

**Commissioner Meeting
May 7, 2024**

Chair Jerry Walsh called the meeting to order at 9:58 am. Commissioners John Hokana, Brandon Carlson, Kacey Holm, and Marke Roberts were also present. Auditor Sheppard and resident Cindy Bagley were also present. The media was not present. The Pledge of Allegiance was recited. States Attorney Kim Radermacher, Clerk of Court Andi Schimke, Sheriff's office staff, and Health District staff were present via electronic means.

Additions

Load limits

Jail building tour

Roberts made a motion to approve the minutes, as amended. Carlson seconded. Motion carried.

Sheppard stated that a voucher to Dickey County Highway Department will decrease by \$20.15. Hokana made a motion to approve the vouchers. Holm seconded. Roll call was unanimous. Motion carried.

Administrative Assistant Amy Mittleider joined the meeting at 10:14. Mittleider has a meeting with NDACo concerning grants Dickey County may be seeking. Discussion followed on other possible projects that could be included in the list. Walsh complimented Mittleider on the successful approval of a grant Mittleider had put together.

Mittleider discussed with the Commission on the training offered in Stark County for planning and zoning. Online attendance will cost the county \$15.00. The Commissioners asked that Mittleider inform all members of the zoning board of the training.

Schimke discussed with the Commission the contract sent by the State Court Administration for state funding of clerk of court services for Dickey County. The contract covers the biennium of 2025-2027 and the payment will be \$4,909.00 per month, or \$58,908 annually. Discussion followed that the full-time equivalent (FTE) used in the calculation has decreased from .63 to .51. The FTE calculation is based on the recently completed statewide workload assessment of clerk duties and uses a two-year average of court cases in the county to analyze workload. Holm made a motion to have the Chair sign the agreement. Carlson seconded. Roll call was unanimous. Motion carried.

Schimke informed the Commission that she has been chosen to attend the Certified Court Management Program, which will involve classes over approximately 18 months, as discussed earlier. The training will be done in person and the cost to the County will be travel expenses only.

Park Board member Missy Lyke joined the meeting at 10:26, Tax Director Don Flaherty joined at 10:30, and DES/911 Coordinator Charlie Russell at 10:33.

Mittleider presented the proposed change to the employee manual, to include the requirement criminal and civil background checks on all new employees. Mittleider had used samples of other employee manuals, and States Attorney Radermacher had reviewed the proposed addition. Carlson made a motion to approve the addition to the employee manual. Holm seconded. Motion carried. The new policy will be distributed to all employees.

Holm made a motion to open the hearing to sell Lot 12 Block 31 First Addition to the City of Ellendale. Carlson seconded. Motion carried.

One bid was received from B Fischer in the amount of \$3,700. Holm made a motion to accept the bid of \$3,700 for Lot 12 Block 31 First Addition to the City of Ellendale. Carlson seconded. Roll call was unanimous. Motion carried.

Roberts made a motion to close the hearing. Hokana seconded. Motion carried.

Park Board President Cary Wertz and resident Justin Lyke joined the meeting at 10:49.

The Commission discussed the request for proposals to clean up tree debris from the ice storm in December out at the County Park at Pheasant Lake. Russell presented a proposed specifications for the project, along with a map showing the different zones to be cleaned. The specifications meet the requirements of FEMA, as the County Park has received funding to assist in the cleanup. The subject of the County Park completing the project was discussed, which Russell stated could be done. Discussion including two more zones on the map. Roberts made a motion for the County to solicit bids as required by FEMA with the addition of two zones and the requirement of the bids are by each zone on the map. Hokana seconded. Roll call was unanimous. Motion carried. Russell will update the map and resend the specifications to the Commission. The bid opening will be June 4th with the cutoff of June 3rd at 4:30 for receiving bids. Roll call was unanimous. Motion carried.

KLJ Engineer Bryan Tykwinski joined the meeting at 10:54 via electronic means.

One application was received for mowing at Pheasant Lake County Park. The hiring of the applicant is the responsibility of the County Park Board.

The Commission meeting went into recess at 11:10 for a special Park Board meeting and returned at 11:15.

Hagen discussed with the Commission the lifting of load limits. ND DOT is planning to lift the load limits on Monday or Tuesday of next week. Carlson made a motion to remove the load limits in Dickey County, effective 7:00 am Monday, May 13th. Roberts seconded. Motion carried.

