

OFFICIAL PROCEEDINGS OF THE MCHENRY COUNTY BOARD OF COMMISSIONERS

April 7, 2020

9:00 AM

Chairman Bruner called the meeting to order. Commissioners David Medalen, Larry Haman, Bryan Bruner, Keith Cederstrom and Gregg Boutilier were present. Due to the COVID-19 recommendations, all visitors attended via virtual conference.

A motion was made by Boutilier and seconded by Cederstrom to approve the February 27<sup>th</sup>, March 3<sup>rd</sup> and March 19<sup>th</sup> minutes. Motion carried unanimously.

The board opened the bids for the Drake county shop demolition. Ralph Volson joined the meeting. A motion was made by Haman and seconded by Boutilier to accept the low bid. During the discussion, the board was informed of several individuals who were interested in purchasing the property. The motion failed unanimously.

A motion was made by Haman and seconded by Cederstrom to advertise the lot for sale as is. Motion carried unanimously.

A motion was made by Cederstrom and seconded by Haman to approve the special event permit for 10 North Main on August 28, 2020. Motion carried unanimously.

A motion was made by Medalen and seconded by Boutilier to approve the low bid from Mayo Construction of \$858,947.30 for the micromill and chipseal project known as SC-2500(020), West and South of Upham. Motion carried unanimously.

A motion was made by Boutilier and seconded by Cederstrom to reissue lost instrument #1205. Motion carried unanimously.

Abatements #1335-1337 were presented. A motion was made by Medalen and seconded by Boutilier to approve all abatements as they meet the requirements for Homestead Credits and Veteran Credits. Motion carried unanimously.

Brad Murphy and Brian Kraft with RDO joined the meeting. The board discussed the specs for the blades being bid next month.

A resolution was presented to the board to adopt the "Pandemic Illness Plan" as an appendix to the current Emergency Operation Plan for McHenry County. All commissioners voting in favor of approving the resolution, resolution passed.

A motion was made by Medalen and seconded by Boutilier to adopt the guidelines presented to comply with the Families First Coronavirus Response Act, and to add it as a policy amendment to the current personnel policy. Motion carried unanimously.

The board opened the bids for FEMA PW #66, which is a low water crossing in Deep River Township. A motion was made by Cederstrom and seconded by Boutilier to accept the low bid of \$368,300.00 from Dig It Up Backhoe. Motion carried unanimously.

Commissioner Medalen presented information regarding a hazardous bridge between section 18-158-79 and section 13-158-80. A motion was made by Medalen and seconded by Boutilier to temporarily close the road due to this hazard until the bridge can be repaired. Motion carried unanimously.

An offer was submitted regarding the cement bridge decking that was out on bids the last two months. The board agreed to place the decking in the online auction this summer.

The auditor presented the election changes recommended by the Governor's Executive Order 2020-13, which McHenry County will abide by, to hold the Primary Election by mail only and to provide a drop box outside the county courthouse for return ballots.

A motion was made by Bruner and seconded by Medalen to approve the encroachment policy and to publish notice in the paper. Motion carried unanimously.

The board recessed for lunch.

Ryan Ackerman joined the meeting to give a brief update on the new bridge construction on Hwy 41 at Velva.

A motion was made by Medalen and seconded by Cederstrom to deny payment of a Sheriff's Department bill to TransUnion. Motion carried unanimously.

A motion was made by Boutilier and seconded by Cederstrom to gravel 2 miles of Co Rd 17 and 2 miles of Co Rd 16. Motion carried unanimously.

A motion was made by Haman and seconded by Medalen to install an approach along Co Rd 17 on the North side of the road between sections 18 and 19 in Layton Township. Motion carried unanimously.

A consent motion was made by Haman and seconded by Bruner to approve the following: Treasurer's Miscellaneous Receipts #44430-44495; the monthly payroll in the amount of \$125,750.68 paid by warrant checks #25668-25716; Clerk of Court Feb County fees \$440.00, State fees \$7,458.50; Clerk of Court Mar County fees \$756.43, State fees \$17,525.60; County Recorder Feb recording fees of \$3,976.00 and misc fees of \$451.30; County Recorder Mar recording fees of \$4,140.00 and misc fees of \$299.80; Sheriff February statement of fees \$130.00, Sheriff mileage \$177.00; Sheriff March statement of fees \$790.00, Sheriff mileage \$889.30; Deputy reports for Feb/Mar.

