

**Commissioner Meeting  
March 5, 2024**

Chair Jerry Walsh called the meeting to order at 8:30 am. Commissioners Brandon Carlson, Kacey Holm were also present, with Marke Roberts also present via electronic means. Auditor Sheppard was also present. The media was not present. Also recited was the Pledge of Allegiance. Clerk of Court Andi Schimke, Health District employees Allyssa Moch and Abby Gibbs, and Sheriff's office personnel.

Additions to the Agenda

- Grant program with Department of Commerce on removal of dilapidated structures
- List of projects included in the flex fund program and the possible eligibility of cities
- Polling locations
- Financial institutions for 2024-2025
- Veterans Service Officer

Commissioner John Hokana joined the meeting at 8:35. Resident Cindy Bagley joined the meeting at 8:40.

Hokana made a motion to approve the minutes from the February 20<sup>th</sup> meeting with corrections. Holm seconded. Motion carried.

Carlson made a motion to approve the vouchers, as presented. Holm seconded. Roll call was unanimous. Motion carried.

Commission discussed the current salary schedule. Holm presented two handouts, comparing the current schedule to a proposed method, extending the steps on the scale by an additional five years. The Commission agrees that the number of steps should increase, but questioning if thirteen steps was more appropriate or not is the question. Discussion also included the amount of health insurance premium that the county currently pays. Sheppard will put together a comparison of positions for the next Commission meeting, comparing Dickey County to other counties of like size. Sheppard stated that the current information NDACo has would be 2023 data so the cost of living for 2024 would have to factored in when comparing counties.

Sheriff Chris Estes joined the meeting at 9:34. Discussion followed concerning the possible purchase of land across from the Weed Board building to place a storage building for the Sheriff's office, along with the highway department and the Health District. The shell of the building on the property has 16-foot sidewalls, and 10-foot on center rafters. The current building size is 66x110.

Estes discussed the salaries of the two current deputies and the problem of hiring more deputies. Estes is requesting an increase for the two deputies, to hopefully keep them employed at Dickey County. After a discussion, Carlson made a motion to increase the two sheriff deputies' salaries by one step on the salary scale, starting at the next pay period. Hokana seconded. Roll call was Carlson yes; Hokana yes; Holm no; Roberts no; Walsh yes. Motion carried.

Holm made a motion to sign the Barnes County Corrections agreement, for housing of prisoners at \$100 per day per inmate. Carlson seconded. Roll call was unanimous. Motion carried.

Tax Director Don Flaherty joined the meeting at 10:10 to schedule the county tax equalization meeting. As done in the past, the meeting will be set for 1:00 pm on June 6<sup>th</sup>.

The Commission requested that Administrative Assistant Amy Mittleider explore the grant from the Department of Commerce on tear down of dilapidated structures.

Walsh reported to the Commission his approval of an additional 20 hours of training for Veterans Service Officer Jean Haakenson. Walsh told Haakenson if she needed more hours, that she should come to the Commission to request more.

States Attorney Kim Radermacher joined the meeting at 10:30.

The Commission discussed the completed performance reviews. The next date for completion of performance reviews was set for December 15<sup>th</sup>. Sheppard will send an e-mail requesting feedback from supervisors on changes they suggest for the forms.

Sheppard discussed polling locations for the Primary and General elections. Sheppard will send an offer of \$250 rent to Growing Small Towns in Oakes and the Robert Bernhagen Event Center in Ellendale for their consideration. The polling locations will be set at the March 19<sup>th</sup> meeting.

Treasurer Wonada Lematta joined the meeting at 10:45. Lematta is requesting to set the depositories for 2024 & 2025, as required by North Dakota Century Code. Lematta is requesting all financial institutions in Dickey County for approval. Holm made a motion to approve the list of depositories for 2024, which are BankNorth of Oakes, Starion Bank of Oakes and Ellendale, Choice Financial of Ellendale, First Community Credit Union of Oakes, and Dakota Plains Credit Union of Ellendale. Carlson seconded. Roll call was unanimous. Motion carried.

Bagley presented information she had collected for the new storage building specifications. Bagley stated the construction costs should be under \$200,000, which would not have to go through the bidding process. The Commission stated that a decision as to the location and size of the building will need to be decided before pricing can be discussed.

