

**Commissioner Meeting  
March 5, 2019**

Commissioner Marke Roberts called the meeting to order at 9:00. Present were Thor Sand, John Hokana, Dean Simek and Vice Chairman Marke Roberts. Commissioner Hamar was unable to attend. The media was not present. The Pledge of Allegiance was recited.

There were no additions to the agenda.

Hokana made a motion to approve the minutes from the February 19<sup>th</sup> and the February 20<sup>th</sup> Commissioner meetings with corrections. Simek seconded. Motion carried

Simek made a motion to approve the vouchers. Sand seconded. Motion carried.

Sheppard presented the revised Vanguard service contract for 2019. The invoice has been adjusted from \$7,925 to \$7,375. Simek made a motion to sign the agreement. Sand seconded. Motion carried.

Applications from the Oakes Country Club for beer and liquor licenses for 2019 have been received, along with the appropriate fees. Hokana made a motion to approve the applications. Simek seconded. Motion carried.

Tax Director Don Flaherty and Deputy Tax Director Denise Olson joined the meeting at 9:30 to discuss a possible implementation of county zoning or a notice of construction to be put in place in Dickey County. After some discussion, Flaherty will revisit the form, to include references to ND Century Code.

The meeting went in to recess to look at basement floor at 10:05 and reconvened at 10:25.

Michael J Burns' Architect Kerry Peuser joined the meeting by phone at 10:25 to discuss the basement project. Peuser explained to the Commission the scope of the project as it was presented earlier. Discussion followed. The plans should aid in figuring if the building was built on a floating slab or a slab on grade. Sheppard will find the full set of plans for the original building to give Peuser. A decision was made to have core samples to be done and Peuser would come down to look into the project again in more depth. Sheppard will get Muckey Construction Peuser's phone number so that a time could be set us, preferably April 2<sup>nd</sup>, which would be regular meeting of the County Commissioners.

DES/911 Coordinator Charlie Russell and Highway Superintendent Jeff Hagen joined the meeting at 10:55.

Hagen updated the Commission on the use of outside sources to help with the clearing of the snow. Hagen stated he is needing another dozer operator to get the snow away from the edge of the road, and has someone available that could operate the county dozer. Hagen stated if he had another dozer operator, it would free up one of his other employees to help with the snow trucks. Hagen will hire a temporary employee to run the county CAT.

Commissioner Hamar joined the meeting at 11:15

Roberts asked Hagen concerning the letter received by ND Department of Transportation concerning the ownership of five bridges in Dickey County.

Sheriff Chris Estes, States Attorney Jeff Glynn, Assistant States Attorney Gary Neuharth, and Administrative Assistant Holly Hokana joined the meeting at 11:38. The States Attorney's office will review the information sent earlier and advise the Commissioner as to what their next steps should be.

Glynn is requesting to continue paying Neuharth for his assistance at the earlier amount of \$1,500 per month with the criminal and juvenile docket. Hokana also stated she is close to going back to part time hours. Sand made a motion to continue to pay Glynn at full salary through March 15<sup>th</sup> and then return to part time, due to the extra help that the Assistant States Attorney will provide and the return of a more manageable work load. Hamar seconded. Motion carried

Sand made a motion to extend payment of \$1,500 to Neuharth through August 1<sup>st</sup>, as it meets with the approval of the States Attorney's office and Hokana will return to 20 hours a week or more as needed, at the discretion of States Attorney Glynn. Simek seconded. Motion carried.

Estes requested the use of part time deputy hiring, as he is having a hard time locating possible candidates for the open deputy position. After some discussion, Simek made a motion to allow Estes to hire part time help at the sheriff's discretion with a limit to be paid. Hokana seconded. Motion carried.

Hokana made a motion to adjourn at 12:41.

**Commissioner Meeting  
March 19, 2019**

Commissioner Joel Hamar called the meeting to order at 9:30. Present were Thor Sand, John Hokana, and Chairman Joel Hamar. Commissioners Marke Roberts and Dean Simek were unable to attend. The media was not present. The Pledge of Allegiance was recited.

Additions to the agenda

Snow blower for highway department

Vacation time extension for highway department

Local permit applications

Hokana made a motion to approve the minutes from the March 5, 2019 with corrections. Sand seconded. Motion carried.

