

OFFICIAL PROCEEDINGS OF THE MCHENRY COUNTY BOARD OF COMMISSIONERS

November 8, 2018

9:00 AM

Chairman Medalen called the meeting to order. Commissioners David Medalen, Harry Bergstad, Larry Haman, Bryan Bruner and Gregg Boutilier were present.

A motion was made by Bruner and seconded by Bergstad to approve the October 2nd and 30th minutes. Motion carried unanimously.

A motion was made by Bergstad and seconded by Medalen to issue the proper deed to Steven L. Kittelson for the redemption of property described as Lot 36 of Krumwiede Acres in the SW ¼ of Section 26-153-80. Motion carried unanimously.

A motion was made by Boutilier and seconded by Bergstad to issue the proper deed to Richard Roberts for the redemption of county land described as Lots 3 thru 9 of Block 4 in Original Granville. Motion carried unanimously.

A motion was made by Boutilier and seconded by Haman to sign the detention service agreement to house juveniles at DOCR, DJS and YCC. Motion carried unanimously.

A motion was made by Boutilier and seconded by Bergstad to accept the low bid from Farden Construction in the amount of \$593,066.40 for project BRC-2506(065) to replace the bridge seven miles West of Upham. Motion carried unanimously.

A motion was made by Bruner and seconded by Bergstad to pass a resolution to adopt the McHenry County Multi-Hazard Mitigation Plan. Motion carried unanimously.

A motion was made by Bergstad and seconded by Haman to approve the contract with SRF Consulting to provide professional services for planning and zoning assistance. Motion carried unanimously.

Darrell Hournbuckle and Theresa Sundsbak with North Prairie Rural Water, James Voigt, and Ralph Duchsherer and Norlynn Olson representing Karlsruhe Township joined the meeting. Darrell Hournbuckle explained North Prairie's expansion project and their request for a variance and CUP. During the public hearing at the zoning board level, some opposition was received, but the board recommended approving the variance on an 8-1 vote and a recommendation approving the CUP was passed unanimously. A motion was made by Boutilier and seconded by Bruner to approve the variance and CUP. Commissioners Medalen, Bruner and Haman voting aye. Commissioners Bergstad and Boutilier voting nay. Motion carried.

The board reviewed the variance application from James Voigt to plant trees and shrubs within the setback requirements adjacent to 46th St N in the SE ¼ SE ¼ of Section 7-157-77. The township had some concerns as this area is hard to keep open in the winter. A motion was made by Haman and seconded by Boutilier to allow the plantings located within the driveway area and to deny the request for the trees west of the yard. Motion carried unanimously.

States Attorney, Josh Frey joined the meeting.

The public hearing was held regarding the request from Dean Torfin to close the following section lines: the East half between sections 10 and 15, the quarter-mile between the SW ¼ SW ¼ in Section 11 and the NW ¼ NW ¼ of Section 14, the quarter-mile between the SE ¼ SE ¼ in Section 10 and the SW ¼ SW ¼ in Section 11, and the quarter-mile between the NE ¼ NE ¼ of Section 15 and the NW ¼ NW ¼ in Section 14, all in Township 155-77. Mr. Torfin attended via phone. A motion was made by Haman and seconded by Bergstad to close the requested section lines. The board questioned Mr. Torfin about the use of the section lines, which he stated are dangerous to travel but no one uses them. The States Attorney explained the law which states there must be a public benefit to close a section line. A roll call vote was taken in which Commissioners Medalen, Bruner, Bergstad and Boutilier voted nay. Commissioner Haman voted aye. Motion failed.

A motion was made by Bergstad and seconded by Boutilier to approve the utility permit for North Prairie Rural Water to bore under Co Rd 11 North of Anamoose in Section 15. Motion carried unanimously.

A motion was made by Bergstad and seconded by Medalen to approve the municipal court services contract for the cities of Towner and Velva. Motion carried unanimously.

A motion was made by Boutilier and seconded by Bergstad to sign the inundation easement for county property described as part of Lots 3, 4, 5 in Section 13-156-79, which would allow the Buffalo Lodge Lake level to be raised to an elevation of 1482. Motion carried unanimously.

Jason Mayfield, representing Wold Engineering and Vance Prellwitz representing Normal Township joined the meeting. The H & H study performed by Wold Engineering on a site located between sections 21/22 in Normal Township was presented to the board. The board requested a feasibility study be completed. A motion was made by Bergstad and seconded by Bruner to approve Federal Aid projects to chipseal 11 miles – three miles South of Karlsruhe and 8 miles East of Karlsruhe, and to overlay the county road between Hwy 52 and Hwy 97 South of Voltaire. Motion carried unanimously. The board also discussed a preliminary request to place an approach approximately 100' from the intersection of Co Rd 5 and Hwy 14. Mayfield as well as the commissioners were not supportive of this location as it could cause liability issues for the county.

Harold Rotunda, CPA met with the board to review the 2017 county audit.

The board recessed for lunch.

A complaint was received by a resident along Co Rd 19 by Simcoe, regarding the poor condition of the road. Commissioner Boutilier will contact Strata and request additional maintenance.

