

**McLean County Commission Proceedings
Tuesday, April 4, 2023**

The first regular April meeting of the Board of Commissioners was called to order at 8:34 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; and Road Superintendent Jim Grey.

Moved by Lee, seconded by Suydam, to approve the minutes of the previous regular meeting held on March 21, 2023, as submitted. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Grey presented an update on department operations including letting the board know the department has shifted to a four-day week. Grey notified the board that some areas have placed road restrictions and requested permission to do the same on county roads starting at 7:00 a.m. on April 7, 2023.

Moved by Lee, seconded by Cottingham, to approve the following resolution authorizing Grey to implement restrictions effective 7:00 a.m. on April 7, 2023:

RESOLUTION

WHEREAS, NDCC '39-12-03 provides that whenever any highway will be seriously damaged or destroyed by reason of deterioration, rain, snow, or other climatic condition unless the weight of vehicles, trucks, or other commercial vehicles thereon is limited, local authorities may by resolution impose restrictions as to the weight of the vehicles and the same shall be noticed by erection of signs designating the provisions of the resolution at each end of the portion of the highway effected thereby; and

WHEREAS, the Board of McLean County Commissioners has determined that highways which are under its jurisdiction may be seriously damaged by reason of deterioration, rain, snow or other climatic conditions unless the weight of vehicles, trucks, or other commercial vehicles thereon is limited;

THEREFORE, IT IS HEREBY RESOLVED; that 6 ton per axle not to exceed 65,000 pounds road restrictions are imposed on all McLean County asphalt roads except McLean County #18 to the Great River Energy Plant;

That 6 ton per axle not to exceed 65,000 pounds road restrictions are imposed on all other McLean County roads except McLean County Highway #16 extending 7 miles south of Riverdale to the Fisher Industries (Sand and Gravel) Plant.

IT IS HEREBY ORDERED that the McLean County Highway Superintendent shall cause notice of such restrictions to be posted at each end of the portion of the highway effected thereby. Road restrictions imposed shall begin within 24 hours after said signs have been erected.

DATED: This ___ day of _____, 2023.

McLEAN COUNTY BOARD OF COMMISSIONERS

Steve Cottingham - Chairman

Barry Suydam

Steve Lee

ATTEST:

Beth A. Knutson, Auditor

IT IS HEREBY RESOLVED that the above-stated road restrictions are hereby removed.

DATED: This ___ day of _____, 2023.

McLEAN COUNTY BOARD OF COMMISSIONERS

Steve Cottingham - Chairman

Barry Suydam

Steve Lee

ATTEST:

Beth A. Knutson, Auditor

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

Grey informed the board that Samuel Boyd has been hired to fill one of the open Equipment Operator II positions and that the new loader has arrived.

Grey presented two quotes from Butler Machinery Company, of Jamestown, and McLean County Implement, of Washburn, for two Schulte mowers.

Moved by Suydam, seconded by Lee, to accept the quote from McLean County Implement, of Washburn in the amount of \$38,259.89 per unit for a total of \$76,519.78. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to move the first meeting of May from Tuesday, May 2, 2023, to Tuesday, May 9, 2023, and to move the second meeting of May from Tuesday, May 16, 2023 to Tuesday, May 23, 2023. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson informed the board that Elmer Jesme guidelines are under review and she will advise of any changes.

Moved by Lee, seconded by Suydam, to approve signing the contract with Mayo Construction Company Inc, of Cavalier, ND, for Project SC-2804(055). Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve signing the contract with Gladen Construction Inc, of Laporte, MN, for Project BRJ-0028(051). Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to approve the following Transfer of Funds Resolution:

TRANSFER OF FUNDS RESOLUTION

Be it resolved, that the McLean County Board of Commissioners moved to make the following transfer of funds to update revenue funds to the correct account as follows:

- Transfer \$40,469.11 from General Fund-County Road (2100-2901-000) to Purchases-Funded by Equipment Sales (2100-3641-000).

