

**Commissioner Meeting  
May 3, 2022**

Commissioner John Hokana called the meeting to order at 9:00 am. Present were Marke Roberts, Joel Hamar, Dean Simek, Jerry Walsh and Chairman John Hokana. Auditor Wanda Sheppard and resident Cindy Bagley were present, as well as Deputy Auditor Stormy Bertsch, Treasurer Wonada Lematta, States Attorney Kim Radermacher, and Clerk of Court Andi Schimke who were present via electronic means. The media was not present. The Pledge of Allegiance was recited.

Additions to the agenda

Highway 5 issues

Recognize Shirlene Wagner for 50 years of service

Pheasant Lake Park letter

Walsh updated the Commission on a check of the lower-level that Walsh had completed after all the moisture of the last two weeks. Walsh reported there were no leaks to be found and no water was found in the sump pump holes.

Roberts made a motion to approve the draft of the April 19<sup>th</sup> minutes as corrected. Walsh seconded. Motion carried.

Administrative Assistant Colleen Rithmiller and Divide Township Clerk Peg Nelson joined the meeting at 9:16 via electronic means.

Administrative Assistant Shirlene Wagner, County Agent Breana Kiser, and Family and Community Wellness Agent Danielle Dinger joined the meeting at 9:20. The Commission, Kiser, and Dinger recognized Wagner for her 50 years of service with Dickey County. Discussion followed concerning how the office has changed in that time.

Simek made a motion to pay the vouchers as presented. Roberts seconded. Motion carried.

Sheppard received the contract with RJ Zavoral & Sons Inc. for the County Road 8 project that needs the signature of the Chairman, Auditor, and the States Attorney. Walsh made a motion to sign the contract. Simek seconded. Motion carried.

Hamar updated the Commission on a text received from a Pheasant Lake resident concerning a request sent to Pheasant Lake residents about the possibility of a campground being constructed on County property at Pheasant Lake. A decision was made at the April 5<sup>th</sup> Park Board meeting to explore the possibility of grant money and the feasibility of putting a small campground site on county property at Pheasant Lake. The letter is requesting residents to inform the Commission of resident's concerns, but doesn't include all Park Board members on the list. Discussion followed concerning the amount of money spent to maintain the Park property at Pheasant Lake and to reiterate that the Board was not looking to hurt the residents that live there, but to allow everyone to enjoy Pheasant Lake and the county property. The Commission felt it not appropriate for the letter to come from the Chairman of the Park Board, as the Chairman has a personal interest. The Commission was adamantly opposed to the request. The Commission stated they had received one e-mail that was against the campground but more positive responses.

Sheppard informed the Commission that a representative with Summit Carbon Solutions contacted her with a request for community projects in the County that Summit Carbon Solutions could assist with. Sheppard told the representative she would inform the Commission. No action was taken.

Schimke presented the contract for Clerk of Court services with the State of North Dakota for the 2023-2025 biennium for the signature of the Chairman. The reimbursement amount is \$9,156 less per year than the 2021-2023 biennium amount. The amount is calculated based on the costs of staffing and the case load from the prior two-year period. Hamar motioned to sign the contract. Simek seconded. Motion carried.

Schimke updated the Commission on legislation for the 2023 legislative session that would make the Clerk of Court offices be state offices. Discussion followed concerning how this change could affect Dickey County. Roberts stated he was opposed to this change.

Highway Superintendent Jeff Hagen, DES/911 Coordinator Charlie Russell, and Sheriff Chris Estes joined the meeting at 10:12.

Schimke presented a quote to replace an additional blind for the Courtroom that was missed on the original quote. Schimke stated she felt the blinds have improved the glare in the courtroom. The purchase and installation of the blind would be \$430.90. Walsh made a motion to approve the additional blind. Roberts seconded. Motion carried.

Resident Drew Courtney and KLJ Engineer Bryan Tykwinski joined the meeting via electronic means at 10:17.

Tykwinski discussed with the Commission a handout presented by Sheppard to the Commission concerning the likelihood of receiving Prairie Dog funding. Tykwinski stated he felt that based on the graph, it looks promising that the county will receive some of that funding.