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

<b>Warrant</b>	<b>Paid</b>	<b>Reason</b>	<b>Amount</b>
79432	Advanced Business Methods	Copier contracts	973.99
79433	Anamoose Township	Overweight fees	35.73
79434	Black Hills Ammunition	Ammo	539.00
79435	B & L Electric	Exhaust fan, emergency light	242.00
79436	Boutilier, Gregg	Mileage	62.10
79437	Brandt, Kelly	Mileage	77.05
79438	Bruner, Bryan	Mileage	103.50
79439	Carpenter, Darlene	Mileage, meals	213.19
79440	Cenex Fleetcard	Gas	2,636.20
79441	Dacotah Paper Company	Janitorial Supplies	238.85
79442	Davenport, James	Mileage, fax line, supplies	85.57
79443	Dakota Fire Extinguishers, Inc	Annual service Hester Shop	133.17
79444	DK Service	Gas, diesel fuel, services	2,301.08
79445	DMC Wear Parts LLC	Cutting edges	13,576.69
79446	Dokken's Automotive LLC	Oil change, rotate tires	103.68
79447	Drake City	Utilities	101.98
79448	Domestic Violence Crisis Center	February fees	75.00
79449	Enerbase	Gas, LP tank lease	306.83
79450	Envision Cooperative	Gas	146.25

79451	Epoch Design LLC	Drop box upgrade	20.00
79452	Election Systems & Software	Thumb drives	459.45
79453	Finneseth, Douglas	Mileage	48.30
79454	Galls, Inc	Boots	258.98
79455	Great Plains Benefits Group	Policy Manual maintenance	250.00
79456	G & P Commercial Sales, Inc	Disinfectant	60.85
79457	Grilley Township	Overweight fees	19.79
79458	Hansen, Jerry	Mileage	94.88
79459	HACTC	Prisoner board	13,479.74
79460	Hardware Hank	Supplies	421.68
79461	Heilman's Diesel Repair	Batteries	325.00
79462	Heringer Lumber	Paint	23.70
79463	Information Technology Dept	Data processing	1,336.24
79464	J & J Market	Hand sanitizer	13.45
79465	Keller, Britney	Mileage	144.90
79466	Kitzman, Neil	Mileage	194.93
79467	Lien's Jewelry	Retirement clock	55.00
79468	Matthew Bender & Company, Inc	Law Manual	64.83
79469	Mike's Body Paint & Glass	Towing, strip vehicle	1,755.95
79470	McHenry County Treasurer	State Grant Lands payment	2,066.85
79471	McHenry County Township Officers	Unorganized Twp 2020 Dues	1,120.00
79472	Medalen, David	Mileage	38.53
79473	Metcalf, Kendra	Mileage	117.30
79474	Mouse River Journal	Publish legals	348.92
79475	Mouse River Oil Company	Gas, diesel fuel, repairs	2,002.49
79476	NAPA Auto Parts of Minot	Epoxy primer	92.38
79477	ND Association of Counties	January-March 911 fees	1,866.28
79478	ND County Commissioners Assoc	2020 Dues	1,650.00
79479	ND State Treasurer	January-March \$.50 fees	9,331.88
79480	ND Telephone Company	Circuit fees	41.14
79481	Northern Testing, Inc	Drug testing	90.00
79482	Office Depot, Inc	Copy paper, office supplies	2,493.37
79483	Olson, Bryan	Mileage	48.30
79484	Otter Tail Power Company	Electric Service	2,536.00
79485	PharmChem, Inc	Drug testing	256.95
79486	Pomp's Tire Service, Inc	Tires	505.20
79487	PowerPlan	Parts	34.40
79488	Praxair Distribution	Cylinder rent	57.40
79489	Pro IT, LLC	Tech support	1,362.50
79490	Pratt Township	Overweight fees	26.57
79491	Quadient Finance USA, Inc	Postage	1,815.00
79492	Quadient Leasing	Postage meter rent	477.00
79493	RV Enterprises	Bridge repair	3,900.00
79494	Spring Grove Township	Overweight fees	6.30
79495	SignsToday, Inc	Sign lettering	8.40
79496	Smette Oil Company	Gas, diesel fuel	719.96
79497	State Radio Communications	January-March 911 & LETS	14,690.76
79498	SRT Communications, Inc	Telephone service	1,711.79
79499	Stapes Credit Plan	Office supplies	138.34
79500	Strege Township	Overweight fees	36.77
79501	Too Dark Motorsports	Window tint 2013 Durango	325.00
79502	Towner Health & Wellness	April office rent	545.00
79503	Tri-N Propane	Propane	386.75
79504	Towner City	Utilities	349.23
76505	Towner Plumbing & Heating	Toilet repair	183.58
76506	Thomson Reuters-West	Westlaw	163.80
76507	Velva Area Voice	Subscription renewal	40.00
76508	Verendrye Electric Cooperative	Electric service	851.89

76509	Verizon Wireless	Wireless service	2,019.68
76510	Velva Glass & Auto	Windshield 2008 Ford F250	289.04
76511	Vollmer, Brian	Mileage	40.83
76512	Ward County Sheriff's Dept	Paper service	28.96
76513	Wold Engineering, PC	SC-2500(020), BRC-2506(065)	36,667.89
76514	Ziegler Oil Company	Propane	654.00

At 1:40 PM, there being no further business to come before the board at this time, a motion was made by Cederstrom and seconded by Boutilier to adjourn.

ATTEST:

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Darlene Carpenter, Auditor

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Bryan Bruner, Chairman