

McLean County Commission Proceedings

Tuesday, December 2, 2025

The first regular December meeting of the Board of Commissioners was called to order at 10:00 a.m. by Chairperson Steve Lee. Present were Commissioners Lee, Steve Cottingham, and Curt Olson. Also present were Auditor Beth A. Knutson; Deputy Auditor Lynda Snyder; Chief Deputy Auditor Lori Foss; and Road Superintendent James Grey.

Moved by Olson, seconded by Cottingham, to approve the minutes of the meeting held on November 25, 2025, as submitted. Roll Call Vote: Aye: Olson, Cottingham, and Lee. Nay: None. Motion carried.

Foss presented the first reading of amendments to personnel policies; 305 Holidays and 1301 Volunteer Ambulance Service Participant. Discussion followed.

Moved by Cottingham, seconded by Olson, to accept the first reading of policy changes as presented. Roll Call Vote: Aye: Cottingham, Olson, and Lee. Nay: None. Motion carried.

Grey presented an update on the department stating that snow removal is finishing up although two trucks are in need of repair. Discussion followed.

Grey stated that estimates for repairs to the guard rail by Falkirk have been requested but the repair may not be done until winter is over. He also stated that temporary repairs will be completed for safety of people traveling the road. Discussion followed.

Building Maintenance Supervisor Curt Malo joined the meeting to present a quote from Emineth Plumbing for a Scale RX Filter in the amount of \$9,476.00. Discussion followed.

Moved by Cottingham, seconded by Olson, to approve purchase of the Scale RX filter in the amount of \$9,476.00 from Emineth plumbing with the additional cost of installation paid separately out of next year's maintenance budget. Discussion followed. Roll Call Vote: Aye: Cottingham, Olson, and Lee. Nay: None. Motion carried.

Malo discussed the recent kitchen hood cleaning completed by Extreme Cleaning and the repairs needed on the hood. Discussion followed.

Land Use Administrator Todd Schreiner joined the meeting and presented an amendment to the Planning and Zoning ordinance regarding flood plain management rules approved on January 7, 2025. Discussion followed. Schreiner stated that the amendment is required by Senate Bill No. 2027 and States Attorney Ladd Erickson has reviewed the amendment.

Moved by Olson, seconded by Cottingham, to approve the statutory requirement as presented. Roll Call Vote: Aye: Olson, Cottingham, and Lee. Nay: None. Motion carried.

Knutson presented the Pledge of Securities received from TruCommunity Bank. The total deposits were \$19,321,038.00 and the total pledged securities were \$22,407,570.00 on November 30, 2025.

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

Moved by Cottingham, seconded by Olson, to approve the Dakota Central Human Service Zone (DCHSZ) Transfer of Funds Resolution and the McLean County Auditor's Sweep Account Transfer of Funds Resolution from November. Roll Call Vote: Aye: Cottingham, Olson, and Lee. 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.

Knutson presented the applications for 2026 Beer and Liquor licenses submitted by DLs Strawberry Cooler; Garrison Golf Club; Gramma Jo's Shoreside; Hwy 83 Lawn and Leisure; LLC, McLean County Racers, Inc; Painted Woods Recreation Area; and TOTNTRL, Inc. Background checks for outstanding violations have been completed by the Sheriff's Department for all applicants and all necessary fees have been received. Discussion followed.

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

Knutson called for nomination of officers for Commission Chairperson and Vice-Chairperson for the upcoming year. Discussion followed.

Moved by Cottingham, seconded by Lee, to nominate and elect Curtis Olson as Commission Chairperson effective January 1, 2026. Roll Call Vote: Aye: Cottingham, Olson, and Lee. Nay: None. Motion carried.

Moved by Olson, seconded by Lee, to nominate and elect Steve Cottingham as Vice-Chairperson effective January 1, 2026. Roll Call Vote: Aye: Olson, Cottingham, and Lee. 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 \$8,165.87.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of November in the amount of \$1,648.00.

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

Moved by Olson, seconded by Cottingham, to approve payment of invoices due prior to the December 30, 2025 meeting.
Roll Call Vote: Aye: Olson, Cottingham, and Lee. Nay: None. Motion carried.

Chairperson Lee recessed the meeting at 10:33 a.m.

Chairperson Lee reconvened the meeting at 10:54 a.m.

Chairperson Lee presented retiring McLean County NDSU Extension Administrative Assistant Jan Hanson with a distinguished service recognition certificate Presentation.

There being no further business, the Chairperson declared the meeting adjourned at 11:00 a.m. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

Steve Lee, Chairperson

Lynda Snyder, Deputy Auditor