

**Commissioner Meeting
September 1, 2020**

Commissioner Marke Roberts called the meeting to order at 9:05. Present were Joel Hamar, John Hokana, Dean Simek and Chairman Marke Roberts. Thor Sand was unable to attend. Also present were Clerk of Court Andi Schimke and States Attorney Kim Radermacher via electronic means. The media was not present. The Pledge of Allegiance was recited.

Additions to the agenda

Speed limit on Dickey County #1

Hokana made a motion to approve the minutes from August 18th with corrections. Simek seconded. Motion carried.

Hamar made a motion to approve the vouchers, with the addition of a check to Dickey County to transfer \$17,632.32 received from FEMA for the multi-hazard mitigation plan grant and to hold the check for the JDA grant until the deed transferring the title of the property has been received. Simek seconded. Motion carried.

Commission spoke with States Attorney Radermacher on the possibility of lowering the speed limit on Dickey County Road #1. Radermacher cited the Century Code and the requirements of the law concerning this. An engineering study would need to be done in order to lower the speed. After some discussion, a decision was made to have Sheriff Estes place our traffic control monitor on the road to get a record of what is happening on the road. A trail cam could be placed on the equipment to get a shot of traffic going past the machine and any illegal activity could be remedied.

Health District Administrator Roxanne Holm joined the meeting at 9:30 to give the Commission an update on Covid 19. Discussion followed with Radermacher concerning the laws on payment of salaries related to Covid. Sheppard will prepare an e-mail giving the employees the information contained in the law, so that they have a better understanding of what is available for them should the need arise.

Sheriff Chris Estes joined the meeting at 9:50. Discussion followed concerning the placement of the equipment on Dickey County #1 so that a vehicle count and record of speed can be reviewed. The machine will be there for at 24 hours. Estes will check into putting a traffic cam on the equipment so that pictures can be taken of the traffic.

Tax Director Don Flaherty and Deputy Tax Director Denise Olson joined the meeting at 10:00

Hamar made a motion to open the Omitted Tax hearing open at 10:00.

Flaherty presented eight parcels for omitted taxes due to the loss of farm residency exemption. The valuations of properties are based on where things stand on February 1st. Upon the recommendation of the Tax Director, Hamar made a motion to put the eight properties on the tax rolls for the 2020 tax year as stated in the letters sent to the landowners. Hokana seconded. Discussion followed concerning farm laborer. Based on the law, the farmer needs to own or rent the house to file for farm residency exemption. A rental agreement needs to be in place and has to be offering the residence to them rent free, as of February 1st. Motion carried.

Hamar made a motion to close the omitted tax hearing. Hokana seconded. Motion carried

Flaherty presented the policy that the Job Development Authority has approved and asking the Commissioners review and approve. There were some recommendations made by the States Attorney that have not been reviewed by the JDA board. Discussion followed concerning policies to get loan money back, if the business closes before the loan is repaid back. A decision was made to postpone reviewing the policy until the next meeting to allow the Commission to further review the policy.

Estes discussed with the Commission concerning the rental of the Fargo Assembly building during the basement project. Estes asked if there had been any updates on the project, as he had been hearing of contractors having a hard time getting materials to finish projects. Sheppard will check with the architect and report back to the Commission.

DES/911 Coordinator Charlie Russell and Fema Administrator Clerk Amy Mittleider joined the meeting at 10:42.

Treasurer Wonanda Lematta joined the meeting at 10:45 to discuss the purchase of a CD at Dakota Plains Credit Union in the amount of \$500,000 for one year at 0.7% interest. A non-renewable CD was cashed at the Credit Union in August and deposited in the checking account. Hamar made a motion to approve the purchase of the CD in the amount of \$500,000 for one year at 0.7%. Simek seconded. Motion carried. Lematta requested that the current checking account be switched to a money market account at the Credit Union, as the interest rate is higher in that account and the interest is paid monthly. Hamar made a motion to move the remaining money from a checking account to a money market account at Dakota Plains Credit Union. Hokana seconded. Motion carried.

Sheppard requested that a new money market account be set up at BankNorth for the basement project, which is a requirement of USDA that a separate account be set up to hold the funds for the project until spent. The account needs to be interest-bearing. Hokana made a motion to set up the new money market account at BankNorth. Simek seconded. Motion carried.

