

**Commissioner Meeting
October 6, 2020**

Commissioner Marke Roberts called the meeting to order at 9:00. Present were Thor Sand, Joel Hamar, Dean Simek, John Hokana, and Chairman Marke Roberts. The media was not present. The Pledge of Allegiance was recited.

Additions to the agenda

County Road #3 east of Oakes to cemetery

Basement project

Hokana made a motion to approve the minutes from the September 15th meeting with corrections. Simek seconded. Motion carried.

Hamar made a motion to approve the minutes from the budget hearing on September 15th with corrections. Simek seconded. Motion carried.

Sand made a motion to approve the vouchers. Hamar seconded. Motion carried.

4-H agent Danielle Dinger joined the meeting at 9:30 to inform the Commissioners on activities this week for National 4-H week.

Sheriff Chris Estes joined the meeting at 9:32. Discussion followed with Estes concerning office and storage space for the Sheriff's office during the basement project.

Tax Director Don Flaherty joined the meeting at 9:45 to discuss the revised bylaws and procedures proposed by the board of Job Development Authority. The discussion followed concerning the inclusion of community enhancement in the bylaws and procedures. After some discussion, Flaherty stated he would revisit the changes discussed, which then would have to be presented to the JDA at their next scheduled meeting in October.

KLJ Engineer Bryan Tykwinski joined the meeting at 10:35.

Hamar made a motion to open the omitted tax hearing at 10:43. Sand seconded. Motion carried. Flaherty stated that this omitted tax is because of farm residency exemption forms were not filled out as requested several times by his office. The Tax Director has not received the required paperwork to establish the farm residency exemption. Per the recommendation of the Tax Director, Hamar made a motion to approve the omitted tax and the property to be put on the tax rolls for the 2020 tax year. Sand seconded. Motion carried.

Hamar made a motion to close the omitted tax hearing. Simek seconded. Motion carried.

Sheppard presented to the Commissioners the status of the 2021 Budget for their final review. Changes were made to decrease some projected expenses for 2020. With the state of the economy, the Commission would like to keep expenses down as much as possible. However, after some discussion for the need of money for road repairs, as well as the basement project which has not been bid at this time, Simek made a motion to approve the budget as presented. Sand seconded. Roll call vote with Hamar yes; Hokana yes; Sand yes; Simek yes; Roberts yes. Motion carried.

Highway Superintendent Jeff Hagen joined the meeting at 11:00. Hagen stated that the road department was still hauling their own gravel. The gravel haulers are done and the last bill has been received. Hagen discussed the mowing of ditches not completed by the land owner. Hamar discussed the policy of bale removal from the ditches. The policy will be reviewed.

Tykwinski discussed with the Commission about the annual Department of Transportation meeting usually held in conjunction with the NDACo conference, which will be done virtually this year. A decision was made to request the meeting be held during the Commissioner meeting on October 20th. Tykwinski will check on that and get back to Sheppard.

Sand made a motion to open the request for proposal hearing on the ER project on County Road #1 for 2021. Simek seconded. Motion carried. Sheppard presented a copy of each bid to each Commissioner. Two proposals were received, one from KLJ and one from Interstate Engineering. Sheppard will set up a meeting date with the two firms on October 19th and a decision can be made at the meeting October 20th for the choice of firms. The interviewing will be completed by the Road portfolio, Sand and Simek, along with Highway Superintendent Hagen.

Hamar made a motion to close the proposal opening. Simek seconded. Motion carried.

Sheppard updated the Commission on the information she had received from other counties concerning carry over of vacation at the end of 2021. Sheppard stated that most counties were not allowing that this year, but also stated that most counties allowed a larger amount of carry over than Dickey County did. A decision was made to ask each department head talk to the Commission as to how they like to see it handled in their department.

Sheppard presented a request of support received from the Anne Carlsen Center for their construction project. Hamar made a motion to support the project. Simek seconded. Motion carried.

Sheppard requested a change in the first meeting in November as it is on Election Day. A decision was made to move the meeting to November 5th. The meeting will be held through Zoom and will involve only the approval of vouchers and the bid opening for the basement project.

