

**McLean County Commission Proceedings
Tuesday, January 9, 2024**

The first regular January meeting of the Board of Commissioners was called to order at 8:31 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 Assistant Road Superintendent Travis Verke.

Moved by Suydam, seconded by Lee, to approve the minutes of the previous regular meeting held on December 27, 2023, as submitted. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Chief Deputy Auditor Lori A. Foss joined the meeting.

Grey presented an update on department operations reporting that repair work is being done in the shops.

Foss presented an NRG Technology Services quote for nine new computers of which six will include Microsoft Office 2021 for the total amount of \$12,590.58. The computers were budgeted for in 2024.

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

Foss informed the commission of the following promotions in the Sheriff's Department: Curtis Olson was promoted to Patrol Lieutenant; Alexander Torrez was promoted to Patrol Sergeant; and Max Sanford was promoted to Patrol Corporal. Foss presented the proposed pay increases in light of the promotion's Curtis Olson adjusted to \$75,589.42; Alexander Torrez adjusted to \$60,435.48; and Max Sanford adjusted to \$60,435.48. Foss requested equity adjustments for Patrol Corporal Tanner Altenhofen to \$62,806.35 and Patrol Corporal Raymond Copeland to \$61,620.92 with all proposed adjustments having a retroactive date of January 1, 2024. Foss stated that Chief Deputy Sheriff Richard Johnson is in approval of all the salary adjustments.

Moved by Lee, seconded by Suydam, to approve all salary adjustments as proposed with retroactive date of January 1, 2024. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson updated the commission on the cost of new vault toilets at Sportsmen's Centennial Park.

Moved by Suydam, seconded by Lee, to reappoint Lynn Oberg to County Water Resource Board for a three-year term; Garrett Krueger to the County Weed Control Board for four-year terms; Agnes Jennings to Dakota Central Human Service Zone Board for a three-year term; Todd Schreiner as Tax Director/Land Use Administrator for a one-year term; Todd Schreiner as Veterans Service Officer for a one-year term; Richard Johnson as E-911 Coordinator for a one-year term; Bonnie Bohnsack as Clerk of District Court for a one-year term; Jim Grey as Road Superintendent for a one-year term; and Noelle Kroll as Emergency Manager for a one-year term, effective January 1, 2024. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to accept the change in mileage reimbursement for use of personal owned vehicles increasing from \$0.655 to \$0.67 as established by the U.S. General Services Administration (GSA) effective January 1, 2024. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to accept the list of depositories for county funds for the years 2024 effective January 1, 2024, which includes TruCommunity Bank of Garrison; Max, Turtle Lake, and Washburn; BNC National Bank of Garrison; Bravera Bank of Underwood; and the Union Bank of Wilton. 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 November in the amount of \$8,660.12.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of November in the amount of \$2,034.02.

Knutson presented the Uncollected Tax List for years 2021-2023 showing a total of \$17,902,813.40.

Knutson presented the budget narrative for period ending December 31, 2023. She presented data showing property tax collections are at 95% collected including 99% with discount for 2023 or \$19,274,844.84; government reimbursement revenues totaled \$2,648,697.76 compared to \$2,660,314.24 in 2022; fees and miscellaneous revenues totaled \$1,987,141.92 compared to \$2,043,734.02 in 2022; and expenditures were at 84.72% of total budget for 2023.

Knutson informed the commission that funds were received from Mercer County for time covered when the Sheriff's Department assisted in coverage of Mercer County due to their department's loss of a Patrol Officer. Discussion followed.

Moved by Lee, seconded by Suydam, to return the funds received to the Mercer County Sheriff's Department. Discussion followed. 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:

CHECK #	VENDOR NAME	HIGHWAY DEPARTMENT DESCRIPTION	AMOUNT
308531	BERG'S TOWING SERVICE	TOWING FEES	4,400.00
308532	GARRISON CITY	WATER, SEWER, GARBAGE	55.20
308353	MAX FARM SERVICES	FUEL TO MAX SHOP	2,803.92
308534	MCLEAN COUNTY IMPLEMENT	PARTS	1,147.90
308535	NELSON INTERNATIONAL	CYLINDER, DOOR KIT	277.73
308536	NORTHWESTERN EQUIPMENT INC	GEAR CASE FOR 13-085	10.00
308537	PAHLKE STEEL INC	ANGLE IRON, RAISED EXPANDED METAL FOR 14-120	344.64
UNPAID VOUCHERS			
308538	BASIN AUTO PARTS	FUSES	11.98
308539	SARAH BEDGAR	REIMBURSE CELL PHONE	30.00
308540	CHASE DRUG	JAIL MEDICATIONS	1,319.36
308541	CITY OF WASHBURN	LEC, COURTHOUSE WATER, SEWER	115.13
308542	DACOTAH PAPER CO	PAPER TOWELS	65.77

