

Commissioner Meeting May 4, 2021

Commissioner Marke Roberts called the meeting to order at 9:51. Present were John Hokana, Joel Hamar, Dean Simek, Jerry Walsh and Chairman Marke Roberts. Tax Director Don Flaherty was also present. The media was not present. The Pledge of Allegiance was recited.

There were no additions to the agenda.

Hamar made a motion to approve the minutes from the April 20th Commissioner meeting with changes. Walsh seconded. Motion carried.

Hokana made a motion to approve the vouchers, with the addition of the post office box rental invoice for the DES office in the amount of \$56.00. Simek seconded. Motion carried.

Flaherty presented on behalf of the County Job Development Authority (JDA) a proposed Policy and Procedure document to be used by the JDA board in granting grants and/or loans to businesses in the county. Walsh made a motion to approve the JDA document as presented. Simek seconded. Roberts stated he was not in favor of the "maintain existing jobs" portion of the policy. Discussion followed concerning the pros and cons of including this in the policy. Roberts called for a roll call vote on the motion with Hamar no; Walsh yes; Simek no; Hokana yes; Roberts no. Motion did not pass. Hamar made a motion to strike the "maintain existing jobs" portion and to accept the policy with this correction. Simek seconded. Roll call with Hamar yes; Walsh no; Simek yes; Hokana no; Roberts yes. Motion carried.

County Agent Breana Kiser and Family and Community Wellness/4H Extension Agent Danielle Dinger joined the meeting at 10:06. Kiser and Dinger updated the Commission on happenings in their office. The new quarterly report was reviewed by the Commission.

Park Board Chairman Cary Wertz joined the meeting via electronic means at 10:30.

Walsh updated the Commission on the basement project. The walls have been taped and the painter should be starting this week. A discussion followed concerning the steps at the south door and the fact they are in disrepair and are a hazard to employees and the public. It is also a source of water in the basement. Sheppard will verify that the repair of the steps could be included in the contingency fund for the basement project.

Sheriff Chris Estes joined the meeting at 10:50 to introduce the new deputy Sheriff, Holger Loor.

Wertz discussed with the Commission on clarifying the ownership of Pheasant Lake. Water Board President Steve Hansen was unable to attend. After discussion, a decision was made that States Attorney Radermacher and Ohnstad Twichell lawyer, Sean Frederick will need to come to an agreement on ownership and the handling of maintenance costs at Pheasant Lake.

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

Tykwinski updated the Commission on the status of the bridge, located on County Road 6 (3 miles east and one mile north of Monango). Based on the significant hole on the south side, Tykwinski concurs with the Commission and Hagen to keep the bridge closed until it is repaired or replaced. The estimate to repair the bridge is \$500,000. Tykwinski stated he could get the bridge put on the bridge list for federal funding with NDDOT. The County could then receive funding from the federal government (80% of the cost, if approved) to help pay for the repairs. Discussion followed about the size of the bridge in comparison to upstream and downstream from the bridge. The repair would most likely not occur until next fall. Commission requested that Tykwinski to check into other funding options, as well. Walsh made a motion to authorize Tykwinski to put the project on bridge number 11-123-08.0 on the federal program for assistance with the replacement. Simek seconded. Motion carried.

Simek made a motion to open the Request for Proposal hearing on project CER 1104(061) on the grade raise project. Hamar seconded. Motion carried.

Two bids were received, one from Interstate Engineering and one from KLJ Engineering. The proposals were reviewed. A decision was made to interview both firms will be done by Hagen and the Highway portfolio, which are Simek, Walsh, and Hokan. Sheppard will set the date and time with the two firms.

Hamar motioned to close the Request for Proposal hearing. Hokana seconded. Motion carried.

Hagen presented a township blading contract with Potsdam Township for 2021. Simek made a motion to sign the contract. Walsh seconded. Motion carried.

Hokana made a motion to pay Treasurer Lematta at a step 4 on the elected official line, based on her previous experience. Walsh seconded. Roll call vote with Hamar yes; Walsh yes; Simek yes; Hokana yes; Roberts yes.