Sheppard presented a letter from ND Department of Emergency Services letter that needs to be signed in order to receive FEMA funds for the spring 2020 disaster. Simek made a motion to have DES Coordinator Charlie Russell sign the form. Hokana seconded. Motion carried.

Sheppard presented letters from the ND DOT concerning identifying locations for railroad safety in Dickey County. No action was taken.

A delegate for the State Fair Convention needs to be appointed. Sheppard will ask County Agent Breana Kiser. 4-H Agent Danielle Dinger would also be an option.

Sand made a motion to sign the right of way certificate and the bound council agreement, which are required paperwork with the USDA for the loan on the basement project. Simek seconded. Motion carried.

Discussion followed concerning a petition being circulated to get Dickey County #3 east of Oakes to the cemetery to be fixed. After some discussion, Commission would like KLJ to look at the road and to give the Commission a rough idea of the cost of repair of the road at the next Commissioner meeting. Sheppard will contact Tykwinski.

Hokana made a motion to adjourn at 12:30.

Special Commissioner Meeting October 8, 2020

Commissioner Marke Roberts called the meeting to order at 1:47 pm. Present were Thor Sand, Joel Hamar, Dean Simek, and Chairman Marke Roberts. John Hokana was not in attendance. Health District Administrator Roxanne Holm, Health Officer Dr. Tara Mertz-Haak and Regional Epidemiologist Jennifer Schmidt were also in attendance, along with county employees Shirlene Wagner, Stormy Bertsch, Anber Miller, Andi Schimke, Don Flaherty, Cresta Miller, Kerry Waldo, Denise Olson, Deb Anderson, Charlie Russell, Amy Mittleder, and Lauri Uecker. The media was not present. The Pledge of Allegiance was recited.

The meeting was turned over to Holm. Holm updated the Commission on changes made on the map of North Dakota, as Dickey County will be turned to yellow as of Friday October 9th. The change in color lags behind the activity as the change only occurs every two weeks. The Health District's recommendation is to continue business as usual.

Sheppard requested a change, as there is more activity in the Courthouse because of the election in November. The concern is the increase in activity and the health concerns of all employees, specifically the health of the Auditor's office.

Staff offered any concerns they may have. The discussion concerning cases of close contact in the Courthouse. The recommendation of the Health District is to continue social distancing and to wear masks when in contact with anyone within 6 feet. A sign could be posted on the door to encourage people to be courteous and stay behind any protective barriers when visiting offices.

No action was taken.

Sand motioned to adjourn the meeting at 2:17.

Special Committee Meeting October 19, 2020

A special meeting to interview applicants for preliminary and design engineering 1 for the road project CER-1104(061), PCN 22987 was called to order at 9:05. Those in attendance were Commissioners Thor Sand and Dean Simek, 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, and Project Manager Erick Umess. 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, October 20th.

The meeting was adjourned.

**Commissioner Meeting
October 20, 2020**

Commissioner Marke Roberts called the meeting to order at 10:01. Present were Thor Sand, Joel Hamar, Dean Simek and Chairman Marke Roberts. John Hokana was not in attendance. Sheriff Chris Estes was also present. The media was not present. The Pledge of Allegiance was recited.

Hamar made a motion to approve the minutes from October 6th and October 8th with corrections. Simek seconded. Motion carried.

Simek made a motion to approve the vouchers, excluding the voucher to Star Enterprises. Sand seconded. Motion carried. The Star Enterprises voucher will be reviewed with the Road Department later in the meeting.

Sand made a motion to approve the financials from September 2020. Simek seconded. Motion carried.

Tax Director Don Flaherty and Treasurer Wonada Lematta joined the meeting at 10:20.

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

Parcel #11027000 is the former school in Forbes which has been torn down. There is asbestos so the property cannot be developed. There is still value, but it is reduced, as it can only be green space with no time limit. The deed transferring the property states that if the land is developed, the land will go back to the city of Forbes. The transfer of the property is a transfer from exempt to non-exempt. The second parcel is #08249000, which has a house purchased from Trinity Bible College. The transfer of the property is a transfer from exempt to non-exempt. Flaherty stated that both properties have been prorated based on the length of time the property has been non-exempt.

