

OFFICIAL PROCEEDINGS OF THE MCHENRY COUNTY BOARD OF COMMISSIONERS

December 3, 2024

9:00 AM

Chairman Nelson called the meeting to order. Commissioners Brady Nelson, Duane Drader, Armann Anderson and Lance Johnson were present. Commissioner Bryan Bruner absent.

A motion was made by Drader and seconded by Anderson to approve the November 19<sup>th</sup> minutes. Motion carried unanimously.

For the purpose of reorganizing the board, Chairman Nelson relinquished his chair to the Auditor. The auditor called for nominations for Chair. Nelson nominated Armann Anderson. No other nominations were made. A motion was made by Nelson and seconded by Drader that nominations cease and a unanimous ballot be cast for Anderson. Motion carried unanimously. The auditor called for nominations for Vice Chair. Nelson nominated Bryan Bruner. No other nominations were made. A motion was made by Anderson and seconded by Johnson that nominations cease and a unanimous ballot be cast for Bruner. Motion carried unanimously. The auditor turned the meeting over to Chairman Anderson.

Kelani Welstad joined the meeting. A renewal for a beer and liquor license was presented to the board for 1481 Meats. A motion was made by Nelson and seconded by Johnson to approve the off-sale only licenses. Motion carried unanimously.

The board was presented with a retirement notice from Northern Prairie Human Service Zone Director, Kelly Jensen.

A motion was made by Nelson and seconded by Drader to approve the joint powers agreement with Ward County to provide juvenile housing. Motion carried unanimously.

The board was reminded of the presentation to be given at the next Planning & Zoning meeting on December 12<sup>th</sup>, relating to regional livestock development planning.

Gary Deibert joined the meeting.

A motion was made by Johnson and seconded by Nelson to purchase four tires for the Granville blade. Motion carried unanimously.

A motion was made by Nelson and seconded by Drader to limit an \$85 per day allowance for all county board members. Motion carried unanimously.

Lesley Jones, Family and Community Wellness agent and Kathryn Slavick joined the meeting. Lesley introduced Kathryn to the board, as she has been hired to fill the County Agent position. Lesley presented some information about the FARMS program, in which they will be looking for producers who are innovated and interested in new technology.

Johnna Torr joined the meeting.

The board opened the bids for the electrical work at the new Upham shop. One bid was received from B & G Electric in the amount of \$23,400. A motion was made by Drader and seconded by Johnson to accept this bid. Motion carried unanimously.

Trey Skager, Natasha Kuhnhenh, Breanna Zimbelman, Kyleen Kitzman, Grace Swartzentruber, Mandy Peterson, Josh Frey, Miriam Smette, Natalie Goodman and Sarah Heit joined the meeting for the discussion regarding storm closures for the courthouse. A motion was made by Nelson and seconded by Johnson to follow the TGU School District for late start/early closure days. Motion carried unanimously. On days when school is not in session, the Sheriff and Commission Chair will make the decision. If employee leave was scheduled prior to a closure day, the employee would be required to take the scheduled leave rather than being paid for the closure time. Only employees scheduled to work in the county will be eligible for paid time for closures. The reverse 911 system will be utilized to notify employees of storm closures.

Commissioner Bruner joined the meeting via phone.

Lucille Loftesnes and Dale Deibert joined the meeting. Along with Gary Deibert, who had previously joined, they requested the county road South of Granville and west to Hwy 41 be paved. They expressed their concern for safety, as the road is used quite heavily by gravel trucks which creates a lot of dust. The board explained funding is an issue, and current funds need to go toward repairing bridges. Gary requested the county enforce Strata to water the road.

Lesley Jones and Kathryn Slavick met with the board to assist in conducting an interview for the administrative assistant position in the Extension Office.

Commissioner Bruner left the meeting.

Commissioner Johnson reported he is waiting for Swingen Construction to look at the Hanretty Bridge to get their recommendation on repairing this structure.

The board recessed for lunch.

Commissioner Bruner joined via phone. Commissioner Drader absent.

Lesley Jones and Kathryn Slavick joined the meeting to hold another interview for the administrative assistant position.

Trey Skager, Dustin Welstad, Josh Frey and Ryan Welsh met with the board to request a higher compensation for a starting deputy. No changes were made. A question was also asked about how years of service are calculated.