Tykwinski informed the Commission that the contract for general engineering services expires this year. Commission requested that Tykwinski bring a new contract between Dickey County and KLJ for the next meeting.

Russell discussed with the Commission concerning a large project in Divide Township, from the heavy rains received. Nelson has spoken with Tykwinski and Russell concerning the work. Tykwinski will reach out to Nelson concerning the project.

Administrative Assistant Shirlene Wagner and Family and Community Wellness Agent Danielle Dinger joined the meeting at 10:40 via electronic means.

Russell updated the Commission on the changes made by State Historic Preservation Office (SHPO). An application will need to be resubmitted for all sites.

Hagen presented a utility permit from Jeff Forward to install a water pipe to his home with the pipe going under Dickey County #14 at 107<sup>th</sup> Avenue. Roberts made a motion to approve the permit. Hamar seconded. Motion carried.

Hagen presented a blading contract for the city of Monango. Walsh made a motion to approve the blading contract. Simek seconded. Motion carried.

Hagen reported that the Kenworth truck needs an in-frame overhaul, which will cost approximately \$30,000, which is not included in his repair budget. The total expenditure for the year may be higher than budgeted, but can be reviewed later.

Discussion followed concerning County Road 14A, which is now under water again. The water has gone up approximately two feet in the last two days. There are still access routes to get around.

Hagen reported resident John Quandt had informed him that the drain installed last year has been shut off, because of the level of the water in the Dickey/Sargent joint drain.

Hagen presented the information used to verify the cost of blading and snow removal, to assure Commission that the current rate charged to townships is sufficient to cover the costs. Sheppard will work with the Highway Bookkeeper Lauri Uecker and Hagen to develop a better way to track the information.

Russell submitted a flood declaration because of the amount of rain received in the last two weeks. Simek made a motion to sign the declaration. Roberts seconded. Motion carried.

Hagen stated that RDO representative Jeree Meyer stated that the bidding process to replace the one blade will need to be initiated, as the timing of delivery is unclear.

Estes requested information about the patrolling of the county fairground buildings. There are some kids that are going in there at night. The Commission stated that Estes should contact Fair Board President Kacey Holm.

Estes is asking for assistance in interviewing for a new deputy in the Sheriff's department. Hokana and Walsh stated they would assist, asking that he inform them of the timing.

An open meeting was held to discuss Ballot Measure One for the June 14<sup>th</sup> Primary Election. There was no one from the public in attendance. Sheppard stated that the letter that was to go in the mail must have been delayed and would contact the company to make sure the letter gets sent. Hamar stated that with the number of people running for Commissioner District 1 and District 3, there should be candidates at the meeting to understand what is happening.

Simek made a motion to adjourn at 11:59.

## **Commissioner Meeting May 17, 2022**

Commissioner John Hokana called the meeting to order at 9:57 am. Present were Marke Roberts (via electronic means), Joel Hamar, Dean Simek, Jerry Walsh and Chairman John Hokana. Auditor Wanda Sheppard and resident Cindy Bagley were also present. Treasurer Wonada Lematta and Administrative Assistant Shirlene Wagner were present via electronic means. The media was not present. The Pledge of Allegiance was recited.

### Additions to the agenda

- Abatement hearing

- Landscaping for the courthouse

- Wheel rake for the maintainer

- County roads

- Landowner from Dickey County and sale of land

Hamar made a motion to approve the draft of the minutes from May 3<sup>rd</sup> with changes. Walsh seconded. Motion carried.

Walsh made a motion to approve the vouchers presented, with the addition of \$50.00 to ND State Tax Department, to correct an error on their part. Simek seconded. Motion carried.

County Agent Breana Kiser joined the meeting at 10:16. Tax Director Don Flaherty and Clerk of Court Andi Schimke joined the meeting at 10:18 via electronic means.

Simek made a motion to approve the financials from April 2022. Hamar seconded. Motion carried.

Kiser presented the NDSU narrative from first quarter, 2022. The office has been very busy preparing the upcoming County Fair.