Due to the change in the limits for the county's medical flex plan, a motion was made by Bruner and seconded by Bergstad to allow the increase from \$2,550 to \$2,650 per year. Motion carried unanimously.

The board reviewed the contract from LeierGIStics for GIS work and website maintenance. The board would like to look into a retainer or on an as needed basis.

A motion was made by Bergstad and seconded by Boutilier to sign the agreement with Western Dakota Energy Association to continue to utilize the online permitting system. Motion carried unanimously.

Linda Fairbrother and Kelly Heinert with Dakota Business Solutions, met with the board. Heinert proposed his company mail the tax statements which would save on postage due to the pre-sort rate they can obtain. Overall, he projected the county could save about \$200. He also presented a proposal for a new postage machine, which would be a cost savings compared to the current machine. A motion was made by Bergstad and seconded by Bruner to try out-sourcing the tax statements for one year and to approve the new postage meter. Motion carried unanimously.

Social Service Director, Erika Brorby, met with the board to discuss the meetings with Pierce and Bottineau Counties regarding the social service redesign plan. A motion was made by Bergstad and seconded by Boutilier to pursue the idea of McHenry, Bottineau and Pierce counties working together to form a Social Service District. Motion carried unanimously.

Rachel Wald and Ron Wiederholt met with the board regarding the open for a Family and Consumer Wellness Agent in the NDSU Extension Office. NDSU has now allocated funds for this position. A motion was made by Bergstad and seconded by Bruner to allow NDSU to fill the position. Motion carried unanimously.

A motion was made by Boutilier and seconded by Haman to offer harvest and wintertime permits through the online overweight permitting system. Motion carried unanimously.

A motion was made by Boutilier and seconded by Bergstad to sign the maintenance certification for federal aid projects. Motion carried unanimously.

A concern was brought to the board regarding employees using emergency exits instead of the public entrance doors. A motion was made by Bergstad and seconded by Boutilier to send a memo restricting the use of all emergency exists, except in the case of an emergency, due to safety and liability purposes. Motion carried unanimously.

A motion was made by Boutilier and seconded by Medalen to purchase a battery charger for the Granville shop. Motion carried unanimously.

Boutilier left the meeting.

A motion was made by Bergstad and seconded by Haman to advertise for part time blade operators for various locations throughout the county. Motion carried unanimously.

A consent motion was made by Bruner and seconded by Bergstad to approve the following: Treasurer's Miscellaneous Receipts #43048-43144; the monthly payroll in the amount of \$154,938.54 paid by warrant checks #24638 – 24701 and Social Service bills totaling \$5,973.48; Clerk of Court Oct County fees \$630.25, State fees \$13,549.08, ND Dept. of Trust Lands \$70.34; County Recorder Oct recording fees of \$3,994.00 and misc fees of \$795.20; Sheriff's Oct statement of fees \$335.18, Sheriff's mileage \$431.00; Deputy reports for Sept/Oct.

The board continued to audit bills until completed. A motion was made by Haman and seconded by Bergstad that the following bills be approved and the proper checks be issued thereof:

Warrant	Paid	Reason	Amount
75926	Acme Tools	Shop tools	108.98
75927	ARC American Resource Consultants	Security ballot bags	56.67
75928	AT&T Mobility	Cell service	481.23
75929	B & J Excavating, Inc	Gravel, log jam	30,110.00
75930	BAG, LLC	Legal notice	345.28
75931	BALCO Uniform Co, Inc	7 Bullet proof vests	10,035.20
75932	Bergstad, Harry	Mileage	197.84
75933	Boutilier, Gregg	Mileage	152.58
75934	Brandt, Kelly	Mileage	56.14
75935	Bruner, Bryan	Mileage	147.15
75936	Burckhard, James	Gravel	3,514.00
75937	C & H Repair, LLC	Wheel alignment	204.90
75938	Cenex Fleetcard	Gas	3,597.66
75939	Comfort Suites Bismarck	Lodging	84.60
75940	D & D Welding and Repair	JD lawn tractor	90.00

