

**McLean County Commission Proceedings**  
**Tuesday, December 5, 2023**

The first regular December meeting of the Board of Commissioners was called to order at 10:03 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 James Grey, and Dan Johannes.

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

Grey presented an update on department operations reporting that blading continues and tree work has started. Taylor Verbitsky has been hired to fill the Equipment Operator III position for the Butte area.

Grey presented a boring request from WRT Cooperative requesting to bore 31<sup>st</sup> St SW in Section 11 and 12, Township 144 North, Range 83 West, and 8<sup>th</sup> St SW in Section 14, Township 144 North, Range 83 West, placing fiber cable telecommunications facility to serve Paul Swanson.

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

Knutson presented information regarding the Vision West membership regarding the different levels and the benefits that come with each level. Discussion followed.

Moved by Lee, seconded by Suydam, to enter into a Vision West membership at the \$800.00 supporter level for one year. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Chief Deputy Sheriff Richard Johnson joined the meeting.

Knutson updated the commission regarding the Municipal Court Cases to District Court. She stated that yearly contracts are ready to be sent to all 12 cities within the county. Discussion followed.

Moved by Lee, seconded by Suydam, to approve moving ahead with the court service contracts for the cities. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson presented 2024 Beer and Liquor License renewal applications for the following: McLean County Racer's Inc. and Garrison Golf Club. Background checks for outstanding violations have been completed by the Sheriff's Department and all necessary fees have been received.

Moved by Lee, seconded by Suydam, to approve all Beer and Liquor License renewal applications as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Cottingham, to approve the Local Raffle Permit Application submitted by Magic City Youth Baseball for a raffle to be held at Totten Trail Bar and Grill on February 3, 2024, with prizes listed as: use of cabin; use of boat; drill; rods; buckets; lures; and gloves for a total prize value of \$1,700.00. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve the Local Raffle Permit Application submitted by Bis-Man Reel N Rec to be held at Totten Trail Bar and Grill on February 17, 2024, with prizes listed as: two ice augers; ice house; heater; sled; clothes; rods; and reels with total prize value at \$2,200.00. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson requested approval of voting precincts and polling locations as follows:

**Resolution Establishing County Election Precincts and  
Polling Locations Beginning January 1, 2024**

**BE IT RESOLVED**, the McLean County Board of Commissioners does hereby establish six (6) election precincts within and for said McLean County, effective January 1, 2024, and acknowledges that said McLean County is keeping in the guidelines established by the 2004 Help America Vote Act (HAVA).

**BE IT FURTHER RESOLVED**, that McLean County shall have conduct vote by mail elections in 2024. The precincts and polling locations are as follows:

▪ **Precincts:**

- **280801** Legislative District 8 - McLean County
- **280401** Legislative District 4B - McLean County Less 280402
- **280402** Legislative District 4A - McLean County-Fort Berthold Reservation
- **280601** Legislative District 6 - McLean County-South McLean SCD
- **280602** Legislative District 6 - McLean County-West McLean SCD
- **283301** Legislative District 33 - McLean County

▪ **Polling Locations: Open on Election Day 7:00 A.M. to 7:00 P.M.**

- **Vote Centers** (all ballots available to any qualified McLean County voter)
  - Washburn Memorial Hall, 805 Main Ave, Washburn, ND 58577
  - Garrison City Auditorium, 15 Main St S, Garrison, ND 58540
  - American Legion Auditorium, 23 2nd Ave East, Turtle Lake, ND 58575
- **Polling Place** (ballots only available to Precinct 280402 voters)

- Arikara Cultural Center, 201 Sahnish Dr, White Shield, ND 58540

Dated this 5<sup>th</sup> date of December, 2023, at Washburn, North Dakota.