Highway Superintendent Jeff Hagen and KLJ Engineer Bryan Tykwinski joined the meeting at 10:55.

Russell introduced Amy Mittleider as the new FEMA Admin Clerk. Russell stated Mittleider has already been scanning large amounts of paperwork into the system. Russell stated he reminded the townships to make sure they are marking all information they are submitting to the county with the correct FEMA disaster number so that information does not get put to the wrong disaster.

Hagen stated that he had received a quote from Strata Corporation to fix the bridge on County Road 8, 5 miles east and 5 miles north of Ellendale (Bridge #11-128-15.0), in the amount of \$6,705. The bridge is on the list received from the state of North Dakota that needs to be fixed. Simek made a motion to have the bridge fixed and have Sheppard check with the Water Board on the feasibility of using some of their bridge repair money in their budget for this project. Hamar seconded. Motion carried.

Hagen had received a quote for some patchwork to be completed on Dickey County Road #12 in the amount of \$38,115.

Hagen updated the Commission on the status on the new drain east of Oakes on Dickey County #3. The water has receded some. Discussion followed concerning markings on that road where the work is being done. Hagen stated he would check into getting better markings on the road.

Hagen updated the Commission on the other bridge 6 miles north of Monango (Bridge #11-128-02.0) from the list from the state of North Dakota. Hagen feels that the fix can be completed by the highway department and then monitored to make sure that the fix works. Hagen and Tykwinski felt they could place rip rap by the wing walls.

Tykwinski presented the final pay estimate on the ER project on County Road #1 in the amount of \$27,137.81 to Dakota Improvement. Simek made a motion to approve the estimate for payment. Hamar seconded. Motion carried.

Hokana made a motion to adjourn at 11:55.

Commissioner Meeting September 15th, 2020

Commissioner Marke Roberts called the meeting to order at 9:44. Present were Thor Sand, Joel Hamar, Dean Simek, John Hokana and Chairman Marke Roberts. The media was not present. The Pledge of Allegiance was recited.

Additions to the Agenda

Update on drain east of Oakes

Update on speed monitor sign on County Road 1

Update on South Country Human Services Board meeting

Basement project

Vacation carry over

Sheriff Chris Estes joined the meeting at 9:45. Tax Director Don Flaherty joined the meeting at 9:50.

Hokana made a motion to approve the minutes with corrections. Hamar seconded. Motion carried.

Resident Steve Kasowski joined the meeting at 10:00 about the road restrictions in the spring. Kasowski states it went well and wanted to thank the Commission for their assistance. Kasowski will keep in touch with Hokana, to update him on the status of that road.

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

Commission reviewed the financials for August and Sand noted that the Road fund is decreasing. Simek made a motion to approve the Financials. Hamar seconded. Motion carried.

Deputy Auditor Bertsch updated the Commission on the floor in the HUD office. The floor is wood and architect is suggesting replacement to a concrete slab. Simek spoke with the architect about the basement and updated the Commission on the information received. The footings can affect how the drain tile is put in. Sand inquired which door people will be using when the work starts. The elevator will still be accessible during construction. A decision was made to not put a water cooler in the basement, and not to install no touch faucets and toilets.

Flaherty presented a procedure manual for the Job Development Authority board. Suggested changes that the States Attorney made are marked in red, beyond what the JDA board had approved at prior meetings. Sand feels that the procedures are too broad and doesn't give the board enough guidance. This was developed based on the new by-laws passed at a JDA meeting in 2019.

Commissioner have a few issues on some of the steps on the new policy. The question was raised as to how the JDA was formed, as a measure on the ballot or a motion of the Commission. Flaherty stated that the States Attorney had compared this procedure to the ND Century Code to ensure that it follows the law. Flaherty will forward to the Commission the last set of bylaws approved by the JDA for their review along with the procedure manual for their review by the next meeting.

KLJ engineer Bryan Tykwinski and Highway Superintendent Jeff Hagen joined the meeting at 10:50.

