

**McLean County Commission Proceedings**  
**Tuesday, April 2, 2024**

The first regular April meeting of the Board of Commissioners was called to order at 8:40 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 Dan Johannes.

Moved by Lee, seconded by Suydam, to approve the Executive Session minutes held on March 19, 2024. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Johannes addressed the commission regarding the status of the gravel out by his place. Discussion followed.

Building and Maintenance Supervisor Curt Malo joined the meeting to present a proposal from Electric System Inc. for the amount of \$1,940.00 to remove desk from the Recorder's Office which contains electricity and data.

Moved by Lee, seconded by Suydam, to approve the proposal from Electric Systems Inc. as presented. Discussion followed with Knutson stating the funds will be taken out of Building Maintenance budget line item. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Cottingham tabled the Road Policy for an upcoming meeting.

Knutson presented an update on the Vision West meeting. Discussion followed.

Moved by Lee, seconded by Cottingham, to approve hosting a Vision West meeting in McLean County on November 20, 2025. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented the Pledge of Securities received from TruCommunity Bank. The total public deposits were \$28,797,419.90 and the total pledged securities were \$31,369,725.00 on March 31, 2024.

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

Moved by Suydam, seconded by Lee, to approve the Dakota Central Human Service Zone (DCHSZ) Transfer of Funds Resolutions, the McLean County Auditor's Sweep Account Transfer of Funds Resolution from March, and the Transfer of Funds Resolution. 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.

**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:

**Beginning of Year Transfers**

- Transfer \$29,586.52 from General Fund (1000-2901-000) to School Resource Officer (2909-3999-000);
- Transfer \$35,839.60 from General Fund (1000-2901-000) to Veterans Services (2920-3999-000);
- Transfer \$16,663.07 from General Fund (1000-2901-000) to Disaster Emergency Fund (2925-3999-000);
- Transfer \$119,923.61 from General Fund (1000-2901-000) to County Agent (2960-3999-000);
- Transfer \$1,500.00 from General Fund (1000-2901-000) to McLean Rescue Boat (8041-3999-000);

Approved this 2<sup>nd</sup> day of April 2024.

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

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

Knutson informed the board of the P-Card rebate for the period of February 2023 through January 2024 in the amount of \$7,856.13. This is a decrease of \$2,542.77 over last year due to more counties utilizing the program.

Knutson amended the previously approved resolution establishing county election precincts and polling locations to move the Precinct 280402 polling location from the Arikara Cultural Center to the Ralph Wells Community Center, 1104 Warrior St, White Shield, ND 58540.

Moved by Lee, seconded by Suydam, to approve Amended Resolution Establishing County Election Precincts as presented:

**Amended 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)
  - Ralph Wells Community Center, 1104 Warrior St., White Shield, ND 58540

Dated this 2<sup>nd</sup> date of April, 2024, at Washburn, North Dakota.

ATTEST:

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

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

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

Knutson discussed increasing of election pay to match comparison of surrounding counties and to aid in filling openings. Knutson recommended increasing the hourly wage for election pay from \$15.00 to \$16.00 for clerks and judges from \$15.00 to \$18.00 per hour for inspectors due to the increased duties and responsibilities.

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

Moved by Lee, seconded by Suydam, to approve the Local Raffle Permit Application submitted by Sakakawea Fence Stretchers for a raffle to be held at Garrison Golf Course on July 8, 2024, with prizes listed as Puma Lynx 12 Gauge Shotgun; Ruger American Rifle; Savage Axis Rifle; Mossberg 12 Gauge Shotgun; Savage Rifle; two tickets to Medora Musical, Pitchfork Fondue, and Hotel; Bayou Fryer; Blackstone Griddle; 10 rounds of golf at Garrison Golf Course (three winners); one round of golf and cart at Bully Pulpit Golf Course; three gallons of Amsoil; and \$100.00 gift card (three winners) with total prize value of \$4,244.67. 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 March in the amount of \$7,770.10.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of March in the amount of \$1,301.31.