ATTEST:

\_\_\_\_\_  
Steve Cottingham, Chairperson  
McLean County Commission

\_\_\_\_\_  
Beth A. Knutson  
McLean County Auditor

Moved by Lee, seconded by Suydam, to approve the voting precincts and polling locations as presented. 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 move to make the following transfers of funds to update revenue funds to the correct accounts as follows:

Transfer \$60,135.90 from Unorganized Township Roads (8471-2999-000) to County Road (2100-3999-000);

Transfer \$4,364.72 from Leafy Spurge (8025-2999-000) to Weed Control (8026-3999-000);

Transfer \$85.78 from County Fair (8010-2901-000) to County General (1000-3999-000);

Transfer \$500,000.00 from County General (1000-2901-000) to County Road (2100-3999-000);

Transfer \$0.03 from County General (1000-2901-000) to Law Enforcement Grants (2918-3101-000);

Transfer \$300.00 from County General (1000-2901-000) to DOC Energy Conservation Grant (2956-3999-000);

Transfer \$17.99 from County General (1000-2901-000) to Grant Expense-4-Youth (2960-3999-000);

Transfer \$0.36 from County General (1000-2901-000) to Back the Blue (8021-3101-000).

Approved this 5<sup>th</sup> day of December 2023.

\_\_\_\_\_  
Steve Cottingham, Chairperson

\_\_\_\_\_  
Beth A. Knutson, Auditor

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

Moved by Lee, seconded by Suydam, to approve the Dakota Central Human Service Zone (DCHSZ) Transfer of Funds Resolutions and the McLean County Auditor's Sweep Account Transfer of Funds Resolution. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

DCHSZ Transfer of Funds Resolutions and the McLean County Sweep Account Transfer of Funds Resolutions are on file in the McLean County Auditor's Office.

Knutson discussed scheduling the annual township meetings. Commission agreed to set meeting for Thursday, January 11, 2024, with meetings in Turtle Lake and Garrison. Specific times will be set by the Auditor's Office.

Moved by Lee, seconded by Suydam, to set January 11, 2024, as the annual township meetings date in Turtle Lake and Garrison. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve James Grey, Travis Verke, Curt Malo, Vance Tomlinson, and Troy Kittler as 2024 Commuter Benefit Employees. 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 \$21,147,592.27 and the total pledged securities were \$22,882,391.00 on November 30, 2023.

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

Knutson presented the tenant estoppel certificates received from SRT Communications, Inc. for the Garrison tower and Underwood tower. Discussion followed.

Moved by Lee, seconded by Suydam, to approve both of the tenant estoppel certificates from SRT Communications, Inc. as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Johnson informed the board that Patrol Sergeant Curtis Olson has been promoted to Lieutenant effective January 1, 2024. Johnson requested to advertise in-house for one Sergeant and one Corporal position for one week.

Moved by Lee, seconded by Suydam, to approve advertising in-house for one Sergeant and one Corporal position for one week. 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 November in the amount of \$8,062.40.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of November in the amount of \$1,515.92.

