

# OFFICIAL PROCEEDINGS OF THE MCHENRY COUNTY BOARD OF COMMISSIONERS

October 1, 2024

9:00 AM

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

A motion was made by Bruner and seconded by Johnson to approve the September 3<sup>rd</sup> minutes. Motion carried unanimously.

Jackie Burckhard met with the board to present her resignation, effective December 31<sup>st</sup>. The board thanked her for her years of service and wished her well on her retirement. A motion was made by Anderson and seconded by Drader to advertise the position. Motion carried unanimously.

The public hearing was opened for the purpose of discussing the preliminary county budget for 2025. Weed board members Tom Krumwiede, David Olson, Keith Medalen joined the meeting as well as Weed Board Officer, Terry Bailey and Secretary Lorinda Haman. The weed board members requested their budget be reinstated, as the county commission reduced their budget allowance from 4 mills to 3.5 mills. The weed board mentioned the decrease in funds could possibly result in the need to increase chemical costs to producers or eliminate the right-of-way spraying in townships. The commission stated they were looking for ways to keep the taxes down, not to say the mills could not be reinstated in the future.

The board reviewed the variance request from Alan Effertz to establish a shelterbelt 60' from the center of 14<sup>th</sup> Ave N located in the SW1/4 of Section 11-152-80. A motion was made by Anderson and seconded by Johnson to approve the variance, as recommended by the zoning board. Motion carried unanimously.

The board reviewed the Sheriff's budget and reduced the vehicle expense line items. Commissioner Nelson commented on his concerns with being able to afford and sustain the expense of adding another Deputy Sheriff, as requested in the budget. A motion was made by Anderson and seconded by Johnson to approve the budget as amended. Commissioners Drader, Anderson, Johnson and Nelson voting aye. Commissioner Bruner voting nay due to opposition of adding another deputy. Motion carried.

Commissioner Nelson updated the board on the meeting with the Minot Housing Authority and the Pierce County Housing Board members. The Pierce County members voted unanimously to allow the Minot Housing Board to control the housing vouchers for Pierce and McHenry.

A motion was made by Anderson and seconded by Bruner to approve the joint powers agreement with the Heart of America Correctional Center to house prisoners at a rate of \$95.00/day for 2025. Motion carried unanimously.

The board recessed for lunch.

Josh Frey, Miriam Smette, Jeff Smette, Natalie Goodman, Breanna Zimbelman, Kylene Kitzman, Johnna Torr and Tina Powell joined the meeting. Josh provided the board with information regarding the compensation for Miriam Smette and Lauren Haman, employees of the States Attorney's office, and disagreed with the rate of pay determined for these positions in the recent salary study. Josh proposed Lauren be reclassified to a Grade 4 and be given credit for her years of service while employed with McIntee Law Firm and that Miriam also be reclassified to a Grade 4 at a rate of pay that will coincide with the Victim Witness grant. Josh also presented the board with compensation comparisons from other States Attorneys who have dual counties.

The board discussed options, as the Auditor’s office does not want the responsibility of securing the courthouse on a daily basis. The board agreed to set the hours for the custodian to 7:45 AM to 4:45 PM Monday-Friday. A motion was made by Drader and seconded by Johnson to change this position to 40 hours/week. Motion carried unanimously.

A motion was made by Anderson and seconded by Drader to adopt the 2024 Multi-Hazard Mitigation Plan, pending final approval from NDDDES. Motion carried unanimously.

A motion was made by Anderson and seconded by Drader to approve the raffle permit from the Velva Wildlife Club. Motion carried unanimously.

A motion was made by Anderson and seconded by Bruner to purchase two motorgrader tires for John’s blade and four for Jerry Hansen’s blade. Motion carried unanimously.

The board reviewed the list of foreclosed properties. A motion was made by Drader and seconded by Anderson to set the minimum sales price for property recently foreclosed at the amount of taxes owed against it and to lower the remaining properties not sold from last year’s sale as follows: Original Drake Lots 7-8 Blk 3 to \$1,355.31 and property 1<sup>st</sup> Addition to Upham Lot 1 Blk 5 to \$2,000.00. Motion carried unanimously.