Sheppard presented the liquor license application from the Oakes Golf Course for 2024. Holm made a motion to approve the application. Carlson seconded. Roll call was unanimous. Motion carried.

DES/911 Coordinator Charlie Russell and Highway Superintendent Jeff Hagen joined the meeting at 11:00.

The meeting went into recess from 11:05 to 11:13.

Hagen presented a utility permit from OtterTail Power Company to bury power lines adjacent to the right-of-way along County Road #3 in section 28-131-59. Hokana made a motion to approve and sign the permit. Holm seconded. Roll call was unanimous. Motion carried.

Roberts requested information concerning the road projects by funding sources, for clarification. Sheppard will check with KLJ engineer Bryan Tykwinski to verify the list. Roberts asked if the flex funding program is available for cities, as well. Sheppard will verify and if applicable, forward to the city of Oakes.

Russell requested a motion to sign a resolution on a burn ban in Dickey County, same as the resolution in years past. Holm made the motion to sign the resolution. Carlson seconded. Motion carried.

**OFFICE OF EMERGENCY MANAGEMENT**  
**DICKEY COUNTY NORTH DAKOTA**  
**March 5<sup>th</sup>, 2024**  
**FIRE EMERGENCY AND BURN BAN**

**WHEREAS:** After an excessively dry winter which as contributed to large amount of highly combustible fuel in the farmland, tree belts and grassy areas of our county, and;

**WHEREAS:** Warming temperatures and multiple days of high winds have allowed for excessive dry down of these fuels, and;

**WHEREAS:** Our Fire Departments remain committed to protecting the life and property of our residents and the financial impact of these fires can easily overwhelm their resources, and;

**WHEREAS:** The sheer number and types of these fires will cause inordinate equipment wear and equipment damage which may be far in excess of our county's resources, and;

**WHEREAS:** This critical situation directly endangers the health and safety of our residents,

**NOW THEREFORE BE IT RESOLVED,** that The Dickey County Commission declares a FIRE Emergency and institutes our floating Burn Ban Plan (to include a ban on campfires, controlled burns and garbage burning) to remain in effect when the North Dakota Rangeland Fire Danger is in the VERY HIGH or EXTREME index and/or a RED FLAG Warning has been issued for NORTH Dakota until further notice. **THE PENALTY FOR VOILATION OF THIS BURN BAN IS A CLASS C MISDEMEANOR (NDCC 37-17.1-10.1: MAXIMUM SENTENCE OF 30 DAYS IN JAIL AND A \$1000 DOLLAR FINE).**

**Dated and signed in Ellendale this 5th day of March 2024**

  
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Jerry Walsh  
Commission Chairman

  
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Wanda Sheppard  
County Auditor

The Commission reviewed the quotes received for the Livestock Planning Grant. Holm made a motion to accept the quote from the First District Association of Local Governments in the amount of \$21,000, which was the recommendation of South-Central Regional Council's staff Tracy Redlin. Funding for this quote is through a grant received from the Department of Agriculture. Roberts seconded. Roll call was unanimous. Motion carried. The remaining portion of the grant will cover a portion of the cost of developing a comprehensive plan through South Central Regional Council.

Discussion followed concerning the lot northwest of the courthouse that the county owns. The legal description is Lot 12, Block 31 1<sup>st</sup> Addition, Ellendale. Based on the need for housing in the city, Holm made a motion to sell the property on bid with the right to refuse any-and-all bids, and to allow for oral bidding for the top three bidders after the bid opening. The Commissioners wish the county could use the space, but the lot is not the right size for a storage building. Carlson seconded. Roll call was unanimous. Motion carried.

Sheppard presented a quote from House of Glass to repair the window in the north entrance of the Courthouse, in the amount of \$667.63. Holm made a motion to accept the bid. Carson seconded. Roll call was unanimous. Motion carried.

The Commission reviewed the performance reviews received from all department heads. Roberts made a motion to accept the reviews and to place them on file in the Auditor's Office. Holm seconded. Roll call was unanimous. Motion carried.

Holm made a motion to adjourn the meeting at 12:13.

