

McLean County Commission Proceedings
Wednesday, December 27, 2023

The second regular December meeting of the Board of Commissioners was called to order at 8:35 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham, Steve Lee, and Barry Suydam via telephone. Also present were Auditor Beth A. Knutson; Chief Deputy Auditor Lori A Foss; Highway Department Administrative Assistant Noelle Kroll; and Wold Engineering Representative Mike Rivinius.

Moved by Lee, seconded by Suydam, to approve the minutes of the previous regular meeting held on December 5, 2023, as submitted. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Kroll requested signatures on required documents for Project SC-2804(055), a mill and overlay project.

Rivinius presented customer appreciation gifts and expressed holiday greetings on behalf of Wold Engineering.

Building Maintenance Supervisor Curt Malo joined with a quote from CCR Supply to replace failing countertop in the jail with a stainless-steel unit in the amount of \$5,815.00.

Moved by Lee, seconded by Suydam, to accept the bid as presented with the contingency that the presented price must include installation. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Lee notified the board that there was an incident on County Road 22 this morning involving two county plow trucks with the damage extent unknown at this time. Giving the time of the year, he would like to give the department purchasing authority to replace the damaged units as soon as possible.

Moved by Lee, seconded by Suydam, to authorize the Highway Department to spend up to \$150,000 to replace two plow trucks if deemed necessary. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented county deeds for signing to transfer remaining city properties from this year's delinquent tax sale to the affected cities. The properties are as follows: Lot 1R, Block 5, Bicentennial Rearrangement Addition, City of Garrison (Parcel # 75-0202-00036-000); Lots 5-6, Block 2, Original Townsite, City of Max (Parcel # 76-0001-00002-000); Lot 7, Block 2, Original Townsite, City of Max (Parcel # 76-0001-00003-000); and N 3/5 of Lot 17 & Lots 18-19, Block 5, Original Townsite, City of Turtle Lake (Parcel # 79-0001-00016-000).

Moved by Lee, seconded by Suydam, to approve the sale of the unsold delinquent tax properties as presented to the Cities of Garrison, Max, and Turtle Lake for \$1.00 plus recording fees. Knutson stated that all taxes and specials on the properties have been abated and the cities must own the properties for 90 days prior to selling them. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

County board appointments were discussed with Knutson notifying the board that all appointments will take place at the first meeting in January.

Knutson discussed the court service contracts that were sent to all cities clarifying that this an optional service to the cities at the courtesy of the county. The cities are not required to enter into the contract with the county. Two signed contracts have been received at this point. Cities have until the end of the year to submit.

Knutson presented 2024 Beer and Liquor License for signing for the following: Painted Woods Recreation Area and Painted Woods Golf Course. 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 authorize the Auditor's Office to pay any invoices received through the end of the year including the P-Card. Commissioner Lee would like a list of any paid bills sent to them after payment. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Foss discussed the need for a funds transfer to the Flexible Benefits fund explaining that the need was due to unfunded employer fees from 2018-2023 in the amount of \$9,179.50.

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

TRANSFER OF FUNDS RESOLUTION

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

Transfer \$9,179.50 from County General Fund (1000-2901-000) to Flexible Benefits (2992-3999-000)

Approved this 27th day of December 2023.

Steve Cottingham, Chairperson

Beth A. Knutson, Auditor

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

Knutson discussed communication she received from Bob Frohlich of North Dakota Game and Fish Department (ND G&F) regarding the renewal of fish cleaning station management and maintenance grant agreement which automatically renews on 01/01/2024. The original amount was \$3,500 which ND G&F feels does not cover actual expenditures for this service. Therefore, ND G&F is increasing the grant to \$5,000.

Moved by Lee, seconded by Suydam, to approve the agreement increasing the maintenance grant from to \$5,000 per year. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson went on to discuss further communications from Frohlich regarding replacement of a vault toilet at an approximate county cost of \$11,000 which is 25% of total cost and the replacement of a fish cleaning station originally installed in 1993 with an upgraded Barracuda fish grinder at an unknown cost. The VFW in Minot is willing to provide some funds for these projects and our cost share for both projects should actually be covered by county park donations. Both replacements would occur in 2024.

Moved by Lee, seconded by Suydam, to approve an agreement with ND G&F to replace a vault toilet and a fish cleaning station. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Sarah Bedgar and Kamile Moderegger of NDSU Extension-McLean County joined the meeting.