Commission requested a report on the status of the county vehicles used by staff to attend meetings, to include repairs, mileage, and the extent of usage of them. Sheppard will request that information for the meeting on May 18.

Hokana made a motion to adjourn at 12:11.

Special Committee Meeting

May 14, 2021

A special meeting to interview applicants for construction engineering for the road project CER-1104(061), PCN 22987 was called to order at 9:00. Those in attendance were Commissioners Dean Simek, Jerry Walsh, and John Hokana, along with Highway Superintendent Jeff Hagen.

The first interview was with Interstate Engineering, who joined by electronic means. Those in attendance from Interstate Engineering were Client Manager Michael May, Lead Surveyor Daren Peterka. A short presentation was given by Interstate Engineering, and was followed by a question-and-answer period.

The second interview was with KLJ at 10:00, who joined by electronic means. Those in attendance for KLJ were Project Manager Bryan Tykwinski and Senior Project Engineer Matt Lange. A short presentation was given by KLJ, and was followed up by a question-and-answer period.

Discussion followed concerning the two firms and the ability of the firm to handle the project. Both firms are comparatively capable of doing the project. A decision was made when ranking the two firms that the job would be awarded to KLJ, as they had the advantage of working on the portion of the project completed in 2020. Sheppard will put a memorandum together to present to the whole Commission at the next Commissioner meeting, May 18th.

The meeting was adjourned.

Commissioner Meeting

May 18, 2021

Commissioner Marke Roberts called the meeting to order at 9:05. Present were John Hokana, Joel Hamar, Jerry Walsh, Dean Simek, and Chairman Marke Roberts. The media was not present. The Pledge of Allegiance was recited.

Additions to the agenda

Use of county vehicle request from Human Services Zone employee

Update on drain on County Road #3 east of Oakes

Hokana made a motion to approve the minutes from May 4th and May 14th with corrections. Simek seconded. Motion carried.

Hamar made a motion to approve the vouchers presented with the exception of two which Sheppard stated had already been approved and paid at an earlier meeting. Hokana seconded. Motion carried.

Simek made a motion to approve the financials from April. Hokana seconded. Motion carried.

Sheppard presented to the Commission the increase in health insurance premiums for the next biennium. The increase calculates to a \$2.50/month increase for family coverage and \$1.04 increase for single coverage. At the time budgeting was completed in 2020, the estimated increase ranged from 10% to 20%. The increase came in at 0.14%. Hamar made a motion for the county to pay the full increase through the next biennium. The next increase would be in July 2023. Simek seconded. Motion carried.

Treasurer Wonada Lematta and Deputy Treasurer Lori Wald joined the meeting at 9:26 to update the Commission on their office. Lematta also requested a signature on a signature card for on-line banking with BankNorth. Hokana made a motion to have Hamar sign the signature card for BankNorth. Walsh seconded. Motion carried.

Sheppard presented a request from the City of Ellendale to sign a Certification of Significant Community Support, which is a requirement when working with USDA. The city is working with USDA in the purchase of a new payloader. Walsh made a motion to sign the certification. Hamar seconded. Motion carried.

Sheppard presented a Gaming Site Authorization from the Hole-In-One Foundation for raffles to be held at the Oakes Golf Club. Simek made a motion to approve the application and to waive the fee. Hokana seconded. Motion carried.

Walsh updated the Commission on the basement project. Activity in the basement has slowed down, as they are waiting for items needed to continue working on the project. The walls have been taped and painted and the grip for the drop-down ceiling is in place. To meet current building code, a new hand rail was approved for installation at the east door. The proposed change order #7 from Mission Mechanical was presented to change out an electric water heater and upgrade the plumbing to meet building code in the amount of \$1,599 which includes labor. Hamar made a motion to sign the change order. Walsh seconded. Motion carried.

Clerk of Court Andi Schimke joined via electronic means at 9:35.

