

**Special Commissioner Meeting via Tele-Conference
April 17, 2020**

Chairman Roberts called the meeting to order at 2:00. Present were Joel Hamar, Dean Simek, Thor Sand, John Hokana, and Chairman Marke Roberts. Also present are employees Lauri Wang, Chris Estes, Kim Radermacher, Andi Schimke, Amber Miller, Abby Gibbs, Danielle Dinger, Roxanne Holm, Charlie Russell, Breana Kiser, Cresta Miller, and Don Flaherty. The media was not present.

An update was given by Wang concerning the current activity in the state of North Dakota and Covid 19. Holm stated that stimulus money from the federal government in the amount of \$1,580.

Discussion followed concerning any issues any of the county offices are having in maintaining social distancing. No concerns were brought before the Commission. Commissioners stated they are appreciative of the work that the county employees are doing, in this tough situation. Commission requested that if there were concerns, that they be voiced right away so that action can be taken.

Discussion followed concerning changes in the layout of offices, when offices are reopened. Russell will check into pricing and options for the offices, to be discussed later.

The plan will be to meet again next week, April 24th. The meeting will be cancelled if it is not needed.

Hokana made a motion to adjourn at 2:38.

**Commissioner Meeting via Zoom
April 21, 2020**

Vice Chairman John Hokana called the meeting to order at 9:05 am. Present were Thor Sand, Joel Hamar, Dean Simek, and Vice Chairman John Hokana. Marke Roberts was unable to attend. Also present were Assistant States Attorney Kim Radermacher, Clerk of Court Andi Schimke, and Health District Administrative Assistant Kerry Waldo.

Additions to the agenda

Highway 10 video

Update on County Road 5 issue

Hamar made a motion to approve the minutes from March 30, April 2, April 7, April 13, with corrections. Sand seconded. Motion carried.

Tax Director Don Flaherty joined the meeting at 9:12.

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

Sand made a motion to approve the financials for March 2020. Simek seconded. Motion carried.

Sheriff Chris Estes joined the meeting at 9:30 and updated the Commission on the applicants for the Administrative Assistant position. Estes plans on interviewing the middle of next week.

Treasurer Wonada Lematta joined the meeting at 9:40 to review the Quarterly Treasurer's report with the Commission. Hamar made a motion to approve the report and for Vice Chairman Hokana to sign. Simek seconded. Motion carried

Commission asked for an update of staff in the meeting on the status of how things are going, a concerning the courthouse having limited staff in the building at one time. Barriers were discussed. Sheppard updated the Commission on the new Courthouse Facebook page. Hokana asked that anything put on that site would be forwarded to the Commissioners, as they do not all frequently access Facebook.

KLJ Engineer Bryan Tykwinski joined the meeting at 9:56.

Health District Director of Nursing Lauri Wang joined the meeting at 10:01 and updated the Commission on the status of Covid 19. Discussion followed.

Sheppard updated the Commission on the electronic proposals for the road safety projects on County Road 8 and County Road 14. Two proposals were received, one from KLJ and one from Interstate Engineering. A committee will need to set up to interview the two candidates, as Federal funds will be used for the construction engineering on that project. Sheppard will send the question list used during the last interview process. Hamar made a motion to appoint Highway Superintendent Jeff Hagen, along with the Highway Portfolio, Commissioners Sand and Simek, to complete the interview process and present a recommendation to the Commissioners at the next Commissioner meeting. Sand seconded. Motion carried. Sheppard will set up the meetings and get the information to the Committee.

Flaherty updated the Commission on the township Equalization meetings. Flaherty had forward to Commission an updated ad for the County Equalization meeting on June 4th. Flaherty had sent an updated ad for the county equalization meeting, showing the Zoom meeting. Sand made a motion to have County Equalization meeting changed to a Zoom meeting and have Flaherty have the ad put in the paper. Simek seconded. Discussion followed concerning changing the times slightly since the meeting will be on Zoom. Motion carried. Flaherty will update the Commission at the next meeting.