Sand made a motion to approve the values on the two properties, based on the Tax Director's recommendation. Simek seconded. Motion carried.

Hamar made a motion to close the omitted tax hearing. Simek seconded. Motion carried.

Lematta presented a new signature card for First Community Credit Union in Oakes. A motion had been made in December 2019 to update all financial institutions in Dickey County to remove Cheryl Brokaw and add Lematta and Lori Wald to the accounts. Hamar made a motion to sign the updated signature card for FCCU. Simek seconded. Motion carried.

Lematta presented the quarterly Treasurer's report for the Commissioners to review. Sand made a motion to approve the report. Hamar seconded. Motion carried.

The nine properties that will be available for sale at the tax sale November 17th for properties where taxes have not been paid were reviewed. The minimum bids were set and will be published according to Century Code requirements.

Sheppard presented the Maintenance Certification for County Federal Aid Project form received from the Department of Transportation. By signing the form, the County is stating they will continue to maintain the roads that the County receives federal dollars to repair. Simek made a motion to sign the certification. Sand seconded. Motion carried.

KLJ Engineer Bryan Tykwinski and Highway Superintendent Jeff Hagen joined the meeting at 11:00.

The interview committee presented a memo to the Commission on the selection of the preliminary and design engineering for the CER-1104(061) project. The committee is recommending the hiring of KLJ from this project. Both firms interviewed were very capable of completing the job. The decision to go with KLJ was because of their history with this project. Based on the recommendation of the interview committee, Hamar made a motion to approve the hiring of KLJ for this project. Roberts seconded. Motion carried.

Tykwinski presented an estimate for the repair of county road 3 east of Oakes to the cemetery in the amount of \$314,311.39. The county share would be \$62,862.28 and would take a full year of federal funds to complete the project. With the CER-1104(061) project next year, there is not enough in the road budget to do this project. Discussion followed concerning what our highest priority should be with federal funds. Tykwinski would do some testing on County Road 8 and County Road 10 so that a decision could be made as to priority for the future.

Tykwinski presented a report to the Commission for an explanation of gravel and how it is graded.

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

Sheppard opened the one bid received from Farmers Union Oil Company in the amount of .85 per gallon for 20,000 gallons more or less for the period of January 1st through December 31st, 2021. Simek made a motion to accept the bid from Farmers Union. Sand seconded. Motion carried.

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

Health Administrator Roxanne Holm joined the meeting at 12:03 to update the Commission on COVID-19 in Dickey County.

Sheppard presented information to the Commission on a fraud risk assessment that the State Auditor's office is requiring. This is an expectation of all counties that the State Auditors work with.

Discussion followed concerning the size of a committee to complete this assessment. Hamar made a motion to form the committee of employees to complete the assessment. Sand seconded. Motion carried. A decision was made to request assistance from Treasurer Wonada Lematta, Deputy Recorder Kelly Schmidt, Veterans Service Officer Gary Dathe, along with Auditor Sheppard to complete the assessment and to report back to the County Commissioners.

Estes presented the contract for jail services with Stutsman County. The daily rate increased from \$70 to \$75 per date per inmate. Hamar made a motion to sign the agreement. Simek seconded. Motion carried.

Estes presented a commercial lease for the RMK Operations building on Main Street. The Sheriff's office would use the space while the basement project is under construction. The agreement is for \$500/month for the front area of the building, on a month by month basis. RMK will pay for the utilities and Dickey County would need to carry insurance on any equipment they have in the building. Sand made a motion to sign the lease agreement. Hamar seconded. Motion carried.

Estes spoke with the Commission about storage containers that are available at ND Surplus Property for \$750 to store equipment and evidence they are required to hold. A decision was made to purchase the two storage containers at ND Surplus.

Simek made a motion to adjourn the meeting at 12:35.

