

**OFFICIAL PROCEEDINGS  
DUNN COUNTY BOARD OF COUNTY COMMISSIONERS  
November 19, 2025**

Members Present: Commissioners Dolezal, Heiser, Olson, Pelton & Kleemann

Others Present: Jennifer Luetzow, Terry Schwartzberger, Carl Rohde, Darin Schaeffer, Jeremy Wood, Andrew Schrank, Gary Kuhn, Dessie Calihou, LoAnn Roshau, Adeline Ingold, Julie Karey

Motion by Commissioner Olson, seconded by Commissioner Pelton, to approve the November 5, 2025 minutes. All voted aye, motion carried.

Motion by Commissioner Kleemann, seconded by Commissioner Olson, to approve the November 19, 2025 agenda with the following additions: Commissioner Kleemann added discussion about grocery store in Killdeer. Commissioner Dolezal added discussion regarding Christmas and New Year's holidays falling on a Friday and the Back the Blue Grant. All voted aye, motion carried.

Public Comment: No Public Comment

Carl Rohde with Civil Science appeared to brief the commission on their projects. 92<sup>nd</sup> Ave SW, the project is on hold until spring. Three projects are in the final design phase.

Darin Schaeffer with Bartlett and West gave the commission updates on their projects. 119<sup>th</sup> Ave. SW has pay estimate #1 in the amount of \$25,000.00 for stored materials to CSI. Motion by Commissioner Pelton, seconded by Commissioner Heiser to pay CSI \$25,000.00 for stored materials on 119<sup>th</sup> Ave. SW project. Upon roll call vote, all voted aye. Motion carried. 99<sup>th</sup> Ave. SW has pay estimate #1 in the amount of \$307,372.12 to Martin Construction. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to pay Martin Construction \$307,372.12 for pay estimate #1 on 99<sup>th</sup> Ave. SW. Upon roll call vote, all voted aye. Motion carried.

Andrew Schrank with Highlands Engineering appeared to give updates on their project. 15<sup>th</sup> St. SW & 118<sup>th</sup> Ave. SW reconstruction has a potential cultural site, working to determine how this will impact the design. 14<sup>th</sup> ST. SW is complete. There is a pay estimate, #6, in the amount of \$16,748.99 to Schwartz Construction. Motion by Commissioner Pelton, seconded by Commissioner Olson to pay Schwartz Construction \$16,749.99 for pay estimate #6, final, for 14<sup>th</sup> St. SW. Upon roll call vote, all voted aye, motion carried.

Jeremy Wood with Northern Plains Engineering appeared to discuss their road projects. 105<sup>th</sup> Ave. SW has pay estimate #13 in the amount of \$32,758.37 to Baranko Brothers. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to pay Baranko Brothers \$32,758.37 for pay estimate #13 for 105<sup>th</sup> Ave. SW. Upon roll call vote, all voted aye, motion carried. 98<sup>th</sup> Ave & 5<sup>th</sup> St. SW has pay estimate #5 in the amount of \$49,080.03 to Bechtold Paving. Motion by Commissioner Pelton, seconded by Commissioner Heiser, to pay Bechtold Paving \$49,080.03 for pay estimate #5 for 98<sup>th</sup> Ave. & 5<sup>th</sup> St. SW. Upon roll call vote, all voted aye, motion carried. 7<sup>th</sup> St., 113<sup>th</sup> Ave. & 10<sup>th</sup> St. has pay estimate #5 in the amount of \$380,817.88 to Baranko Brothers. Motion by Commissioner Heiser, seconded by Commissioner Olson to pay Baranko Brothers \$380,817.88 for pay estimate #5 on 7<sup>th</sup> St., 113<sup>th</sup> Ave. & 10<sup>th</sup> St. Upon roll call vote, all voted aye, motion carried. 3T St. SW has pay estimate #6 for \$19,500.21 to Winn Construction. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to pay Winn Construction \$19,500.21 for pay estimate #6 on 3T St. SW. Upon roll call vote, all voted aye, motion carried.

Terry Schwartzberger, Road Superintendent, had no Utility Permits to present.

Ryan Schleppenbach, Park and Recreation Director for City of Killdeer and Teresa Presser, Community Development Director for City of Killdeer introduced themselves to the board. Commissioner Kleemann addressed the grocery store plans in the City of Killdeer. Teresa stated it will be brought up to the JDA on November 19<sup>th</sup> and a public input meeting will be held before any financial commitment is made. A statement of intent will be presented in the future.

Special Events Permit presented to the board for the Buckskin. Motion by Commissioner Kleemann, seconded by Commissioner Olson to approve the Special Events Permit for the Buckskin at the Rodeo Grounds on November 22<sup>nd</sup> 2025.

Commissioner Dolezal addressed the two Fridays, Christmas and New Year's Eve. Motion by Commissioner Kleemann, seconded by Commissioner Heiser to allow the Friday on the day after Christmas and New Year's Eve to be off with pay for employees for those who work 4 hours and the road department would be off December 23<sup>rd</sup> and December 31<sup>st</sup> half day. All in favor, motion carried.