Tykwinski discussed the township grant agreements for Divide Township that Chair Walsh will need to sign. Sheppard stated the contracts have arrived. Roberts made a motion authorizing Walsh to sign the contracts. Carlson seconded. Roll call was unanimous. Motion carried.

Russell reminded the Commission of the meeting on Thursday at Applied Digital at 11:30 am.

Bagley discussed with the Commission the storage building specifications. Discussion included the building that is already located on the property purchased and possible changes to that building. Roberts stated he thought there is a need for a four-foot frost wall around the building. The building has not been cleaned out by the prior owners so closing on the property has not been done. Discussion included putting a chain link area behind the building allowing for additional impound lot area. Bagley will research the four-foot frost wall.

Carlson and Bagley updated the Commission on their visit to the Faulk County jail building. Comstock Construction has offered to come visit with the Commission about the building. A decision was made to invite them to the meeting on June 4th.

Roberts made a motion to adjourn at 12:25.

Commissioner Meeting May 21, 2024

Chair Jerry Walsh called the meeting to order at 9:00 am. Commissioners John Hokana, Brandon Carlson, Kacey Holm, and Marke Roberts were also present. Auditor Sheppard was also present. The media was not present. The Pledge of Allegiance was recited. Clerk of Court Andi Schimke, States Attorney Kim Radermacher, Deputy Auditor Stormy Bertsch, Sheriff's Office staff, and James Joyce were in attendance via electronic means. Resident Cindy Bagley was also present.

Additions to the Agenda

- Pheasant Lake mowing and the additional mower
- Applied Digital meeting attended by Commissioner Walsh
- Dakota Valley Electric work issue

Hokana made a motion to approve the minutes as corrected. Holm seconded. Motion carried.

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

Holm made a motion to approve the April 2024 financial statement. Carlson seconded. Roll call was unanimous. Motion carried.

Holm updated the Commission on the mowing out at Pheasant Lake Park area. Holm mowed the area and cleaned as required, which took approximately two hours. Discussion included the resignation of the current Park Board Chair Cary Wertz. The Park Board will need to decide how to proceed at the next Park Board meeting in July. Walsh offered to serve on the Board through the end of the year. The Park Board will need to decide who the next Chairman will be. Carlson made a motion to appoint Walsh to the Park Board through the end of 2024. Holm seconded. Motion carried.

Holm informed the Commission of a bid that had been given to him for the mowing of Pheasant Lake Park area. The original bid accepted by the Commission was refused by the original applicant. After a discussion on the legality of opening the bid, Radermacher stated legally we could still open as the job was still posted. The bid was opened and read, which was in the amount of \$2,500 from June 1st through October 1st from Kinsey Rall and Kasi Holm. Carlson made a motion to accept the bid of \$2,500. Roberts seconded. Roll call was unanimous, with Holm abstaining from the vote. Motion carried.

Carlson stated he had received a call from a resident on the east side of the park who has been mowing a part of the area no longer being mowed by the county. The resident is asking that he use that area to park his trailer, since he is maintaining it. No action was taken.

Discussion followed concerning the second mower that is stored out at Pheasant Lake. A decision was made to put the mower out for bids to sell the mower. Holm will take pictures and the mower will be advertised for sale.

Treasurer Wonada Lematta joined the meeting at 9:30 to inform the Commission that her office is working summer hours, but that the office will be open every day, normal hours.

Lematta stated that a North Dakota based company stopped and talked to Lematta concerning the plat books that the county sells. A different plat book was presented to Lematta for her consideration. The cost of the books is a little higher, but this company will also let the County return any not sold during the year. After some discussion, Lematta stated she would check with the two firms about the copy that gets delivered to the rural landowners each year and how this change would affect them.

Schimke discussed with the Commission possible grant ideas for the 2025 budget year. Schimke had some possibilities and the Commission stated Schimke could go ahead with getting budget amounts for the possibilities given.

Walsh attended a meeting out at the Applied Digital work site. Walsh stated the work completed is impressive. The use of soil stabilizer being used was also discussed. Walsh stated that Phase III is in the development stage. No action was taken.

Lematta returned and stated that changing the plat book would not affect the farmers getting their books. Holm made a motion to start using the North Dakota plat book company. Carlson seconded. Roll call was unanimous. Motion carried.

Bagley discussed with the Commission the meeting that she had with Sheriff Estes and Commissioner Walsh at the building site. Discussion followed concerning which end of the building will be for the highway and the Sheriff. After some discussion, a decision was made that the Sheriff should be the east end of the building and the Road department on the west end of the building. The Road department could be dirt floor, as it is cold storage. The area for the Sheriff should have cement floor. The building still needs to be cleaned out before the deal is closed. A chain link fence for the east side to extend an impound lot was also discussed.