Kiser presented a handout of possible plants to finish off the landscaping around the courthouse. Kiser has worked with an NDSU horticulture specialist to compile the list given. Kiser has been working with Environmental Services personnel Dan Blondo on the types of plants that are easy to maintain, while upgrading the landscape around the building. Discussion continued concerning the purchase of big planters. The downslope from the building to the sidewalk will need to be calculated. Walsh made a motion to authorize Kiser to purchase up to \$2,000 to update the landscaping around the courthouse. Hamar seconded. Roll call vote with Roberts yes; Hamar yes; Walsh yes; Simek yes; Hokana yes. Motion carried.

Lematta informed the Commission that the County has a CD that is expiring May 18<sup>th</sup> in the amount of \$175,000. Lematta gave the Commission the list of the offered rates from the financial institutions in Dickey County. After some discussion, Hamar made a motion to deposit the funds into a money market account for the time being. Simek seconded. Motion carried.

Hamar made a motion to open the bid hearing. Simek seconded. Motion carried.

The first bid was for a 250-gallon tank. One bid was received from Garrett Mittleider for \$25.

The next two bids were for approximately 600 feet of guard rail. The high bidder was Ellendale Concrete in the amount of \$752.

Hamar made a motion to accept the bid from Mittleider for \$25 for the 250-gallon tank and the bid from Ellendale Concrete in the amount of \$752 for the guard rail. Roberts seconded. Motion carried.

Hamar made a motion to close the hearing. Walsh seconded. Motion carried.

DES/911 Coordinator Charlie Russell, Highway Superintendent Jeff Hagen, KLJ Engineer Bryan Tykwinski, and RDO representative Jeree Meyers joined the meeting at 10:51.

Meyers spoke with the Commission about the motor grader coming up for replacement. The timing to receive a new motor grader could be up to 8 months. The last payment on the motor grader is due in August. Meyer's recommendation is to order a new motor grader before the end of the year. No action was taken.

Tykwinski updated the Commission on the bid opening for the bridge on County Road 6, three-fourths a mile north of County Road 3C. Tykwinski recommends the Commission approve the award of the contract to Swingen Construction and to sign the resolution from ND DOT stating that fact. Walsh made the motion to sign the resolution and to award the contract to Swingen Construction. Roberts seconded. Motion carried.

Hamar presented a screen shot of an article in the newspaper in Cass County, updating the citizens of the county of road projects coming up. Tykwinski stated he would work on putting something together that could be put in the local paper.

Tykwinski presented a contract for engineering services through KLJ for the next two years. If signed, KLJ would be the engineer of record for Dickey County. Simek made a motion to sign the contract with KLJ for engineering services, once the contract has been approved by States Attorney Radermacher. Walsh seconded. Motion carried.

Resident Brandon Carlson joined the meeting at 11:15.

Tykwinski presented a Task Order for the County Road 8 project in the amount of \$271,500 for the construction engineering on the project. Walsh made a motion to approve the task order on Dickey Co 8. Roberts seconded. Motion carried.

Sheppard presented the information to the Commission for the appointment of construction engineering for the bridge project on County Road 6. Walsh, Hokana, and Hagen interviewed KLJ on May 6<sup>th</sup> and are recommending the appointment of KLJ for the project. Simek made a motion to appoint KLJ as the engineering firm for the bridge project on County Road 6. Walsh seconded. Motion carried.

Sheppard presented the Final Certification of Local Match for received from the ND DOT on the safety project from 2021. Sheppard stated that the matching funds came from local tax money, which is what is stated on the form. Hamar made a motion to sign the form. Simek seconded. Motion carried.

Hagen stated that load limits were taken off this morning. Highway employees have been working on rubbering of cracks in pavement, when blading can't be done due to the rain.

The Commission discussed with Hagen the state of County Road 10. Hagen will go out and look at the damage. The concern is if the road will be lost, if repair is not done.

Hamar discussed with the Commission and Hagen about a 3-wheel rake for the front of the maintainer. Hagen will go look at the rake and report back to the Commission on his thought on the rake.

Walsh would like the Commission to look at the rates for blading and snow removal this year, as he is concerned that we are not charging enough to cover the costs. Discussion followed concerning tacking on a fuel surcharge on this year, because of the price of fuel. Sheppard will look into the legality of adding fuel surcharges on this year's bills.