Hamar made a motion to open omitted tax hearing at 10:55. Sand seconded. Montana Dakota Utilities had contacted Flaherty concerning property they had purchased west of Ellendale that they thought felt they have been double taxed on. They felt the land they have purchased last year was already being central assessed through the state of North Dakota. After review by both parties, it was discovered they not only were not being double taxed, but another property had been omitted. Hamar made a motion to accept the Tax Directors recommendation and add Montana Dakota Utilities to the tax roll for the parcel that was missed. Hokana seconded. Motion carried. Hamar made a motion to close the omitted tax hearing at 10:59. Simek seconded. Motion carried.

Hagen informed the Commission that the work on the bridges is complete, that were required by the state of North Dakota, bridge numbers #11-121-02.0 and 11-128-15.0.

Hagen stated that the drain project east of Oakes has water draining and the water is down on the north side. Hagen stated there was not a culvert in the bid so Hagen will supply the culvert to install, which should not take a long time to put in to help drain the south side. Dakota Improvement called Hagen this morning about getting payment for work completed. Dakota Improvement stated they are approximately 75% complete. Sheppard is requesting an invoice from Dakota Improvement for any payment to be made. Discussion followed concerning redeclaring the emergency to finish the drain project.

Tykwinski stated the bridges have been submitted to the state to show that work has been completed.

Tykwinski discussed the permanent grade raise on county road 1 and that a request for proposal should be submitted to the ND DOT for design and preliminary engineering. Advertising should be done by ND DOT and not in the local paper, because of the use of federal funds. Tykwinski stated that a cultural study needs to be completed before the cold and snowy weather comes. All the paperwork on the request for proposal would push the study into November which could push the project into 2022, unless the cultural study is completed beforehand. The cost of this study would be approximately \$5,000, according to Tykwinski and county dollars would have to be used. Sand made a motion to allow Hagen to hire an independent contractor to complete a cultural study, in the amount not to exceed \$7,500, to ensure this study will be completed in 2020. Simek seconded. Motion carried.

DES/911 Manager Charlie Russell joined the meeting at 11:18. Russell stated that we can redeclare the original emergency, stating the continued moisture and flooding have slowed the process of work and unanticipated permitting required. Sand made a motion to redeclare an emergency for repairs being done on critical infrastructure because of delays caused by continuing rain, flooding, and unanticipated permitting that have slowed the project down. Simek seconded. Motion carried. Russell will write up the declaration and submit to the Commissioners.

Hagen discussed the gravel budget the budget, which is completely spent. Hagen stated there is about \$30,000 to \$40,000 to get the needed gravel for the year. Commission do not want to stop placing gravel, when the gravel is needed this year. Auditor Sheppard joined the meeting at 11:50 via electronic means. The declaration could include the graveling because of the weather and the roads are not in shape for the harvest year and safety of all residents. The declaration will be revised to cover the depletion of the road budget, because of the conditions stated earlier. Commission feel the gravel should be used out of the Emergency Fund, as stated above.

Roberts asked about the question of carry-over of vacation for 2020. Sheppard stated that she had been asked by a supervisor if it had been discussed at this time. The concern would be having extra time, if something were to affect an employee because of Covid. The manual states the amount of 120 hour can carry over into the next year. Hokana requested that Sheppard check with other counties to see how they will handle this issue. Estes requested an e-mail be sent to supervisors stating the available balance left by employee so they can get encourage their staff to use the time, with holidays coming up. At this time, the plan would be to not extend the time.

Hamar asked Estes about the speed on county road 1. The average speed of the traffic is 45 mph, while the posting is 55 mph. Estes will do more comparisons so they know when and where he should do more patrolling in that area. The sign will be put up on that road once in a while to continue to monitor the road.

Hokana updated the Commission on the South Country Human Services Zone meeting. Our website needs to be changed on the social services.

Sand made a motion to accept the bid in the amount of \$7,820 for removal of the asbestos in during the basement project from VCI Environmental Inc. Simek seconded. Motion carried.

Hokana made a motion to adjourn at 12:17.