308543	ASHLEY DEHAVEN	2024 NURSING CONTRACT, NURSING HOURS	12,280.00
308544	FARMERS UNION OIL CO	OIL CHANGE, ANTI FREEZE	104.23
308545	GARRISON RURAL WATER DISTRICT	PARK RURAL WATER USAGE	75.00
308546	BENJAMIN GEHRING	REIMBURSE CORONER FEES	750.00
308547	GOETZ FUNERAL HOME	REIMBURSE CORONER FEES	750.00
308548	GOVERNSOFT	DAKOTA PROGRAMS 1-2024 TO 12-2024	13,990.00
308549	GERARD GOVEN	WATER BOARD MEETING AND MILEAGE	817.47
308550	HATZY'S REPAIR	OIL CHANGES	533.70
308551	HIWAY 83 EXPRESS	RAINX	9.83
308551	HIWAY 83 EXPRESS	GAS FOR MOTOR POOL	23.72
308552	ITD	WAN, ADOBE ACROBAT, OFFICE 365 BASIC, INTUNE, MISC. RECURRING BILLING, VPN, ADUF	5,198.14
308553	SHANNON JEFFERS	WATER BOARD MEETING AND MILEAGE	1,049.78
308554	LEWIS & CLARK REGIONAL DEVELOPMENT COUNCIL	COUNTY CONTRIBUTION 1/1/2024 TO 12/31/2024	12,887.93
308555	MARCO	STANDARD PAYMENT	2,190.57
308556	MCLEAN-MERCER SENIOR MEALS	2020-2022 LEVY MONIES COLLECTED & SENIOR MILL LEVY MATCH - DECEMBER 2023 MH, STATE AID, P & I	36,770.23
308557	MCLEAN COUNTY IMPLEMENT	FILTER, OIL, DRAIN PAN	38.35
308558	MCLEAN COUNTY AUDITOR	NDSU EXTENSION POSTAGE PAID	5.19
308559	MIDCO	CABLE TV	139.75
308560	KAMILE MODEREGGER	REIMBURSE CELL PHONE	30.00
308560	KAMILE MODEREGGER	CHARCUTERIE CLASS REIMBURSEMENT	815.20
308561	NDACO	2024 EST WORKERS COMP PREMIUM	90,332.96
308562	NDACO	2023 MARRIAGE LICENSE APPLICATIONS	36.00
308562	NDACO	2024 COUNTY DUES	12,450.00
308563	NDACO RESOURCE GROUP	JANUARY 2024 SUPPORT CONTRACT	3,760.00
308564	ND COUNTY COMMISSIONERS ASSOCIATION	2024 ANNUAL DUES	1,096.00
308565	ND COUNTY TREASURER'S ASSOCIATION	2024 ANNUAL DUES	250.00
308566	ND STATE RADIO	TERMINAL FEE	480.00
308567	MICHAEL NELSON	NDSU EXTENSION OFFICE ANNUAL RENT PAYMENT	6,600.00
308568	LYNN OBERG	WATER BOARD MEETING AND MILEAGE	1,152.62
308569	OTTER TAIL POWER CO	BUTTE, TURTLE LAKE, MAX, WASHBURN SHOPS, COURTHOUSE, SHERIFF, RADIO TOWER	4,931.88
308570	PRESORT PLUS	PRINTING OF TAX STATEMENTS, POSTAGE	5,342.88
308571	ART RENNER	2024 MEDICAL CONTRACT	5,000.00
308572	SUHR-MERKENS LAW PLLC	COURT APPOINTED ATTORNEY	260.00
308573	MAIN STREET MARKET	INMATE GROCERIES	1,855.79
308574	TYLER TECHNOLOGIES	SCHOOL ERP, TAXWISE PROJECT MANAGEMENT	9,430.00
308575	VANGUARD APPRAISALS INC	SERVICE FEES	11,800.00
308576	WATER PURITY INC	WATER DELIVERED	112.00
308577	ROBERT WERLINGER	DECEMBER 2023 CONTRACTED HOURS	4,200.00
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
4888	JAN HANSON	REIMBURSE CELL PHONE	30.00
4889	KAYLA OBERLANDER	REIMBURSE CELL PHONE	30.00
4890	CURT MALO	REIMBURSE CELL PHONE	30.00
4891	TRAVIS VERKE	REIMBURSE CELL PHONE	30.00
4892	SANDRA BETTENHAUSEN	REIMBURSEMENT FOR MEALS, MILEAGE	986.25
4893	HEATHER CLINE	REIMBURSEMENT FOR MEALS, MILEAGE, LODGING	2,075.36
4894	ANNA SIX	REIMBURSEMENT FOR ROSTER PROCESSING FEE, BLS PROVIDER, MANIKAN RENTAL	55.75
4895	RYAN OBERG	REIMBURSE CELL PHONE	30.00
4896	ELIZABETH PATTERSON	REIMBURSE CELL PHONE	30.00
4897	VANCE TOMLINSON	REIMBURSEMENT FOR ANNUAL MICROSOFT 365 SUBSCRIPTION	69.99
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
308494	STATE TAX COMMISSIONER	4TH QUARTER 2023 - GENERAL PAYROLL	5,625.26
308495	MCLEAN COUNTY AUDITOR	YEAR-END TRANSFERS	9,179.50
308498	MCLEAN COUNTY AUDITOR	YEAR-END TRANSFERS	304,037.98
308499	AUTO VALUE	PARTS	325.95
308500	CAPITAL CITY RESTAURANT	CHLORINE TEST STRIPS, CUTTING BOARDS, DECANTER	87.48
308500	CAPITAL CITY RESTAURANT	JAIL KITCHEN SINKS AND COUNTERTOPS	5,815.00
308501	FIRST DISTRICT HEALTH UNIT	CAMPGROUND LICENSES RENEWAL FEE	275.00
308502	NOELLE KROLL	REIMBURSEMENT FOR TRAVEL	93.01
308503	KENS AUTO BODY	IMPOUNDS	1,750.00
308504	LEXIPOL LLC	ANNUAL LAW ENFORCEMENT POLICY MANUAL, DAILY TRAINING	9,022.22
308505	LIGNITE TIRE	TIRES	900.00
308506	MCLEAN SHERIDAN RURAL WATER	RURAL WATER	89.38
308507	MCLEAN COUNTY IMPLEMENT LLC	PARTS	12.92
308508	NAPA	PARTS	31.45
308509	NDACO	DRUG TEST	63.00
308510	NORTHERN PLAINS EQUIPMENT	PARTS	267.68
308511	NW TIRE	TIRES	593.49
308512	ROUGH RIDER INDUSTRIES	MATTRESSES	1,700.00
308513	SCOTTS HARDWARE	CANOPY SIDEWALLS	159.98