75941	Dakota Communications Inc	Equip patrol cars	11,573.81
75942	Dacotah Paper Company	Supplies	249.05
75943	Davenport, James	Phone, fax	59.62
75944	Dakota Business Solutions	Postage machine supplies	199.00
75945	Deering City	Shop rent	5,400.00
75946	Dakota Fire Extinguishers, Inc	Deering & Drake Shops	184.90
75947	DK Service	Gas, diesel fuel, tires	5,451.54
75948	DMC Wear Parts	Cutting edges	5,727.40
75949	Drake City	Utilities	84.75
75950	DS Solutions	Election test deck	175.00
75951	Dakota Truck & Farm Service	Upham blade snow tires	3,900.28
75952	Domestic Violence Crisis Center	Collections	112.37
75953	Enerbase	Diesel fuel, propane	2,888.27
75954	Envision	Diesel fuel, gas, tire	2,844.65
75955	Election Systems & Software	Election ballots	2,345.88
75956	Fairbrother, Linda	Mileage	170.10
75957	Family Market	Shop supplies	36.44
75958	Freund, Becki	Mileage	364.61
75959	Galls, LLC	Uniform items	565.15
75960	GCR Tires & Service	Patrol car tires	715.12
75961	Gerdau	Supplies	130.93
75962	Gooseneck Implement	Parts	82.42
75963	Goodman, Natalie	Mowing	240.00
75964	Granville City	Hall rent	50.00
75965	Golden West Industrial Supply	LED flares	316.51
75966	Heritage Construction & Renovation	Drake Shop windows & doors	15,284.00
75967	HACTC	Prisoner board	24,928.31
75968	Hardware Hank	Supplies	261.74
75969	Heilman's Diesel Repair	2390 Case Batteries	323.90
75970	Ihry Insurance Agency, Inc	Premium	455.00
75971	Information Technology Dept	Data Processing	633.93
75972	J & J Striping	Pavement striping	3,925.53
75973	Kitzman, Neil	Mileage	62.68
75974	Krumwiede, Tom	Mileage	366.24
75975	Lehmann, Helen	Mileage	181.15
75976	LeierGIStics, LLC	Website maintenance	493.27
75977	Lemer, George	Mileage	255.06
75978	Mike's Body Paint & Glass	Towing	1,248.50
75979	McHenry County Treasurer	Unorganized Twp 1 Cent Gas Tax	4,729.14
75980	Medalen, David	Mileage	122.08
75981	Menards	Shop supplies	69.38
75982	Meadow Township	PW #78	943.97
75983	Mary Holen Construction	Gravel	2,265.00
75984	Mouse River Journal	Legal publications	668.11
75985	Mouse River Oil Company	Gas, diesel fuel	7,708.38
75986	ND Association of Counties	ILG Registration	1,720.00
75987	North Dakota Newspaper Assoc	Analysis of Measures Ad	268.96
75988	NDACo Resources Group	Data backup	112.86
75989	ND Surplus Property	Digital radios	300.00
75990	ND Secretary of State	Election machine maintenance	2,656.16
75991	ND Dept of Transportation FMD	BRO-0025(011)	6,389.49
75992	ND Telephone Company	911 Fees	41.14
75993	NDSU Ag Communication	Graphic services	154.00
75994	Newman Signs, Inc	Road signs	222.30
75995	NoDak Garage Door	Lake Hester Shop	175.00
75996	No McHenry County Soil Cons Dist	Supplies	17.44
75997	Office Depot, Inc	Supplies	1,718.46
75998	O.K. Tire Store-Minot	Patrol car tires	524.52

75999	Olson's Repair	Shop supplies	359.99
76000	Otter Tail Power Company	Electric service	1,629.49
76001	PharmChem, Inc	Drug test kits	413.50
76002	Praxair Distribution	Cylinder rent	27.28
76003	Purchase Power	Meter postage	3,530.00
76004	Quality Inn	Lodging	338.40
76005	Radisson Hotel Bismarck	Lodging	253.80
76006	The Radar Shop, Inc	Radar repair	160.50
76007	Ramkota Hotel & Conference Center	Lodging	1,015.20
76008	Redwood Toxicology Laboratory	Drug test	33.75
76009	Rugby Veterinary Service	K9 vaccination & exam	80.00
76010	SeaChange	Publication ballots	350.00
76011	Smette Oil, Inc	Diesel fuel, additive	4,063.25
76012	Smith, Scott	Mileage, supplies	257.28
76013	State Radio Communications	July-September 911 & LETS	8,212.26
76014	Staples Credit Plan	Office supplies	595.26
76015	Stein's, Inc	Janitor supplies	432.56
76016	Towner Health & Wellness	States Atty November rent	545.00
76017	Tint-Man LLC	K9 Unit window tint	550.00
76018	Thomas Law Firm	Services	337.50
76019	Tri-N Propane	Propane	387.13
76020	Towner City	Utilities	425.51
76021	Towner Foods	Program supplies	9.96
76022	Towner Parts & Equipment	Parts & supplies	50.05
76023	Thomson Reuters West	Westlaw	140.15
76024	Tractor Supply Company	Shop supplies	91.01
76025	Underground Vaults & Storage	Receipt forms	16.50
76026	Verendrye Electric Cooperative	Electric service	678.23
76027	Wald, Rachel	Mileage	313.24
76028	Verizon Wireless	Cell service	1,399.26
76029	Williams County	Lodging reimbursement	302.50
76030	Wold Engineering, PC	BRC-2506(065), PW #66	9,830.00
76031	SRT Communications, Inc	Phone, 911 service	1,874.07
76032	Bruner, Diane	Election work	175.00
76033	Hammer, Helen	Election work	296.60
76034	Johnson, Jenna	Election work	269.35
76035	Lake, Allison	Election work	175.00
76036	Morrison, Audrey	Election work	132.98
76037	Nitz, Shirley	Election work	224.05
76038	Schmitt, Stacey	Election work	278.07
76039	Zeretzke, Victoria	Election work	302.05

At 5:20 PM, there being no further business to come before the board at this time, a motion was made by Haman and seconded by Bruner to adjourn.

ATTEST:

Darlene Carpenter, Auditor

David Medalen, Chairman