## **Commissioner Meeting**

**March 19, 2024**

Chair Jerry Walsh called the meeting to order at 9:00 am. Commissioners John Hokana, Brandon Carlson, and Kacey Holm were also present. Auditor Sheppard was also present. The media was not present. Recited was the Pledge of Allegiance. Resident Cindy Bagley was present, Clerk of Court Andi Schimke and Health District employee Allyssa Moch were present via electronic means.

### Agenda additions

Ludden Sportsman's Club

Sale of land/van

McIntosh County resolution

Holm made a motion to approve the minutes from March 5<sup>th</sup> with corrections. Carlson seconded. Motion carried.

States Attorney Administrative Assistant Holly Hokana, Dickey County Sheriff's office personnel, and States Attorney Kim Radermacher joined via electronic means at 9:09.

Hokana made a motion to approve the vouchers. Holm seconded. There was a discussion on the cost of prison boarding included in the vouchers. Roll call was unanimous. Motion carried.

Carlson made a motion to approve the financials from February 2024. Holm seconded. Roll call was unanimous. Motion carried.

Carlson discussed his conversations with the Ludden Sportsman's Club concerning putting a picnic area at the new boat landing on Dakota Lake one mile south of the old Riverside property on Highway 1 on the west side. They are requesting assistance from Dickey County to pour the cement slab for a picnic shelter at the landing. The approximate cost is \$2,000. Carlson has been assisting Administrative Assistant Amy Mittleider to apply for a grant to assist with the project and needs approval from the Commission. Carlson made a motion to authorize Mittleider to apply for the grant for the project. Hokana seconded. Roll call was unanimous. Motion carried.

Sheppard presented two advertisements for publication in the newspaper, for the sale of a 2010 Chrysler Town and Country van and the sale of Lot 12 Block 31, First Addition, City of Ellendale. Carlson made a motion to approve the advertisements as presented and the placement in the newspaper. Holm seconded. Motion carried.

Bagley discussed with the Commission research she had done concerning jail buildings in other counties. Bagley suggested she investigate options for Dickey County. The Commission stated that Bagley could gather the information, but there were no guarantees of further action.

Sheriff Chris Estes, County Agent Breana Kiser, Family and Community Wellness Agent Danielle Dinger, and Administrative Assistant Monica Pakonen joined the meeting at 9:50.

Kiser and Dinger introduced Pakonen as the new administrative assistant in the County Agent's office.

Radermacher discussed with the Commission the resolution McIntosh County is requesting Dickey County to sign, which would allow Radermacher to run as States Attorney for McIntosh County in the June 11<sup>th</sup> Primary. The past States Attorney is no longer with the county and there is no one else qualified to run for the position. Radermacher stated that there would not be any conflict with dates, as their Commission meeting is on Mondays and their court days are different than Dickey County. Conversation included what would happen if one of the two counties had a large case that took more of her time and Radermacher did not know what the plan was that McIntosh County had developed. The concern is that Dickey County residents do not lose any service because of making this change. Carlson made a motion to sign the resolution. Holm seconded. Until clarification on the proposal is received, the motion was placed on hold.

Hokana made a motion to open the abatement hearing. Holm seconded. Motion carried.

Flaherty presented six property owners that have filed homestead credit applications for the tax years of 2022 and 2023. Flaherty also presented two residents applying for disabled veteran credit for 2023. All qualify according to the North Dakota Century Code. Holm made a motion to approve the applications. Carlson seconded. Roll call was unanimous. Motion carried.

Carlson made a motion to close the abatement hearing. Holm seconded. Motion carried.

Flaherty informed the Commission that Deputy Tax Director Nicole Kempf has accepted the position of Ellendale City Auditor, with the probable end date with Dickey County on April 30<sup>th</sup>. The posting of this job opening will be in the Times Leader for the March 21<sup>st</sup> and March 28<sup>th</sup> newspapers.

Discussion followed concerning contracts with Vanguard to complete programming for our property assessment information to be available online. Radermacher stated she has concerns with the presented contracts and has not discussed with the Vanguard contact about any changes. Radermacher will work with Vanguard to finalize the contracts.