Salaries

157,929.44 57776-57872

Cities, Townships, Schools	Cities, Townships, Schools	92,116.18	106911-106932
Amazon Capital Service	Office Supplies	40.99	106933
AT&T Mobility	Scott and Dan cell phone charges	4.39	106934
Balco Uniform	Uniforms	335.03	106935
Central Business Systems INC	Quarterly Billing-Copier	283.78	106936
Cole Paper	Ice Melt, Towels, Ice melt	275.66	106937
Dickey County Hwy Dept	Gasoline for Law Enforcement	511.63	106938
Dickey County Hwy Dept	Truck Fuel for DES Truck	219.12	106939
Dickey County Leader	Legal Aug and Sept Minutes	468.95	106940
Dr. Leo J. Kadehjian	Witness Fee	1,200.00	106941
Election Systems & Software Inc	Printer for Election	445.40	106942
Farnams Genuine Parts	Battery	111.99	106943
Front Range Legal Process Service INC.	Overpayment Refund	60.00	106944
Innovative Office Solutions LLC	Battery, Folder	12.12	106945
Modern Marketing	xl Black Nitrile Gloves	121.55	106946
Public Safety Center Inc	Office Supplies	120.00	106947
Quadient Leasing USA. INC	Postage Machine Lease Payment	431.76	106948
Quill Corp	Badge Reels White and Black	120.22	106949
Q&N Corporation	Ink, DYMO Labels, Monthly Service Agreement, Headset and Lifter, Drop Box Pro	2,821.23	106950
Radermacher Law Firm P.C.	DC Special Assistant States Attorney	4,000.00	106951
Totalfunds	Postage, Postage for the election	4,000.00	106952
3D Specialties	Signs	2,583.62	106953
3D Specialties	Signs	215.55	106954
Colonial Research	Disinfectants Cleaning	423.81	106955
CLF INC.	Dickey County #1 Road Repair	200.00	106956
Economy Oil Co	Fuel for Hwy Department, Gasoline for Hwy Department, Fuel for Hwy Department	12,724.11	106957
Fullerton City Auditor	Utilities	20.00	106958
Jensen Rock & Sand INC.	Asphalt Overlay Patching	38,014.76	106959
Kinetic Leasing	Lease Payment on 2015 JD Backhoe	40,000.00	106960
Pomp's Tire Service INC	Tires for Hwy Shop	18,259.32	106961
Retzlaff R Trucking LLC	Gravel Hauled, DC # 1,3,3B,7,7A,9	49,837.68	106962
Southeast Water Users	Utilities	46.89	106963
Texas Refinery Shop	Case of Grease Tubes	435.00	106964

True North Steel	Culverts	1,799.54	106965
Bruns Jodi	Epsilon Sigma Phi Membership	75.00	106966
Dakota Improvement	Drain Work East of Oakes	153,750.00	106967
Michael J Burns Architects LTD	Construction Doc, Administration	46,205.10	106968
Amazon Capital Service	Office Supplies	166.05	106969
Central Business Systems INC	Quarterly Billing-Copier	388.32	106970
Dakota Broadcasting LLC	Programs	75.00	106971
Epsilon Sigma PHI	Dues/ Memberships	75.00	106972
Kiser Breana	Mileage Crop Checks, Midge Sampling	156.60	106973
Hansen Stephen	Mileage to Drain	23.00	106974
Dickey Rural Networks	Dickey 911 Trunks	231.00	106975
AT&T Mobility	PIO, Courthouse, Road, 911 Phone Charges	565.31	106976
Amazon Capital Service	SD Card, Dot Stickers	89.31	106977
Ellendale City Auditor	Courthouse, Sprinkler, Park, Hwy, Weed Board Building	1,332.25	106978
Montana Dakota Utilities	Courthouse, Park, Hwy and Weed Board Building Utilities	1,475.89	106979
True Value Ellendale	Trash Bags, Clamp Coupling, Paint, wire hook, concrete mix, pvc pipe, Photo Battery	502.11	106980
ND Public Employees Retirement	BCBS	45,437.28	106981
ND Public Employees Retirement	LIFE INS	417.29	106982
ND Public Employees Retirement	BCBS-HD	7,141.40	106983
ND Public Employees Retirement	LIFE INS HD	241.72	106984
Monthly Expense	Human Services	23,956.10	106985-106997
Community Volunteer EMS of LaMoure	Ambulance Collections	98.20	106998
Kulm Ambulance Corps. C/O Jennifer McDermid	Ambulance Collections	368.23	106999
Edgeley Ambulance Services	Ambulance Collections	196.39	107000
Oakes Volunteer Ambulance Service	Ambulance Collections	859.21	107001
Ellendale City Auditor	SAD-Airport, Ambulance	1,238.89	107002
Oakes City	Airport	306.03	107003
Garrison Diversion	Collections	714.67	107004
James River Soil Conservation 975	Collections	640.63	107005
Ellendale Fire	Collections	501.68	107006
Oakes Fire	Collections	676.09	107007
Dickey County Senior Citizens	Collections	701.42	107008
Dickey County Historical	Collections	175.42	107009
State Treasurer	State Medical, clerk of court fees, SIRN	3,320.93	107010
Dickey County Treasurer	Clerk of Court Fees	375.00	107011
ND Public Employees Retirement	DEF COMP	892.25	107012
ND Public Employees Retirement	DEF COMP HD	262.50	107013
Discovery Benefits	Flex	801.67	107014
Discovery Benefits	Cancer	50.00	107015
Balco Uniform	Uniforms	130.38	107016
Bank of ND	CO Rd 2 Loan Payment	87,002.56	107017
Bertsch Stormy	Hand Sanitizer- Election	59.78	107018
CHI Oakes Hospital	DUI Expenses	36.00	107019
Chucks Body Shop LLC	Work done on 2016 Ford Explorer	491.25	107020