County Health District employee Kerry Waldo joined via electronic means at 10:30. Highway Superintendent Jeff Hagen joined in person at 10:35.

Sheppard requested items for the 5 County meeting that will be held towards the end of June. Items for the agenda were a jail facility, use of DustPods in other counties, and a reorganization of the Board, if decided by the association. A new Treasurer for the association will need to be named, as Sargent County Auditor Pam Maloney is retiring, who is the current Treasurer.

Discussion followed concerning salaries for 2025. No action was taken.

Hagen presented a utility permit from Spring Creek Colony at County Road #2 at sections 25 and 26. Hagen stated that he recommends the Commission sign the permit. It is the placement of 15-inch pipe six feet underground. Roberts made a motion to approve the permit. Carlson seconded. Roll call was unanimous. Motion carried.

Roberts asked Hagen concerning the work Dakota Valley Electric is doing in Bear Creek Township, trenching the road. The concern is problems if work is done on the road in the future. Hagen stated it should not be a problem.

Sheppard presented a Community Service Agreement with the City of Oakes Police Department for their continued handling of the supervising, maintaining cases and the filing of compliance and non-compliance reports through file and serve for any hours ordered for community service. Holm made a motion to sign the agreement. Roberts seconded. Motion carried.

Hokana made a motion to adjourn at 11:46.

Salaries

185,848.95 61828-61962

Cities, Townships, Schools	Cities, Townships, Schools	603,630.52	116356-116403
ND Public Employees Retirement	BCBS	47,044.30	116404
ND Public Employees Retirement	Life Ins	448.04	116405
ND Public Employees Retirement	Bcbs- HD	8,223.10	116406
ND Public Employees Retirement	Dental	445.36	116407
ND Public Employees Retirement	Life Ins- HD	126.26	116408
Starion Bond Services	Bond Payment- Yorktown/Maple	591,153.47	116409
Carlson Brandon	Mileage to Commission Conference	237.18	116410
Code 4 Services INC	Removal of Aftermarket EMG. Equipment	764.40	116411
Dakota Electronics	Office Equipment	144.50	116412
Dickey County Hwy Dept	Gasoline for the Law Enforcement	1,163.71	116413
Dickey County Hwy Dept	Gasoline for Des Truck	130.04	116414
Dickey County Leader	Newspaper Renewal	40.00	116415
Dickey County Leader	Property for sale bid ad, pheasant lake main. Job, County Shop Help, Minutes	407.18	116416
Dinger Danielle	Mileage and Meals for Leadership Conference	153.63	116417
Dr. Tara Mertz-Hack	Part time Salaries Health Officer	500.00	116418
Election System & Software INC	Audio for Ballots, Coding Ballot, Thermal Paper Roll	2,213.98	116419