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

<b>HIGHWAY DEPARTMENT</b>			
<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>Amount</b>
308891	B & F FASTENER SUPPLY CO	HEX NUTS, SCREWS & SPRING PINS	77.22
308892	MCLEAN COUNTY IMPLEMENT	PARTS & OIL	1,415.12
308893	PARKLAND USA CORP	FUEL - GARRISON SHOP	21,581.86
308894	WOLD ENGINEERING PC	PROJECT: B-22-13~CP-2800(023)	93,432.22
308894	WOLD ENGINEERING PC	PROJECT: B-22-13~CP-2800(023)	133,987.00
<b>HIGHWAY</b>			
<b>CHECK #</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>Amount</b>
308895	SARAH BEDGAR	REIMBURSE CELL PHONE, MILEAGE, LODGING	1,161.21
308896	CHASE DRUG	INMATE MEDICATIONS	156.36
308897	CITY OF WASHBURN	COURTHOUSE, LEC - WATER, SEWER	149.42
308898	CPI COMPUTER PROJECTS	MOBILE MESSENGER LICENSES	2,400.00
308899	GARRISON RURAL WATER DISTRICT	PARK RURAL WATER USAGE	75.00
308900	BENJAMIN GEHRING	REIMBURSE CORONER FEES	1,000.00
308901	GOETZ FUNERAL HOME	REIMBURSE CORONER FEES	1,000.00
308902	GERARD GOVEN	WATER BOARD TRAVEL, MEETINGS	1,004.31
308903	GUARDIAN FLEET SAFETY	GRAPPLER MOUNT HOUSING	49.56
308904	HUMMERT LAND SURVEYING LLC	PAINTED WOODS DRAINAGE	580.00
308905	SHANNON JEFFERS	WATER BOARD TRAVEL, MEETINGS	968.80
308906	KEN'S BODY SHOP	IMPOUNDS, TOWS, S15 REPAIRS	22,356.74
308907	LAW ENFORCEMENT SYSTEMS	WARNING STICKERS, PARKING VIOLATIONS, ITEM SEIZED	552.00
308908	MARCO	STANDARD PAYMENT, FREIGHT FEE	2,190.57
308909	MARC	GLASS CLEANER	136.73
308910	MCLEAN-MERCER SENIOR MEALS	SENIOR MILL LEVY MATCH, 2021 - 2023 LEVY MONIES, STATE AID, MH, PENALTY, TELECOMMUNICATIONS	69,078.09
308911	MCLEAN COUNTY IMPLEMENT	PARTS, OIL	107.29
308912	KAMILE MODEREGGER	REIMBURSE MILEAGE, REIMBURSE CELL PHONE	83.05

308913	NDACO RESOURCES GROUP	SUPPORT CONTRACT	3,760.00
308914	ND ENVELOPE COMPANY	DEPARTMENT ENVELOPES	1,722.75
308915	NORTH COUNTRY VETERINARY CLINIC	VACCINES, REPAIR LACERATION	72.50
308916	LYNN OBERG	WATER BOARD TRAVEL, MEETINGS, REIMBURSE PERMIT	1,692.96
308917	OTTER TAIL POWER CO	BUTTE, TURTLE LAKE, MAX, WASHBURN SHOPS, COURTHOUSE, SHERIFF, RADIO TOWER	5,853.72
308918	QUALITY MACHINE MANUFACTURING	OPEN TABLE BARR I	28,875.00
308919	ART RENNER	JAIL MEDICAL DIRECTOR	1,280.00
308920	SIRCHIE FINGER PRINT LABORATORIES	EVIDENCE BAGS, DRUG TEST KITS, EVIDENCE TAPE	494.19
308921	STARION BOND SERVICES	INTEREST, FEES AND EXPENSES	40,817.50
308922	TYLER TECHNOLOGIES	SYSTEM MANAGEMENT, DISASTER RECOVERY, SCHOOL ERP PRO ANNUAL FEES	12,450.90
308922	TYLER TECHNOLOGIES	ANNUAL FEES 4/2024 - 3/2025	18,592.32
308922	TYLER TECHNOLOGIES	TYLER E-REVIEW MODULE SUPPORT 5/2024 - 4/2025	773.72
308923	WATER PURITY INC	WATER DELIVERED	24.00
308924	ROBERT WERLINGER	MARCH CONTRACTED HOURS	3,010.00
308925	WEST RIVER TRANSPORTATION	LEVY, LEVY MATCH	35,000.00

CHECK #	VENDOR NAME	DESCRIPTION	Amount
5147	JAN HANSON	REIMBURSE CELL PHONE	30.00
5148	KAYLA OBERLANDER	REIMBURSE CELL PHONE	30.00
5149	CURT MALO	REIMBURSE CELL PHONE	30.00
5150	CHRISTIAN UHLICH	REIMBURSEMENT FOR APPLICATOR'S LICENSE	125.00
5151	TRAVIS VERKE	REIMBURSE CELL PHONE	30.00
5152	ANNA SIX	REIMBURSEMENT FOR LEC SUPPLIES	43.52
5153	RYAN OBERG	REIMBURSE CELL PHONE	30.00
5154	ELIZABETH PATTERSON	REIMBURSE CELL PHONE	30.00