Hamar updated the Commission on the information he had collected on the value of the mower to be sold. Hamar made a motion to place an ad for the mower in the local paper and on line with a minimum bid of \$3,000, with the right to reject any and all bids. Sand seconded. Motion carried. Hamar will get pictures of the mower for the advertisement on line.

Hokana updated the Commission on the issue of County Road 5 and the load limits. The producer came up with another solution and the load limits will not have to be taken off.

Highway Superintendent Jeff Hagen joined the meeting at 10:45.

Discussion followed concerning Dickey County #1. Tykwinski stated that they felt a drain project would be feasible there to get the water to the James River. The project will not be a quick fix and will take more than a year to finish the project. Tykwinski will speak with his water resource group to get a rough idea of the cost. Tykwinski discussed the option of putting the project through as an ER project, so that federal funding could be used to fix the problem. Based on the advice of Tykwinski and Hagen, Sand made a motion to give KLJ permission to proceed with the preliminary research on County Road #1 and the research on the project turned in as an ER project. Simek seconded. Motion carried.

A discussion on the budget for the Highway department included culverts. The amounts purchased for township use takes a lot out of the Road budget. A new line in the budget will need to include those culverts, which would be offset by the revenue of the sale of those culverts.

DES/911 Coordinator Charlie Russell joined the meeting at 11:10.

Discussion followed concerning County Road 10 north of Highway 11. The road has areas that are hazardous.

Radermacher stated she had not received any information concerning the electric poles in the right of way by Forbes. A decision was made to discuss at the Covid 19 meeting on Friday. The number of poles in the right of way needs to be confirmed.

Tykwinski updated the Commission on the safety project on County Road 8 and County Road 14. The bid opening awarded the contract to Strata Corporation at a lower cost than projected. KLJ has worked with the contractor on several jobs.

Russell updated the Commission on repair of the Guelph Tower, which was struck by lightning. The communication equipment for 911 purposes needs to be repaired and is currently being worked on.

There will be another meeting to update Commission on Covid 19 on Friday, April 24th at 2:00 pm on Zoom.

Hamar made a motion to adjourn at 12:05.

April 24, 2020

Special Commissioner Meeting via Zoom

Chairman Marke Roberts called the meeting to order at 2:00. Present were Thor Sand, John Hokana, Joel Hamar, Dean Simek, and Chairman Marke Roberts. Also present were employees Roxanne Holm, Amber Miller, Charlie Russell, Danielle Dinger, Kim Radermacher, Kerry Waldo, Andi Schimke, Shirlene Wagner, Don Flaherty, Jeff Hagen, Wonada Lematta, and Cresta Miller.

Holm updated the Commission on Covid 19. The attention currently is to get more testing. Testing will be done at Bobcat in Gwinner. Dickey County Health District may have to help with some of the calling after the testing has been done. Discussion continued concerning the wearing of masks and if it will be a requirement to open business back up or not. Russell will work on getting options for the offices.

Sheppard presented the resolution from ND DOT on the results of the bid opening on April 17th. The contract was awarded to Strata Corporation in the amount of \$169,806.48. Sheppard read the resolution that the ND DOT has requested the Commissioner sign. Sand made a motion to sign the resolution sent by the DOT. Simek seconded. Roll call vote with Sand yes, Hokana yes, Hamar yes, Simek yes, Roberts yes. Motion carried.

Radermacher updated the Commission on information she had received back from MDU on the power poles in the right of way. MDU acknowledges they are in the right of way. Additional equipment will need to be used to remove the one pole, which is not in Dickey County at this time. A decision has to be made as to how many are in the right of way and are needed to be moved. MDU is requesting additional time to get the largest pole out. MDU is willing to sign a form, accepting the liability of the large pole, if the Commission agree to extend the time to get the pole out. Commission asked that Jeff go check the number of poles in the right of way. On the recommendation of Assistant States Attorney Radermacher, Hamar made a motion to accept the plan by MDU to remove the smaller poles now and to extend the time to move the larger pole, with MDU accepting liability for the larger pole. Sand seconded. Radermacher will put the paperwork together for MDU to sign. Roll call vote with Sand yes, Hokana yes, Hamar yes, Simek yes, and Roberts yes. Motion carried.

