

**OFFICIAL PROCEEDINGS
DUNN COUNTY BOARD OF COUNTY COMMISSIONERS
December 17, 2025**

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

Others Present: Sally Whittingham, Terry Schwartzenberger, Darin Schaeffer, Carl Rohde, Riley Rohde, Jeremy Wood, Gary Kuhn, Christina Kissinger, LoAnn Roshau, Dessie Calihou, Adeline Ingold, Julie Karey

Motion by Commissioner Olson, seconded by Commissioner Heiser, to approve the December 3, 2025 minutes as presented. All voted aye, motion carried.

Motion by Commissioner Kleemann, seconded by Commissioner Pelton, to approve the December 17, 2025 agenda with the following additions: Social Service Board Appointee, General Fund Transfers. All voted aye, motion carried.

Carl Rohde with Civil Science updated the commission on their projects. 92nd Ave. SW, the project is on hold until spring. 12th St. SW, the 404 permit is secured and minor plan revisions are being completed. 16th St. SW, plans are 95% completed. 86th Ave. & 9th St. SW and 98th Ave. SW, projects are in the final design process.

Darin Schaeffer with Bartlett and West gave the commission updates on their projects. 119th on hold until spring. 99th Ave. SW, top soiling and seeding will be done in the spring. There is a pay request on this project, pay estimate #2 in the amount of \$248,472.69 to Martin Construction. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to pay Martin Construction \$248,472.69 for pay estimate #9 on 99th Ave. SW. Upon roll call vote, all voted aye, motion carried. Manning water project will begin advertising for a January bid opening.

Jeremy Wood with Northern Plains Engineering appeared to discuss their road projects. 7th St., 113th Ave. & 10th St. project has pay estimate, #7, to Baranko Brothers in the amount of \$39,292.37. Motion by Commissioner Heiser, seconded by Commissioner Pelton to pay Baranko Brothers \$39,292.37 for pay estimate #7 on the 7th St., 113th Ave. & 10th St. project. Upon roll call vote, all voted aye, motion carried. Bid opening at 10:00 today for the paving part of this project.

Commissioner Pelton would like to re-appoint Dori Hauck to the Social Services Zone Board. She would like to remain a board member. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to reappoint Dori Hauck to the Social Service Zone Board. All voted aye, motion carried.

Auditor Whittingham would like approval for the following transfers from the General Fund. These are built in to the 2025 budget. JDA Project Fund \$127,000.00, Building Fund \$300,00.00, Veteran Service Officer \$20,000.00, Emergency Management \$75,000.00, Weed Control \$100,000.00, Road Department \$40,000,000.00. Discussion to move \$20,000,000.00 to Capital Project for the new building and \$20,000,000.00 to Road and Bridge. Motion by Commissioner Olson, seconded by Commissioner Heiser to approve the transfers and move \$20,000,000.00 to Capital Projects and \$20,000,000.00 to Road and Bridge in lieu of \$40,000,000.00 to the Road Department. Upon roll call vote, all voted aye, motion carried.

Appointment of Department Heads: Motion to appoint the following department heads by, Commissioner Pelton, seconded by Commissioner Kleemann as presented.

Emergency Manager	Sarah Duttenhefner
Coroner	Kirk Roll
Director of Tax Equalization	Holly Hutchison
Veterans Service Officer	Carolyn Benz
Zoning Code Administrator	Sandy Rohde
Human Resources	Dessie Calihou
911 Coordinator	Sandy Rohde
Building Maintenance Manager	Will Albrecht
Communications Specialist	LoAnn Roshau
Weed Control Officer	Jayme Lorenz
Road Superintendent	Terry Schwartzenberger

All voted aye, motion carried.

Killdeer Area Ambulance is looking for a Quick Response Unit. They would like to park it in Manning so it is closer for any calls in the area. The Sheriff's Department has a 2021 Ford Interceptor that they are willing to donate. The ambulance service would be responsible for outfitting the vehicle. Motion by Commissioner Heiser, seconded by Commissioner Olson to transfer the 2021 Ford Interceptor to the Killdeer Area Ambulance. All voted aye, motion carried.

Carie Boster with JDA presented 2026 board appointments. The board unanimously approved the applications for Tom Steffan, and unexpired 1 year term, Kayden Pavlicek and JoAnn Marsh for full 3-year terms. Cliff Ferebee, Shasta Blackford and Daphne Hecker would like to remain on the board and are reinstated for 3-year terms. Motion to approve the board appointments as presented by Commissioner Olson, seconded by Commissioner Pelton. All voted aye, motion carried.

Auditor Whittingham would like clarification for employees at or above the max on our current pay scale. Two employees are over the max and would not be eligible for the \$1.50 increase and two would not get the full \$1.50 increase. The Auditor would need to mail the employees letters for payroll purposes. Consensus of the commission that this is the correct way manage the task at hand.