CHECK #	VENDOR NAME	DESCRIPTION	Amount
308862	MCLEAN COUNTY AUDITOR	TAXES PAID UNDER PROTEST	3,190.94
308863	CYNTHIA M HODGES	ABATEMENT REFUND	2,751.22
308864	ROBERT AND IRENE MAYER	ABATEMENT REFUND	335.44
308865	AFLAC	MONTHLY PREMIUM	1,641.87
308866	DELTA DENTAL	DENTAL INSURANCE PREMIUMS	5,134.52
308867	AVESIS/FSL	VISION INSURANCE PREMIUMS	1,444.15
308868	BRAVERA WEALTH	MONTHLY CONTRIBUTIONS	3,801.96
308869	FRATERNAL ORDER OF POLICE	DUES	59.00
308870	ND CHILD SUPPORT ENFORCEMENT	CHILD SUPPORT	3,544.00
308871	NDPERS	SERVICE CREDIT PURCHASE	36.48
308873	DACOTAH PAPER CO	DUST SWIFFER REFILL	38.41
308874	WARD COUNTY	CORRECTIONAL OFFICER SCHOOL	75.00
308875	THEOBOLD AND REBECCA STEIN	ABATEMENT REFUND	1,369.40
308878	USABLE LIFE	CANCER & ACCIDENT INSURANCE PREMIUMS	124.32
308879	STATE TAX COMMISSIONER	COUNTY 1ST QTR 2024	6,533.79
308882	JOB SERVICE OF NORTH DAKOTA	COUNTY 1ST QTR 2024	2,030.12
308883	CHEVROLET OF MANDAN	2024 CHEVROLET SILVERADO - TASK FORCE	30,752.00
308884	DACOTAH PAPER CO	THERMAL PAPER, GARBAGE BAGS, COPY PAPER	307.21
308885	GARRISON DIVERSION DISTRICT	DISBURSE MONTHLY COLLECTIONS	2,816.34
308886	MCLEAN FAMILY RESOURCE	DISBURSE MONTHLY COLLECTIONS	357.23
308887	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	2,181.86
308888	JOB SERVICE OF NORTH DAKOTA	HIGHWAY 1ST QTR 2024	674.63
308889	WEX BANK	GASOLINE	630.09
308890	WEX BANK	FLEET CARD AND GASOLINE	15,435.04
	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	435,833.29

**PCARD FUNDED**

**PURCHASES**

VENDOR	DESCRIPTION	AMOUNT
ALL STATE PETERBILT	PARTS FOR 13-100, 13-101 & 13-102	1,449.93
AUTO VALUE	PARTS, SUPPLIES, GREASE	2,947.48
I-STATE TRUCK CENTER	PARTS	579.43
LINDE GAS & EQUIPMENT INC	WELDING SUPPLIES	297.10
NEWMAN SIGNS	FALGGING MATERIAL	629.30
NORTHERN PLAINS EQUIPMENT	REDI ROD	12.95
MCLEAN SHERIDAN RURAL WATER	RURAL WATER	74.88
RTC	TELEPHONE	147.97
WRT	TELEPHONE	103.40
NAPA	PARTS, OIL	399.28
MCLEAN ELECTRIC	ROSEGLEN, UNDERWOOD, GARRISON SHOPS	639.00
API GARAGE DOOR, INC	ADJUST AND INSPECT ALL DOORS, OPENERS AND TRACKS	988.49
USPS	MAIL RETURN LARGE PACKAGE	79.15
BIG O TIRES	PARTS	43.90
TYLER TECHNOLOGIES	VETRASPEC 2024 ANNUAL SUBSCRIPTION	449.00
KRAUSE'S SUPERVALU	JAIL GROCERIES	60.35
VERIZONCONNECT	MONTHLY RECURRING CHARGES	488.60
CIRCLE SANITATION	GARBAGE PICKUP	444.00