Steve Cottingham, Chairperson

Beth A. Knutson, Auditor

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

Knutson presented the calendar for the 2024 budgeting process with preliminary budget approval on August 8 and the final budget approval tentatively set for October 7.

Moved by Lee, seconded by Suydam, to approve the 2024 Budget Calendar. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented the proposed 2024 Police Service Contract amounts to the commission. The proposed amounts are as follows: Benedict at \$2,301.84; Butte at \$5,524.44; Coleharbor at \$5,524.44; White Shield at \$184,456.08; Max at \$32,226.24; Mercer at \$5,524.44; Riverdale at \$32,226.24; Turtle Lake at \$38,731.44; Underwood at \$94,773.12; Washburn at \$184,456.08; and Wilton at \$103,283.52. The total of all contracts is \$689,027.88 which is a zero percent increase from 2023.

Moved by Suydam, seconded by Lee, to approve the 2024 Police Contracts as presented and directed that they be sent out to each entity. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Chief Deputy Auditor Lori A. Foss presented a short-term Telecommuting request submitted by Sheriff J.R. Kerzmann for Chief Deputy Sheriff Richard Johnson. Foss stated that home inspection of work areas has been completed by Risk Manager Noelle Kroll.

Moved by Lee, seconded by Suydam, to approve the short-term Telecommuting Agreement for Richard Johnson as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson requested permission to advertise for open appointments to the McLean County Library Board.

Moved by Suydam, seconded by Lee, to advertise for open library board member positions. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to approve the Special Events Liquor License transfer for Hometown Tavern and Bottle Shop for a wedding to be held at Cricket on the Hearth, on June 3, 2023. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Received and ordered filed the fee collection report from the Recorder's Department for the month of March in the amount of \$7,516.60.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of March in the amount of \$2,007.96.

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

CHECK #	VENDOR NAME	HIGHWAY VOUCHERS DESCRIPTION	AMOUNT
307383	ACME TOOLS	PARTS	38.99
307384	A & I DISTRIBUTORS	ANTI-FREEZE	450.76
307385	DIAMOND MOWER LLC	PARTS	477.75
307386	HIGHWAY 83 LAWN LEISURE & SUPPLY	PARTS	10.99
307387	NORTH DAKOTA SURPLUS PROPERTY	WIRE BRUSHES	72.00
307388	PAHLKE STEEL, INC	PARTS	23.68
307389	S & J HARDWARE	PARTS	45.48
CHECK #	VENDOR NAME	UNPAID VOUCHERS DESCRIPTION	AMOUNT
307391	SARAH BEDGAR	REIMBURSEMENT FOR TRAVEL, HOTEL	1,092.92
307391	SARAH BEDGAR	REIMBURSEMENT FOR SUPPLIES, CELL PHONE	160.34
307392	ASHLEY DEHAVEN	JAIL NURSING HOURS	1,840.00

