

**McLean County Commission Proceedings**  
**Tuesday, February 7, 2023**

The first regular February meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham, Steve Lee, and Barry Suydam. Also present were Auditor Beth A. Knutson; Deputy Auditor Diane L. Blumhagen; Road Superintendent Jim Grey; Assistant Road Superintendent Travis Verke; and Clerk of Court Bonnie Bohnsack.

Moved by Suydam, seconded by Lee, to approve the minutes of the previous regular meeting as submitted. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Chief Deputy Auditor Lori Foss joined the meeting.

Grey presented an update on department operations reporting that road widening is wrapping up.

Moved by Lee, seconded by Suydam, to approve the 2023 road policy as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Grey presented the bridge inspection/load rating progress billing received from North Dakota Department of Transportation (NDDOT) showing the county share for the project BRC-BRS-0099(008) PCN 22815 at \$1,907.00.

Foss presented an NRG Technology Services quote for 22 new computers which all include Microsoft Office 2021 for the total amount of \$43,520.62. The computers were budgeted for in 2023 and the quote amount is less than the budgeted line item.

Moved by Lee, seconded by Suydam, to approve the purchase of the computers as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Bohnsack updated the commission on the current status of the possibility of the Clerk of Court offices being taken over by the State of North Dakota.

Chief Deputy Sheriff Richard Johnson joined the meeting to present an invoice from Guardian Fleet Safety for purchase of two Dodge Durangos in the amount of \$100,736.54. Johnson requested to use forfeiture funds for this purchase.

Moved by Lee, seconded by Suydam, to approve the purchase as presented. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Johnson also requested permission to utilize forfeiture account funds to send two Detectives to a job shadowing program in Miami, Florida, for one week. The expenses would be for lodging, travel, and meals as the job shadowing program does not have a charge attached to it.

Moved by Lee, seconded by Suydam, to approve the request as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Johnson requested permission to purchase a Motorola Solutions one-year service agreement for the radio siren system in the amount of \$13,534.00.

Moved by Suydam, seconded by Lee, to approve the service agreement as presented. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Sheriff J.R. Kerzmann joined the meeting.

Knutson updated the commission on the potential vehicle leasing program through Enterprise. Discussion followed.

Knutson presented the federal aid contract for project BRJ-0028(051).

Knutson requested permission to transfer \$2,000,000.00 from the county's money market to its reserve account, bringing that total to a little over \$6,000,000.00. Knutson then recommended putting \$6,000,000.00 into Certificate of Deposits (CD) at TruCommunity Bank to receive a higher rate of return on the funds. The funds would be broken into \$500,000.00 CDs purchased each month for the next 12 months. Knutson also requested permission to set up a commercial sweep account for a higher rate of return on the funds remaining in the money market. Discussion followed.

Moved by Lee, seconded by Suydam, to approve the request as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson requested the commission to set the County Tax Equalization meeting for 10:00 a.m. on June 6, 2023.

Moved by Suydam, seconded by Lee, to set the County Tax Equalization meeting for 10:00 a.m. on June 6, 2023. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson presented the Pledge of Securities received from TruCommunity Bank. The total public deposits were \$29,580,426.54 and the total pledged securities were \$31,072,067.94 on January 31, 2023.

Moved by Lee, seconded by Suydam, to accept the Pledge of Securities from TruCommunity Bank. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Received and ordered filed the fee collection report from the Recorder's Department for the month of January in the amount of \$8,795.10

Received and ordered filed the fee collection report from the Sheriff's Department for the month of January in the amount of \$450.07.

Knutson presented the budget narrative for period ending January 31, 2023. She presented data showing property tax collections are at 52% collected including 54% with discount for 2023 or \$10,575,896.00; government reimbursement revenues totaled \$153,461.20 compared to \$207,828.86 in 2022; fees and miscellaneous revenues totaled \$121,202.35 compared to \$92,515.78 in 2022; and expenditures were at 6.41% of total budget for 2023.

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00 showing 23 taxpayers owing \$230,200.65 in back taxes.

Knutson presented the Uncollected Tax List for years 2020-2022 showing a total of \$9,657,152.75.