Sheppard discussed the setting of polling locations in Dickey County for the 2024 Primary and General elections. Discussion included the limited options in the cities of Oakes and Ellendale. Hokana made a motion to continue to have the Oakes Vote Center at the Oakes Armory. Carlson seconded. Motion carried. Holm made a motion to have the Ellendale Vote Center at the all-purpose room at the Ellendale Church of the Nazarene. Carlson seconded. Motion carried.

KLJ Engineer Bryan Tykwinski, DES/911 Coordinator Charlie Russell, and Highway Superintendent Jeff Hagen joined the meeting at 10:45.

The meeting went into recess at 10:45 and returned at 10:50.

Discussion followed concerning the location for a storage building for the Sheriff's office, Health District, and the Highway Department. The amount in the 2024 budget is not enough to complete a building, but the project could begin. The locations discussed were to add on to the current weed board building or purchase land across the road from the building, which has a partial building on the property that could be available for sale. The owner of the property has stated that the land could be available for sale. Walsh made a motion to offer \$25,000 to Hans Gruner to purchase the property across the road from the weed board building. Holm seconded. Roll call was unanimous. Motion carried. Radermacher will compile a purchase agreement that Chair Walsh will sign and present to the owner.

Hagen stated the road staff has been working township roads. Staff have been laying rubber on county road #8 as well.

Tykwinski stated that he has new no information on the flexible funding opportunity through the ND Department of Transportation.

Estes requested an increase in the credit limit on their Visa card to \$3,500. The Sheriff's office has transport trips in the next few months that are causing the need for the increase. Hokana made a motion to increase the credit limit to \$3,500. Holm seconded. Roll call was unanimous. Motion carried.

Russell discussed with the Commission on upcoming weather conditions.

Holm motioned to adjourn at 11:40.

Salaries

164,616.09 61570-61648

Cities, Townships, Schools	Cities, Townships, Schools	2,897,461.31	115938-115987
Overpayment Refund	Reissue Overpayment check	21.41	115988
American Legion Ellendale	Rent, Food, Training Supplies- DUI Training	567.50	115989
Bismarck Ramkota Hotel	Hotel Stay- Don and Nicole	195.30	115990
Central Business Systems INC	Human Services Half of Lease Payment	85.40	115991
Chads Electric Inc	Fixed Heater in GEN Room	395.22	115992
Dickey County Leader	Elections Notice, Feb 6 Min	324.20	115993
Dinger Danielle	Mileage	121.94	115994
Flaherty Don	Meals and Meeting Exp.	55.00	115995
Innovative Office Solutions LLC	Office Supplies	40.72	115996
Kempf Nicole	Meals for Winter Workshop	28.00	115997
Lexipol LLC	Service Contract	3,481.20	115998
Meidinger Home Improvements	Painting of the Office- Human Services	1,400.00	115999
Miller's Fresh Foods	Office Supplies	64.23	116000
Modern Marketing	Back the Blue Pencil Sharpeners, Property Bags self-seal plastic 10x12	478.62	116001
Montana Dakota Utilities	Park Utilities	90.71	116002
ND County Recorders Assoc	Convention Reg for Lori w	200.00	116003
Otis Elevator Company	Maintenance Service- 3-14-24 thru 2-28-25	932.52	116004
Overpayment Refund	Refund overpayment 2023 re taxes	1,021.58	116005-116012
Pierson Ford Lincoln INC	Oil Change and Inspection on 23' ford explorer	101.37	116013
Quadient Finance USA INC	Added Postage	4,000.00	116014
Q & N Corporation	Ink, Monthly Service Agreement	2,048.99	116015