Commissioner Dolezal presented the Back the Blue Grant for approval to receive funds. Motion by Commissioner Pelton, seconded by Commissioner Olson to approve the Back in Blue Grant in the amount of \$27,568.80. All in favor, motion carries.

Motion by Commissioner Pelton, seconded by Commissioner Olson, to approve the following vouchers as presented: with the change of Interstate Engineering from fund 40 to fund 14.

**GENERAL FUND (10)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
ACH	Merriman, Pat	Salary	\$3,000.00
303582	Stutsman Co Auditor	SWCCC fee	\$75.00
303581	Menards	Repairs	\$13.95
303585	All In Events & Catering	Employee Appreciation (half)	\$2,312.35
303588	Benz Oil Company Inc.	Fuel	\$3,760.49
303591	Boss Office Products	Office Supplies	\$343.95
303594	Calihou, Dessie	Travel	\$140.00
ACH	Chase - JP Morgan	Credit Card Charges	\$11,827.72
303619	Christina Kissinger	Office Supplies	\$82.10
303601	Column Software PBC	Publishing	\$332.88
303603	Counties Providing Technology	Programing Software	\$1,650.00
303606	Dolezal, Tracey	Reimb for Travel	\$422.80
303614	Information Tech Department	Service Contract & Tech	\$3,421.53
303621	Kutzler, Marilyn Sheriff	Equipment	\$469.66
303623	Legend Auto Body	Vehicle Maintenance	\$675.00
303625	Luetzow, Jennifer	Travel/Phone	\$128.00
303627	Marco Technologies, LLC	Office Equipment	\$315.01
303630	McKenzie Electric Coop	Electric/Gas	\$127.40
303635	ND Association of Counties	NDACo Convention Registration	\$3,660.00
303641	NW Tire	Vehicle Maintenance	\$2,929.43
303642	Pelton, Craig	Miles/Phones (July/Aug)	\$1,235.40
303650	Quality Quick Print	Branding Supplies	\$385.00
303651	Radisson Bismarck	NDACo Convention lodging	\$3,632.00
303653	REP Fitness	Sheriff Office gym equipment	\$9,008.70
303655	Rogue Fitness	Sheriff Office gym equipment	\$13,473.85
303656	Roughrider Electric Coop	Street and Highway Lighting	\$628.84
303660	Secretary of State	Business Certification	\$20.00
303661	Service Printers Citation	Envelopes	\$356.75
303662	Service Pro	Vehicle Maintenance	\$199.62
303669	Tyler Technologies Inc	Programing Software	\$36.75
303676	WEX Health Inc.	FSA Fees	\$133.00

**ROAD (14)**

303630	McKenzie Electric Coop	Electric/Gas	\$36.34
303584	A&A Sanitation	Portable Toilets	\$640.00
303586	Baranko Brothers Inc	Road Project	\$32,758.37
303587	Bechtold Paving, Inc	Road Project	\$49,080.03
303588	Benz Oil Co Inc	Gas,Fuel, Oil	\$33,863.83
303590	Bobcat of Dickinson	Parts	\$860.40
303591	Boss Office Products	Office Supplies	\$688.50
303592	Brown Fencing	Fencing	\$29,473.60
303593	Butler Machinery Co	Parts	\$12,620.17
303595	Capital I Industries	Parts	\$1,525.49
303596	Carquest Auto Parts Store	Parts	\$658.94
303597	Central Specialties Inc.	Road Project	\$25,000.00
303598	Certified Power Inc.	Parts	\$488.38
303599	Charbonneau Car Center	Equipment	\$71,978.00