The board discussed the request from the States Attorney to reclassify the positions of Lauren Haman and Miriam Smette. A motion was made by Drader and seconded by Johnson to reclassify both positions to a Grade 4 and to give Lauren credit for her years of service while working for McIntee Law Firm. Commissioners Drader, Bruner, Anderson and Johnson voting aye. Commissioner Nelson voting nay. Motion carried. The adjustment will be retroactive to July 1, 2024.

A motion was made by Drader and seconded by Anderson to amend the 2025 budget to make adjustments for the change in compensation passed in the previous motion. Commissioners Drader, Bruner, Anderson and Johnson voting aye. Commissioner Nelson voting nay. Motion carried.

A consent motion was made by Johnson and seconded by Anderson to approve the following: Treasurer's Miscellaneous Receipts #49213-49346; the monthly payroll in the amount of \$188,990.75 paid by warrant checks #28310-28355; Clerk of Court August County fees \$800.01, State fees \$26,320.62, City of Velva \$20.00; Clerk of Court September County fees \$649.99, State fees \$18,088.43; County Recorder August recording fees of \$3,312.00 and misc fees of \$280.24; Sheriff September statement of fees \$770.00, Sheriff mileage \$1,130.00; Deputy reports for July/Aug.

The board continued to audit bills until completed. A motion was made by Johnson and seconded by Bruner that the following bills be approved and the proper checks be issued thereof. Commissioners Bruner, Anderson, Johnson and Nelson voting aye. Commissioner Drader voting nay. Motion carried.

<b>Warrant</b>	<b>Paid</b>	<b>Reason</b>	<b>Amount</b>
89416	Amazon Capital Services	HP 98 Black Ink, hard drive USB,Pants	621.86
89417	Armann Anderson	Mileage	67.00
89418	Attorney General Office	Sobriety Program Fee (SCRAM fees)	1,180.00
89419	Bailey, Terry	Mileage	278.05
89420	B & M Laundry	Wash Janitor Towels & Rags	27.59
89421	Bossert, Kevin	Mileage	67.00
89422	Bruner, Bryan	Mileage	76.38
89423	Brodehl, Kristi	Mileage/Hotel/Meals	240.00
89424	Burckhard, Adam	Gravel Delivery - Gorman Twp.	1,680.00
89425	Carpenter, Darlene	Mileage/Meals	414.44
89426	Cenex Fleetcard	Gas - Sheriff Dept.	4,746.91