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>
308369	ACME TOOLS	PARTS	364.91
308370	ADVANCED FLEET SERVICES	STEEL TOMMY GATE W 48" DECK, INSTALLATION	7,692.56
308371	A AND I DISTRIBUTORS	TRACTOR HYDRALIC FLUID	703.40
308372	BANDIT INDUSTRIES, INC	PARTS	304.55
308373	BUTLER MACHINERY	REPAIRS ON 10-002	2,726.83
308374	HIGHWAY 83 LAWN LEISURE AND SUPPLY	FENDER WASHER	52.98
308375	J B REPAIR INC	BATTERY	142.86
308376	MAX FARM SERVICES	FUEL TO MAX AND BUTTE	2,275.14
308377	MCLEAN COUNTY IMPLEMENT	PARTS	978.14
308378	NW TIRE	TIRES	27,403.43
308379	RDO EQUIPMENT CO	LITTLE FALLS MACHINE SNOW PLOW	23,600.00
308380	S AND J HARDWARE	PARTS	13.66
<b>UNPAID VOUCHERS</b>			
<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
308381	APCO INTERNATIONAL	2023 MEMBERSHIP APCO INTERNATIONAL	104.00
308382	AXON ENTERPRISE INC	STANDARD CARTRIDGE AND SMART CARTRIDGE	2,193.25
308383	SARA BEDGAR	REIMBURSE MILEAGE, LODGING, AND CELL PHONE	574.94
308383	SARA BEDGAR	REIMBURSE FOR LIVESTOCK REGISTRATION, APPAREL, AND FALL CONFERENCE FEES	175.00
308384	ASHLEY DEHAVEN	NOVEMBER NURSING HOURS	2,480.00
308385	CHASE DRUG	INMATE MEDS, BATTERIES	169.11
308386	CITY OF WASHBURN	COURTHOUSE AND LEC	157.41
308387	BENJAMIN GEHRING	REIMBURSE CORONER FEES	750.00
308388	GOETZ FUNERAL HOME	REIMBURSE CORONER FEES	750.00
308389	GERARD GOVEN	WATER BOARD MEETINGS AND TRAVEL	706.87
308390	HATZY'S REPAIR	OIL CHANGES, WIPER BLADES	573.70
308391	SHANNON JEFFERS	WATER BOARD MEETINGS AND TRAVEL	936.25
308392	MARCO	STANDARD PAYMENT	2,190.57
308393	MCLEAN-MERCER COUNTY SENIOR MEALS	2020-2022 LEVY MONIES COLLECTED AND SENIOR MILL LEVY MATCH - NOVEMBER 2023 MOBILE HOME, STATE AID	1,245.23
308394	MCLEAN COUNTY AUDITOR	NDSU EXTENSION POSTAGE	15.85
308395	MERCER COUNTY TREASURER	TIRES TO LANDFILL	1,096.00
308386	KAMILE MODEREGGER	REIMBURSE CELL PHONE AND MILEAGE	113.31
308397	NDACO RESOURCE GROUP	SEPT 2023 SUPPORT CONTRACT	3,508.57
308398	ND ENVELOPE COMPANY	ENVELOPES	754.80
308399	ND WATER RESOURCE	ASSOCIATION DUES	675.00
308400	ND 911 ASSOCIATION	2024 MEMBERSHIP ND 911 ASSOCIATION	100.00
308401	LYNN OBERG	WATER BOARD TRAVEL, MEETINGS, AND ND NATURAL RESOURCES TRUST	1,447.50
308402	ONSOLVE LLC	CODE RED 2024 MEMBERSHIP	5,275.00
308403	OTTER TAIL	BUTTE, TURTLE LAKE, MAX, WASHBURN SHOPS, COURTHOUSE, RADIO TOWER	4,698.61
308404	ART RENNER	MEDICAL DIRECTOR	1,200.00
308405	SOFTCHOICE GROUP	HIGHWAY SHOP	291.51
308406	TYLER TECHNOLOGIES	SUPPORT MODULE FOR BATCH, IMAGE, DATABASE, NDRIN	7,363.05
308407	VISION WEST ND INC	ONE YEAR MEMBERSHIP	800.00
308408	WATER PURITY INC	WATER DELIVERED	96.00
308409	ROBERT WERLINGER	NOVEMBER CONTRACT HOURS	3,150.00
<b>DIRECT DEPOSIT PAYMENTS</b>			
<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
4773	JAN HANSON	REIMBURSE CELL PHONE	30.00
4774	KAYLA OBERLANDER	REIMBURSE CELL PHONE	30.00
4775	CURT MALO	REIMBURSE CELL PHONE	30.00
4776	NOELLE KROLL	MILEAGE REIMBURSEMENT	150.65
4777	TRAVIS VERKE	REIMBURSE CELL PHONE	30.00
4778	RICHARD JOHNSON	OCTOBER - DECEMBER CELL PHONE REIMBURSEMENT	90.00
4779	ANNA SIX	REIMBURSE ROSTER PROCESSING FEE, BLS PROVIDER, MANIKAN RENTAL	36.50
4780	RYAN OBERG	REIMBURSE CELL PHONE	30.00
4781	ELIZABETH PATTERSON	REIMBURSE CELL PHONE	30.00
4782	TODD SCHREINER	REIMBURSE CELL SERVICE FOR 2023	360.00
<b>PAID VOUCHERS</b>			
<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
308352	AFLAC	MONTHLY PREMIUM	1,801.41
308353	DELTA DENTAL	DENTAL INSURANCE PREMIUM	5,603.33
308354	AVESIS	VISION INSURANCE PREMIUMS	1,670.97
308355	BRAVERA WEALTH	MONTHLY CONTRIBUTIONS	3,660.91
308356	FRATERNAL ORDER OF POLICE	FOP DUES	59.00
308357	USABLE LIFE	CANCER AND ACCIDENT INSURANCE PREMIUMS	124.32