Sand made a motion to approve the vouchers submitted, with the addition of the MDU bill for the Courthouse in the amount of \$3,812.54 and two bills from Scherbenske Inc. for snow removal in the amount of \$22,734.00. An adjustment in the total voucher from Steve Hansen was corrected from \$1,320.00 to \$13,200.00. Hokana seconded. Motion carried

Sand made a motion to approve the financials from February, 2019. Hokana seconded. Motion carried

Tax Director Don Flaherty joined the meeting at 9:50 to update the Commissioners on his testifying in Bismarck concerning House Bill 1289, which could have a financial impact on expenses in Dickey County. Flaherty is requesting reimbursement for the mileage to attend the hearing, as he was testifying on the county's behalf. As stated from earlier discussions, Commission had requested Flaherty respond to such issues through letters. However, Flaherty felt that it would be best done in person. Hokana made a motion to allow Flaherty to request reimbursement for the mileage to testify against this bill. Sand seconded. Commission reminded Flaherty to also let our legislators know how the county feels on the bill by sending a letter or e-mail. Motion carried.

DES/911 Coordinator Charlie Russell and Deputy Treasurer Cheryl Brokaw joined the meeting at 10:10.

Russell updated the Commission on the status of clearing plugged roads in the county. Discussion followed concerning the possibility of flooding in the county to follow.

Sheppard presented a permit application from the Hole-In-One Foundation for a raffle to offer financial relief for those in need. Hokana made a motion to approve the application and waive the fee. Sand seconded. Motion carried.

Sheppard presented a permit application from the Ludden Sportsman Club for the Rack 'Em Up event to benefit Rick Gross and Oakes Post Prom. Sand made a motion to approve the application and waive the fee. Hokana seconded. Motion carried.

Sheppard presented information received from IT Consultant Jamie Nelson concerning Palo Alto Traps, which would be provided through Information Technology Division. It would provide additional coverage in the area of cybersecurity. Based on the recommendation of the Nelson, Sand made a motion to approve the addition to the county computers. Hokana seconded. Motion carried

Highway Superintendent Jeff Hagen and KJL Engineer Chad Peterson joined the meeting at 10:45. Peterson presented the resolution received from ND DOT concerning the bid opening for the sealcoat project for 2019. The lowest bid was from Morris Sealcoat and Trucking in the amount of \$712,607.12. This is a slight increase over last year's project. Sand made a motion to sign the resolution. Hokana seconded. Motion carried.

Peterson discussed the Highway safety program projects. Peterson will bring the preliminary engineering contracts to the next meeting for the Commission to sign. The project will be covered with federal money at 90% and the balance with county funds.

Sand made a motion to open the gravel hauling bid opening. Hokana seconded. Motion carried. Brad Retzlaff and John Flynn from Retzlaff Trucking joined the meeting at 11:00.

The commission advertised for bids on each of the 2 gravel districts in the county, with District 1 beginning at the west side of the county. Two bids were received and reviewed. Hokana motioned to award the gravel bids to the lowest bidder, Retzlaff Trucking for both zones. Sand seconded. Motion carried. All bids are on file at the Auditor's Office for public viewing.

Hokana made a motion to close the gravel hauling bid opening. Sand seconded. Motion carried

In January, a motion was made to allow employees that had not used enough vacation in 2018 to use the extra vacation by the end of March. Sand made a motion to extend the use of this vacation to the end of the year, because of the weather and the amount of overtime the Highway staff is currently working. Hokana seconded. Motion carried.

Hagen discussed with Commission concerning the purchase of a large snow blower. A decision was made to check into the equipment later in the year, as the equipment is currently sought after.

A special meeting at 9:00 on March 28<sup>th</sup> was set to look at resumes received for the Treasurer's position.

Hokana made a motion to adjourn at 12:17.

**Special Commissioner Meeting  
March 28, 2019**

Commissioner Joel Hamar called the meeting to order at 9:02. Present were Thor Sand, John Hokana, Marke Roberts, Dean Simek and Chairman Joel Hamar. The media was not present. The Pledge of Allegiance was recited. Treasurer Gail Veland and Deputy Treasurer Cheryl Brokaw were also present.

Chairman Hamar informed the Commission that Auditor Sheppard had contacted a Human Resources Consultant Amie Aesoph. Aesoph was used in 2007 to assist in hiring the County Auditor in 2007. Hamar stated Sheppard had contacted her as a possible consultant to assist the Commission in hiring a County Treasurer.