Dakota Plains Credit Union	Gasoline for Law Enforcement	183.72	107021
Dickey County Hwy Dept	Truck Fuel for DES Truck	254.15	107022
Dinger Danielle	Office Supplies	15.98	107023
Dickey County Leader	Advertising	70.00	107024
Dickey County Leader	Ad for Bids, September 15th Minutes	412.51	107025
Election Systems & Software Inc	Ballots	2,358.00	107026
Emmons County Auditor	Refund	1,261.82	107027
Farmers Union Oil Co	Work on 2016 Ford	197.15	107028
Farmers Union Oil Co	Propane- ss building	272.43	107029
Farnams Genuine Parts	Replacement Bulb	63.98	107030
Graham Tire CO	Tires on 2016 Tahoe	952.51	107031
Information Technology Dept.	Holly exchange email, Vpn clients, Election Azure ad plan	889.05	107032
Innovative Office Solutions LLC	Office chair-Lori w	275.09	107033
Public Safety Center Inc	Shop Supplies	363.00	107034
ND State Radio	Lets Renewal	120.00	107035
ND Surplus Property	Equipment	150.00	107036
Olson Denise	Assessment Mileage	40.83	107037
Steven Lust Automotive	Oil Change on 2016 Tahoe	58.00	107038
Z's Fresh Market	Office Supplies	135.12	107039
Agtegra Cooperative	Fuel for hwy	1,064.25	107040
Bargen Incorporated	Co #3 Pavement East of Oakes	48,276.27	107041
Butler Machinery Co	Cutting Edges	1,341.48	107042
Dakota Improvement	Put Culvert on DC 3 East of Oakes	701.60	107043
Dakota Plains Credit Union	Stamps for the Hwy Dept., Gasoline for Hwy Dept.	542.42	107044
Dickey County Leader	Weed Notice and Propane Bids	138.00	107045
Ecolab Pest Elimination Division	Pest Control	92.10	107046
Farnams Genuine Parts	Oil Filters, air brake anit freeze	628.13	107047
House of Glass LLC	Work done on Middle Door at County Shop	1,077.88	107048
John Deere Financial	Fitting, Arm Bushing, Certified DEF CS, Insert, worked on Fullerton Blade, Tail Lamp, turn Signal	4,968.20	107049
KLJ Engineering	Dickey Re Site	894.06	107050
L & S Worrel Trucking	Gravel on CO # 3 Project	968.10	107051
Montana Dakota Utilities	Hwy Utilities	715.81	107052
NDLTAP	Motor Grader Training for HWY Department	300.00	107052
North Dakota One Call	Locate Request	10.80	107053
Oakes Truck & Trailer	Work done on 2008 Kenworth, 2019 international work star	3,303.75	107053
Ottertail Power Company	Utilities- Oakes garage	77.32	107054
Parts Supply INC	Pre-Diluted Antifreeze	53.97	107055
Pomp's Tire Service INC	Repair on tire	163.60	107056
Retzlaff R Trucking LLC	Graveled Hauled- c5	41,308.71	107057
True Value Ellendale	Single Slide Key, Towels, Insect spray, Res Fly Trap, Litch Battery	85.36	107058
Waste Management	Used Oil Waste	57.56	107059
Office of Attorney General	24/7 Program	3,570.00	107060
Pharmchem	Sweat Patch Analysis	342.60	107061
Brown County Sheriff Office	Inmate Stay	375.00	107062
Stutsman Correctional Central	Inmate stay	140.00	107065
BG Glass LLC	Replace VSO Van Windshield	365.00	107066
Dakota Plains Credit Union	Car Wash, Oil Change on VSO Van, New Tires on VSO Van	824.94	107067
Dickey County Hwy Dept	Gasoline for VSO Van	205.21	107068