Russell thanked Tykwinski for assisting Divide Township with their large project.

Flaherty presented three homestead credits for two different taxpayers, that were filed late. One parcel is 100% for 2020 and 2021 tax years. The second is for a 10% credit on the 2021 tax year. Flaherty recommends that they be approved as they are eligible to receive the credit, just late. Walsh made a motion to approve the two homestead credits. Roberts seconded. Motion carried.

Hokana reported to the Commission on a phone call received by a land owner in Dickey County concerning the sale of his land to either US Fish and Wildlife or ND Game and Fish. The individual was told that the sale needed to be approved by the County Commission and then forwarded to the Governor Burgum for his approval. Flaherty stated he would look into this.

Discussion followed concerning the public meeting held on May 3<sup>rd</sup> concerning measure #1 on the Primary Ballot. Since the letter was sent out late, another meeting will be set for 10:15 am on June 7<sup>th</sup>. Sheppard will make sure that the meeting is well advertised and will research the bill details as it pertains to the ballot measure. Sheppard will also look into the likelihood of the county receiving money through the Prairie Dog fund, in the near future.

Roberts made a motion to adjourn at 12:11.

Salaries

174,053.23 59584-59683

Cities, Townships, School	Cities, Townships, School	522,184.92	110917-10961
Aramark	Rug service-Courthouse	100.60	110962
Aramark	Rug Service- SS	112.76	110963
Balco Uniform	SLS LVL II RET HLSTOH&K	169.85	110964
Cole Paper	Bowl Cleaner, Floral Scent, Hand Towels, T-Bag	738.95	110965
Dakota Business Solutions	Ink Cartridge for mail machine	207.99	110966
Dickey County Leader	Dickey County Leader Renewal- sheriff	38.00	110967
Dickey County Leader	Legal April Minutes-Senate Bill	311.66	110968
Dickey County Leader	Legal March 15 Minutes	336.26	110969
Dinger Danielle	FCW Conference on Campus fee	60.00	110970
DR. Tara Mertz-Hack	Part time salary- health officer	500.00	110971
Flaherty Don	Mileage- Equalization mtg	53.24	110972
Hoven Perry	Part time salaries county corner	1,000.00	110973
Montana Dakota Utilities	Park Utilities	82.39	110974
Quadient Leasing USA, INC.	SS Half of Lease Payment on Mail Machine	67.11	110975
Quill Corp	Towels, Tissue	323.90	110976
Q & N Corporation	Screen Protector for Toughbook, Creative Pebble 2 Piece Speakers	71.98	110977
Q & N Corporation	Hp Printer Ink-Treasurer, Intel i7 processor-Treasurer Office	894.39	110978
Schimke Andi	Mileage and Meals to Clerk Conference-Bismarck	115.75	110979
Seachange Print Innovations	NDRECI Ballot Return Envelope	226.40	110980
Software Innovations	Tape Cartridges-9 Cleaning tape 1	1,400.00	110981
True Value	4WDG ANC KIT- Park Board	12.99	110982

