

## McLean County Commission Proceedings

Tuesday, December 5, 2023

The first regular December meeting of the Board of Commissioners was called to order at 10:03 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 Dan Johannes.

Moved by Suydam, seconded by Lee, to approve the minutes of the previous meeting held on November 21, 2023, as submitted. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Grey presented an update on department operations reporting that blading continues and tree work has started. Taylor Verbitsky has been hired to fill the Equipment Operator III position for the Butte area.

Grey presented a boring request from WRT Cooperative requesting to bore 31<sup>st</sup> St SW in Section 11 and 12, Township 144 North, Range 83 West, and 8<sup>th</sup> St SW in Section 14, Township 144 North, Range 83 West, placing fiber cable telecommunications facility to serve Paul Swanson.

Moved by Lee, seconded by Suydam, to approve the boring permit request from WRT Cooperative as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson presented information regarding the Vision West membership regarding the different levels and the benefits that come with each level. Discussion followed.

Moved by Lee, seconded by Suydam, to enter into a Vision West membership at the \$800.00 supporter level for one year. Discussion followed. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Chief Deputy Sheriff Richard Johnson joined the meeting.

Knutson updated the commission regarding the Municipal Court Cases to District Court. She stated that yearly contracts are ready to be sent to all 12 cities within the county. Discussion followed.

Moved by Lee, seconded by Suydam, to approve moving ahead with the court service contracts for the cities. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson presented 2024 Beer and Liquor License renewal applications for the following: McLean County Racer's Inc. and Garrison Golf Club. 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 approve all Beer and Liquor License renewal applications as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Suydam, seconded by Cottingham, to approve the Local Raffle Permit Application submitted by Magic City Youth Baseball for a raffle to be held at Totten Trail Bar and Grill on February 3, 2024, with prizes listed as: use of cabin; use of boat; drill; rods; buckets; lures; and gloves for a total prize value of \$1,700.00. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve the Local Raffle Permit Application submitted by Bis-Man Reel N Rec to be held at Totten Trail Bar and Grill on February 17, 2024, with prizes listed as: two ice augers; ice house; heater; sled; clothes; rods; and reels with total prize value at \$2,200.00. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Knutson requested approval of voting precincts and polling locations as follows:

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)
    - Arikara Cultural Center, 201 Sahnish Dr, White Shield, ND 58540

Dated this 5<sup>th</sup> date of December, 2023, at Washburn, North Dakota.

Attest:

Steve Cottingham, Chairperson  
McLean County Commission

Beth A. Knutson  
McLean County Auditor

Moved by Lee, seconded by Suydam, to approve the voting precincts and polling locations as presented. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

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

#### 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:

Transfer \$60,135.90 from Unorganized Township Roads (8471-2999-000) to County Road (2100-3999-000);

Transfer \$4,364.72 from Leafy Spurge (8025-2999-000) to Weed Control (8026-3999-000);

Transfer \$85.78 from County Fair (8010-2901-000) to County General (1000-3999-000);

Transfer \$500,000.00 from County General (1000-2901-000) to County Road (2100-3999-000);

Transfer \$0.03 from County General (1000-2901-000) to Law Enforcement Grants (2918-3101-000);

Transfer \$300.00 from County General (1000-2901-000) to DOC Energy Conservation Grant (2956-3999-000);

Transfer \$17.99 from County General (1000-2901-000) to Grant Expense-4-Youth (2960-3999-000);

Transfer \$0.36 from County General (1000-2901-000) to Back the Blue (8021-3101-000).

Approved this 5<sup>th</sup> day of December 2023.

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Steve Cottingham, Chairperson

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Beth A. Knutson, Auditor

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

Moved by Lee, seconded by Suydam, 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. Discussion followed. 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.

Knutson discussed scheduling the annual township meetings. Commission agreed to set meeting for Thursday, January 11, 2024, with meetings in Turtle Lake and Garrison. Specific times will be set by the Auditor's Office.

Moved by Lee, seconded by Suydam, to set January 11, 2024, as the annual township meetings date in Turtle Lake and Garrison. Discussion followed. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Moved by Lee, seconded by Suydam, to approve James Grey, Travis Verke, Curt Malo, Vance Tomlinson, and Troy Kittler as 2024 Commuter Benefit Employees. Roll Call Vote: Aye: Suydam, Lee, and Cottingham. Nay: None. Motion carried.

Knutson presented the Pledge of Securities received from TruCommunity Bank. The total public deposits were \$21,147,592.27 and the total pledged securities were \$22,882,391.00 on November 30, 2023.

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 tenant estoppel certificates received from SRT Communications, Inc. for the Garrison tower and Underwood tower. Discussion followed.

Moved by Lee, seconded by Suydam, to approve both of the tenant estoppel certificates from SRT Communications, Inc. as presented. Roll Call Vote: Aye: Lee, Suydam, and Cottingham. Nay: None. Motion carried.

Johnson informed the board that Patrol Sergeant Curtis Olson has been promoted to Lieutenant effective January 1, 2024. Johnson requested to advertise in-house for one Sergeant and one Corporal position for one week.

Moved by Lee, seconded by Suydam, to approve advertising in-house for one Sergeant and one Corporal position for one week. 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 November in the amount of \$8,062.40.

Received and ordered filed the fee collection report from the Sheriff's Department for the month of November in the amount of \$1,515.92.

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 current list of delinquent tax payers owing more than \$4,000.00 showing 40 taxpayers owing \$349,040.37 in back taxes.

Knutson presented the Uncollected Tax List for years 2020-2022 showing a total of \$616,370.94.

Knutson presented the budget narrative for period ending November 30, 2023. She presented data showing property tax collections are at 94% collected including 98% with discount for 2023 or \$19,211,405.93; government reimbursement revenues totaled \$2,497,156.29 compared to \$2,452,600.92 in 2022; fees and miscellaneous revenues totaled \$1,839,664.69 compared to \$1,501,548.50 in 2022; and expenditures were at 78.15% of total budget for 2023.

There being no further business, the Chairperson declared the meeting adjourned at 11:02 a.m. The commission minutes and agenda can be found on the county website at <https://www.mcleancountynd.gov>.

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Steve Cottingham, Chairperson

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Diane L. Blumhagen, Deputy Auditor