Moved by Suydam, seconded by Lee, to approve the following vouchers for payment:

<b>HIGHWAY VOUCHERS</b>			
<b>CHECK #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
307162	ENERBASE	LIQUID PROPANE TO BUTTE SHOP, PARTS	1,059.00
307163	ESCOSUPPLY	PLOW BLADES	6,131.12
307164	HAZEN MOTOR CO	TUBE	18.68
307165	JOHN DEERE FINANCIAL	TIRE ROD ASSEMBLY, FILTERS, CLAMP, SCREWS	325.56
307166	MCLEAN CNTY IMPLEMENT	PARTS, OIL	1,025.67
307167	NDDOT	PROJECT BRC-BRS-0099(008) PCN 22815	1,907.00
307168	RUST'S HARDWARE HANK	FASTENER, KEY	16.96
307169	SCOTT'S HARDWARE INC	BALL VALVE, BLACK PIPE, PIPE THREAD, HOSE END, ETC.	86.40
307170	S & J HARDWARE	KEYS	7.50
307171	VINING OIL	FUEL TO WASHBURN SHOP	31,408.20
<b>UNPAID VOUCHERS</b>			
<b>CHECK #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
307172	SARAH BEDGAR	REIMBURSE CELL PHONE	30.00
307173	BRAVERA WEALTH	QUARTERLY FEES - LEE, ERICKSON	1,560.46
307174	ASHLEY DEHAVEN	JAIL NURSE HOURS	3,200.00
307175	CAPITAL TROPHY	PLAQUES	304.00
307176	CHASE DRUG	INMATE MEDICATIONS	325.18
307177	CITY OF WASHBURN	WATER, SEWER FOR LEC, COURTHOUSE	150.74
307178	C. S. DOORS, INC	REPAIRS	1,870.00
307179	C & S REPAIR	BATTERY, CLIMATE CONTROL MODULE, HOSE TRANSMISSION, OIL CHANGES	1,315.50
307180	GARRISON WATER DISTRICT	PARK RURAL WATER USAGE	75.00
307181	BENJAMIN GEHRING	REIMBURSE CORONER FEES	750.00
307182	GOETZ FUNERAL HOME	REIMBURSE CORONER FEES	750.00
307183	GUARDIAN LOCK & SAFE CO	JAIL LOCKS	280.00
307184	GUARDIAN FLEET SAFETY	FOUR 2023 TAHOES	195,700.00
307184	GUARDIAN FLEET SAFETY	TWO DODGE DURANGOS	92,950.00
307185	HATZY'S REPAIR	OIL CHANGES	531.70
307186	DAVID HINTZ	WATER STORAGE AGREEMENT	3,584.00
307187	HWY 83 EXPRESS	GAS	13.35
307188	ITD	T-1 LINES, MONTHLY REDUNDANT CIRCUIT	3,789.69
307189	LIGNITE TIRE	VPN, ACTIVE DIRECTORY, EXCHANGE EMAILS	
307190	MARCO	INTUNE, OFFICE 365, DATA PROCESSING	
307191	MCLEAN-MERCER SENIOR MEALS	TIRES	2,875.94
307191	MCLEAN-MERCER SENIOR MEALS	STANDARD PAYMENT, ONE TIME ORIGATION AND FREIGHT FEE	2,182.84
307191	MCLEAN-MERCER SENIOR MEALS	2020-2022 LEVY MONIES COLLECTED & SENIOR MILL LEVY MATCH - JANUARY, MOBILE HOME, STATE AID, PRINCIPAL AND INTEREST	52,758.18
307192	MCLEAN CNTY IMPLEMENT	PARTS	73.96
307193	MENARDS	SUPPLIES	309.87
307194	MOCIC	2023 MEMBERSHIP DUES	200.00
307195	NDACO	NDACO CONVENTION	400.00
307195	NDACO	MARRIAGE LICENSE PROGRAM - 31 APPLICATION FOR 2022	31.00
307195	NDACO	2023 D & A ANNUAL FEE-RANDOM TESTING	749.70
307196	NDACO RESOURCES GROUP	MCLEAN COUNTY PREMIUM, TWO MANAGED SERVERS, FOUR MANAGE WORKSTATIONS FOR FEBRUARY	2,600.00
307197	NDCRA	2023 MEMBERSHIP DUES	200.00
309198	ND CLERK'S ASSOCIATION	2023 MEMBERSHIP DUES	100.00
307199	ND SURPLUS PROPERTY	SUPPLIES	42.00
307200	NDSU EXTENSION SERVICE	SARAH BEDGAR SALARY 9/16/22 - 12/15/22	7,239.00
307201	ND VSO ASSOCIATION	2023 MEMBERSHIP DUES	170.00
307202	NELSON AUTO CENTER	TWO 2023 FORD F150 4WD RESPONDERS	84,113.76
307203	OTTERTAIL POWER CO	BUTTE, TURTLE LAKE, MAX, WASHBURN SHOPS, COURTHOUSE, RADIO TOWER, LEC	6,503.86
307204	PEAK YIELD LLC	ANNUAL TOWNSHIP LEDGER REPORTS LICENSE	1,400.00
307205	PRESORT PLUS	PICKUP FEE, COURIER SERVICE, FAST FORWARDS	52.50
307206	ART RENNER	MEDICAL DIRECTOR HOURS	720.00
307207	SCOTT'S HARDWARE	WHT EXT TUBE, PLASTIC NUT, INFRARED HEATER,ETC.	185.45
307208	T & N ACQUISITION CO.	TARGETS FOR TRAINING	364.92
307209	MAIN STREET MARKET	JAIL GROCERIES	3,014.13
307210	UNDERWOOD - WASHBURN CLINIC	TYLER ZOOK PHYSICAL EXAM	150.00
307211	UNICOM	LABOR TO REWIRE REAR LIGHTS, SUPPLIES, GRAPHICS, SETUP	573.75
307212	WASHBURN AUTO BODY	WINDSHIELD, GRILLE	1,113.32
307213	WATER PURITY INC	WATER DELIVERED	96.00
307214	WESTERN STEEL & PLUMBING	PARTS	458.58
<b>DIRECT DEPOSIT PAYMENTS</b>			
<b>CHECK #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
3692	JAN HANSON	REIMBURSE CELL PHONE	30.00
3693	LORI FOSS	REIMBURSEMENT FOR 1099 NEC FORMS	24.28
3694	BETH KNUITSON	REIMBURSEMENT FOR VEHICLE TITLES, REGISTRATIONS	39.50
3695	KAYLA OBERLANDER	MILEAGE	52.40
3696	CURT MALO	REIMBURSE CELL PHONE	30.00