Roberts updated the Commission on a request he had received from Red River Valley and Western Railroad concerning repair of railroad repair needed north of Oakes. They are needing to replace rail from Oakes to Glover, as well as Oakes to Gwinner. They are requesting support of the

county in requesting grant money through the Rural Economic Development. Discussion followed. Hamar made a motion to give the support to Red River Valley and Western Railroad to secure the funds to make a better infrastructure for their business and Dickey County. Sand seconded. Roll call vote with Sand yes, Hokana yes, Hamar yes, Simek yes, and Roberts yes. Motion carried.

Another meeting to update Commission on Covid 8 is set for next Friday, May 1st.

Schimke thanked the Commissioners for their willingness to look out for the health and safety of all the employees. Commission reiterated the fact that if there is anything else that can be done, that staff should call and make them aware of those things.

Hokana made a motion to adjourn at 2:45.

**April 29, 2020
Special Road Committee Meeting via Zoom**

Special Road Committee members are Highway Superintendent Jeff Hagen, with Commissioners Dean Simek and Thor Sand. The meeting was to interview candidates for the construction engineering on project HEC 1100-020 for 2020.

Two proposals had been received from Interstate Engineering and Kadrmas Lee and Jackson (KLJ). There was a presentation given by each firm, followed by a period of question and answer.

Discussion followed concerning the rating of each firm. Sheppard will put a report together for the Commissioner meeting of May 5th for a decision to be made for the project.

The meeting was adjourned.

**April 29, 2020
Special Commissioner Meeting via Zoom**

Chairman Marke Roberts called meeting to order at 1:39. Present were Thor Sand, John Hokana, Joel Hamar, Dean Simek, and Chairman Marke Roberts. Employees in attendance were Roxanne Holm, Abby Gibbs, Amber Miller, Lauri Wang, Kim Radermacher, Don Flaherty, Shirlene Wagner, Andi Schimke, Wonada Lematta, Charlie Russell, Cresta Miller, Danielle Dinger, Kelly Schmidt, and Oakes Ambulance representative Mike Sandy.

Health District employees gave the Commission as update on the activity of Covid 19 in North Dakota. Holm updated the Commission also on the Phase 1 of reopening the state of North Dakota.

Discussion continued concerning steps that will need to be completed before the county offices could be reopened. A committee was formed to start working on the steps needed to be completed so that the county is prepared to open, when the time arrives. Clerk of Court Schimke and Risk Manager Miller volunteered to be on the Committee, along with DES/911 Coordinator Russell and the Health District employees. The Committee will bring information to the Commissioners at the meeting on May 5th. A suggestion was made to give the residents and employees a seven-day notice of reopening.

Hokana made a motion to adjourn at 2:15.

Salaries		149,634.60	57201-57288
Cities, Townships	Cities and Townships	72,651.16	105781-105814
Schools	Schools	197,062.22	105815-105823
Void	Void	-	105824-108827
ND PERS	BCBS	44,703.60	105828
ND PERS	Life Insurance	390.00	105829
ND PERS	BCBS	7,141.40	105830
ND PERS	Life Insurance	241.72	105831
ND PERS	Def Comp	894.75	105832
ND PERS	Def Comp HD	262.50	105833
Discovery Benefits	Flex	2,053.34	105834
Community Volunteer EMS of LaMoure	Ambulance Collections, Telecommunications	283.27	105835
Kulm Ambulance Corps Inc. C/O Robin Hehr	Ambulance Collections, Telecommunications	1,062.21	105836
Edgeley Ambulance Service	Ambulance Collections, Telecommunications	566.51	105837