307393	SITTIN PRETTY DOG SALON	K-9 GROOMING	45.00
307394	CHASE DRUG	INMATE MEDICATIONS	157.06
307395	CITY OF WASHBURN	LEC, COURTHOUSE WATER, SEWER	150.58
307396	EMINETH PLUMBING	MATERIALS, LABOR TO REPAIR HOT WATER AT LEC	7,234.24
307397	FOUR PAWS INN	BOARDING	420.00
307398	GARRISON DIVERSION DISTRICT	DISBURSE MONTHLY COLLECTIONS	4,055.61
307399	BENJAMIN GEHRING	REIMBURSE CORONER FEES	750.00
307400	GOETZ FUNERAL HOME	REIMBURSE CORONER FEES	750.00
307401	GERARD GOVEN	REIMBURSE WATER BOARD MEETING AND MILEAGE	881.25
307402	GUARDIAN FLEET SAFETY	2022 DODGE DURANGO	5,682.92
307403	HATZY'S REPAIR	OIL CHANGES	378.80
307404	SHANNON JEFFERS	REIMBURSE WATER BOARD MEETING AND MILEAGE	1,143.75
307405	LIGNITE TIRES	TIRES	1,262.00
307406	MCLEAN-MERCER COUNTY SENIOR MEALS	2020-2022 LEVY MONIES, TELECOMMUNICATIONS, STATE AID, MH, PENALTY	7,003.59
307407	MCLEAN FAMILY RESOURCE CENTER	DISBURSE MONTHLY COLLECTIONS	415.00
307408	MCLEAN COUNTY AUDITOR	NDSU EXTENSION POSTAGE	31.02
307409	MOORE ENGINEERING INC	PHASE I ENGINEERING OVERFLOW CHANNEL	4,965.00
307409	MOORE ENGINEERING INC	PWL HIGH FLOW CHANNEL PHASE I	21,368.35
307410	NDACO	DISBURSE 10% E-911 COLLECTIONS	975.30
307410	NDACO	COUNTY OFFICIALS ACADEMY-LEE, KNUTSON, ANDERSON	150.00
307411	NDAAO	FUNDAMENTALS OF MASS APPRAISAL COURSE	530.00
307412	ND CORRECTIONS & REHABILITATION	INVESTIGATION MONITORING EXPENDITURES	428.04
307413	ND STATES ATTORNEY ASSOC.	2023 ND STATE'S ATTORNEY ASSOC DUES	300.00
307414	LYNN OBERG	REIMBURSE WATER BOARD MEETING AND MILEAGE	1,357.50
307415	OTTERTAIL POWER CO	BUTTE, TURTLE LAKE, MAX, WASHBURN SHOPS, LEC, RADIO TOWER, COURTHOUSE	7,878.75
307416	SETON	PROPERTY TAGS	431.95
307417	SOFTCHOICE CORP	NETWORK SOFTWARE FOR SERVER	4,448.83
307418	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	8,226.79
307419	WATER PURITY	WATER DELIVERED	96.00
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
3837	JAN HANSON	REIMBURSE CELL PHONE	30.00
3838	CURT MALO	REIMBURSE CELL PHONE	30.00
3839	NOELLE KROLL	REIMBURSEMENT FOR TRAVEL	111.35
3840	NOELLE KROLL	REIMBURSEMENT FOR TRAVEL	32.75
3841	TRAVIS VERKE	REIMBURSE CELL PHONE	30.00
3843	HEIDI ANDERSON	REIMBURSEMENT FOR TRAVEL, HOTEL ROOM FOR NDCRA MEETING	493.85
3845	RAY COPELAND	REIMBURSE FOR K-9 BOARDING, LEASH, DOG FOOD	209.91
3846	SHERRY GREY	REIMBURSEMENT FOR POSTAGE	12.55
3847	RICHARD JOHNSON	REIMBURSE 1ST QUARTER CELL PHONE	90.00
3848	JUSTIN KROHMER	REIMBURSEMENT FOR GASOLINE, PARKING RAMP FEE	79.60
3849	JUSTIN KROHMER	REIMBURSEMENT FOR MEALS	587.00
3850	AARON MATTIES	REIMBURSEMENT FOR MEALS	587.00
3851	BRADLEY NIELSEN	REIMBURSEMENT FOR AIRPORT PARKING	56.00
3852	BRADLEY NIELSEN	REIMBURSEMENT FOR MEALS	587.00
3853	RYAN OBERG	REIMBURSE CELL PHONE	30.00
3854	ELIZABETH PATTERSON	REIMBURSE CELL PHONE	30.00
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
307363	AFLAC	MONTHLY PREMIUM	1,917.11
307364	AVESIS	VISION INSURANCE PREMIUMS	1,455.99
307365	BRAVERA WEALTH	MONTHLY CONTRIBUTIONS	3,649.07
307366	DELTA DENTAL	DENTAL INSURANCE PREMIUMS	4,502.81
307367	FRATERNAL ORDER OF POLICE	FOP DUES	80.00
307368	USABLE LIFE	CANCER AND ACCIDENT PREMIUMS	179.20
307370	ND CHILD SUPPORT	CHILD SUPPORT	4,301.00
307371	WASHINGTON STATE SUPPORT	CHILD SUPPORT	327.59
307372	NDPEPS	SERVICE PURCHASE CONTRIBUTION	70.00
307373	JOB SERVICE	1ST QUARTER 2023/HIGHWAY	616.26
307374	MOTOR VEHICLE DIVISION	APPLICATION FOR CERTIFICATE OF TITLE	5.00
307375	JOB SERVICE OF ND	1ST QUARTER 2023/GENERAL	1,855.13
307376	STATE TAX COMMISSIONER	1ST QUARTER 2023	15,072.13
307377	MARCO	STANDARD PAYMENTS	4,215.68
307379	WEX BANK	GAS	628.63
307380	WEX BANK	FLEET CARD, GASOLINE	13,909.51
307381	ATTORNEY GENERAL	MONTHLY COLLECTIONS 24/7 SOBRIETY PROGRAM	1,410.00
307382	KAYLA HORST	REIMBURSEMENT REQUEST	89.00
307382	MARCH 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	394,992.53