ACH	Chase - JP Morgan	Credit Card Charges	\$2,279.27
303600	Civil Science Infrastructure Inc.	Engineering	\$37,798.35
303602	Consolidated Telcom.	Telephone	\$569.31
303604	D&J Equipment & Sales	Lift inspections	\$2,491.00
303607	Edward Schwartz Construction	Road Project	\$16,748.99
303608	Embroidery Arts (ND)	Safety Supplies	\$390.00
303609	Fast Initial Response Systems	Safety Supplies	\$1,271.53
303612	Hilfiker Service LLC	Contract Road work	\$30,543.75
303613	Hotsy Equipment Company	Shop Supplies	\$680.00
303617	Just-In Glass	Repairs	\$40.00
303620	Knopik Pit Management	Gravel Crushing	\$310,795.10
303622	Lawson Products Inc	Shop Supplies	\$788.16
303628	Martin Construction	Road Project	\$307,372.12
303632	Meadowlark Environmental	Engineering	\$9,822.80
303633	Menards	Shop Supplies	\$105.95
303634	Metcalf Archaeological Con.	Engineering	\$3,562.50
303637	Nelson Fencing	Fencing	\$27,404.78
303638	ND Motor Carriers Association	Membership Dues	\$350.00
303640	Northern Plains Engineering	Engineering	\$85,962.50
303645	Pomp's Tire Service Inc	Tires	\$3,798.38
303646	Prairie Auto Parts.	Parts	\$84.92
303647	Prairie Implement	Parts	\$114.78
303648	Prairie Paving & Maintenance	Paving Maintenance	\$16,859.61
303649	Pump Systems	Parts	\$55.55
303652	RDO Equipment Co	Equipment	\$12,500.00
303654	Rocky Butte Fencing	Fencing	\$26,714.95
303657	Running Supply Inc.	Shop Supplies	\$736.98
303658	Sax Motor Company	Parts	\$618.45
303659	Schneider Brothers Backhoe	Contract Road work	\$6,650.00
303664	Sign Solutions USA	Signs	\$37.33
303665	Steffan Saw & Bike	Shop Supplies	\$724.82
303670	Uline	Shop Supplies	\$1,102.46
303671	US Farm Innovations	Parts	\$1,640.00
303672	Verizon Connect	Fleet management	\$465.27
303673	Wallwork Truck Center	Parts	\$3,536.15
303674	Western Choice Cooperative	Supplies/Fuel	\$19,537.52
303675	Westlie Motor Company	Parts	\$629.70
303677	Winn Construction Inc	Road Project	\$19,500.21
<b><u>COUNTY PARKS (21)</u></b>			
303629	McKenzie Electric Coop	County Park	\$101.81
ACH	Chase - JP Morgan	Credit Card Charges	\$699.10
303639	Northern Horizon Contracting	Labor/Building Supplies	\$13,925.00
<b><u>SWMCC (19)</u></b>			
303668	SW Multi-County Corrections	Boarding & Transports	\$14,521.52
<b><u>VSO (24)</u></b>			
ACH	Chase - JP Morgan	Credit Card Charges	\$478.69
<b><u>COUNTY AGENT (26)</u></b>			
ACH	Chase - JP Morgan	Credit Card Charges	\$147.24
<b><u>WEED (27)</u></b>			
ACH	Chase - JP Morgan	Credit Card Charges	\$30.00
303611	Cliff Ferebee	Meeting & Travel	\$378.10
303663	Klint Sickler	Meeting & Travel	\$209.00
303624	Lorenz, Jayme	Reimb for Phone	\$550.00
303636	ND Weed Control Association	Registration	\$425.00
303643	Pelton, Kain	Reimb for Phone	\$550.00
303666	Russ Stein	Meeting & Travel	\$153.00
<b><u>DEM (29)</u></b>			
303610	Federal Sign Corp	Warning Signal	\$38,400.00
ACH	Chase - JP Morgan	Credit Card Charges	\$720.05

**24/7 (05)**

303644	PharmChem Inc	24-7 Fees	\$319.50
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**CAPITAL PROJECTS (40)**

303616	JLG Architects	Remodels	\$254,946.58
303615	Interstate Engineering, Inc.	Construction	\$99,554.41

**BUILDINGS (41)**


ACH	Chase - JP Morgan	Credit Card Charges	\$655.02
303618	City of Killdeer	Killdeer Aux Shop	\$834.42
303626	Manning Waterworks	Water - Oct	\$200.00
303630	McKenzie Electric Coop	Electric/Gas	\$331.45
303631	MDU	Utilities	\$192.16
303656	Roughrider Electric Cooperative	Electric	\$2,875.82
303667	SW District Health Unit	Water Analysis	\$25.00

Upon roll call vote, all voted aye, motion carried.

Daryl Dukart, Chair of Park Board and Aaron Olson, non-voting member to the Park Board presented Lake Ilo information to see if the county has interest in purchasing Lake Ilo Park, 13.2 acres, not the whole refuge. Provided the Executive Summary, a Timeline Template, and a Detailed Action Plan for the Lake Ilo purchase. Motion by Commissioner Dolezal, seconded by Commissioner Pelton to move forward with the project for the purchase of 13.2 acres at Lake Ilo. Upon roll call vote, all voted aye, motion carried. Assistant State's Attorney, Pat Merriman made a recommendation to make a resolution. Motion by Commissioner Pelton, seconded by Commissioner Olson to make a resolution to authorize that the chairperson has the right to proceed and authorize any routine matters. All in favor, motion carries.

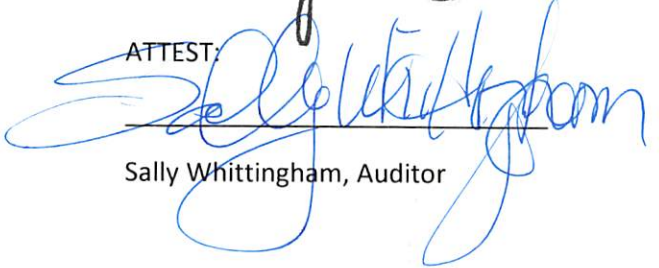
Dessie Calihou, HR Director, reminded the board Christmas Eve will be a full day off paid.

Motion by Commissioner Kleemann, seconded by Commissioner Olson to adjourn. All voted aye and the meeting adjourned at 10:45 a.m.

  
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Craig Pelton, Vice Chair

December 3, 2025  
Date

ATTEST:

  
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Sally Whittingham, Auditor