Aramark	Rug Services	153.66	110983
Oakes Truck & Trailer	Work Done on 2012 International Work star	1,231.56	110984
True North Steel	Culverts Qty 28	32,527.80	110985
Ellendale Chamber of Commerce	Ellendale Job Fair Funding	200.00	110986
Gemar Justin	Mileage to Measure Culverts	7.02	110987
Hansen Stephen	Mileage to Jackson Pumps	23.40	110988
Moore Engineering Inc	General Board Meetings	352.50	110989
AT&T Mobility	Courthouse, PIO, Road, Weed Board, 911 Phone Charges	731.16	110990
Innovative Office Solutions LLC	Scissors, Desk Pad, Hanging File Folders, Markers, Highlighters, Scissors, Note Pad	320.99	110991
KLJ Engineering LLC	Structure Replacement, Dickey County Hwy 8 Overlay	20,797.19	110992
True Value	Wrt Treatment, Car Wax, MISC hardware, staples, rubbing compound, led headlight, tissue trash bag, kitchen bag, rain gauge, screw hook	296.57	110993
Human Services	Monthly Expenses	3,221.90	110994-111003
Community Volunteer EMS of LaMoure	Ambulance collections, SAD	161.34	111004
Kulm Ambulance Corps INC. C/O Jennifer McDermid	Ambulance collections, SAD	5,244.23	111005
Edgeley Ambulance Service	Ambulance collections, SAD	159.30	111006
Oakes Volunteer Ambulance Services	Ambulance collections, SAD	922.51	111007
Ellendale City	Airport, SAD, Ambulance	10,718.42	111008
Oakes City	Airport, SAD	2,124.74	111009
Garrison Diversion	Collections, SAD	4,401.92	111010
James's river soil conservation	Collections, SAD	3,550.64	111011
Ellendale Fire	Collections, SAD	1,086.35	111012
Oakes Fire	Collections, SAD	862.15	111013
Dickey County Senior Citizens	Collections, SAD	4,304.41	111014
Dickey County Historical	Collections, SAD	1,076.21	111015
State Treasure	State Medical, Clerk of Court Fees, Siren	6,725.73	111016
Dickey County Treasurer	Clerk of Court Fees	405.00	111017
ND Public Employees Retirement	BCBS	47,584.18	111018
ND Public Employees Retirement	Life ins	594.33	111019
ND Public Employees Retirement	BCBS-HD	8,581.80	111020

ND Public Employees Retirement	Dental	420.00	111021
ND Public Employees Retirement	Life ins	255.58	111022
Wex Health INC	Cancer	55.00	111023
ND Public Employees Retirement	Def Comp	1,183.00	111024
ND Public Employees Retirement	Def Comp HD	530.00	111025
Wex Health INC	Flex	1,101.57	111026
Human Services	Monthly Expenses	3,681.73	111027-111038
281 Repair LLC	Oil Change and AC Services- DES Truck	419.54	111039
Aramark	Rug Services	100.60	111040
Balco Uniform	Uniforms	526.88	111041
Central Business Systems INC.	HS Half of Shred Liners	37.50	111042
Cole Paper	Ocean Mist Scent	44.59	111043
Dakota Electronics	Replacement Mic	164.90	111044
Dakota Plains Credit Union	Gasoline For Law Enforcement Vehicle	264.37	111045
Dickey County Hwy Dept	Gasoline For Law Enforcement Vehicle	1,162.07	111046
Dickey County Leader	Absentee Ballot, Equalization Meeting	221.00	111047
Dickey County Sheriff's Dept	Paper Services- 3 year back taxes	1,634.00	111048
Farmers Union Oil Co	Vehicle Maintenance on Law Enforcement vehicle	528.03	111049
Fire Safety First LLC	Annual Maintenance and Certification- HS	61.06	111050
Green Iron Equipment	Oil Filter, Air Filter, Foam outer, V-Belt, Arm	187.50	111051
Information Technology Dept	Azure ad plan 2, Wan access, netmotion vpn client, office 365, ssl vpn	1,004.90	111052
Jerry Ernst	Safety Shoes	109.99	111053
Lexipol LLC	Police one Academy annual rater per user	585.00	111054
Mertz Const & Supply	Spray Paint, Wood, Screws, Step Ladder, Staples, Rain Gauge	130.43	111055
Motorola Solutions INC	Vista Batt kit, Hex key	55.00	111056
Napa Central	Light Bulb for Vehicle	35.80	111057
ND Office of State Tax Commissioner	Refund Direct Deposit	50.00	111058
Office of State Auditor	Progress Bill	4,500.00	111059
Quadient Leasing USA, INC.	Hs half of Lease Payment on postage machine	67.11	111060
Q & N Corporation	Black toner, Ink for Andi, monitor, Screen Protector, monthly service agreement	3,037.73	111061
Radisson Hotel	Room Charge	172.40	111062
Tyler Technologies	time entry- for document for recorder's office	75.00	111063