AMAZON	BATTERY BACKUPS, CALCULATOR RIBBON	145.76
AMAZON	CALCULATOR RIBBON	27.98
PHARMCHEM INC	SWEAT PATCH ANALYSIS	311.15
NW TIRE INC	JAIL VAN OIL CHANGE	65.00
	ALIGNMENT, STERING CALIB, FILTERS, OIL, SUPPLIES	170.69
FIREFLY RESERVATIONS	MONTHLY WEBSITE CHARGE FOR PARK	154.00
	TASK FORCE EXTERNAL HARD DRIVES, MONITORS, DOCKING STATIONS	2,479.84
AMAZON	TWO FIREKING FIREPROOF 2-DRAWER CABINETS	1,826.00
AMAZON	KITTLER - HWY CELL	42.00
VERIZON	KROLL - DES CELL	42.00
	GREY- HWY CELL	42.00
	ERICKSON - STATES ATTORNEY, BOOSTER	246.99
	OBERG - ASSESSOR JETPACK	40.01
	KROLL - DES JETPACK	40.01
	LEASE PAYMENT	614.04
QUADIENT LEASING	COMMISSION MINUTES, HELP WANTED AD, BIDS	2,406.30
NORDAK NORTH PUBLICATIONS	NDSU CLASS SUPPLIES	95.02
KRAUSE'S SUPERVALU	CPR TRAINING COOKIES	51.88
KRAUSE'S SUPERVALU	CEILING AIR DIVERTER, WATER HEATER DESCALER	252.59
AMAZON	JOB POSTINGS	128.00
KXNET JOBS	BENEDICT SPORTSMEN'S PARK, 911 MISCELLANEOUS SERVICES	233.40
RTC	SHERIFF	500.02
WRT	COURTHOUSE	1,499.73
	NDSU EXTENSION	170.56
	E-911	84.90
	JURY/PERSONAL	7.20
	PAROLE AND PROBATION	20.00
	E-911 RADIO TOWER	155.35
AMAZON	FAUCET, POWER STRIPS, OFFICE SUPPLIES	282.11
MATHEW BENDER & CO	ND COURT RULES 2024-2025	74.73
FRONTIER FLORAL	FUNERAL ARRANGEMENT	45.32
NORDAK NORTH PUBLICATIONS	MCLEAN COUNTY INDEPENDENT SUBSCRIPTION	49.00
WRT	PHONE LINES	94.90
VERIZON	DATA CARD	1,047.25
	DETECTIVE PHONES	89.00
	KERZMANN CELL PHONE	42.00
	PATROL CELL PHONES	882.00
AMAZON	NDSU BABYSITTING CLASS SUPPLIES	33.84
CHARM-TEX INC	TOOTHPASTE, DEODARENT, SOAP	421.50
MCLEAN ELECTRIC	SPORTSMEN'S CENTENNIAL PARK	57.00
	PARK BOARD	46.00
	SECURITY LIGHTS - COURTHOUSE	21.00
	SECURITY LIGHTS - PARK	108.00
	CAMPER PADS	153.00
	CAMPGROUND METER	46.00
MCLEAN ELECTRIC	CIVIL DEFENSE	186.00
NW TIRE INC	WHEEL ALIGNMENT	155.29
DAKOTA DUST TEX	FLOOR MATS FOR COURTHOUSE & SHOP	112.00
CHEWY.COM	K-9 FOOD	71.76
TRACTOR SUPPLY	K-9 FOOD	473.92
	HP INK CARTRIDGE, LAMINATING SHEETS, ELECTRONIC SIGNATURE PAD	350.52
AMAZON	MONTHLY SANITATION FEES	444.00
CIRCLE SANITATION	CENTRAL NORDAK SUBSCRIPTION RENEWAL	35.00
NORDAK NORTH PUBLICATIONS	LEADER NEWS AND CENTRAL MCLEAN RENEWALS	70.00
NORDAK NORTH PUBLICATIONS	TASK FORCE OFFICER	42.21
VERIZON	FIELD TRAINING SEMINAR-SCHUMACHER & WILFONG	800.00
KAMINSKY, SULLENBERGER & ASSOCIATES	COMMISSIONER STEVE LEE COMMISSION CONFERENCE	96.30
RAMADA HOTEL		

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

Knutson presented the budget narrative for period ending March 31, 2024. She presented data showing property tax collections are at 89% collected including 93% with discount for 2024 or \$19,396,012.06; government reimbursement revenues totaled \$674,661.46 compared to \$543,955.59 in 2023; fees and miscellaneous revenues totaled \$354,493.07 compared to \$401,035.36 in 2023; and expenditures were at 23.91% of total budget for 2024.

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00 showing 74 taxpayers owing \$682,081.69 in back taxes.

Knutson presented the Uncollected Tax List for years 2021-2023 showing a total of \$1,937,306.56.

Knutson informed the board that she received of a letter from North Dakota Public Human Services stating the updated Indirect Cost Plan was approved. Discussion followed.

Commissioner Lee discussed the previously approved salary survey from North Dakota Association of Counties (NDACo) and requested a letter from the county be sent to NDACo salary requesting not to exceed \$500.00. Discussion followed.

There being no further business, the Chairperson declared the meeting adjourned at 9:28 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