Lesley Jones and Kathryn Slavick joined the meeting to discuss the candidates for the administrative assistant position. A motion was made by Johnson and seconded by Nelson to offer the position to Holly Christianson. Motion carried unanimously.

A motion was made by Bruner and seconded by Johnson to make the necessary repairs to the sign truck. Motion carried unanimously.

The board was notified of the resignation of the Veteran Service Officer, which will be effective next summer.

The board discussed some productivity concerns with the Towner blade operator. This will be discussed at the next meeting when his supervisor can be present.

A motion was made by Nelson and seconded by Johnson for McHenry County to affirm to North Dakota Public Employees Retirement System that McHenry County is formed pursuant to N.D.C.C. 11-01-26 and is neither a non-profit corporation nor a for-profit corporation, to join the NDPERS Public Safety Defined Benefit Retirement Plan and offer the plan to all eligible employees of McHenry County. The motion was seconded by Johnson. Motion carried unanimously. The Board approved joining the NDPERS Public Safety Defined Benefit Retirement Plan effective January 1, 2025.

Due to deterioration of Co Rd 19, a motion was made by Bruner and seconded by Nelson to discontinue selling overweight permits for the Karlsruhe highway and to have the unused permits returned to the county for a refund. Motion carried unanimously.

A consent motion was made by Bruner and seconded by Johnson to approve the following: Treasurer's Miscellaneous Receipts #49482-49597; the monthly payroll in the amount of \$199,275.25 paid by warrant checks #28406-28465; County Recorder November recording fees of \$3,740.00 and misc fees of \$190.51; Deputy reports for Oct/Nov.

The board continued to audit bills until completed. A motion was made by Johnson and seconded by Nelson that the following bills be approved and the proper checks be issued thereof. Motion carried unanimously.

<b>Warrant</b>	<b>Paid</b>	<b>Reason</b>	<b>Amount</b>
89816	Acme Tools	Grease coupler, battery - Velva	257.97
89817	Amazon Capital Services	Calendars, Dog Food	564.82
89818	Amsterdam Printing	Office Pens	275.14
89819	American Welding & Gas Inc.	Cylinder Rent	40.52
89820	Anderson, Armann	Mileage	69.68
89821	Ashley, Jo	Mileage	642.24
89822	Attorney General Office	SCRAM Fees	2,150.00
89823	BAG LLC	Sample Ballot, Notice of Election, LEPC	346.45
89824	Baymont Inn & Suites Mandan	Lodging - Davenport	330.00
89825	Braun Intertec Corporation	Hanretty Bridge	1,500.00
89826	B & J Excavating Inc.	Gorman, Smokey Lake, Hougom	15,990.00
89827	Bray's Saddlery	Sheriff's Jeans	99.90
89828	Bruner, Bryan	Mileage	247.90
89829	Brodehl, Kristine	Mileage, Meals, Lodging, Dues	699.38
89830	Burckhard, Adam	Pit run/gravel 59th St	1,512.00
89831	Cenex Fleetcard	Gas - Sheriff Dept.	4,421.53
89832	Central Trenching Inc.	Directional Bore - Upham	390.00
89833	City of Deering	Rent - Deering Shop	5,400.00
89834	Dewanz, David	Meals	36.00
89835	Dakota Fluid Power, Inc.	Parts - Upham	47.97
89836	Dk Service	Diesel, Gas, install tires	2,150.04
89837	DMC Wear Parts LLC	Cutting Edges - Granville	8,871.40
89838	Domestic Violence Crisis Center	Victim/Witness Fees	359.63
89839	Election Systems & Software	Pre- Marked Test Ballot	76.73
89840	First District Health Unit	4th Qtr. Certified Mill Levy 2024	29,447.25
89841	Frey, Joshua	Mileage, meals, dues, lodging	1,462.83
89842	Galls	Women's- Trousers, Men's - Polo	306.94
89843	Guardian Fleet Safety	New 2024 Explorer - outfit	24,248.41
89844	Haman, Lorinda	Postage/Groceries	70.24
89845	HACTC	Prisoner Broad & Medical	7,468.52
89846	Hardware Hank	Shovel, Shop towels, Dog food	542.38
89847	Heringer Lumber	Upham Shop	31,080.04
89848	Holiday Inn	Lodging	297.00
89849	IAAO	2025 Membership Dues	240.00