**Special Budget Meeting
September 15, 2020**

Chairman Roberts called the special budget hearing to order at 1:15. Present were Joel Hamar, Dean Simek, John Hokana, and Chairman Marke Roberts, as well as Thor Sand and Auditor Wanda Sheppard via electronic means. There were no public attendees at the meeting. Discussion followed. No changes were made, but the final budget has to be approved by October 10th so changes could still be made to lower any budget at the first meeting in October when the budget will be finalized. People can still come in at that time if they want about their budget or to protest. Discussion followed concerning travel in budgets as most conferences have been cancelled.

Hamar motioned to close the Budget Hearing at 1:30. Simek seconded. Motion carried.

Salaries 158,929.44 57681-57775

Human Services	Monthly Expenses	687.61	106754-106757
Amazon Capital Service	Binder for Office	30.05	106758
Cole Paper	Black Liner Toilet Tissue, Sanitizer, Buff Pad, toilet Tissue	265.47	106759
Dickey County Leader	Election Workers Needed Ad, August 4 Min	188.12	106760
Dinger Danielle	Mileage Judging @ Ransom cty. Fair	48.30	106761
Hamar Joel	Mileage to Budget meetings	12.65	106762
Hokana John	Mileage for Budget Meetings	73.60	106763
Imaging Spectrum INC.	Media for 12099 Passport	288.51	106764
Inclusion- Solutions	Disposable Cardboard Booth- 15	478.55	106765
Innovative Office Solutions LLC	Tape, Filter, Carbon Filter	274.77	106766
J & M Printing	Service Log Books	102.32	106767
Lexisnexis Matthew Bender	ND CRT Rules ANNO 8/20 SUPP.	93.60	106768
Radermacher Law Firm P. C	DC Special Assistant States Attorney	4,000.00	106769
Roberts Marke	Mileage to Budget Meetings, Sign Papers	142.60	106770
Simek Dean	Budget Meeting Mileage	39.10	106771
True Value	Wht Globe Bulb	44.93	106772
Z's Fresh Market	Office Supplies	8.86	106773
Agtegra Cooperative	Hwy Fuel	2,140.11	106774
Dakota Improvement	Gravel Hauled	4,703.57	106775
German Trucking	Gravel hauled baldwind road, CO. 10	4,722.23	106776
Kadmas Lee & Jackson INC	Dickey ER Site	11,684.29	106777
Mertz Const & Supply	Parts	29.12	106778
Southeast Water Users	Hwy Utilities	45.35	106779
True North Steel	Culverts	27,437.70	106780
Vistos Carquest	Lube/Rott4tr 15w40 gal	59.97	106781
Michael J Burns Architects LTD	Coordination of Asbestos Removal, Documents	5,944.68	106782
Ellendale Chamber of Commerce	Building Rent for Farmers Market	20.00	106783
Kiser Breana	Mileage to Fruit Tree and Shad Tree Issue	125.86	106784
Ohnstad Twichell PC	Yorktown- Maple Project	352.80	106785
Jarrett Christoferson	Drain # 1 Trapping Beaver	1,476.10	106786
Haak Princess	2 ink Cartridges	92.90	106787
Moore Engineering INC	General, Permit & Complaint	462.50	106788
Ohnstad Twichell PC	Roney Surface App, Tile App, General	1,647.56	106789
AT&T Mobility	PIO, Courthouse, Road, 911 Phone Charges	565.31	106790
Ellendale city Auditor	Courthouse, Sprinkler, Park, Hwy and Weed Board Building Utilities	1,459.15	106791