Resident Dave Zetocha joined the meeting via electronic means at 9:45. Zetocha is requesting a refund of the discount on a parcel that was incorrectly marked in the software to not receive a discount. This error occurred in 2003 and was found by Lematta earlier in 2021. Abatements legally can't go back further than two years. Zetocha is requesting the discount that he was denied be paid back to him. Walsh made a motion to pay Zetocha for the early pay discount that was erroneously denied him since

2003, as all payments were eligible for the discount. Hokana seconded. Roll call with Hokana yes; Hamar yes; Walsh yes, Simek yes; Roberts yes. Motion carried.

Schimke updated the Commission on the video entrance system at the North door of the courthouse. Schimke stated that the testing is complete and her office is going to hand out the tablets to the individual offices. The tablets worked during the testing and should continue to work as they have during the test. The staff will start using the tablets tomorrow to make sure they are working as programmed. A decision will be made later if the door will stay locked or will be opened to all residents after the testing is complete.

Sheriff Chris Estes and Tax Director Don Flaherty joined the meeting at 9:51.

Estes requested that his staff use the South door for emergency exits, as using the elevator to exit the building is slowing their response time. The Commission agreed that they could use the door, and requested that Estes remind the staff of the trip hazard at that door, until the steps are repaired.

Discussion followed concerning the air conditioning units located on the west end of the building, as they had not been connected to electricity so they were not working. Chad's Electric had stated to Sheppard that the electricity to the air conditioner units was to be installed Monday.

Commissioners received a letter from an employee of the South Country Human Services Zone with concerns concerning issues after the conversion to human service zones. This includes the uses of their personal car for zone business. After some discussion, the Commission felt that this complaint should be brought to the attention of the ND Department of Human Services, the legislators for our district, and the zone director, as this person is no longer an employee of Dickey County. Walsh made a motion for Chairman Roberts to send a letter to the listed individuals above, along with a letter to the Department of Health, after receiving approval from the individual about sending the letter. Hokana seconded. Motion carried. Hokana will contact the individual before the letter is sent.

Health District Administrative Assistant Kerry Waldo and Health District Administrator Roxanne Holm joined the meeting at 10:20 to update the Commissioners on the current status of the two county vehicles for staff use on county business. Discussion followed concerning the amount of savings that the county sees, by maintaining the two vehicles. With the age and number of miles on the one vehicle that original was a patrol deputy's vehicle, Commission asked Holm to research replacing that vehicle. Holm was asked to look into leasing the vehicle versus an outright purchase of the vehicle. Holm will return at another meeting to review her findings.

Highway Superintendent Jeff Hagen, DES/911 Coordinator Charlie Russell, RDO Equipment representative Jeree Meyers, KLJ engineer Bryan Tykwinski, and resident Drew Courtney joined the meeting at 10:52.

Courtney discussed with the Commission the issues on Dickey County Road #12, specifically the pavement from Highway 11 north to County Road 3. Courtney presented a map showing where the road is the worst. There is also an area east of the road that has borrow material that could be used for the project, which Courtney had researched. Courtney asked the Commission what their priority on roads was at this time. Courtney spoke of changes in the law in the last legislative session and the possibility of federal funds available due to the Fiscal Recovery Fund, passed by the federal legislators and President Biden. The current information Sheppard has received does not state that these funds can be used for road projects. Russell stated that the borrow location would have to be verified by SHPO before that material could be used and Russell would look into getting that verified. Tykwinski updated the Commission on what Dickey County has in the federal aid fund for use on farm to market roads, which County Road #12 would qualify for. Commission stated at this time Dickey County Road #8 is the first on the list for repairs. Commission told Courtney they realize the state of the road, but Dickey County currently doesn't have funds to do this project. Commission stated that County Road 12 is currently second on the list of projects. Commission stated there is also a bridge, located on County Road 6 (3 miles east and one mile north of Monango) in Dickey County that has been closed that needs to be funded.

Meyers discussed with the Commission concerning the status of the one motor grader the County leased through RDO two years ago and the breakdowns that have occurred on the motor grader. Meyers presented options for the Commission to replace it with a new motor grader. John Deere needs to do their due diligence on the problem so that the three parties can come to an agreement on the original lease. No action was taken.

Commission took a short recess at 11:55 and returned at 12:03.

