Director of Tax Equalization, Director of Tax Equalization/Land Use Administrator, and Property Assessor.

Moved by Suydam, seconded by Lee, to approve the Assistant Director of Tax Equalization, Director of Tax Equalization/Land Use Administrator, and Property Assessor as presented. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Schreiner requested approval to promote Property Assessor Elizabeth Patterson to Assistant Director of Tax Equalization effective January 1, 2024.

Moved by Suydam, seconded by Lee, to approve the promotion of Elizabeth Patterson to Assistant Director of Tax Equalization effective January 1, 2024. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Moved by Suydam, seconded by Lee, to approve the 2024 commission meeting schedule with meetings set for: January 9 and 23; February 6 and 21; March 5 and 19; April 2 and 16; May 7 and 21; June 4 and 18; July 2 and 16; August 6 and 20; September 4 and 17; October 2 and 15 and 29; November 13 and 26; and December 10 and 30. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Moved by Suydam, seconded by Lee, to accept the change in reimbursement for instate lodging increasing from \$88.20 to \$96.30 as instituted by the North Dakota State Office of Management and Budget with a retroactive date of October 1, 2023. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Knutson presented the updated McLean County Coroner Memorandum of Understanding (MOU). The updated MOU reflects an increase in compensation from \$750.00 a month to \$1000.00 a month as approved in the 2024 budget. The increase would be effective starting January 2024 which would be paid in February 2024.

Moved by Suydam, seconded by Lee, to approve the updated MOU. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

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 and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Sheriff J.R. Kerzmann and Chief Deputy Sheriff Richard Johnson joined the meeting.

Knutson presented a Joint Powers Agreement for juvenile housing for the Sheriff's Department between McLean County Board of Commissioners and the Ward County Board of Commissioners effective June 1, 2023, through December 31, 2024. Discussion followed.

Moved by Suydam, seconded by Lee, to approve the Joint Powers Agreement as presented. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Kerzmann presented a Compliance Monitor Agreement with Robert Werlinger effective November 1, 2023. Discussion followed.

Moved by Suydam, seconded by Lee, to approve the Compliance Monitor Agreement effective November 1, 2023, as presented. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Kerzmann requested to advertise in-house for a Patrol Lieutenant position. Discussion followed.

Moved by Suydam, seconded by Lee, to approve in-house advertisement for a Patrol Lieutenant. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

Johnson requested approval to hire an additional Jailer/Dispatcher I from the active hiring list. Discussion followed.

Moved by Suydam, seconded by Lee, to approve hiring an additional Jailer/Dispatcher I. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

State's Attorney Ladd Erickson joined the meeting.

Knutson updated the commissioners on the Sportsmen's Centennial Park building reconstruction project. Discussion followed.

Knutson requested approval to purchase additional new office furniture for the Auditor's Office in the total amount of \$3,601.95. Discussion followed.

Moved by Suydam, seconded by Lee, to approve the purchase as presented. Roll Call Vote: Aye: Suydam and Lee. Nay: None. Absent and not voting: Steve Cottingham. Motion carried.

There being no further business, the Vice-Chairperson declared the meeting adjourned at 9:43 a.m. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Lee, Vice-Chairperson

Diane L. Blumhagen, Deputy Auditor