Amazon Capital Service	Office Supplies	60.83	107069
Dakota Plains Credit Union	Canva Software Membership fee, livestock in service reg, postage for pathology sample	289.31	107070
Oakes City Auditor	Classroom Space Uses	25.00	107071
Dickey County Hwy Dept	Gasoline	773.67	107072
Dickey County Leader	Spraying Notice AD	305.00	107073
Farmers Union Oil Co	Utilities	143.00	107074
Nutrien AG Solutions	Chemicals	8,644.00	107075
True Value Ellendale	Snap Link, Valve, Knife, Charmin Soft	73.60	107076
Weis Terry	Pesticide Recertification training	150.00	107077
ND Association of Counties	Wireless Charges- 6%	456.58	107078
Ameripride Services Inc.	Rug Service	796.25	107079
Dakota Valley Electric Coop	Wilson Dam, Hwy Dept, Guelph Tower Utilities	252.00	107080
Dickey Rural Networks	SS Phone Charges, Phone Charges	1,695.40	107081
Farmers Union Oil Co	Ultra LED, Fuel for Hwy	1,648.18	107082
Mertz Const & Supply	Tape and Ties, PVC Pipe Cap	43.30	107083
Montana Dakota Utilities	Courthouse, Fullerton Shop, Weed Board Building	1,718.20	107084
Monthly expenses	Human Services	12,082.04	107085-107094
ND Public Employees Retirement	Retirement	19,432.91	107095
ND Public Employees Retirement	Retirement	3,062.74	107096
ND Public Employees Retirement	def comp	892.25	107097
ND Public Employees Retirement	Def Comp	262.50	107098
Aflac	Cancer	2,843.49	107099
Delta Dental Plan of MN	Dental	2,355.15	107100
Ameritas Life Insurance Corp	Vision	491.24	107101
Discovery Benefits	Flex	801.67	107102
Moore Engineering INC	General, Permit & Complaint Reviews	537.50	107103
Ohnstad Twichell PC	Legal Fees	1,579.55	107104
Star Enterprises INC	Bridge Repair on CO RD 8	6,000.00	107105
Lorraine Twp. Treasure	FEMA Money PW 93	7,104.66	18037
Kentner Twp. Treasurer	FEMA Money PW 76	1,398.65	18038
Port Emma Twp. Treasurer	FEMA Money PW 93	4,420.86	18039
Yorktown Twp. Treasurer	FEMA Money PW 93	1,361.18	18040
Valley Twp. Treasure	FEMA Money PW 93	1,091.40	18041
Divide Twp. & Starion	FEMA Money pw 90	1,459.37	18042
Kent Twp. Treasurer	FEMA Money PW 134	12,327.98	18043
Port Emma Twp. Treasurer	FEMA Money PW 93	981.75	18044

Marke Roberts, Chairman

Wanda Sheppard, Auditor