Simek presented the findings on the interviews to select a firm for the construction engineering for the CER-1104(061) project, which is a grade raise east of Glover on County Road 1, to be completed in 2021. The Committee felt that both firms are capable of completing the project. The Committee's recommendation is to hire KLJ, as they have the history of the project. Simek made a motion to appoint KLJ as construction engineers for CER1104(061) project for completion in 2021. Walsh seconded. Motion carried.

Sheppard presented the resolution received from NDDOT concerning the selection of the winning bidder, Border States, from the bid opening at the State Office on May 14th. Hamar made a motion to sign the resolution. Simek seconded. Motion carried.

Tykwinski informed the Commission that NDDOT representative Bryon Fuchs has been contacted with the cost estimate and information on the bridge project north of Monango. Fuchs felt it could be included in the projects for 2022.

Tykwinski thanked the Commission for the opportunity to be the construction engineering firm for the CER1104(061) project this summer. Tykwinski will contact Border States for further discussion on the project.

Hagen presented a utility permit from Dakota Valley Electric to bore under County Road #12 approximately 2,450 feet north of Highway 11. Simek motioned to approve the permit. Hokana seconded. Motion carried.

Hagen presented a blading contract for city of Fullerton for 2021. Simek made a motion to sign the agreement. Hokana seconded. Motion carried.

Hagen stated that the drain east of Oakes on Dickey County #3 is completed. Hagen felt that the safety issue that had been brought before the Commission has been fixed.

Simek made a motion to adjourn the meeting at 12:37.

Salaries

165,409.30 58426-58525

Human Services	Monthly Expenses	47,846.35	108353-108363
Aramark	Rug Service	100.05	108364
Chucks Body Shop LLC	Work Done on Sheriff's car- hit a deer	6,084.71	108365
Dickey County Fair Board	Taxes Collected	37,195.00	108366
Dickey County Hwy Dept.	Fuel for the Des Truck	150.87	108367
Dickey County Hwy Dept.	Gasoline for Sheriff Office Vehicle	923.24	108368
Dickey County Leader	Legal April 6th min	208.33	108369
Dr. Tara Mertz-Hack	Part time Salary	500.00	108370
Flaherty Don	Mileage- Assessment, Twp Meetings	265.44	108371
Jeberleco	Painted Entryway-SS Building	150.00	108372
Hoven Perry	Part time Salary	1,000.00	108373
Lau Motors INC	Oil Changed, Washer Fluid- 19 Ford Explorer	78.46	108374
Misstates Wireless	One Knob Swivel Leather, Batt Impress Lion	330.00	108375
Modern Marketing	Flashing Red Emergency Disc	188.09	108376
Montana Dakota Utilities	Park Utilities	97.31	108377
ND Surplus Property	Protective Cases	84.00	108378
Overpayment Refund	Paid Abatement Refund	137.05	108379
Pennington County Sheriff's Office	Civil papers	53.01	108380
Postmaster Ellendale	Des Box Rental	56.00	108381
Q&N Corporation	Black Ink- States Attorney	210.47	108382
Qudient Leasing USA. INC	Postage Machine Rental- SS HALF	67.11	108383
True Value	Concrete mix. Wire loop cutter, towels, Ext cord, strap, tape, clamp, id key, bulbs	272.01	108384
3D Specialties	Signs	345.71	108385
Aramark	Rug Service	138.45	108386
Newman Signs	Bridge Closed Sign	108.88	108387
Northland Drainage & Tile	Tee, split Coupler, Culverts	20,720.28	108388
True Value	Towels	43.15	108389
JDH Construction INC.	Basement Project	71,640.00	108390
Mission Mechanical INC	Basement Payment	95,476.72	108391
Dakota Plains Credit Union	Car Expense	25.99	108392
Flaherty Don	JDA Meeting	19.55	108393
Henning Bridget	JDA Meeting	19.55	108394
Ranch House	Room Rent- JDA Meeting	25.00	108395
Sand Thor	JDA Meeting	16.10	108396
Schnell Gary	JDA Meeting	20.70	108397
Amazon Capital Service	Brochure Holder	27.88	108398
Dinger Danielle	Sandwich Party Tray	97.56	108399