Ellendale True Value	CLR Sticky Square, Battery, Gloves, Trash Bags, Pliers	169.41	116420
Flaherty Don	Mileage	169.51	116421
Hoven Perry	Part time salaries - county coroner	1,000.00	116422
Kempf Nicole	Mileage to Twp Assessment	245.22	116423
Napa Central	Battery for Des Truck	588.50	116424
Nelson County Sheriff's Department	Bond Collected on Warrant	500.00	116425
NDSAA	Membership Dues	300.00	116426
Pria	Dues	60.00	116427
Q&N Corporation	Office supplies, Computer	558.96	116428
Schmidt Kelly	Mileage to scan index books	480.00	116429
Secure Software Solutions	2024 Parcel Splits	1,155.00	116430
Steven Lust Automotive	Vehicle Maintenance	2,099.60	116431
Taylor Print Impressions	Election Envelopes	851.76	116432
Aramark	Rug Services	184.20	116433
Ecolab Pest Elimination Division	Pest Control	97.63	116434
Ellendale True Value	Cat Food, Fuel Oil, Towels, Battery, Soap, Torch, Gas Cylinder	355.51	116435
John Deere Financial	JD RCTR Rental	12,000.00	116436
Mertz Const & Supply	16' 2x10 for belly dump	60.48	116437
Napa Central	Splash Guard, Slash Guard, Stemo, Air Hose, Fuse	173.67	116438
Napa Central	Battery-Spare Blade	474.70	116439
Oakes Truck & Trailer	Hood Pin, Alternator Pulley	207.27	116440
Team Laboratory Chemical LLC	Fine Road Patch- 100 Bags	1,730.50	116441
Waste Management	Waste Pickup	70.56	116442
Office of Attorney General	24/7 Program	395.00	116443
Barnes County Corrections	Held Inmates	3,779.92	116444
Melissa Johnson	JDA Meeting Mileage	40.20	116445
Sand Thor	JDA Meeting Mileage	40.20	116446
Simek Dean	JDA Meeting Mileage	22.78	116447
Trista Gemar	JDA Meeting Mileage	22.11	116448
Walsh Gerald	JDA Meeting Mileage	40.20	116449
American Legion Ellendale	Programs	400.00	116450
Ellendale true value	Office Supplies	24.78	116451
Kiser Breana	Office Supplies, 20- 55 gal Barrels	512.91	116452
Kiser Breana	Mileage	658.61	116453
Society For Range Management	Dues	100.00	116454
Torie Piehl	Proposed Projects	36.18	116455
Hansen Stephen	Mileage to Pumps and water Conf.	455.60	116456
John Quandt	Mileage to Check Pumps	13.40	116457
Moore Engineering INC	Engineering Consultant	51.25	116458
Ohnstad Twichell Pc	Legal Fees	2,323.02	116549
US Records Midwest LLC	Binders, Ream of Paper	498.00	116460
AT&T Mobility	Phone Charges	773.40	116461
Dickey County Hwy Dept	Mileage for County Car	107.62	116462
Ellendale City Auditor	Courthouse, Park Board, Hwy Shop, Weed Board Building Utilities	647.47	116463
Montana Dakota Utilities	Courthouse, Park, Hwy, Weed Board Building Utilities	4,434.55	116464
NDSU Extension Service ag Budget	County Half of Danieel and Breana Salaries	13,372.54	116465
Office of State Auditor	County Audit Fee, JDA Audit Fee, Water Board Audit Fee	12,414.43	116466

Pakonen Monica	Meals for NDSU Support Staff Conference	72.00	116467
Overpayment Refund	Paid Abatement Refunds	7,841.37	116468-116476
Human Services	Monthly Expenses	21,620.39	116477-116493
Community Volunteer EMS of LaMoure	Ambulance Collections, SAD	116.30	116494
Kulm Ambulance Corps	Ambulance Collections, SAD	4,571.53	116495
Edgeley Ambulance Service	Ambulance Collections, SAD	152.23	116496
Oakes Volunteer Ambulance Service	Ambulance Collections, SAD	2,204.40	116497
Ellendale City	Airport, Ambulance Collections, SAD	12,669.16	116498
Oakes City	Airport, SAD	2,438.60	116499
Garrison Diversion	Collections, SAD	5,014.82	116500
James River Soil Conservation	Collections, SAD	11,986.94	116501
Ellendale Fire	Collections, SAD	929.11	116502
Oakes Fire	Collections, SAD	2,408.08	116503
Dickey County Senior Citizens	Collections, SAD	4,918.25	116504
Dickey County Historical	Collections, SAD	1,229.69	116505
Sargent County Drain	Sargent County Drain	12.03	116506
State Treasurer	State Medical, Clerk of Court Fees	4,816.10	116507
Dickey County Treasurer	Clerk of Court Fees	755.00	116508
Wex Health Inc	Cancer	50.00	116509
Human Services	Monthly Expenses	42,487.50	116510
ND Public Employees Retirement	Def comp	1,664.00	116511
ND Public Employees Retirement	Def Comp Hd	528.00	116512
Wex Health Inc	Flex	1,060.83	116513
ND Public Employees Retirement	HSA	671.14	116514
Ohnstad Twichell Pc	Legal Fees	2,860.03	116515
Balco Uniform	Uniforms	174.96	116516
Dakota Plains Credit Union	Vehicle Main	149.49	116517
Election System & Software INC	Coding of Ballots, Layout of Ballots	964.79	116518
Ellendale City Auditor	Trailer Load Wood	45.00	116519
Graham Tire Co	New Tires- 2022 Tahoe	809.00	116520
Information Technology Dept	IT Fees	1,532.10	116521
ND Association of Counties	WC Prev Yr Reconciliation	177.60	116522
ND Surplus Property	Des Supplies	125.00	116523
Q & N Corporation	32GB Thumb Drive, Brother Toner, Dropbox	300.97	116524
Q & N Corporation	New Hard Drive- Wanda, Monthly Service Agreement	2,033.99	116525
Radisson Hotel- Bismarck	Hotel Stay- Andi	218.86	116526
Relentless LLC DBA Desert	Criminal Interdiction Workshop Training	699.00	116527
Schimke Andi	Mileage and Meals	263.80	116528
Starion Insurance Agency	Commercial Liability, Inland Marine, INMRC, Plow and wing, ford f550	30,577.00	116529
The Village Family Service Center	EAP Contract Yearly	1,500.00	116530
Vestis	Rug Services	145.56	116531
Agtegra Oakes	Gasoline for Hwy Dept	672.57	116532
Dakota Improvement	Clean Ditch East of Travis Thompsons	1,500.00	116533
Farmers Union Oil Co	Fuel for West Shop, Parts	983.44	116534
Fullerton City Auditor	Fullerton Shop Utilities	20.00	116535