89427	Davenport, Jim	Meals/Office Supplies	176.71
89428	Dirty Dog Digging & Trucking	Gravel- CO RD 1 & Upham Shop	2,770.00
89429	Deere Credit Inc.	Tractor Rental, Blade - Deering/Velva	80,660.88
89430	Dakota Fire Extinguishers	Annual Maintenance, Sheriff/Ct House	1,248.92
89431	DK Service	Fuel - Granville, Oil Change- Skager	1,576.77
89432	Drake City	August Utilities	75.73
89433	Domestic Violence Crisis Center	August	327.50
89434	Enerbase	Gas, Fuel - Drake, Gas - Sign Pickup	693.59
89435	Envision	Gas - Co Car, Sign pickup, Lawn Mower	187.88
89436	Election Systems & Software	Coding Ballot, Audio, Creations	2,723.45
89437	Farden Construction, Inc.	Concrete Upham Shop	505.50
89438	Forum Communications Printing	Estimate Tax Statement	4,198.99
89439	General Roofing Construction	Courthouse Renovations	103,087.00
89440	Grilley Township	LoadPass Permit Fee	5.99
89441	General Trading Company	JB 80 Spray/Bags - Deering	80.20
89442	HACTC	Prisoner Board & Medical	13,598.14
89443	Hardware Hank	Grease gun, squeegee, screws, light bulbs	501.81
89444	Heringer Lumber	Installment of Upham Shop	70,000.00
89445	Ihry Insurance Agency	Add Drone	44.00
89446	ITD Information Technology	Data Processing Service - Sheriff/Auditor	1,069.80
89447	John Deere Financial	Replace Glass Door- JD Tractor, Lube	2,110.30
89448	J & J Market	Program Supplies	35.66
89449	Jones, Lesley	Mileage/Misc.	334.82
89450	Keller Backhoe Service	Upham Shop	1,171.43
89451	Lebanon Township	LoadPass Permit Fee	206.42
89452	Linde Gas & Equipment Inc.	Rental Period July 2024 - August 2024	92.15
89453	Minot Automotive Center	2013 Durango & 2020 Dodge Ram	4,926.47
89454	McHenry County Treasurer	County Car Mileage	363.20
89455	McHenry County Treasurer	Sheriff Fees, Mileage	2,422.68
89456	Merchants Bank	Execution Payment	500.00
89457	Motorola Solutions Inc.	Body Cam Replacement	500.00
89458	Mouse River Journal	Public Hearings, Commissioners Meeting	301.47
89459	Mouse River Oil Company	Grease, Fuel, Oil - Karlsruhe, Gas- Sheriff	6,444.99
89460	Northside Autobody & Repair	Impounds, Windshield Replacement	4,161.47
89461	Nutrien Ag Solutions	Chemical	3,772.30
89462	ND Public Health Insurance	2023 1094 ACA Electronic Filing Fee	340.00
89463	NDACo Resources Group	Datto Backup	225.72
89464	Northwest Tire Inc.	O-ring- Drake, Blade- Upham	9,682.04
89465	Office Depot	Envelopes, folders, shredder	892.84
89466	OK Tire Store	Tires- Granville Shop Car	523.36
89467	Otter Tail Power Company	Eclectic Service	1,910.10
89468	Pharmchem	Sweat Patch Analysis	191.70
89469	PowerPlan	Mtce- Towner, Oil change-Granville	3,289.64
89470	Powell, Tina	Mileage/Meals	36.01
89471	Pratt Township	LoadPass Permit Fee	35.37
89472	Quadient Finance USA	Postage	3,000.00
89473	Rocking BS Construction LLC	Install Culverts	10,000.00
89474	Sidwell Harris Local Government	Web Hosting & Mapping 12/2024 -12/2025	17,494.66
89475	Siegler, Kelsey	Mileage/ Meal	289.39
89476	SKM Collections Division	Execution Payment	119.00
89477	Smette Oil	Fuel - Deering/ Upham, Gas - Sheriff	2,870.15
89478	SRT Communications	Phone, 911 Services	984.58
89479	Susag Sand & Gravel	Gravel - CO RD 19 & CO RD 9	37,309.80
89480	Towner Animal Health Clinic	Blood Work - Gringo	265.00
89481	Towner Health & Wellness	States Attorney office rent	832.00
89482	TrueNorth Steel	Culverts	57,995.68
89483	Towner City	Utilities	388.28

89484	TransUnion Risk & Alternative	Online Investigation Resource	110.00
89485	Thomas Reuters West	States Attorney online resource Fee	220.54
89486	Tyler Technologies Inc	Taxation program, Vetra Spec	30,609.65
89487	Underground Vaults & Storage	Storage Rental for Microfilm	288.00
89488	Verendrye Electric Coop	Electric Service	613.88
89489	Verizon Wireless	Wireless Service	747.57
89490	Village Family Service Center	Annual EAP Contract 6/2024 - 5/2025	1,500.00
89491	Vollmer, Brian	Mileage	97.15
89492	Volk, Mike	Mileage	60.30
89493	Wald, Rachel	Mileage	119.26
89494	Ward County Auditor	August 2024 Inmates	450.00
89495	Wittmayer Backhoe Service	Culvert Clean out 2nd Ave N	640.00
89496	Willow Creek Township	LoadPass Permit Fee	9.25
89497	Ziegler Oil Company	Fuel - Drake	3,016.91

At 4:10 PM, there being no further business to come before the board at this time, a motion was made by Bruner and seconded by Drader to adjourn. Motion carried unanimously.

ATTEST:

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Darlene Carpenter, Auditor

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Brady Nelson, Chairman