Kiser Breana	Mileage- Farm Safety, Planning for Farm Day	399.84	108400
Gemar Justin	Mileage for Beaver Dam, Joint Water Meeting	24.65	108401
Hansen Stephen	Extra Mileage	22.40	108402
Moore Engineering Inc	Permit & Complaint Reviews, Brady Hurt Assessment, General	662.50	108403
Ohnstad Twichell PC	Professional Services	1,967.75	108404
AT&T Mobility	PIO, Courthouse, Road, Weed Board, 911 phone charges	693.21	108405
Ellendale City Auditor	Courthouse, Park, Hwy, Weed Board Building Utilities	560.35	108406
Cities, Townships, Schools	Cities, Townships, Schools	387,574.55	108407-108454
Community Volunteer EMS of LaMoure	Ambulance Collections, SAD	463.89	108455
Kulm Ambulance Corps Inc. C/O Jennifer McDermid	Ambulance Collections, SAD	1,739.56	108456
Edgeley Ambulance Service	Ambulance Collections, SAD	927.76	108457
Oakes Volunteer Ambulance Services	Ambulance Collections, SAD	4,058.97	108458
Ellendale City Auditor	Airport, SAD, Ambulance, Sad	6,025.91	108459
Oakes City	Airport, SAD	1,619.03	108460
Garrison Diversion	Collections, SAD	3,596.21	108461
James River Soil Conservation	Collections, SAD	4,800.63	108462
Ellendale Fire	Collections, SAD	1,368.53	108463
Oakes Fire	Collections, SAD	1,417.10	108464
Dickey Sargent Joint Water Resource District	Special Assessments, Bond Special Assessments	1,333.89	108465
Dickey County Senior Citizens	Tax Collections, Sad	3,311.14	108466
Dickey County Historical	Tax Collections, Sad	827.81	108467
State Treasurer	State Medical, Clerk of Court, Sirin	5,290.68	108468
Dickey County Treasurer	Clerk of Court Fees	605.00	108469
ND Public Employees Retirement	Def Comp	962.50	108470
ND Public Employees Retirement	Def Comp hd	392.50	108471
Wex Health INC	Flex	803.33	108472
SD Division of Child Support	Garnish	450.00	108473
ND Public Employees Retirement	BCBS	48,984.48	108474
ND Public Employees Retirement	LIFE INS	580.71	108475
ND Public Employees Retirement	BCBS HD	7,141.40	108476
ND Public Employees Retirement	LIFE INS HD	244.58	108477
Wex Health INC	CANCER	50.00	108478
ND Public Employees Retirement	Retirement- Adjustment Fix	19,409.41	108479
Amazon Capital Service	Noise Cancelling mic	46.40	108480
Aramark	Rug Service	71.09	108481
Aramark	Rug Service	152.49	108482
Dakota Plains Credit Union	Fuel for the Law Enforcement Vehicles, Postage	58.56	108483
Dickey County Leader	Paper Renewal	38.00	108484
Farmers Union Oil Co	Oil changed on 2018,2013 fords	135.96	108485
Green Iron Equipment	Oil and Filter for courthouse mower, filter, blades, oil break cleaner- Park	174.86	108486
Hamar Joel	Mileage - Twp MTG, Constructions Mtg	30.80	108487