P-CARD FUNDED

PURCHASES

VENDOR

NORDAK NORTH PUBLICATION

DESCRIPTION

NOTICE FOR BIDS, GRAVEL CRUSHING, EQUIPMENT RENTAL

AMOUNT

418.52

MCLEAN SHERIDAN RURAL WATER	RURAL WATER	81.98
BUTLER MACHINERY	SEAL, COUPLING, HOSE	88.79
LINDE GAS & EQUIPMENT	WELDING SUPPLIES	235.07
TITAN MACHINERY	REPAIRS ON 11-044, PARTS, OIL	9,305.60
NORTHERN PLAINS EQUIPMENT	COUPLINGS, FITTING	64.90
I-STATE TRUCK CENTER	PARTS	63.89
SOURCE ONE PARTS CENTER	FILTER	168.23
BUTLER MACHINERY	PARTS, EDGES	1,060.14
WRT	PHONE, DSL	103.16
RTC	PHONE	147.71
MCLEAN ELECTRIC	ROSEGLLEN, UNDERWOOD, GARRISON SHOPS	751.00
AUTOVALUE	PARTS	1,514.76
NW TIRE	TIRES	570.54
NAPA	PARTS	86.89
BUTLER MACHINERY	SEAL, COUPLING, HOSE, PIN, BUSHING, ETC	1,404.58
AMAZON	PLANTRONIC HEADSET WITH LIFTER, PAPER, MARKERS, ETC	230.65
CIRCLE SANTIATION	GARBAGE PICKUP	444.00
UNIFORM CENTER	UNIFORM SHIRTS, PANTS	550.99
ADOBE	MONTHLY SUBSCRIPTION FOR TWO USERS	29.98
MICROSOFT	OFFICE 365 FOR GARRISON AND WASHBURN SHOPS	17.66
VERIZON	TASK FORCE OFFICER	40.66
RECORDKEEPERS	SHREDDING SERVICES	45.00
FARMERS UNION INSURANCE	AUTO POLICY	537.00
PHARMCHEM	SWEAT PATCH ANALYSIS	295.80
VERIZON CONNECT FLEET USA	VEHICLE TRACKING SUBSCRIPTION	488.60
QUADIENT LEASING USA	POSTAGE METER RENTAL 3-30-23 TO 6-29-23	614.04
NORDAK NORTH	HELP WANTED	1,669.76
VERIZON	DATA CARD, DETECTIVE PHONES, KERZMANN PHONE	1,177.89
UNIFORM CENTER	UNIFORM SHIRTS, PANTS, VEST, INK PADS	1,679.40
WORKFORCE SAFETY	INMATE WORK RELEASE PREMIUM 3/1/23-2/28/24	250.00
KRAUSE'S SUPERVALU	COFFEE	59.56
KRAUSE'S SUPERVALU	GROCERIES FOR JAIL	18.16
VERIZON	COUNTY OWNED PHONES	252.62
SRT	TRANSPORT PER MILE	694.08
RTC	BENEDICT SPORTMEN'S PARK	153.85
TRACTOR SUPPLY	DOG FOOD	317.94
DELTA	FLIGHTS FOR FLORIDA SHERIFF DEPARTMENT TRAINING	2,713.60
VRBO FEE	FEE'S FOR FLORIDA SHERIFF DEPARTMENT TRAINING	398.00
ALLIANZ TRAVEL INS	TRIP INSURANCE FOR FLORIDA SHERIFF DEPARTMENT TRAINING	271.16
BLU RENTALS	HOUSE RENTAL FOR FLORIDA SHERIFF DEPARTMENT TRAINING	3,442.53
ULTEIG	TURTLE CREEK AND KATZ DAM CONDITIONAL USE PERMIT	2,315.00
AMAZON	BATTERIES, SIGN HERE TABS, POSTER PUDDY	36.58
AMAZON	HP MONITORS	285.38
MALWAREBYTES.COM	1-YEAR SUBSCRIPTION	84.24
