

McLean County Commission Proceedings

Tuesday, May 7, 2024

The first regular May meeting of the Board of Commissioners was called to order at 8:33 a.m. by Chairperson Steve Cottingham. Present were Commissioners Cottingham, Steve Lee, and Barry Suydam. Also present were Auditor Beth A. Knutson; Deputy Auditor Kayla Oberlander; Road Superintendent James Grey; Director of Disaster Emergency Services Noelle Kroll; and Mike Rivinius of Wold Engineering.

Moved by Lee, seconded by Suydam, to approve the minutes of the March 19, 2024 meeting, as submitted. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Kroll requested permission to request bids for a full-scale active shooter exercise to be funded with a grant from Homeland Security. This exercise would be held at a private industry.

Moved by Suydam, seconded by Lee, to approve requesting bids for a full-scale active shooter exercise. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Next Kroll requested permission to use remaining grant funding to purchase medical bags, film, and IFAX.

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

Grey presented an update on the department. Shoulder work is ongoing; mower tractors were delivered; and the Washburn position has been filled making the department fully staffed at this time. He went on to discuss soft spots on the roads.

Rivinius reported the completion of the box culvert on County Road 20. He also informed the commission of a bridge project at Douglas Creek. This project is funded by a grant but needs a preliminary contract with Wold Engineering.

Moved by Lee, seconded by Suydam, to approve a preliminary contract with Wold Engineering for the Douglas Creek bridge project. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented the updated McLean County Road Policy.

Moved by Lee, seconded by Suydam, to approve the updated McLean County Road Policy as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson presented the Pledge of Securities received from TruCommunity Bank for the period ending April 30, 2024. The total public deposits were \$26,451,093.61 and the total pledged securities were \$29,720,439.00 with an overage of \$3,269,345.39.

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 Clerk of Court contract for the next two years. This contract has already been approved, and just needs signatures. Knutson also informed the commission the state is looking to utilize office space again in the Clerk of Court's office, if needed.

Moved by Lee, seconded by Suydam, to allow housing of state employees. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Next Knutson presented an updated job description for the Administrative Assistant/Receptionist in the Auditor's Office. Discussion followed.

Moved by Lee, seconded by Suydam, to approve the job description as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson asked the commission if she could hire a temporary employee until we fill the Administrative Assistant/Receptionist position.

Moved by Lee, seconded by Suydam, to authorize hiring a temporary employee in the Auditor's Office. Roll Call Vote: Aye: Suydam, Lee and Cottingham. Nay: None. Motion carried.

Knutson presented a Gaming Site Authorization Application submitted by American Legion Post 12 of Washburn for pull tab, prize board, poker, and electronic pull tab activities at Painted Woods Golf Course of Washburn from July 1, 2024, to June 30, 2025.

Moved by Suydam, seconded by Lee, to approve the Gaming Site Authorization Application as submitted by American Legion Post 12 of Washburn. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented a Gaming Site Authorization Application submitted by Prairie Grit Adaptive Sports of Minot for electronic pull tab activities at Gramma Jo's of Mercer from July 1, 2024, to September 9, 2024.

Moved by Lee, seconded by Suydam, to approve the Gaming Site Authorization Application as submitted by Prairie Grit Adaptive Sports of Minot. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Lee, to approve the Local Raffle Permit Application submitted by Hiddenwood Sportsmen Club for a raffle to be held at Hiddenwood Old Settlers Association on June 8, 2024, with prizes listed as a Savage Arms rifle, Solo stove,

Blackstone, and Saluspa hot tub with total prize value of \$1,137.00. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve a Special Events Liquor License transfer for The Riverboat Saloon for the ranch rodeo during Washburn's Riverboat Days to be held at the North Dakota 4-H Camp on June 1, 2024. Roll Call Vote: Aye: Lee, Suydam, 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 and the McLean County Auditor's Sweep Account Transfer of Funds Resolution. Roll Call: Aye: Suydam, Lee 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.

Received and ordered filed the fee collection report from the Recorder's office for the month of April in the amount of \$8,577.40.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of April in the amount of \$2,577.30.

Knutson presented the Uncollected Tax List for years 2021-2023 showing a total of \$1,523,145.13.

Moved by Lee, seconded by Suydam, to approve a Special Event Permit for the Falkirk Mine Fishing Tournament to be held at Sportsman's Centennial Park, of Garrison, on June 15, 2024. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

NDSU Extension Agents Sarah Bedgar and Kamile Moderegger joined the meeting to discuss department updates.

Moved by Suydam, seconded by Lee, 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: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson presented the budget narrative for period ending April 30, 2024. She presented data showing property tax collections are at 91% collected including 95% with discount for 2024 or \$19,396,012.06, government reimbursement revenues totaled \$865,954.92 compared to \$702,072.95 in 2023, fees and miscellaneous revenues totaled \$552,289.43 compared to \$557,130.14 in 2023, and expenditures were at 31.60% of total budget for 2024.

Knutson presented the current list of delinquent tax payers owing more than \$4,000.00 showing 40 taxpayers owing \$551,174.34 in back taxes.

There being no further business, the Chairperson declared the meeting adjourned at 10:09 a.m. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Cottingham, Chairperson

Kayla Oberlander, Deputy Auditor