3697	PAUL HARDY	REIMBURSEMENT FOR PARTS	4.59
3698	TRAVIS VERKE	REIMBURSE CELL PHONE	30.00
3699	CASEY HOWE	REIMBURSEMENT FOR INMATE UNDER GARMENTS	41.16
3700	JUSTIN KROHMER	REIMBURSEMENT FOR DOG FOOD	62.05
3701	CARISSA SCHUMAIER	REIMBURSEMENT FOR DOG FOOD	60.19
3702	CARISSA SCHUMAIER	REIMBURSEMENT FOR MEALS	175.00
3703	CELESTE WILFONG	REIMBURSEMENT FOR KNIFE	16.04
3704	RYAN OBERG	REIMBURSE CELL PHONE	30.00
3705	ELIZABETH PATTERSON	REIMBURSE CELL PHONE	30.00

**PAID VOUCHERS**

Check #	Vendor Name	Description	Amount
307134	NDTOA	NDTOA ANNUAL MEETING REGISTRATION	50.00
307135	DACOTAH PAPER CO	PAPER TOWELS, DEODORIZER, MOP HANDLES, ETC.	614.24
307136	AFLAC	MONTHLY PREMIUM	2,054.02
307137	A R AUDIT SERVICES, INC	GARNISHMENTS	1,693.95
307138	AVESIS	VISION INSURANCE PREMIUMS	1,466.24
307139	BRAVERA WEALTH	MONTHLY CONTRIBUTIONS	3,394.65
307140	DELTA DENTAL	DENTAL INSURANCE PREMIUMS, COBRA	4,550.81
307141	FRATERNAL ORDER OF POLICE	FOP DUES	80.00
307142	USABLE LIFE	CANCER AND ACCIDENT INSURANCE PREMIUMS	242.42
307143	ND CHILD SUPPORT	CHILD SUPPORT	4,301.00
307144	WASHINGTON STATE SUPPORT	CHILD SUPPORT	327.59
307145	NDPERS	SERVICE CREDIT CONTRIBUTION	70.00
307147	MCLEAN COUNTY AUDITOR	TOWNSHIP PRAIRIE DOG FUNDS	553,204.41
307151	DACOTAH PAPER CO	TOILET PAPER, ICE MELT	233.62
307152	GARRISON DIVERSION DISTRICT	DISBURSE MONTHLY COLLECTIONS	26,856.89
307153	MCLEAN RESOURCE CENTER	DISBURSE MONTHLY COLLECTIONS	175.00
307154	NDACO	DISBURSE 10% E-911 COLLECTIONS	1,295.80
307155	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	32,513.63
307156	ATTORNEY GENERAL	MONTHLY COLLECTIONS 24/7 SOBRIETY PROGRAM	1,935.00
307158	WEX BANK	FLEET CARD & GASOLINE	16,755.90
307159	NDPERS - RETIREMENT	JANUARY 2023 PAYROLL	73,485.53
307160	NDPERS - INSURANCE	JANUARY 2023 PAYROLL	161,137.77
307161	NDPERS	DEFERRED COMPENSATION	7,330.00
	JANUARY PAYROLL	A DETAILED LIST OF PAYROLL FUNDS EXPENDED IS AVAILABLE FOR PUBLIC INSPECTION ANYTIME DURING REGULAR BUSINESS HOURS IN THE MCLEAN COUNTY AUDITOR'S OFFICE	439,107.16

Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to approve the following vouchers for payment:

**P-CARD FUNDED PURCHASES**

VENDOR	DESCRIPTION	AMOUNT
NORTHERN PLAINS EQUIPMENT	COUPLINGS, FITTINGS	25.87
I-STATE TRUCK CENTER	ASSEMBLY PRESET PREMIUM, BRAKE DRUM	725.20
BUTLER MACHINERY	PARTS	700.41
WRT	TELEPHONE	103.16
RTC	TELEPHONE	147.71
NORTHERN STATE SUPPLY INC	BOLTS, NUTS	140.94
LINDE GAS & EQUIPMENT	SUPPLIES	440.81
MCLEAN SHERIDAN RURAL WATER	RURAL WATER	70.54
BUTLER MACHINERY	ELEMENT ASSEMBLIES, FILTERS	2,838.98
JOHNSEN TRAILER SALES, INC	PARTS	65.10
MIDWEST DOORS	REPAIR	363.02
I-STATE TRUCK CENTER	BRAKE DRUM	97.95
BUTLER MACHINERY	PARTS	1,165.79
HRDIRECT.COM	1095C SOFTWARE AND FORMS	191.25
AMAZON	BATTERIES, EXPANDABLE FILE FOLDERS	76.67
VERIZON	KITTLER - HIGHWAY CELL	41.88
	KROLL - DES CELL	41.88
	GREY - HIGHWAY CELL	41.88
	ERICKSON - STATES ATTORNEY CELL	47.22
	OBERG - ASSESSOR JETPACK	40.01
	KROLL - DES JETPACK	40.01
QUADIANT LEASING USA LLC	POSTAGE METER RENTAL 1/26/23 TO 4/25/23	147.63
CIRCLE SANITATION INC	GARBAGE PICKUP	444.00
ADOBE	MONTHLY SUBSCRIPTION FOR TWO USERS	29.98
MICROSOFT	OFFICE 365 FOR GARRISON AND WASHBURN SHOPS	17.66
VERIZON	DATA CARD	1,000.25
	TWO DETECTIVE PHONES	93.76
	KERZMANN PHONE	83.76
AMAZON	PRINTER DUST COVER	25.99
BOB BARKER COMPANY	RAZORS	288.04
NORDAK NORTH INC	COMMISSION MINUTES, HELP WANTED, SPECIAL MEETING, BOARD APPOINTMENTS, 2022 ABSTRACT	2,736.46

UNIFORM CENTER	UNIFORM SHIRTS, PANTS, ETC.	1,107.95
PHARMCHEM INC	SWEAT PATCH ANALYSIS	184.05
SRT COMMUNICATIONS	TRANSPORT - PER MILE	694.08
RECORD KEEPERS	SHREDDING SERVICES	45.00
WEBROOT	ANTIVIRUS ONE YEAR SUBSCRIPTION ON TEN COMPUTERS	160.48
RTC	SPORTSMEN'S CENTENNIAL PARK	153.16
BEST BUY	TWO APPLE IPADS	499.98
AMAZON	TWO IPAD SCREEN PROTECTORS, CASES	61.96
QVC	OUTDOOR MAT	57.94
WRT	PHONE LINES	94.42
RTC	MISCELLANEOUS SERVICES FOR 911	80.00
AMAZON	WEB CAMERA	27.97
VERIZON CONNECT	VEHICLE TRACKING SUBSCRIPTION	488.60
WRT	SHERIFF	502.48
	COURTHOUSE	1,426.02
	NDSU EXTENSION	122.16
	E-911	84.42
	JURY/PERSONAL	1.62
	PAROLE AND PROBATION	20.00
	E-911 RADIO TOWER	102.16
FARMERS UNION INSURANCE	AUTO POLICY	333.00
MCLEAN ELECTRIC	SPORTSMEN'S CENTENNIAL PARK	53.00
	PARK BOARD	41.00
	SECURITY LIGHTS - COURTHOUSE	21.00
	SECURITY LIGHTS - PARK	396.00
	CAMPER PADS	143.00
	CAMPGROUND METER	43.00
MCLEAN ELECTRIC	CIVIL DEFENSE	244.00
AMAZON	COMPUTER MONITOR	149.99
BUTLER MACHINERY	TROUBLESHOOT, REPAIR HEATER AT RADIO TOWER, MILEAGE	1,181.39
AMAZON	OFFICE SUPPLIES, RESCUE SHEARS, FIRST AID BAG WITH SUPPLIES	1,671.08
DAKOTA DUST-TEX	FLOOR MATS FOR COURTHOUSE, COUNTY SHOP	93.25
USPS WASHBURN	POSTAGE TO MAIL 1095C FORMS	19.95
AMAZON	OFFICE SUPPLIES	17.17
MAINSTAY SUITES	SHERIFF DEPARTMENT TRAINING	595.00

Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 10:00 a.m. until the next regularly scheduled meeting on Tuesday, February 21, 2023. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

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Steve Cottingham, Chairperson

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Diane L Blumhagen, Deputy Auditor