

Commissioner Meeting  
March 17, 2020

Commissioner Marke Roberts called the meeting to order at 9:20. 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

Over width permits

Covid 19 declaration and the payment of employees

Clerk of Court Andi Schimke, Sheriff Chris Estes and Extension Agent and Family and Community Wellness Coordinator Danielle Dinger joined the meeting at 9:25.

Hokana made a motion to approve the minutes from March 3<sup>rd</sup> with changes. Simek seconded. Motion carried.

Hamar made a motion to approve the vouchers, with the addition of a voucher to Nelson Auto Center in the amount of \$33,135.34 for a new sheriff's vehicle. Hokana seconded. Motion carried.

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

Schimke presented the request from the State of North Dakota on Dickey County's choice for funding of the Clerk of Courts office for the 2021-2023 biennium. Sand made a motion to elect to enter into a funding agreement to receive reimbursements for providing clerk services for the biennium 2021-2023. Hamar seconded. Motion carried.

Schimke updated the Commission on a plan to change the provider of secured paper shredding service to a new provider, as there is a large savings. Schimke will work to get a contract with the new provider.

Schimke updated the Commission on the changes to the Court System because of the Covid-19 pandemic. All jury trials have been cancelled through April 24<sup>th</sup>.

Simek made a motion to designate Ray Ulmer Fieldhouse for the Ellendale Precinct, Fullerton City Hall for the Fullerton Precinct, and the Oakes City Hall for the Oakes Precinct. Sand seconded. Motion carried. This decision is based on the current information concerning Covid-19.

DES/911 Coordinator Charlie Russell, Highway Superintendent Jeff Hagen, and KIJ Engineer Brian Tykwinski joined the meeting at 10:30.

Hamar made a motion to open the Engineering Bid Hearing. Simek seconded. Motion carried.

Bids were received from Kadrmas Lee and Jackson, Ackerman Estvold, Interstate Engineering, and HDR. A decision was made to suspend the meeting to allow the Commissioners to have time to review the bids. Further discussion will occur at the next Commissioner meeting. This may be delayed longer, depending on Covid-19 issues.

Simek made a motion to close the Engineering Bid Hearing. Hamar seconded. Motion carried.

Tax Director Don Flaherty and resident Brad Retzlaff joined the meeting at 10:45.

Hamar made a motion to open the gravel hauling bid hearing. Hokana seconded. Motion carried.

There were two bids received from Retzlaff Trucking and Dakota Improvement. The bids are:

Retzlaff Trucking	Zone 1 and 2	1-10 miles	2.20/ton
		11-100 miles	.22/ton
		Loading	.50/ton
Dakota Improvement	Zone 1	0-5 miles	2.25/ton
		6-all miles	.24/ton
		Loading	.70/ton
	Zone 2	0-all miles	.22

		Loading	.65
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In order to get gravel on the roads as soon as possible, Simek made a motion to split the gravel hauling between the vendors. Retzlaff Trucking would cover Zone 2, which is the west side of the county, and Dakota Improvement will cover Zone 1, which is the east side of the county. Hamar seconded. Motion carried.

Flaherty updated the Commission on the status of property value changes for the 2020 tax year. Flaherty stated there are 19 new Farm Resident Exemptions due to the change in legislation. Hokana made a motion to set the date for the county equalization meeting for June 4<sup>th</sup> at 1:00 for cities and 1:15 for the county. Sand seconded. Motion carried.

Hagen presented a utility permit submitted by Ryan Forward to excavate across Highway 14, at the NE1/4 of Section 11 and the NW1/4 of Section 12 in Township 130, Range 60. Hagen didn't feel that this would cause any issued. Sand made a motion to approve the permit. Hamar seconded. Motion carried.

Hokana requested information from Hagen on over width permits. Discussion followed concerning charges for over width permits. The State of North Dakota has a seasonal pass, which the county may be able to do as well. Hokana made a motion to allow a seasonal over width permit for \$150, pending on the research of Assistant States Attorney Kim Radermacher. Sand seconded. Motion carried.

Assistant States Attorney Kim Radermacher, Administrative Assistant Holly Hokana, and Director of Nursing Laurie Wang joined the meeting at 11:40.

Discussion began concerning the current Covid 19 pandemic and what Dickey County should be doing to stop the spread of the virus. Russell updated the Commissioners on the current state, and reminded them how fluid the situation is at this point. Radermacher updated the Commission on decisions made by the Court System concerning hearings.

Hokana made a motion to declare an emergency on the Covid 19 pandemic, to continue until there is further action of the Commission. Hamar seconded. Motion carried.

Discussion followed concerning restricting access to all county offices. A depository box could be installed in the entry way of the Courthouse and possible a phone installed so that calls could be made to the offices, if need be. Sand made a motion to limit the county offices to the public effective Wednesday, March 18<sup>th</sup> at 12:00 pm. Business should be done by mail, phone, or e-mail, if possible. Simek seconded. Motion carried. Sheppard will notify the employees.

Hamar made a motion to pay employees and not make employees use sick/vacation time if staff gets the virus. Hokana seconded. Motion carried.