Hokana John	Interview Mtg., Health District Mtg	71.68	108488
Information Technology Dept.	Holly H- exchange email, azure ad plan, state exchange, Netmotion vpn client	918.40	108489
Mertz Const & Supply	Stain For play fort, Screws to rebuild Fence	157.31	108490
ND Association of Counties	Onsite Testing Fee	7.00	108491
Olson Denise	Mileage Equalization Mtg, Assessment	126.00	108492
Q & N Corporation	Canon 046 Cartridge Set, Dell Monitor 24' - Deb	739.00	108493
Q & N Corporation	Logitech Webcam	90.99	108493
Quill Corp	Kleenex, Tissue, Platinum plus- ss half	102.95	108495
Roberts Marke	Special Health District Meeting Mileage	34.72	108496
Simek Dean	Production Mtg, Health District Mtg, Twp Mtg	76.16	108497
Starion Financial-Ellendale	Purchase New CD	175,000.00	108498
Steven Lust Automotive	Work Done on 2016 Tahoe	1,387.03	108499
True Value- Ellendale	Duster, Pledge, Tint base, Paint	43.97	108500
Agtegra	Fuel for the Hwy Dept.	967.72	108501
Aramark	Rug Service	136.45	108502
Dakota Improvement	Gravel Hauled on DC 5	10,962.17	108503
Dakota Valley Electric Coop	Hwy Utilities	195.00	108504
Economy Oil Co	Fuel for Hwy	2,352.10	108505
Farmers Union Oil Co	Fuel filter, Propane, Bolts for signs	722.20	108506
Fullerton City Auditor	Utilities	20.00	108507
Montana Dakota Utilities	Hwy Utilities	845.67	108508
Oakes Truck & Trailer	Worked on the sign Truck- Wouldn't Start	799.09	108509
Ottertail Power Company	Oakes Garage Utilities	64.26	108510
Parts Supply Inc	Fittings	11.96	108511
Southeast Water Users	Utilities	45.42	108512
Walk-N-Roll	Standard Receiver- 2	1,160.00	108513
Waste Management	Waste Pickup	59.90	108514
Office of Attorney General- 1250	24 7 programs	2,050.00	108515
Pharmchem	Sweat Patch Analysis	371.15	108516
Stutsman Correctional Center	Prisoner in Custody	300.00	108517
Michael J Burns Architects LTD	DC Courthouse Basement Renovo	19,701.26	108518
RMK Operations LLC	June Rent- Sheriff Office	475.00	108519
Clubhouse Hotel & Suites	Room Stay- Gary Dathe	345.60	108520
Dathe Gary	Mileage and Meals-Training Fargo	328.25	108521
Dickey County	2020 Premiums Due- Workers Comp	25.86	108522
Dakota Plains Credit Union	CPR Training, Office Supplies	144.05	108523
Kiser Breana	Office Supplies	16.50	108524
Leaf	Copier Contract	114.00	108525
ND GLC	Event Registration	20.00	108526
Z's Fresh Market	Eggs, Beef, Brd Crmbs-Programs	27.75	108527
Dickey County Hwy Dept.	Gasoline for Weed Dept.	73.42	108528
Fanams Genuine Parts	Oil Filter and Oil	51.32	108529
Dickey Rural Networks	Dickey 911 Trunks Rental	231.00	108530
ND Association of Counties	6% Wireless	460.26	108531
ND State Radio	Quarterly Billing 1st Quarter	13,383.70	108532
Dakota Valley Electric Coop	Wilson Dam Utilities, Guelph Tower Utilities	100.00	108533
Dickey Rural Networks	Phone Charges, SS Phone Charges	1,753.44	108534
Montana Dakota Utilities	Courthouse, Fullerton Shop, Weed Board Building Utilities	2,117.37	108535

Human Services	Monthly Expenses	1,909.62	108536-108542
Ohnstad Twichell PC	Professional Services, Gen, tile application,	4,577.85	108543
Ramada Bismarck Hotel	Room Stay- Steve Hansen	81.40	108544
Overpayment Refund	Abatement of taxes 2003-2020	2,074.66	108545
ND Public Employees Retirement	Retirement	20,165.17	108546
ND Public Employees Retirement	Retirement hd	3,194.12	108547
ND Public Employees Retirement	DEF Comp	1,062.50	108548
ND Public Employees Retirement	Def comp HD	392.50	108549
Aflac	Cancer	2,822.36	108550
Delta Dental Plan of MN	Dental	2,399.64	108551
Ameritas Life Insurance Corp.	Vision	486.04	108552
Wex Health INC	Flex	803.33	108553
SD Division of Child Support	Garnish	450.00	108554
Overpayment Refund	Overpayment Refund	13.41	108555

Marke Roberts, Chairman

Wanda Sheppard, Auditor