Montana Dakota Utilities	Hwy Shop, Park Lighting, Pheasant Lake Lighting	868.37	106792
Q & N Corporation	Toner, mouse, workstation, warranty, ink, battery replacement, apple iPad Pro, Case	9,586.11	106793
Overpayment Refund	Reimburse for Vision Insurance	94.08	106794
Dakota Improvement	Emergency Grade Raise	27,137.81	106795
Cities, Townships, Schools	Cities, Townships, Schools	15,204.59	106796-106807
Simek Dean	Mileage for Extra Meeting Replace CK 103823	167.04	106808
Community Volunteer EMS of LaMoure	Ambulance Collections	12.91	106809
Kulm Ambulance Corps INC.	Ambulance Collections	48.43	106810
Edgeley Ambulance Service	Ambulance Collections	25.83	106811
Oakes Volunteer Ambulance Service	Ambulance Collections	113.00	106812
Ellendale city Auditor	Airport, Ambulance	166.12	106813
Oakes City	Airport	43.46	106814
Garrison Diversion	Collections	103.76	106815
James River Soil Conservation 975	Collections	101.75	106816
Ellendale Fire #2	Collections- Ellendale	200.61	106817
Oakes Fire	Collections- Oakes	88.56	106818
Dickey County Senior Citizens	Tax Collections	92.26	106819
Dickey County Historical	Tax Collections	23.06	106819
Kedish House	Grant Money	1,354.33	106820
State Treasurer	State Medical, Clerk of Court Fees, SIRN	2,802.78	106822
Dickey County Treasurer	Clerk of Court Fees	305.00	106823
ND Public Employees Retirement	BCBS	44,703.60	106824
ND Public Employees Retirement	Life ins	417.01	106825
ND Public Employees Retirement	BCBS- HD	7,141.40	106826
ND Public Employees Retirement	Life ins hd	241.72	106827
Oakes School Clerk	Treasurer Clearing	309.79	106828
ND Public Employees Retirement	DEF COMP	892.25	106829
ND Public Employees Retirement	DEF COMP HD	262.50	106830
Discovery Benefits	Flex	801.67	106831
Discovery Benefits	Cancer	50.00	106832
Cotter Dental	JDA GRANT	35,000.00	106833
Human Services	Monthly Expenses	4,296.89	106834-106841
AT&T Mobility	Scott and Dans County Cell phone Charges	25.73	106842
Dakota Plains Credit Union	Vehicle Maintenance	41.38	106843
Dickey County Hwy Dept	Gasoline for Vehicles	605.61	106844
Dickey County Leader	Adv-Election Workers Adv- Display Budget	383.50	106845
Ecolab Pest Elimination Division	Pest Control	112.96	106846
Green Iron Equipment	Plug	2.89	106847
Hamar Joel	Basement Grant Meeting Mileage- Jamestown	81.08	106848
Information Technology Dept	Holly H- Exchange Email, VPN Clients, Azure AD Plan- Election, Wan Access Pol	887.70	106849
Innovative Office Solutions LLC	Office Supplies	24.41	106850

Jay Phillippi	Psychological Assessment	475.00	106851
Lexisnexis Matthew Bender	ND Century Code 20RV4A-ND CRT Rules Anno	93.60	106852
Oakes Times	Paper Renewal	38.00	106853
Olson Denise	Mileage for Assessments	142.03	106854
Overpayment Refund	Paid Abatement Refund	335.34	106855
Overpayment Refund	Paid Abatement Refund	75.94	106856
Pharmchem	Patch Kit	605.50	106857
Presort Plus	Tax Notice Printing and Postage	1,747.61	106858
Quill Corp	Ink, dish soap, platinum plus can	220.50	106859
Stutsman Correctional Center	Housed Inmates	350.00	106860
True Value	Ziplock Bags, Conc Sealant, Tube, Deep Wood Repellant, Bulb, Clr Sili Glue, Horizon flip Cover	74.25	106861
True Value	Bleach, Towels, Bath Tissue	48.95	106862
True Value	Rat Glue Trap	6.49	106863
Wertz Cary	Replace Golf Cups and Flags in the Park	177.00	106864
Agtegra Cooperative	Fuel for Hwy Department	1,040.81	106865
Anderson Brothers Inc.	Filters	867.04	106866
Dakota Improvement	Gravel Hauled	4,933.27	106867
Dakota Plains Credit Union	Fuel for the Hwy Department	139.67	106868
Economy Oil Co.	Red Fuel	1,662.38	106869
Farmers Union Oil Co.	Fuel No. 2, Soft wall Winter Hose, Gladhand Seal, Tube, Valve stem	2,137.52	106870
Farmers Genuine Parts	Filters, Wiper Blades, O-ring, Sets P01, Delivery, Credit	699.76	106871
Fullerton City Auditor	Utilities Fullerton Shop	20.00	106872
Hansen Scott	Crushed Gravel	4,188.56	106873
John Deere Financial	Hydrau XR 5 GAL, CDCB Edge, Insert	6,160.71	106874
Montana Dakota Utilities	Fullerton Shop Utilities	88.98	106875
Oakes Truck & Trailer	Terminal GM, Seal, wheel bearing, Fixed Hose Connections	7,380.36	106876
Ottertail Power Company	Oakes Garage	66.36	106877
RDO Equipment Co. Ag	Front Bumper Kit	220.00	106878
Simek Refrigeration	Coil Cleaner Ellendale Shop	159.00	106879
True Value- Ellendale	STRT Rope, HUSQ Premix Fuel, Twist NYL Rope, AA Battery, Soft Tissue	161.80	106880
Waste Management	Used Oil Waste	57.72	106881
Dakota Plains Credit Union	Car Expense	99.77	106882
Dickey County Hwy Dept	Gasoline for the VSO Van	202.01	106883
Praska's Hardware Hank	Project Items	72.71	106884
Dickey County Leader	Spraying Notice	25.00	106885
Farnams Genuine Parts	Switch	16.04	106886
Fullerton Farmers Elevator	Amine2, 4-d	725.00	106887
Mertz Conts & Supply	Labor to Reattach Overhead Door Seals	147.40	106888
Nutrien Ag Solutions	Chemical	14,226.00	106889
Q & N Corporation	Apple iPad Pro and Case	1,488.00	106890
True Value	Towels, oil/hose, windshield Fluid	88.73	106891
Warne Chemical and Equipment Co	Nitra Solved Glove, Female Strainer	27.60	106892
Moore Engineering INC	General	5,246.30	106893
Ohnstad Twichell PC	General, Timothy Forward	676.58	106894
Dickey Rural Networks	Dickey 911 Trunks	231.00	106895
ND Association of Counties	Wireless 6%	460.17	106896
Ameripride Services INC	Rug Services	714.19	106897
Dakota Plains Credit Union	Mailer Env, Earth Point Year Subscription, Pocket File Holder, Garmin 19x NMEA 2000 Map	723.56	106898