Oakes Volunteer Ambulance Service Ellendale City	Ambulance Collections, Telecommunications	2,478.48	105838
Oakes City	Airport, Telecommunications, Ambulance, Telecommunications	3,618.27	105839
Garrison Diversion	Airport, Telecommunication's Collections, Telecommunications	927.38	105840
James River Soil Conservation 975	Collections, Telecommunications	2,020.81	105841
Ellendale Fire	Collections, Telecommunications	1,873.94	105842
Oakes Fire	Collections	1,197.54	105843
Dickey County Senior Citizens	Tax Collections, Telecommunications	3,538.67	105844
Dickey County Historical State Treasurer	Tax Collections, Telecommunications	2,023.20	105845
Dickey County Treasurer	Tax Collections, Telecommunications	505.85	105846
Discovery Benefits	State Medical, Telecommunications, Clerk of Court Fees, Siren	4,568.12	105847
Human Services	Clerk of Court Fees	460.00	105848
Ameripride Services INC	Caner	50.00	105849
AT&T Mobility	Monthly Expenses	5,636.14	105850-105860
Avid Hawk LLC	Rug Services	354.66	105861
Code 4 Services INC.	Scott County Cell Phone Charges	29.34	105862
Cole Paper	Domain Renewal	20.00	105863
Dickey County Hwy Dept	MISC Supply Charge, Travel, Labor	929.00	105864
Dickey County Hwy Dept	Boise Copy Paper, Cleaner, Air Freshener, Foam Soap, Towels	2,244.91	105865
Dickey County Leader	Fuel for the DES Truck	168.53	105866
Election System & Software INC	Gasoline for Law Enforcement Vehicles	1,163.80	105867
Green Iron Equipment	Legal min, Tax Meetings-inv. 56818, Legal min-inv. 56844	689.98	105868
Innovative Office Solutions LLC	DS2 4 GB Thumb Drive-DS2 Thumb drive, paper roll thermal	949.00	105869
Jamestown Community Corrections	Classic Glass Cleaner	45.84	105870
Jessica Moser ND County Treasurer-s Assoc.	Board Dry Erase- Storage Box Envelopes, Battery, Tissue	288.36	105871
Lexisnexis Matthew Bender	Community Corrections Program	180.00	105872
Radermacher Law Firm P.C.	General Dues	200.00	105873
Marquart Andrew S.	ND Court Rules 2020-2021	312.36	105874
Montana Dakota Utilities	DC Special Assistant States Attorney	4,000.00	105875
Overpayment Refund	Court Appointed Attorney	243.00	105876
Quill Corp	Park Utilities	98.67	105877
Quill Corp	Overpayment of Taxes	1,626.04	105878
Chads Electric INC.	GBC Naplamiflm3mil clear	73.99	105879
Fullerton City Auditor	Toner, Electrons Duster	177.96	105880
Kadrmass Lee & Jackson INC	Fans and LED Lamps in Storage Area	1,266.66	105881
Quadient Leasing USA, INC	Hwy Utilities	17.50	105882
RDO Equipment CO-AG	HEC-1100(021) PCN 22431 DC HSIP Project	500.00	105883
Safety Kleen	Lease Payment on Mail Machine	431.76	105884
Southeast Water Users	Parts-Motor Grader, Backhoe, 4wd Loader	1,283.33	105885
True Value- Ellendale	16g Parts washer- Solvent	259.35	105886
Chads Electric INC.	Hwy Utilities	53.03	105887
Network Center Communications	Drain washer, vinegar, paint, air spry, towels, tissue, brush set	273.53	105888
	Phone Cable for North Entry	316.20	105889
	Help Get new Phone Setup by North Entry	82.50	105890