HR Consultant Amie Aesoph joined the meeting by teleconference at 9:05. Hamar asked Aesoph to highlight what the procedure from her would entail. Aesoph stated that she would review all resumes, complete potential candidate phone screening, come up with interview questions for on-phone and on-site interviews, but would depend on what the scope of work the Commissioners wanted her to complete. Her fee is \$50 per hour, and any driving time would be included plus mileage to come to Ellendale. Hamar felt the expectation would be that she would do the phone interviews, reference checks, give the Commissioners a list of positives and negatives on each individual. Sheppard will forward the information Hamar still had from the search in 2007. The timeframe is short but Commission are hoping to have hired someone by May 1<sup>st</sup>. All Commission plan to be at the interviews, as it is an elected position. The Treasurer and Auditor offices will compile a list of qualifications that they feel would be helpful for this position and will forward that to Aesoph.

Aesoph stated that she has been doing Human Resource work for 18 years and has a consulting firm, Inspire U. She works at the University of Jamestown, and continues to do contract work. Roberts made a motion to hire Aesoph to assist in hiring the Treasurer's position. Sand seconded. Motion carried

States Attorney Jeff Glynn, Assistant States Attorney Gary Neuharth, Administrative Assistant Holly Hokana, Social Services Director Angie Rall, and Social Worker Supervisor Barb Ritter joined the meeting at 9:45.

Glynn has requested Commissioners go into Executive Session because of pending possible litigation. At the recommendation of the Glynn, Sand made a motion to go into executive session. Roberts seconded the motion. Motion carried.

The meeting was reconvened at 11:30. States attorney office issues were discussed and no decisions were made.

Hokana adjourned at 11:30.

Salaries		197,952.54	55774-55875
Cities, Townships, Schools	Cities, Townships, Schools	2,656,015.10	102856-102900
281 Repair LLC	New Thermostat, Seal, Coolant Universal	148.49	102901
Ashley Lies Law P.C.	Court Appointed Attorneys	977.83	102902
Dakota Plains Credit Union	Cleaning Swabs, Cleaning card, 2-day mailing, 1-day mailing, ordered new business cards	76.58	102903
Depuydt Law Office	Court Appointed Attorneys	104.50	102904
Dickey County Leader	Legal Commissioner Min- Invoice 54500	263.20	102905
Dickey County Hwy Dept.	Fuel for the Des Truck	390.22	102906
Fireside Family Restaurant and Lounge	Room Rent for Hazard Mitigation Plan	50.00	102907
Hesi LLC Recycling Service	Paper Bin- 2 Recycling Bins	146.54	102908
Lexisnexis Matthew Bender	ND CRT Rules ANNO 2/19 SUPP	93.60	102909
Marquart Andrew S.	Court Appointed Attorneys	288.00	102910
Montana Dakota Utilities	Park Utilities	101.23	102911
North Dakota Attorney General	Our Part of the Marsy's Law	402.00	102912
ND State Surplus Property	Sleeping Bag, Vest, Strapm Webbing, Shirt	97.00	102913
Neuharth Gary	Assist State Attorney	1,500.00	102914
Overpayment Refund	E Merkel, Black Ryan Peterson, Tony Hanson	1,561.92	102915
Overpayment Refund	Refund Overpayment of Taxes	47.08	102916
Overpayment Refund	Overpayment on 2019 Mobile Home Taxes	21.69	102917
Overpayment Refund	Refund overpayment of Escrow Taxes	30.42	102918
Smith, Strege, Fredericksen & Butts, LTD	Court Appointed Attorneys	49.50	102919
Starion insurance Agency	Adding 19 Ford Interceptor	1,152.00	102920
True Value- Ellendale	Tape, Ext Cord, Pipe Wrap, Ziploc Bags, Bleach, Foil Tape, Thins Prem, Deer Gloves	188.02	102921
US Records Midwest LLC	Dickey County Leader 2019-Newspaper Binder	148.02	102922
Vanguard Appraisals INC	Service Contract for Tax Program	7,375.00	102923
Dakota Fluid Power INC.	WE1115000-51461-096B 8FTRVC Cable	225.39	102924