Aramark	Rug Services	184.20	116016
Bruce Skjefte and Margo Skjefte	Mitigating Damage 3 Acres	3,000.00	116017
Capital 1 Industries	Compact Wing Hose	203.44	116018
Dickey County Recorder's Office	Record Flowage Easement	voided	116019
L & O Acres Transport	Salt	2,593.50	116020
Nelson Auto Center	2024 Ford F-550 XL Crew Cab	83,083.80	116021
Southeast Water Users	West Shop Utilities	56.53	116022
Travis Thompson	Mitigating Damage 3 Acres	5,000.00	116023
True North Steel	Culverts for Drain	2,881.87	116024
KLJ Engineering LLC	Dickey County Hwy 8 Overlay	22,698.82	116025
Amazon Capital Service	Office Supplies, Programs, Office Equipment	310.19	116026
Kiser Breana	Mileage for Feb, Meeting and Meals, Lodging, Office Supplies- Refund	958.55	116027
Q & N Corporation	Office Supplies, Repairs/Parts	61.95	116028
North Dakota State University	Wallet Card/Decal	192.00	116029
Petersen Ginger	Programs- Catering	1,080.00	116030
Gemar Justin	Mileage	93.80	116031
Hansen Stephen	Mileage	67.00	116032
Moore Engineering INC	Engineering Consultant	615.00	116033
Ohnstad Twichell PC	Legal Fees	3,235.85	116034
Amazon Capital Service	Locking Cabinet, Bookshelf	277.95	116035
AT&T Mobility	Phone, PIO, Road, Weed Board, 911 Phone Charges	773.76	116036
Ellendale City Auditor	Courthouse, Hwy, Weed Board Utilities	510.73	116037
Ellendale True Value	Janitor supplies, Battery, Tape, Paint, office supplies, supplies to fix recorder office	658.56	116038
Human Services	Monthly Expenses March 5th	5,595.00	116039-116048
ND Public Employees Retirement	Retirement	79.50	116049
ND Public Employees Retirement	BCBS	46,552.00	116050
ND Public Employees Retirement	LIFE INS	447.76	116051
ND Public Employees Retirement	BCBS HD	8,223.10	116052
ND Public Employees Retirement	Dental	445.36	116053
ND Public Employees Retirement	life ins hd	126.26	116054
ND Public Employees Retirement	DEF COMP	1,614.00	116055
ND Public Employees Retirement	DEF COMP HD	528.00	116056
Wex Health INC	Flex	1,060.83	116057
ND Public Employees Retirement	HSA	671.14	116058
Community Volunteer EMS of LaMoure	Ambulance Collections, SAD	2,287.31	116059
Kulm Ambulance Corps INC. C/O Jennifer McDermid	Ambulance Collections, SAD	4,687.01	116060
Edgeley Ambulance Service	Ambulance Collections, SAD	2,774.11	116061
Oakes Volunteer Ambulance Service	Ambulances Collections, SAD	28,170.42	116062
Ellendale City Auditor	Airport, SAD, Ambulance Collections	31,662.97	116063