The Village family Service Center	EAP Contract Yearly	1,500.00	111064
Agtegra Oakes	Fuel for hwy dept	271.04	111065
Capital 1 industries	Machine Parts	2,100.58	111066
Department of Transportation	Project cer-1104(061) 7mi n & 0.5mi w of Oakes	1,888.27	111067
Department of Transportation	Project hec-1100(021) 106th Ave se	827.40	111068
Economy Oil Co	#2d red fuel, oxy 87, #2 red fuel	42,688.99	111069
Economy Propane LLC	Propane- Ellendale Shop	1,172.80	111070
Farmers Union Oil CO	Diesel Fuel-West Shop	888.42	111071
Fullerton City Auditor	Fullerton Shop Utilities	20.00	111072
John Deere Financial	Bulk Oil, Adapter Fitting	1,064.26	111073
Montana Dakota Utilities	Fullerton Shop Utilities	315.26	111074
Napa Central	16IN Trico ice blades	43.47	111075
Oakes Truck & Trailer	Quick Release valve new QTY 2	56.58	111076
Ottertail Power Company	Oakes Garage Utilities	57.37	111077
Southeast Water Users	Hwy Utilities	51.09	111078
Waste Management	Waste Pickup	72.86	111079
Office of Attorney General 1250	24/7 Program	710.00	111080
Pharmchem	Sweat Patch Analysis	31.45	111081
Stutsman Correctional Center	Inmates Held	1,125.00	111082
Dakota Plains Credit Union	Room Stay, Gasoline for VSO Vehicle	432.30	111083
Dickey County Hwy Dept	Gasoline for the VSO Vehicle	100.16	111084
Flaherty Don	JDA Meeting	35.10	111085
Glynn Allan	JDA Meeting	23.40	111086
Henning Bridget	JDA Meeting	44.46	111087
Sand Thor	JDA Meeting	32.76	111088
Simek Dean	JDA meeting	21.06	111089
Trista Gemar	JDA Meeting	19.31	111090
Walsh Gerald	JDA Meeting	35.10	111091
Dakota Plains Credit Union	Implanting beef cattle in service	35.00	111092
Innovative Office Solutions LLC	Label, Mailing Seal	54.70	111093
Kiser Breana	Mileage when county car was busy	283.14	111094
Leaf	Lease Payment on Copier- County Agent	114.00	111095
True Value	LWN Chute, GRN ARCH Fence	16.98	111096
Aberdeen Chrysler Center	Oil Change on Weed Board Dodge Pickup	94.20	111097
Dickey County Hwy Dept	Gasoline for the Weed Board	103.40	111098
Dickey County Leader	Weed Mowing AD	12.00	111099
Farmers Union Oil Co	Propane for Weed Board Building, Parts	502.98	111100



Napa Central	Oil, Filter, Battier	288.92	111101
Price Plumbing	New Faucet	69.55	111102
True Value	Seafoam, Pump. Motor oil, Bleach, Clr Cleaner	55.53	111103
Dickey Rural Networks	Dickey 911 Trunks	231.00	111104
ND Association of Counties	6% OF Wireless 911	463.27	111105
ND State Radio	1st Quarter Wireless state radio	21,575.00	111106
Dakota Valley Electric Coop	Wilson Dam, Hwy Shop, Guelph Tower Utilities	440.00	111107
Dakota Plains Credit Union	Labels, Locks, Totes, Name Plate, Owl Specker	1,080.04	111108
Dickey Rural Networks	Phone Bill	2,098.57	111109
Ellendale City Auditor	Courthouse, Park, Hwy, Weed Board Utilities	523.66	111110
Montana Dakota Utilities	Courthouse, Weed Board Building Utilities	2,640.88	111111
Ohnstad Twichell pc	legal Fees	1,087.34	111112
ND Public Employees Retirement	Retirement	21,454.43	111113
ND Public Employees Retirement	Retirement	3,645.15	111114
ND Public Employees Retirement	Def Comp	1,283.00	111115
ND Public Employees Retirement	Def Comp HD	530.00	111116
Wex Health INC	Flex	1,101.57	111117
Aflac	Cancer	3,351.00	111118
Delta Dental Plan of MN	Dental	2,093.30	111119
Ameritas Life Insurance Corp.	Vision	507.48	111120

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John Hokana, chairman

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Wanda Sheppard, Auditor