Economy Oil Co	Red Fuel	2,157.39	102925
Fastenal Company	Dom P8, FLNG TOPLK	131.00	102926
Kadrmas Lee & Jackson INC.	Hwy 3 and Hwy 10 Chip Seal	1,009.64	102927
North Star Energy LLC	Ellendale Shop, West Shop- Forbes Shop	2,650.40	102928
Ottertail Power Company- Fergus Falls	Oakes Garage Utilities	69.71	102929
Southeast Water Users	West Shop Utilities	96.82	102930
Northern Bag and Box Company	Woven Poly Sand Bags 14x26 w/tires -2,000	320.00	102931
South Central Dakota Regional Council	JDA Dues	10,693.00	102932
Dakota Plains Credit Union	Clear Vinyl, cardstock, memory foam gel mouse pad and wrist, apple online store update, training	223.27	102933
Kiser Breana	Society for Range Management National MTG, Lodging, MISC Expenses, Steam Iron	1,112.90	102934
Quill Corp	Toner- Black, 4 PK Ink for HP office Jet Pro	292.98	102935
Ellendale City Auditor	Courthouse, Park, Hwy, Weed building utilities	502.37	102936
ND Association of Counties	2019 Drug & Alcohol Annual Fee	632.75	102937
Q & N Corporation	Black, Yellow, Magenta ink, Service Agreement, Black ink	2,376.00	102938
Human Services	Monthly Expenses	4,751.12	102939- 102952
Community Volunteer EMS OF LaMoure	Ambulance Collections	2,285.35	102953
Kulm Ambulance Corps Inc. C/O Robin Hehr	Ambulance Collections	8,570.06	102954
Edgeley Ambulance Service	Ambulance Collections	4,570.70	102955
Oakes Volunteer Ambulance Service	Ambulance Collections	19,996.80	102956
Ellendale City Auditor	Airport, Ambulance	28,597.77	102957
Oakes City	Airport	6,886.95	102958
Garrison Diversion	Collections	16,341.10	102959
James River Soil Conservation 975	Collections	16,357.20	102960
Ellendale Fire	Collections- Ellendale	21,934.24	102961
Oakes Fire	Collections- Oakes	31,611.73	102962
Dickey Sargent Joint Water Resource District	Jackson Drain Maintenance Collections	2,437.56	102963
Dickey County Senior Citizens	Tax Collections	50,182.21	102964
Dickey County Historical State Treasurer	Tax Collections	4,081.41	102965
Dickey County Treasurer	State Medical, Clerk of Court Fees, Siren	19,023.42	102966
ND Public Employees Retirement	Clerk of Court Fees	197.00	102967
ND Public Employees Retirement	BCBS	49,146.82	102971
ND Public Employees Retirement	LIFE INS	570.62	102972
ND Public Employees Retirement	BCBS- HD	3,727.08	102973
ND Public Employees Retirement	LIFE INS- HD	184.94	102974
Discovery Benefits	Cancer	80.00	102975
ND Public Employees Retirement	DEF COMP	1,775.50	102976
ND Public Employees Retirement	DEF COMP- HD	175.00	102977
Discovery Benefits	FLEX	1,931.23	102978
Human Services	Monthly Expenses	18,152.00	102979- 103003
AT&T Mobility	Ray and Scott County Cell Phone	29.56	103004