QUILL.COM	DEPOSIT SLIPS	74.96
WRT	PHONE	94.42
DAKOTA AWARDS	NOTARY STAMP FOR ANNA SIX	29.99
WRT	SHERIFF	545.03
	COURTHOUSE	1,504.42
	NDSU EXTENSION	122.16
	E-911	84.42
	JURY/PERSONAL	20.34
	PAROLE AND PROBATION	20.00
	E-911 RADIO TOWER	102.16
	DOG FOOD	213.96
	FLOOR MATS FOR COURTHOUSE, COUNTY SHOP	93.25
	MISC SERVICES FOR 911	80.00
	SPORTSMEN'S CENTENNIAL PARK	53.00
	PARK BOARD	41.00
	SECURITY LIGHTS - COURTHOUSE	21.00
	SECURITY LIGHTS - SPORTSMEN'S PARK	360.00
	CAMPER PADS	143.00
	PARK CAMPGROUND METER	42.00
	CIVIL DEFENSE	181.00
	BAGGAGE FEES FOR FLORIDA SHERIFF DEPARTMENT TRAINING	210.00
	TOOTHPASTE, DEODORANT, SANITARY NAPKINS	256.15
	THREE-HOLE PUNCH, INK CARTRIDGE	132.88
	TRIBAND ANTENNA	55.00
	ONLINE SUBSCRIPTION	30.00
	FLOOR MATS FOR COURTHOUSE, COUNTY SHOP	93.25
	MARKERS	26.82
	TASK FORCE OFFICER	42.11
	JOB POSTING SUBSCRIPTION	199.00
	BATTERY	167.66
NAPA		
TRACTOR SUPPLY		
DAKOTA DUST-TEX		
RTC		
MCLEAN ELECTRIC		
MCLEAN ELECTRIC		
DELTA		
BOB BARKER		
AMAZON		
ELECTRONIC COMMUNICATIONS		
HAZEN STAR		
DAKOTA DUST-TEX		
AMAZON		
VERIZON		
KXNET JOBS		
NAPA		

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

Knutson presented the Uncollected Tax List for years 2020-2022 showing a total of \$1,495,006.24.

Knutson presented the budget narrative for period ending March 31, 2023. She presented data showing property tax collections are at 90% collected including 94% with discount for 2023 or \$17,687,109.74; government reimbursement revenues totaled \$543,955.59 compared to \$544,635.65 in 2022; fees and miscellaneous revenues totaled \$401,035.36 compared to \$337,312.17 in 2022; and expenditures were at 21.29% of total budget for 2023.

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00 showing 54 taxpayers owing \$517,273.53 in back taxes.

Lee discussed radio upgrades for the Highway Department or the possibility of cell phone reimbursement for the employees.

There being no further business, the chairperson declared the meeting adjourned at 9:20 a.m. until the next regularly scheduled meeting on Tuesday, April 25, 2023. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Cottingham, Chairperson

Diane L Blumhagen, Deputy Auditor