Oakes City	Airport, SAD	7,564.68	116064
Garrison Diversion	Collections, SAD	17,883.45	116065
James River Soil Conservation	Collections, SAD	43,649.56	116066
Ellendale Fire	Collections, SAD	25,041.55	116067
Oakes Fire	Collections, SAD	28,212.93	116068
Dickey Sargent Joint Water Resource District	Special Assessments, Bond Special Assessments	39,283.55	116069
Dickey County Senior Citizens	Collections, SAD, Senior Mill Levy	55,425.71	116070
Dickey County Historical	Collections, SAD	4,428.37	116071
Kedish House	Grant Money	1,378.36	116072
Dickey Sargent Irrigation District	Dickey Sargent Irrigation Specials	17,661.95	116073
Sargent County Drain #11	Sargent County Drain #11 Specials	2,889.48	116074
State Treasurer	State Medical, SIRN	17,330.52	116075
Dickey County Treasurer	clerk of court Fees	445.00	116076
Dickey County Recorder's Office	Record Flowage Easement	20.00	116077
Wex Health INC	Cancer	60.00	116078
281 Repair LLC	Execution from sheriff's office	545.66	116079
281 Repair LLC	Oil change and Spark Plug- 16 Tahoe	477.30	116080
Amy Mittleider	Mileage and Meals- Election Training	26.00	116081
Aramark	Rug Services	145.56	116082
Dakota Plains Credit Union	Vehicle Maintenance	97.94	116083
Dickey County Hwy Dept	Gasoline for Law Enforcement Vehicles	950.84	116084
Dickey County Hwy Dept	Fuel for Des Truck	121.30	116085
Dickey County Leader	Equalization Meetings AD	105.00	116086
Information Technology Dept	States Attorney, Election, Courthouse, Sheriff Office- Tech Fees	1,510.85	116087
ND Sheriff's & Deputies Association	Dues	400.00	116088
Overpayment Refund	Refund overpayment 2023 re taxes	53.25	116089
Overpayment Refund	Refund overpayment 2023 re taxes	10.12	116090
Pakonen Justin	Boots	254.99	116091
Q&N Corporation	Office Supplies	105.99	116092
Q & N Corporation	Ink, States Attorney Office, 1 year Backup Software	267.24	116093
Shop 4-H/ National 4-H Council	Office supplies	28.95	116094
Stutsman County Auditor	Court Appointed Attorney	212.50	116095
Z's Fresh Market	Office Supplies	31.78	116096
Agtegra Oakes	Gasoline for Hwy Dept	291.35	116097
Aramark	Rug Services	184.20	116098
Ellendale True Value	Sm Eng Fuel, Hardware, Towels, SPR Snap Link, Paint, Soap	194.04	116099
Farmers Union Oil Co	Propane- West shop, Fuel for West shop, Grease, Bushing, TPMS Sensor, GM Snap- in Sensor Kit	4,361.38	116100
Midstates Equipment & Supply	Maxwell NUVO 3405 (POLYSKIN)	33,646.43	116101
Napa Central	Filters, Wrench	1,404.49	116102
Ottetail Power Company	Oakes Shop Utilities	6.70	116103
Western Dakota Energy Association	New Membership Setup Fee	1,500.00	116104
Office of Attorney General	24/7 Program	415.00	116105
Barnes County Corrections	Prisoner Board	85.00	116106
Stutsman Correctional Center	Held Inmate- 3 Inmates for 33 Days	3,300.00	116107
Amazon Capital Service	Office supplies, Office Equipment	123.56	116108

Dakota Plains Credit Union	Horse Judging camp, stamps, Outdoor kit, archery equipment, Hippology Academy	355.54	116109
Kiser Breana	Refund On Education/ Equipment	300.00	116110
Oakes Chamber of Commerce	Dues for 2024	50.00	116111
Q & N Corporation	USB to HDMI Adapter	28.99	116112
Viking Print Shop	Programs	9.75	116113
Tyler Technologies	IDOC Training	600.00	116114
Dickey Rural Networks	Dickey 911 Trunks	231.00	116115
Starion Bond Services	Basement Bond Payment	98,768.75	116116
Dickey County Treasurer	Mobile Home Taxes	105.87	116117
Dakota Plains Credit Union	Office supplies, Running Boards, Grant Payment, Tape for Mail Machine	1,375.79	116118
Dakota Plains Credit Union	Safety Items, Apple Storage	222.27	116119
Dakota Valley Services	Wilson dam, West shop, Guelph Tower Utilities	203.00	116120
Dickey County Hwy Dept	Gasoline for County Car	73.69	116121
Dickey Rural Networks	Phone Bill	1,757.19	116122
Montana Dakota Utilities	Courthouse, hwy, Fullerton Shop, Weed Board Building	4,883.63	116123
ND Association Counties	Onsite Drug Testing, Pre-Employment Drug Testing	83.00	116124
Human Services	Monthly Expenses March 19th	6,992.28	116125-116132
Ohnstad Twichell PC	Legal Fees	1,956.85	116133
Starion Bond Services	York/Maple Bond Payment	96,900.00	116134
ND Public Employees Retirement	Retirement	24,229.62	116135
ND Public Employees Retirement	Retirement	3,489.55	116136
ND Public Employees Retirement	Def Comp	1,614.00	116137
ND Public Employees Retirement	Def Comp HD	528.00	116138
ND Public Employees Retirement	Retirement	184.84	116139
Wex Health INC	Flex	1,060.83	116140
ND Public Employees Retirement	HSA	671.14	116141
Aflac	Cancer	2,486.28	116142
Delta Dental Plan of MN	Dental	2,477.07	116143
Ameritas Life Insurance	Vision	486.04	116144
ND Child Support Division	Garnish	200.00	116145
ND State Tax Commissioner	ST W/H Taxes	1,027.40	116146

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Jerry Walsh, Chairman

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Wanda Sheppard, Auditor