John Deere Financial	Service Call on Motor Grader, Elbow Fitting, Hose Fitting, Hyd Hose	2,680.32	116536
Lorena's Cleaning Serv.	Office Cleaning- Monthly Charge	400.00	116537
NDLTAP/UGPTI	Roadway Foundation Basics Class	50.00	116538
Oakes Truck & Trailer	Butler Slick Disc	34.93	116539
Ottertail Power Company	Oakes Garage Utilities	76.47	116540
Texas Refinery Corp	Heat Transfer oil - Rubber Machine	1,177.20	116541
True North Steel	Culverts	20,645.28	116542
Vestis	Rug Services	368.40	116543
Waste Management	Waste Pickup	148.86	116544
Pharmchem	Sweat Patch Analysis	31.95	116545
Montana Dakota Utilities	Attended Care	1,500.00	116546
Stutsman Correctional Centers	Held Inmates	2,700.00	116547
Christ the King	Garden Program Meals	360.00	116548
Holiday Inn- Fargo	Hotel Stay- Monica	192.60	116549
North Dakota State University	Envelopes, Exhibit Tags	152.20	116550
Pakonen Monica	Office Supplies	12.00	116551
Purdue University	Programs	529.94	116552
Viking Print Shop	Printing	51.25	116553
Midstates Group	3000 4/4 Rack Cars	539.00	116554
Ellendale True Value	Motor oil, Anneal Wire	56.97	116555
Fullerton Farmers Elevator	Oil Change on Ram 5500	60.00	116556
Hepper's	Main on 2022 Polaris	319.46	116557
Gemar Justin	Mileage to Joint Water Board Meeting	64.32	116558
Hansen Stephen	Mileage to Joint Water Board Meeting	40.20	116559
Chads Electric INC	Repair to Fullerton Siren	906.80	116560
Dickey Rural Networks	Dickey 911 Trunks- Rental	231.00	116561
Minn-Kota Communications Inc	Work Done on Monango Siren	1,652.60	116562
Opera INC	Skywarn Meeting	150.00	116563
AT&T Mobility	Courthouse, PIO, Road, Weed iPad, 911	773.40	116564
Dakota Plains Credit Union	Usps postage, app usage, hotel stay, fuel, supper, new team member	717.31	116565
Dakota Plains Credit Union	Employee File Folders, File Folders, Digital Images of blueprints of Courthouse	1,056.97	116566
Dakota Valley Electric Coop	Wilson Dam, West shop, Guelph Tower Utilities	376.00	116567
Dickey Rural Networks	Phone Charges	1,645.15	116568
Montana Dakota Utilities	Courthouse, Hwy dept., Fullerton shop, Weed board building- Utilities	3,749.89	116569
Z's Fresh Market	Office Supplies	128.95	116570
Human Services	Monthly Expenses	21,552.81	116571-116579
ND Public Employees Retirement	Retirement	24,325.94	116580
ND Public Employees Retirement	Retirement	3,409.87	116581
ND Public Employees Retirement	Def Comp	1,664.00	116582
ND Public Employees Retirement	Def comp HD	528.00	116583
ND Public Employees Retirement	Retirement	222.38	116584
Wex Health Inc	Flex	1,060.83	116585
ND Public Employees Retirement	HSA	671.14	116586
Aflac	Cancer	2,271.84	116587

Delta Dental Plan of MN	Dental	2,370.18	116588
Ameritas Life Insurance Corp.	Vision	454.40	116589
ND Child Support Division	Garnish	200.00	116590
Human Services	Monthly Expenses	4,899.00	116591- 116592