89850	John Deere Financial	Hub, Fire Extinguisher	673.97
89851	J & J Market	Stepping on Supplies, Groceries	63.37
89852	Johnson, Lance	Mileage	275.37
89853	Johnson, Glenna	Canvassing Broad	46.48
89854	Jones, Lesley	Mileage/Meals	253.37
89855	Keller Backhoe Services	Upham Shop	2,382.50
89856	Krumweide, Tom	Mileage	545.84
89857	Linde Gas & Equipment Inc.	Rental Period	92.15
89858	Linstrom, Calise	Dropbox reimbursement	119.88
89859	Larson Law Firm	Execution Payment	3,000.00
89860	McHenry County Treasurer	Sheriff Fees, Mileage, Tow Bill	6,157.50
89861	Medalen, Keith	Mileage	43.55
89862	Menards	Steel Fascia , Lubricant - Upham	338.97
89863	Moravian Builders LLC	Install Door - Upham Shop	800.00
89864	NAPA Auto Parts - Minot	Batteries - Sand Truck	324.18
89865	Northside Auto body & Repair	Impounds, Oil change, Repairs	7,022.03
89866	NDEAFCS	Dues 2025	125.00
89867	NDACo Resources Group	Datto Backup-	225.72
89868	ND Dept. of Transportation MVD	2024 Ford F150/Interceptor	23.00
89869	ND Dept. of Transportation FMD	Project BRC25000(22)	421,355.23
89870	ND Weed Control Assoc	Dues 2025	285.00
89871	Northwest Tire Inc.	Tires- Deering, Towner, Karlsruhe	12,755.58
89872	Office Depot	Color paper, Post-its, envelopes, labels	2,824.87
89873	Olson, David	Mileage/Meals, Milestone- refund	1,057.20
89874	Otter Tail Power Company	Electric Services	1,999.82
89875	Pfeifer Construction	Gravel to Buffalo Lodge	350.00
89876	PharmChem	Sweat Patch Analysis	447.30
89877	PowerPlan	Air Filters, Diagnostics	5,024.92
89878	Pro Forms	Laser W-2's	76.18
89879	The Radar Shop	Radar & Lidar re-certifications	860.00
89880	Red River Animal	Gringo Meds	1,991.57
89881	Redwood Toxicology Lab	Drug Test	9.77
89882	Runnings	Supplies - Upham Shop	147.47
89883	Schell, Hunter	Mileage	60.30
89884	Sidwell, Harris Local Government	Mapping Service	320.00
89885	Skager, Trey	Rooms for K-9 Training	866.50
89886	SKM Collections Division	Execution Payment	218.00
89887	Smette Oil Inc.	Diesel, Gas,	2,524.26
89888	SRT Communications Inc.	Phone, 911 Service	997.91
89889	Stevens Welding & Machine	Tubing/ Plate	255.67
89890	Sundby, Connie	Execution Payment	4,447.34
89891	Susag Sand & Gravel	Gravel Anamoose pavement	650.00
89892	Towner Animal Health Clinic	Meds - Gringo	440.50
89893	Towner Health & Wellness	Office Rent	832.00
89894	Thomas Law Firm	Attorney Fees	250.00
89895	Tri - N Propane	Propane - Granville	305.45
89896	Towner City	Utilities	378.75
89897	TransUnion Risk & Alternative	Online investigation	110.00
89898	Tritech Software Systems	Mobile License annual maintenance	173.75
89899	Tonys Tire Service	labor/mileage- Velva	171.00
89900	Tyler Technologies	Project Mg/Tax Wise/ Server Migration	14,381.53
89901	Uniform Center	Brown Ply Tie/Gold Star	49.97
89902	Vanguard Appraisals Inc.	Service PLLUS	2,480.00
89903	Verizon Wireless	Wireless Service	746.03
89904	Volk, Mike	Mileage	104.52
89905	Ward County	Juvenile inmate	2,068.00
89906	Welsh, Ryan	Meals	25.10

89907	Welstad, Dustin	Meals/Lodging	135.00
89908	Ziegler Oil Company	Fuel - Drake Shop	2,393.16

At 5:50 PM, there being no further business to come before the board at this time, a motion was made by Nelson and seconded by Johnson to adjourn. Motion carried unanimously.

ATTEST:

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Darlene Carpenter, Auditor

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Armann Anderson, Chairman