Michael J Burns Architects LTD	Draw UP Plans for VSO, Sheriff's Reception	555.00	105891
Richland County Corrections	House 1 Inmate	165.00	105892
Dakota Plains Credit Union	Car Wash for Vso Van, Work Done on VSO Van	398.54	105893
Dickey County Hwy Dept	Gasoline for the VSO Van	166.14	105894
Central Business Systems INC.	Kyocera Quarterly Billing- ink	273.08	105895
Viking Print Shop	Index Cards with Punched Holes	152.00	105896
JAC Predator & Large Pest Control	DC Drain 1-9 Beaver	827.60	105897
Moore Engineering INC	Brain Vculek Berm Use- Oakes Pilot Drain	87.50	105898
Gemar Justin	Mileage to Drain Gauge Site- Water Level	4.60	105899
Moore Engineering INC	Robert Thorpe- Permit, General	262.50	105900
Moore Engineering INC	YTM Drain #3- Charles Arndt Assessment payoff	510.00	105901
ND Water Resource Districts Assn.	Handbook	30.00	105902
Ohnstad Twichell PC	Tile App-Thorpe- General	1,063.11	105903
Amazon Capital Service	GLO-Germ gel kit, hole punched cards	270.54	105904
AT&T Mobility	PIO, Courthouse, Road, 911 phone charges	564.43	105905
True Value- Ellendale	WTR Treatment, bulb, locker, tape, wire connector, clamp, Lysol, Ziplock bags, cab ties	618.48	105906
Q&N Corporation	Ink, toner, monitor, headset, apc, onsite services	1,785.18	105907
Q&N Corporation	covid-19 zoom meeting Equipment, Cat 5 Modular Jack, APC Power-Phone System	1,187.99	105908
Z's Fresh Market	WHT Vinegar-ss, Lysol Spray	112.22	105909
Moore Engineering INC	O &M Updates	85.00	105910
Ohnstad Twichell PC	Prepare 1099's for land Acquisitions	226.00	105911
Starion Bond Services	Series A Bond Payment	211,348.75	105912
Terracon Consultants INC	2020-2021 Sampling Services	23,200.00	105913
Starion Bond Services	Interest Due, Principal Due, Fees and Expenses for Registration	94,587.50	105914
John Deere Financial	New County Lawn Mower- Courthouse	10,525.58	105915
Ameripride Services INC	Rug Services	212.83	105916
Applied Concepts INC	Counting unit, SUV Antenna and mount, Power Cable with Cigarette plug	3,359.00	105917
Balco Uniform	Trousers	173.69	105918
Bank of ND	Infrastructure LN Fund Loan Payment	87,002.56	105919
Dakota Electronics	Radio Repair Parts	60.00	105920
Dakota Plains Credit Union	Fuel Purchases	184.62	105921
Dakota Plains Credit Union	Battery for the AED	43.42	105922
Dickey County Leader	Hauling Bids, Tax Equalization meeting	773.68	105923
Farmers Union Oil Co	Windshield Wipers, Oil Change 2017 Ford Utility	177.95	105924
Farnams Genuine Parts	Parts for DES Truck	43.96	105925
Hokana Holly Faye	Padded Envelopes from Dollar General	8.60	105926
Information Technology Dept.	Netmotion, Multifactor Authentication, Exchange email, Active Dir, Monthly Fee, Azure ad plan	872.70	105927
Leaf	Copier Maintenance- COAG	114.00	105928
Marquart Andrew S.	Court Appointed Attorney	198.00	105929
Modern Marketing	Bloodborne Pathogen cleaning kits, Black nitrite gloves	378.41	105930
Montana Dakota Utilities	Indirect costs- Soc Services share	939.33	105931
ND Recorders Association	Reg Fee for 2020 Convention	200.00	105932
ND State Radio	LET Quarterly, LETS License Renewal Fee	300.00	105933
Network Center Communications	Missing a Password- Phone System	32.50	105934