308514	CODY MEADOWS	REIMBURSEMENT FOR MEALS	194.00
308515	ARLAN SWANSON	REIMBURSEMENT FOR MILEAGE, MEALS	383.95
308516	ALEXANDER TORREZ	REIMBURSEMENT FOR MEALS	225.00
308417	WATER PURITY	WATER	16.00
308518	GARRISON DIVERSION DISTRICT	DISBURSE MONTHLY COLLECTIONS	18,943.66
308519	MCLEAN FAMILY RESOURCE	DISBURSE MONTHLY COLLECTIONS	350.00
308520	NDACO	DISBURSE 10% E-911 COLLECTIONS	1,039.40
308521	ND STATE TREASURER	DISBURSE MONTHLY COLLECTIONS	23,175.40
308522	ATTORNEY GENERAL	MONTHLY COLLECTIONS 24/7 SOBRIETY PROGRAM	1,540.00
308523	RIVERDALE PARK BOARD	DISBURSE DECEMBER MTD LIABILITIES	82.28
308524	NDPERS - INSURANCE	DECEMBER 2023 PAYROLL	194,018.46
308525	NDPERS - DEFERRED COMP.	DECEMBER 2023 PAYROLL	9,380.00
308526	NDPERS - RETIREMENT	DECEMBER 2023 PAYROLL	77,367.05
308527	DACOTAH PAPER CO	SWIFFER REFILLS, ICE MELT, TOILET PAPER , CLEANERS	298.26
308528	USABLE LIFE	CANCER AND ACCIDENT INSURANCE PREMIUMS	124.32
308529	WEX BANK	GASOLINE	15,450.52
308530	WEX BANK	GASOLINE	307.04
	DECEMBER 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.	425,356.17

