

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 2nd 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 2nd 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:

A detailed list of checks is available for public inspection anytime during regular business hours in the McLean County Auditor's Office.

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