Overpayment Refund	Overpayment of Taxes	47.93	105935
Postmaster	Box Rental- DES	56.00	105936
Overpayment Refund	Overpayment of Taxes	9.29	105937
Q & N Corporation	Laptop, Phone in enter way, monthly Contract, idrive backup system yearly renewal	2,915.97	105938
Q & N Corporation	Security Camera Monitor Replacement	68.99	105939
Q & N Corporation	2 32GB Thumb Drives	26.00	105940
Secure Software Solutions	Parcel Splits and Windmill pads delinated	1,720.00	105941
Steven Lust Automotive	Oil Change 2016 Chevy Tahoe	65.16	105942
Agtegra Cooperative	Diesel for the Hwy Dept	396.41	105943
Ameripride Services INC	Rug Services	476.48	105944
Dakota Improvement	Hauled Gravel on Glover Road, Blade Work	7,889.50	105945
Farnams Genuine Parts	12PC TRQ SKT SET, Fuel Filter, Battery, Exactfitblad	1,183.56	105946
John Deere Financial	Filter Element, Renew JDLINK Nobin	1,361.27	105947
Ottertail Power Company- Fergus Falls	Oakes Garage Utilities	62.92	105948
Team Laboratory Chemical LLC	Fine Road Patch, Big John Class Cleaner	754.00	105949
True North Steel	Culvers, Bands, Bolts	22,331.00	105950
Uecker Lauri	1 Roll of Stamps for Hwy	55.00	105951
Waste Management	64 Gallon Cart Service	58.20	105952
Office of Attorney General 1250	State Fee Charges	905.00	105953
Pharmchem	Three Sweat Patch Analysis	85.65	105954
Mertz Const & Supply- Ellendale	Masks, Tape, Filters, Brushes	239.27	105955
Stutsman Correctional Center	Prison Board March 2020	1,750.00	105956
Dakota Plains Credit Union	Car wash for Vso Van, Oil change vso van, PKT Bus Card	102.12	105957
Dickey County Hwy Dept	Gasoline for the VSO Van	391.84	105958
Moore Engineering INC	O&E Update	562.50	105959
Amazon Capital Service	Flip Top Clear Totes, Envelopes, Cardstock, bulk Pen set, Essential Lip for Circuit	232.88	105960
NDSU Extension	Mileage on State Fleet Car	97.00	105961
Dickey Rural Networks	Dickey 911 Trunks	231.00	105962
ND Association of Counties	6% Wireless 911	451.98	105963
Q & N Corporation	Replace power supply after Lighting Strike	215.00	105964
AT&T Mobility	Charlie, Sheriff's, Jeff's Cell phone, PIO, Air card, Charlies phones	564.11	105965
Dakota Plains Credit Union	EPS Presentation Handouts, Quizlet Materials, leadership Reg, Zoom Presentation Equipment	958.48	105966
Dakota Valley Electric Coop	Wilson Dam Utilities, Hwy Dept Utilities, Guelph Tower Utilities	283.00	105967
Dickey Rural Networks	Phone Charges	1,174.50	105968
Farmers Union Oil Co	LED Light Kit, Propane for ss building, fuel for hwy, gas for hwy, oil for hwy	2,963.38	105969
Montana Dakota Utilities	Courthouse, HWY, Weed Board Building Utilities	2,788.25	105970
NDSU Extension Service	1st Quarter 2020 Wages, Benefits-Dinger, 1st Quarter 2020 wages, Benefits-Kiser	11,630.91	105971
ND Public Employee Retirement	Retirement	19,463.45	105972
ND Public Employee Retirement	Retirement	2,933.08	105973
ND Public Employee Retirement	DEF COMP	894.75	105974
ND Public Employee Retirement	DEF COMP HD	262.50	105975
AFLAC	Cancer	3,044.27	105976

Delta Dental Plan of MN	Dental	2,548.20	105977
Ameritas Life Insurance Corp.	Vision	530.16	105978
Human Services	Monthly Expenses	269.41	105979-105981
ADA Twp. Treasurer	ADA Twp. FEMA Money	2,191.59	18007
Bearcreek Twp. Treasurer	2019 FEMA PW 112	30,244.20	18008
Elm Twp. Treasurer	Elm TWP FEMA money	2,831.96	18010
Porter Twp. Treasurer	2019 FEMA Twp. PW119	5,572.36	18011
Valley Twp. Treasurer	2019 FEMA Twp. PW119	6,520.39	18012
Yorktown Twp. Treasurer	Yorktown TWP FEMA Money	1,105.00	18013
Moore Engineering INC	ACCT BALANCES	170.00	2268
Ohnstad Twichell PC	Attorney Fees	82.00	2269
Dakota Valley Electric Coop	Utilities	130.00	2270
Moore Engineering INC	Board Meeting Support	345.00	2271
Ohnstad Twichell PC	Conf Call. Spraying Contract	738.00	2272

Marke Roberts, Chairman

Wanda Sheppard, Auditor