308358	ND CHILD SUPPORT	CHILD SUPPORT	3,695.00
308360	NDPERS	SERVICE CREDIT PURCHASE	70.00
308361	ARCHIVE SOCIAL LLC	BALANCE DUE TO CORRECTED BILL, ONE YEAR SOCIAL MEDIA ARCHIVING	1,200.00
308362	GARRISON DIVERSION CONSERVANCY	DISBURSE MONTHLY COLLECTIONS	1,282.13
308363	MCLEAN FAMILY RESOURCE	DISBURSE MONTHLY COLLECTIONS	300.00
308364	NDACO	DISBURSE 10% E-911 COLLECTIONS	996.84
308365	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	5,212.28
308366	DACOTAH PAPER CO	SOAP, GARBAGE BAGS, FEBREEZE, NITRILE GLOVES, BLEACH	521.02
308367	ATTORNEY GENERAL	MONTHLY COLLECTIONS 24/7 SOBRIETY PROGRAM	1,405.00
308368	WEX BANK	FLEET CARD AND GASOLINE	15,391.03
	NOVEMBER 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.	470,858.76

**PCARD FUNDED  
PURCHASES**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
LINDE GAS AND EQUIPMENT	WELDING SUPPLIES	208.90
NORTHERN STATES SUPPLY	PARTS	77.23
MCLEAN SHERIDAN RURAL WATER	RURAL WATER	68.66
NORDAK NORTH	HAY REMOVAL NOTICE	240.00
WRT	PHONE, DSL	103.39
CIRCLE SANITATION	GARBAGE PICKUP	465.75
NAPA	WIPER BLADES	39.60
AUTO VALUE	PARTS, OIL, FILTERS	2121.06
NORTHERN PLAINS EQUIPMENT	FLAT IRON	5.97
NW TIRE	TIRES	306.01
NEWMAN SIGNS	SIGNS	5,678.42
RTC	TELEPHONE	147.94
MCLEAN ELECTRIC	ROSEGLEN, UNDERWOOD, GARRISON SHOPS	565.00
TITAN MACHINERY	PARTS	740.16
RTC	PHONE SERVICE	147.94
TYLER TECHNOLOGIES	TAX-WISE SCOPE ALIGNMENT MEETING	217.50
WALMART	PLANNERS	48.51
QUILL	DESKTOP CALENDARS	92.82
DAKOTA AWARDS	NOTARY STAMP - HEIDI J ANDERSON	32.99
MIDWAY USA	GUN CLEANING SUPPLIES AND TOOLS	250.59
VERIZON	KITTLER - HIGHWAY CELL	41.99
	KROLL - DES CELL	41.99
	GREY - HIGHWAY CELL	41.99
	STATE'S ATTORNEY CELL	46.99
	OBERG - ASSESSOR JACKPACK	40.01
	KROLL - DES JACKPACK	40.01
AMAZON	DESK LAMP, PLANNERS, LATERAL FILE CABINET	243.65
CIRCLE SANITATION	2 MONTH SANITATION FEE	444.00
AMAZON	STORAGE BINS, CARPET PROTECTOR MAT, BUSINESS CARDS	253.40
VERIZON	DATA CARD	1,000.27
	DETECTIVE PHONES	88.98
	KERZMANN CELL PHONE	41.99
	PATROL CELL PHONES	887.08
AMAZON	FOUR DOOR HUTCH, PLANNERS, OFFICE SUPPLIES	714.37
HR DIRECT	1099, 1095-C FORMS, SOFTWARE	81.81
LABEL VALUE	ADDRESS LABELS	163.50
NACVSO	MEMBERSHIP DUES	50.00
AMAZON	COMPUTER AND MONITOR CABLES	123.72
NORDAK NORTH	NOTICE, COMMISSION MINUTES, HELP WANTED	1369.49
ULTEIG ENGINEERS	COST SHARE - BUREAU OF RECLAMATION GRANT	1,116.00
DAKOTA DUST-TEX	FLOOR MATS FOR COURTHOUSE & COUNTY SHOP	112.50
ELECTRONIC COMMUNICATIONS	UNDERWOOD TOWER REPLACE BAD PA AMP	1,250.00
NAPA	MOTOR OIL	19.38
WRT	PHONE LINES	94.88
KRAUSE'S SUPERVALU	INMATE FOOD	238.96
PHARMCHEM	SWEAT PATCH ANALYSIS	349.55
AMAZON	POSTER PUTTY, MOUSE PAD, STAPLER	37.75
WRT	SHERIFF	449.95
	COURTHOUSE	1,437.69
	NDSU EXTENSION	170.53
	E-911	84.88
	JURY/PERSONAL	1.62
	PAROLE AND PROBATION	20.00
	E-911 RADIO TOWER	155.34
RTC	PHONE, DSL, MISCELLANEOUS SERVICES FOR 911	260.69
QUILL	DESKTOP CALENDARS	37.42
AMAZON	DESKTOP PROTECTORS, OFFICE SUPPLIES	167.64
NAPA	ANTIFREEZE	43.96
BEST BUY	NDSU EXTENSION TV, PRINTER	457.98