Dakota Valley Electric Coop	Wilson Dam Utilities, Hwy Shop, Guelph Tower Utilities	247.00	106899
Dickey Rural Networks	SS Phone Charges, Phone Charges	1,667.48	106900
Starion Bond Services	Refunding Impvt Bond of 2017 Fees and Expense	13,952.50	106901
ND Public Employees Retirement	Retirement	19,104.63	106902
ND Public Employees Retirement	Retirement hd	2,938.23	106903
ND Public Employees Retirement	DEF COMP	892.25	106904
ND Public Employees Retirement	DEF COMP HD	262.50	106905
Aflac	Cancer	2,843.49	106906
Delta Dental Plan	Dental	2,323.35	106907
Ameritas Life Insurance Corp	Vision	514.76	106908
Discovery Benefits	Flex	801.67	106909
ND State Tax Commissioner	ST W/H Taxes	4,412.69	106910
Hudson Twp. Treasurer	PW# 76- FEMA MONEY	3,723.62	18022
Elm TWP Treasurer	PW#76- FEMA MONEY	2,798.33	18023
German TWP Treasurer	PW #76- FEMA MONEY	96.90	18024
James River Valley TWP Treasure	PW #76- FEMA MONEY	2,672.40	18025
Kentner TWP Treasurer	PW #76- FEMA MONEY	7,204.23	18026
Divide TWP & Starion	PW #90- FEMA MONEY	16,890.33	18027
Northwest Twp. Treasure	PW # 179- FEMA MONEY	4,460.21	18028
Valley Twp. Treasurer	PW # 179 FEMA MONEY	609.70	18029
ADA TWP Treasure	PW #57 FEMA MONEY	6,589.63	18030
Clement Twp. Treasurer	PW #57 FEMA MONEY	8,338.47	18031
Yorktown TWP Treasurer	PW # 93 FEMA MONEY	9,753.75	18032
Dickey County	Hazard Mitigation Project Grant Payment	17,632.32	18033
Dickey County	Invoices for work completed recorded in 2910	2,156.88	18034
Dickey County	Labor on Sites on DI309410	38,657.16	18035
Port Emma TWP Treasurer	PW#93 FEMA MONEY	820.25	18036

Wanda Sheppard, Auditor

Marke Roberts, Chairman