Cole Paper	Buff Pads, Premium Towel	279.63	103005
Dakota Electronics	Replace 2 Antennas	184.40	103006
Dickey County Leader	Gravel Hauling Bids, invoice 54748, hiring treasurer ad- invoice 54750, notice of equalization Meeting- inv 54753	156.00	103007
Dickey County Leader	Gravel Hauling Bids- inv 54707, Legal Comm. Min.- in. 54686	128.40	103008
Graham Tire Co	4 Tires for 2019 Ford Utility	683.44	103009
Information Technology Dept.	Holly Exchange Email, Netmotion VPN Client, Multifactor Auth, Wan Access Pol, SSL VPN Client, Active Dire	843.40	103010
Mertz Const & Supply- Ellendale	Replacement of Head Lamp	29.99	103011
Midstates Group	Decals for 2019 Ford Utility	589.00	103012
Midstates Wireless	Battery for 2017 Ford Utility	115.00	103013
Miller Derrick	Assemble Decks- Qty 4- states Attorney Desks	580.00	103014
Overpayment Refund	Overpayment of Taxes	325.81	103015
Postmaster- Ellendale	1 Book of Stamps- Dui's	11.00	103016
Q & N Corporation	Hp Ink-Cayan- States Attorney, Black LaserJet Toner-DES Office	405.53	103017
Agtegra Cooperative	Fuel for the Hwy Dept.	1,824.50	103018
Butler Machinery Co.	Cutting Edges	1,962.72	103019
Capital 1 Industries	Snow Wings	40,100.00	103020
Crawford Truck & Equip Inc.	Belt, Buzzer, Belt	166.19	103021
Ecolab Pest Elimination Division	Rodent Control	92.10	103022
Economy Oil Co.	#1 D Red 200-Gals, #2 D Red 200 Gals	994.84	103023
Farnams Genuine Parts	Tow Straps, Fittings, Ice Blade, Starting Fluid, Wrench, Adapter, Coupler, Filters	1,952.60	103024
Farmers Union Oil Co.	Oil, Gasohol 4000 Gals, Tires, Fuel Oil No. 1, Fuel Oil No. 2	27,713.91	103025
Fullerton City Auditor	Utilities Fullerton Shop	20.00	103026
House of Glass INC.	Work done on overhead shop door	227.99	103027
JR'S Repair & Construction	2-Blueparrott B450-XT Headset	250.00	103028
Northwest Tire & Auto Service	Ultra Drive, Tube, Trvlstr trl hf 188 6p, 14x6 KB DC 6X6 AG WH	2,370.73	103029
Oakes Truck & Trailer Parts Supply, Inc	CK Threads an Retorque Castle Nut on Wing	74.81	103030
	Diesel Fuel Additive, Fuel Filter, Exactfitblade,Trico Ice Blade, Electrical Tape, Fuel Additive	98.72	103031
Praska's Hardware Hank	Paper Towel, Toilet Paper, Rain Treatment, Dawn Soap, Glass Cleaner	34.91	103032
Tornado Stop 19	Gasoline	50.92	103033
True Value- Ellendale	.5oz Lock De-Icer, Paper Towel, Tissue Paper, Cabtie, Male Hose Mender	112.85	103034
Vistos Carquest	Bolt, Top Lock Nut	34.10	103035
Waste Management	64 Gallon Cart Service	55.91	103036
Hansen Steve	Quad Tractor w/Dozer- Co Rd 1a,1,14,14b,5	13,200.00	103037
Scherbenske Inc.	Snow Removal	22,734.00	103038
Stutsman Correctional Center	Housed 2 inmate	3,010.00	103039
Dakota Plains Credit Union	Gasoline for the VSO Van	21.51	103040
Dathe Gary	DEC, JAN, FEB Mileage to Oakes Office	317.13	103041
Dickey County Hwy Dept.	Gasoline for the VSO Van	57.00	103042
Dakota Plains Credit Union	SRM Conference Lodging, Plant LED grow Lights, Cardstock, Wireless Mouse and Keyboard	803.62	103043
Dickey Rural Networks	Dickey 911 Trunks- Rent	231.00	103044
ND Association of Counties	6.00%	478.40	103045
Ameripride Services, INC	Rug Service	666.67	103046

AT&T Mobility	PIO, Courthouse, Road,911 Phone Charges	566.18	103047
Dakota Valley Electric Coop	Wilson Dam, Hwy Shop, Guelph Tower Utilities	485.00	103048
Dickey Rural Networks	Phone Charges	1,180.67	103049
Montana Dakota Utilities	Courthouse, Hwy, Fullerton Shop, Weed Building Utilities	5,705.85	103050
ND Public Employees Retirement	Retirement	25,254.74	103051
ND Public Employees Retirement	Retirement	2,103.13	103052
ND Public Employees Retirement	DEF COMP	1,775.50	103053
ND Public Employees Retirement	DEF COMP HD	175.00	103054
Aflac	Cancer	3,781.92	103055
Delta Dental Plan of MN	Dental	1,620.71	103056
Ameritas Life Insurance Corp.	Vision	437.96	103057
North Dakota United	Dues	89.18	103058
Discovery Benefits	FLEX	2,147.89	103059
ND State Tax Commissioner	ST W/H Taxes	4,576.64	103060

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Joel Hamar, Chairman

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Wanda Sheppard, Auditor