**PCARD FUNDED
PURCHASES**

VENDOR	DESCRIPTION	AMOUNT
WRT	PHONE, DSL	103.39
MCLEAN SHERIDAN RURAL WATER	RURAL WATER	87.90
LINDE GAS & EQUIPMENT	WELDING SUPPLIES	214.30
NORTHERN STATES SUPPLY	PARTS	104.50
AUTO VALUE	PARTS	808.50
NORTHERN PLAINS EQUIPMENT	PARTS	239.47
I-STATE TRUCK CENTER	ELECTRIC SHIFTER, FLUID, PULLEY, ETC.	5,161.15
SALHUS SEPTIC PUMPING	PORTABLE TOILET RENTAL FOR OUTSHOPS	1,300.00
ALL STATES PARTS	PARTS	563.99
GERDAU	FLOOR PLATE	761.29
RUNNINGS	CHAINSAW, 12V PUMP, HAT	1,262.94
AUTO VALUE	PARTS	472.36
I-STATE TRUCK CENTER	SWITCH FOR 13-085	381.09
NAPA	PARTS	112.87
TITAN MACHINERY	GEARBOX	1,673.75
BUTLER MACHINERY	GLASS FOR 10-009	135.48
RTC	TELEPHONE SERVICE	147.94
NORTHERN STATES SUPPLY	20" REPLACEMENT BAR, PARTS	159.77
MCLEAN ELECTRIC	ROSEGLEN, UNDERWOOD, GARRISON SHOPS	753.00
BUTLER MACHINERY	PARTS	116.28
AMAZON	DESKTOP PROTECTORS, WALL CALENDARS, BATTERIES, ETC.	226.83
TRACTOR SUPPLY	K9 FOOD	231.96
HR DIRECT	1095-C FORMS & SOFTWARE	660.53
US POSTMASTER	PO BOX RENTAL PAYMENT	264.00
MATTHEW BENDER AND CO	ND CENTURY CODE REVISION 2B	81.60
QUADIENT LEASING	LEASE PAYMENT 12-23 TO 3-24	614.04
VERIZON	KITTLER - HWY CELL	41.99
	KROLL - DES CELL	41.99
	GREY - HWY CELL	42.54
	ERICKSON - STATE'S ATTORNEY CELL	46.99
	OSBERG - ASSESSOR JETPACK	40.01
	KROLL - DES JETPACK	40.01
ULTEIG ENGINEERS	WATER BOARD ENGINEERING SERVICES	1,788.00
ULTEIG ENGINEERS	TURTLE CREEK STREAM GAGE	7,365.16
ULTEIG ENGINEERS	KATZ DAM FISH PASSAGE DESIGN	9,029.92
WRT	PHONE SERVICE	94.88
VERIZON	DATA CARD	1,000.25
	2 DETECTIVES, KERZMANN PHONES	130.97
	PATROL CELL PHONES	969.47
KRAUSE'S SUPERVALU	JAIL GROCERIES	46.68
KRAUSE'S SUPERVALU	VINEGAR, TIDE SOAP	31.99
PHARMICHEM INC	FENTANYL SCREEN, SWEAT PATCH ANALYSIS	224.70
UNIFORM CENTER	UNIFORM PANTS, JACKETS, SHIRTS, MISC	5,789.21
NORDAK NORTH PUBLICATIONS	NOTICES, VARIANCES	85.28
NORDAK NORTH PUBLICATIONS	COMMISSION MEETINGS	953.66
	HELPED WANTED AD	830.48
	APPRAISAL VALUE OF PROPERTY	314.88
	BOARD APPOINTMENTS	209.40
RTC	BENEDICT SPORTMEN'S PARK PHONE AND DSL	158.25
TYLER TECHNOLOGIES	ITAX WEB HOSTING FEE	1,200.00
NORDAK NORTH PUBLICATIONS	ONLINE LEADER NEWS, MCLEAN INDEPENDENT, CENTRAL MCLEAN	90.00
WRT	SHERIFF	474.39
	COURTHOUSE	1,571.57

	NDSU EXTENSION	128.09
	E-911	84.88
	JURY/PERSONAL	3.24
	PAROLE AND PROBATION	20.00
	E-911 RADIO TOWER	155.34
TYLER TECHNOLOGIES	SCHOOL & PREPARE ERO PROJECT MANAGEMENT	1,080.00
RTC	MISC SERVICES FOR 911	80.00
AMAZON	OFFICE SUPPLIES	185.37
OFFICE DEPOT	FILE TOTES	69.54
WALMART	SPACE HEATER	74.99
MENARDS.COM	CUTTING BOARDS, STAND DESK CONVERTER, STORAGE BOXES	195.29
MCLEAN ELECTRIC	SPORTSMENS PARK	57.00
	PARK BOARD	46.00
	SECURITY LIGHTS - COURTHOUSE	21.00
	SECURITY LIGHTS - SPORTSMEN'S CENTENNIAL PARK	109.00
	CAMPER PADS	153.00
	CENTENNIAL PARK WATER METER	60.00
MCLEAN ELECTRIC	CIVIL DEFENSE	160.00
TYLER TECHNOLOGIES	SCHOOL ERP PRO-PROJECT, TEAM KICK-OFF	480.00
AMAZON	LEGAL WRITING PADS	16.99
BADGE & WALLET	BADGES AND SHIPPING	370.50
NAPA	OIL, OIL FILTERS	259.28
BEST WESTERN WILLISTON	MEADOWS TRAINING	481.50
BEST WESTERN WILLISTON	SWANSON TRAINING	481.50

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

There being no further business, the Chairperson declared the meeting adjourned at 9:10 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