HODGE BADGE COMPANY	NDSU EXTENSION RIBBONS	562.44
SAMS CLUB	COOKIES FOR WELLNESS DAY	19.98
WEBROOT	10 DEVICES - ONE-YEAR SUBSCRIPTION	171.18
MIDWAY USA	RIFFLE SMALL PARTS KIT	25.99
BLUE360 MEDIA	ND CRIMINAL AND TRAFFIC LAW MANUAL	241.36
SUNCO LIGHTING	TUBE LED LIGHTS	225.99
WALMART	BLACK DOCUMENT FRAMES	40.98
VERIZON	TASK FORCE OFFICER	42.20
MCLEAN ELECTRIC	SPORTSMEN'S CENTENNIAL PARK	73.00
	PARK BOARD	41.00
	SECURITY LIGHTS - COURTHOUSE	21.00
	SECURITY LIGHTS - PARK	205.00
	CAMPER PADS	166.00
	CENTENNIAL PARK CAMPGROUND METER	54.00
	CIVIL DEFENSE	130.00
CHEWY.COM	K9 DOG FOOD	71.76
PLUNKETT'S PEST CONTROL	GENERAL PEST CONTROL PROGRAM	42.06
BOB BARKER	ORANGE SOCKS	31.44
NW TIRE	TIRES	1,360.96
CIRCLE SANITATION	MONTHLY SANITATION FEE	444.00
DAKOTA DUST-TEX	FLOOR MATS FOR COURTHOUSE, COUNTY SHOP	112.50
RTC	PHONE, DSL FOR PARK BOARD	168.61

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

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00 showing 40 taxpayers owing \$349,040.37 in back taxes.

Knutson presented the Uncollected Tax List for years 2020-2022 showing a total of \$616,370.94.

Knutson presented the budget narrative for period ending November 30, 2023. She presented data showing property tax collections are at 94% collected including 98% with discount for 2023 or \$19,211,405.93; government reimbursement revenues totaled \$2,497,156.29 compared to \$2,452,600.92 in 2022; fees and miscellaneous revenues totaled \$1,839,664.69 compared to \$1,501,548.50 in 2022; and expenditures were at 78.15% of total budget for 2023.

There being no further business, the Chairperson declared the meeting adjourned at 11:02 a.m. 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