Knutson went on to discuss the annual township meetings which will be held on Thursday, January 11, 2024. The first will be in Turtle Lake at the City Hall starting at 9:00 A.M. and the second will be in Garrison at the Cubby Hole starting at 1:00 P.M. The Cubby Hole charges a rental fee of \$50.00 for use of the facility.

Moved by Lee, seconded by Suydam, to approve payment of the rental fee for the Cubby Hole for township meetings in the amount of \$50.00. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson said emails containing township meeting information were sent to all township board members yesterday. Paper copies will be sent today as well.

Moderegger and Bedgar presented the third quarter activity report for the department and discussed upcoming projects including various offerings at elementary schools, babysitting classes in a few towns, the upcoming McLean County Ag Show in Garrison, archery season, air rifle trainer certification, and much more. Bedgar volunteer and community support has been outstanding.

Cottingham discussed a recent meeting with the contracted Jail Monitor who recommended an increased in Jailer/Dispatcher staffing of two or three more positions. Knutson informed them that each additional position would cost approximately \$79,000.

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

CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
HIGHWAY VOUCHERS			
308443	ACME TOOLS	PARTS	37.46
308444	A & I DISTRIBUTORS	CHEMICALS	406.81
308445	ENERBASE	PRAXAIR GAS FOR WELDING	105.92
308446	FARMERS UNION OIL	TANK RENTAL	1.00
308447	FARMERS UNION OIL	FUEL FOR ROSEGLEN , PREMIUM GAS FOR 18-003 & 18-110	1,469.01
308448	GARRISON CITY	WATER, SEWER, GARBAGE	60.79
308449	JOHN DEERE FINANCIAL	PARTS, OIL	8,414.99
308450	MCLEAN COUNTY IMPLEMENT	PARTS	3,627.07
308451	MDU	WASHBURN, TURTLE LAKE, MAX, GARRISON SHOPS	766.14
308452	NDDOT	PROJECT: SC-2804(055) MILL & OVERLAY	5,368.93
308453	NEFF REPAIR SHOP	REPAIR SHAFT	200.00
308454	NORTHWESTERN EQUIPMENT	GEAR CASE FOR 13-085	1,100.00
308455	NW TIRE	TIRES	13,401.86
308456	RDO EQUIPMENT	MOTOR GRADER RIMS	4,826.00
308457	S & J HARDWARE	KEY, BLUE ENAMEL, TORCH BLADE, GRINDING WHOOL, ETC.	113.40
308458	SWANSTON EQUIPMENT	MOTOR, MOUNT, BLADE KIT	3,153.52
308459	TITAN MACHINERY	PROGRESSIVE LINK THUMB FOR 11-019	10,945.00
UNPAID VOUCHERS			
308460	ALLIED APPRAISALS OF ND	APPRAISAL FOR PROPERTY ALONG DRAINAGE ROUTE FOR PAINTED WOODS PROJECT	3,000.00
308461	BHG LLC	HELP WANTED AD	356.25
308462	SARAH BEDGAR	REIMBURSEMENT FOR NDAE DUES, VOLUNTEER TRAINING, MILEAGE, LODGING	747.55
308463	C & S REPAIR	OIL CHANGE, TRANSMISSION	6,527.68
308464	DACOTAH PAPER	TOILET PAPER, BATTERIES, NITRILE GLOVES, ETC.	618.04
308465	EXTREME CLEANING INC	CLEANING KITCHEN HOOD, DUCTWORK AND FAN IN LEC	700.00
308466	FARMERS UNION OIL CO	OIL CHANGES	174.92
308467	FARMERS UNION OIL CO	TIRE REPAIR	24.00
308468	GARRISON RURAL WATER DISTRICT	PARK RURAL WATER USAGE	75.00
308469	GAIA	CUBBY HOLE RENTAL FOR TOWNSHIP MEETINGS	50.00
308470	HIWAY 83 EXPRESS	GAS	153.30
308471	ITD	WAN, ADOBE ACROBAT, MISC. RECURRING BILLING, OFFICE 365, INTUNE, VPN, ADUF, NET MOTION, LIGHTBAR WIND NOISE DEFLECTOR KIT	5,209.24
308472	LIGHT & SIREN	STANDARD PAYMENT	84.00
308473	MARCO	REIMBURSEMENT FOR MOTOR POOL GAS	2,190.57
308474	MCLEAN COUNTY HIGHWAY	ICE SCRAPER, SILICONE, FILTER	5,191.88
308475	MCLEAN COUNTY IMPLEMENT LLC	COURTHOUSE, LEC	397.59
308476	MDU	CABLE TV	471.63
308477	MIDCO	DUES	139.75
308478	NDAAEA	NOVEMBER 2023 SUPPORT CONTRACT	75.00
308479	NDACO RESOURCES GROUP	DETENTION CARE FOR JUVENILE COURT	3,760.00
308480	ND DEPT OF CORRECTIONS	CIVIL PAPERS	854.94
308481	PENNINGTON COUNTY SHERIFF	PATCH KITS, OVERLAYS	16.03
308482	PHARMCHEM, INC	PICKUP FEE, COURIER SERVICE	1,282.34
308483	PRESORT PLUS	BLUE LIGHT BULB, DUCT TAPE, SUPER GLUE, ETC.	52.50
308484	SCOTT'S HARDWARE	REIMBURSEMENT	98.91
308485	KATHY SUTTER	WEB HOSTING ANNUAL FEE AND MAP EDITOR: 11-23 TO 10-24	26.17
308486	SIDEWELL COMPANY	INMATE MEALS	5,581.28
308487	MAIN STREET MARKET	PHYSICAL	4,946.66
308488	UNDERWOOD & WASHBURN CLINIC	REMOVE AND INSTALL NEW WIND DEFLECTOR	150.00
308489	UNICOM	TRAILER TIRES	125.00
308490	WASHBURN AUTO BODY	NOVEMBER JAIL HOURS	1,429.12
308491	ROBERT WERLINGER	911 TRUNKING RECURRING	1,610.00
308492	WRT		494.36
DIRECT DEPOSIT PAYMENTS			
CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT

4796	TERRI GUDERJAHN	REIMBURSEMENT FOR COFFEE	79.44
4797	STEVE COTTINGHAM	REIMBURSE CELL SERVICE FOR 2023	360.00
4798	STEVE LEE	REIMBURSE CELL SERVICE FOR 2023	360.00
4799	BARRY SUYDAM	REIMBURSE CELL SERVICE FOR 2023	360.00
4800	HEIDI J ANDERSON	REIMBURSEMENT FOR TRAVEL	107.01
4801	CURT OLSON	REIMBURSEMENT FOR BADGES	227.80
4802	RYAN OBERG	REIMBURSEMENT FOR MOTOR POOL EXPENSE	11.99

PAID VOUCHERS

CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
308410	MCLEAN COUNTY AUDITOR	TREASURER CHECKS	281.14
308411	NDPERS - INSURANCE	NOVEMBER 2023 PAYROLL	194,198.26
308412	NDPERS - RETIREMENT	NOVEMBER 2023 PAYROLL	76,942.62
308413	NDPERS - DEFERRED COMPENSATION	NOVEMBER 2023 PAYROLL	9,380.00
308414	MCLEAN COUNTY TREASURER	DISBURSE 2023 ESTIMATED TAXES	33,884.87
308415	DACOTAH PAPER CO	GARBAGE BAGS, TOILET PAPER, PAPER TOWELS, ETC.	352.20
308416	WEX HEALTH	MONTHLY ADMIN FEE	93.50
308417	MCLEAN COUNTY AUDITOR	YEAR-END TRANSFERS	564,904.78
308418	AFLAC	MONTHLY PREMIUM	1,801.41
308419	DELTA DENTAL	DENTAL INSURANCE PREMIUM	5,688.82
308420	JOB SERVICE	4TH QUARTER PAYMENT - HIGHWAY DEPARTMENT	674.18
308421	AVESIS	VISION INSURANCE PREMIUMS	1,600.67
308422	BRAVERA WEALTH	MONTHLY CONTRIBUTIONS	3,643.65
308423	FRATERNAL ORDER OF POLICE	FOP DUES	59.00
308424	ND CHILD SUPPORT ENFORCEMENT	CHILD SUPPORT	3,695.00
308425	NDPERS	SERVICE CREDIT PURCHASE	70.00
308427	JOB SERVICE OF ND	4TH QUARTER PAYMENT - GENERAL PAYROLL	1,921.33

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

There being no further business, the chairperson declared the meeting adjourned at 9:26 a.m. until the next regularly scheduled meeting on Tuesday, January 9, 2024. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Cottingham, Chairperson

Lori A Foss, Chief Deputy Auditor