Hamar made a motion to reinstate the seasonal burn ban resolution for 2020. Simek seconded. Motion carried.

The 5 County meeting has been cancelled for April 2<sup>nd</sup>.

Hokana gave an update on the South Country Human Services Zone meeting in Kidder County.

Hokana made a motion to adjourn at 1:45.

#### Special Commissioner Meeting Mach 20, 2020

Commissioner Marke Roberts called the meeting to order at 2:02. Present were Thor Sand, John Hokana, Dean Simek, Joel Hamar, and Chairman Marke Roberts. Others present were county employees Cresta Miller, Holly Hokana, Charlie Russell, Andi Schimke, Kim Radermacher, Lauri Wang, Abby Gibbs, Roxanne Holm, Deb Anderson, and Don Flaherty. The meeting is by tele-conference. The Pledge of Allegiance was recited.

This meeting was called to discuss the Covid 19 pandemic and the response of Dickey County. An update was given from this morning's news conference. Health District has ordered Zoom for conference calls. The County will be able to use the license purchased.

Commission would like the county to continue functioning as normal as possible, while limiting the exposure of both people in the office and to the public. Staff felt that each office could work schedules for their office, to keep the work to get done while limiting the time numerous people are in the office. Options were discussed, including working on different days or shifting hours. Commission felt that each office would set their own schedule.

The ability to carry this out at the Highway Department was discussed. The use of one county vehicle to transport more than one individual should be reconsidered. Russell will update Highway Superintendent Jeff Hagen on the discussion.

Hokana made a motion to allow the department heads to set rotating schedules or develop a plan for their office to limit staff in the office at any given time to start March 23<sup>rd</sup>, which include working from home if possible. Hamar seconded. Discussion continued that normal pay would continue and the understanding would be that employees not scheduled to work. States Attorney's office will draft an agreement concerning non-disclosure of information when work is taking work home. Motion carried.

Discussion followed concerning travel of employees. As long as no symptoms are observed, the employee is allowed back to work. If an employee is not feeling well, Commissioners encourage employee to stay home.

Discussion followed concerning the access to county offices. Only business required to be done in person should be allowed in the building.

Human Services employee Angela Rall joined the meeting. A question was asked concerning the Human Services office, since they are no longer considered Dickey County employees. The Commission felt that Human Services should follow the policies of Dickey County, concerning the Covid 19 issue. Rall will discuss this with Zone Director Michelle Massett.

A decision was made to continue to meet once a week by teleconference. The plan is to meeting again Friday March 27<sup>th</sup> at 2:00.

Meeting was adjourned.

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Meeting was adjourned.

#### Special Commissioner Meeting by Teleconference March 27, 2020

Commissioner Marke Roberts called the meeting to order at 2:03. Present were Thor Sand, Joel Hamar, Dean Simek and Chairman Marke Roberts. John Hokana was not present. Also in attendance were employees Danielle Dinger, Roxanne Holm, Jeff Hagen, Charlie Russell, Amber Miller, Breana Kiser, Kerry Waldo, Lauri Wang, Cresta Miller, Andi Schimke, Abby Gibbs, Don Flaherty and Kim Radermacher. The media was not present. The Pledge of Allegiance was recited.

The purpose of this meeting is to receive an update on issues related to the Covid 19 pandemic.

Auditor Sheppard updated those in attendance on the status of the Primary Election and the Executive Order issued by Governor Burgum. Due to social distancing issues and the timing of the Primary, the Executive Order would allow the County to carry out the Primary Election as a Vote By Mail election and allow Counties to not use a polling place on the day of the election of June 9<sup>th</sup>. The hiring of workers to carry out the election would be difficult because of the virus. Also, maintaining social distancing would be extremely difficult in the polling location. Hamar made a motion use the vote by mail for the June 9<sup>th</sup> Primary Election and to not use a polling place on June 9<sup>th</sup>. Simek seconded. Roll call with Hamar yes, Simek yes, Sand yes, and Marke Roberts yes. Motion carried.

The time line for review of the engineering proposals opened at the regular commissioner meeting on March 17<sup>th</sup> will be delayed until a later date. Sheppard will update the vendors of the decision.

Load limits were lifted by an Executive Order by Governor Burgum on state roads. Dickey County has the right to continue to keep the restrictions on county roads. Commission want to protect the roads as best as possible, and therefore would like to leave the load limits in place. Crucial shipments could be reviewed on a case by case basis. Radermacher felt that the Commission could motion to maintain our load limits. Based on her recommendation, Sand made a motion to continue road restrictions on county roads, because of the current conditions of the roads and to preserve the

roads in good condition. Emergency requests will be looked at on a case by case basis. Simek seconded. Roll call vote with Hamar yes, Simek yes, Sand yes, and Roberts yes. Motion carried.

Hamar made a motion to approve the Remote Access agreement for any employees taking work home that involve sensitive information. Sand seconded. Roll call vote with Hamar yes, Simek yes, Sand yes, and Roberts yes. Motion carried.

Tax Director Don Flaherty spoke with Commission concerning the local equalization meetings, while maintaining social distancing.

A meeting will be held again next Friday, April 3<sup>rd</sup>.

Simek made a motion to adjourn at 2:55.