Motion by Commissioner Pelton, seconded by Commissioner Olson, to approve the following vouchers as presented:

GENERAL FUND (10)

WARRANT #:	TO:	FOR:	AMOUNT:
ACH	Merriman, Pat	Salary	\$3,000.00
303784	Albrecht, Will	Reimb for Travel/Phone	\$200.00
303785	All In Development Company	Training programming - POST	\$6,500.00
303790	Benz Oil Company, Inc.	Fuel	\$3,847.69
303793	Brew, Casey	P & Z Meeting/Travel	\$129.90
ACH	Chase - JP Morgan	Credit Card Charges	\$6,965.28
303800	Counties Providing Technology	Programming Software	\$1,650.00
303807	Dvirnak, Lorin	P & Z Meeting/Travel	\$125.00
303809	Embroidery Arts (ND)	Clothing	\$545.00
303812	Hinrichs SuperValu	Supplies	\$23.15
303815	Information Tech Dept	Service Cont/Tech Support	\$3,421.53
303818	Jeske, Chris	P & Z Meeting/Travel	\$141.80
303821	Just-In Glass	Vehicle maintenance	\$940.27
303823	Kissinger, Christina	Reimb	\$255.00
303829	Lawrey, Sara	Reimb for Travel/Phone	\$100.00
303832	Marco Technologies	Office Equipment	\$275.01
303835	McKenzie Electric Coop	Electric	\$189.98
303838	ND Association of Counties	Drug screening	\$126.00
303839	ND County Commissioners	Summit	\$150.00
303840	Norby, Jeremy	P & Z Meeting/Travel	\$133.40
303841	NW Tire	Vehicle maintenance and Install	\$667.96
303844	Perhus, Howard	P & Z Meeting/Travel	\$125.00
303847	Prairie Wind Photography	Photography	\$455.00
303848	Quadient	Postal Lease	\$299.13
303849	Quality Quick Print	Office Supplies	\$1,067.00
303850	Roshau, LoAnn	Reimb for Travel/Phone	\$185.75
303852	RoughRider Electric Coop	Electric	\$687.75
303854	SAHRA	Membership fees	\$50.00
303857	Schneider, Les	P & Z Meeting/Travel	\$132.00
303858	Service Printers	Envelopes	
\$203.40			
303859	Shred ND	Office Supplies -Shredding	\$195.65
303861	Stutsman County Auditor	Mental Health Hearing	\$75.00
303863	Taylor Print Impressions	Election Envelopes	\$4,902.99
303865	Tyler Technologies, Inc.	Billing and Cycle Assistance	\$2,175.00
303867	UKG	Contract - Payroll	\$55.00
303868	Wenisch, Buddy	Reimb for Travel -NDPOA	\$164.50
303870	Western Choice Coop	Misc Charges	\$398.51
303872	WEX Health Inc	FSA Fees - Nov	\$133.00
303873	Whittingham, Sally	Reimb for Annual Dinner	\$2,104.06

ROAD (14)

WARRANT #:	TO:	FOR:	AMOUNT:
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303835	McKenzie Electric Coop	Electric	\$36.34
303783	A&A Sanitation	Portable Toilets	\$640.00
303786	Baranko Brothers Inc	Road Project	\$39,292.37
303787	Bartlett & West	Engineering	\$64,253.75
303788	Beaver Creek Archaeology	Class III and Aquatics	\$36,252.65
303789	Benz Oil Co Inc	Fuel, Gas	\$10,240.43
303791	Bobcat of Dickinson	Parts	\$750.33
303795	Brown Fencing	Fencing	\$28,085.90
303796	Carquest Auto Parts Store	Parts	\$371.00
303797	Certified Power Inc.	Parts	\$1,082.38
303798	Civil Science Infrastructure Inc.	Engineering	\$27,828.00
303799	Consolidated Telcom.	Line moves	\$164,988.94
303801	Dickinson Ready Mix	Low water crossing	\$45.00
303802	DMC Wear Parts Llc	Parts	\$15,672.30
303803	Don's Filter & Furnaces	County Shop Maintenance	\$304.08
303804	DTE Inc	Equipment	\$36,423.00
303805	Ducks Unlimited Inc	Wetland Mitigation	\$73,100.00
303808	Edward Schwartz Construction	Low water crossing	\$78,022.11
303810	Fisher Sand & Gravel Co.	Road Material	\$337,500.00
303811	Hilfiker Service LLC	Contract Roadwork	\$8,808.75
303813	Hlebechuk Construction Inc.	Small Project	\$81,385.00
303814	Hutz Welding Service	Parts	\$229.02
303816	Interstate Engineering	Engineering	\$2,072.23
303817	Jaramillo-Guerra, Julian	Gas	\$20.00
303822	Kevin P Benz and Benz Trustees	Easement	\$15,530.00
303824	Knopik Pit Management	Road Material	\$283,035.00
303827	Lane, Chris	DOT exam	\$100.00
303830	Lawson Products Inc	Shop Supplies	\$2,124.50
303833	Martin Construction	Road Project	\$248,472.69
303781	McKenzie County	Tire Machine	\$15,000.00
303836	Menards	Shop Supplies	\$167.84
303837	Metcalf Archaeological Inc	Engineering	\$5,493.75
303846	Prairie Auto Parts.	Parts	\$502.58
303851	Roughrider Electric Coop	Line moves	\$234,895.71
303853	Running Supply Inc.	Fuel, Gas	\$623.34
303855	Sax Motor Company	Parts	\$2,140.40
303860	Steckler/Patricia	Road Material	\$15,061.50
303864	Truenorth Steel	Culverts	\$161,342.88
303869	Western Choice Cooperative	Supplies/Fuel	\$31,347.76
303871	Westlie Truck of Dickinson	Equipment	\$185,555.00

SWMCC (19)

WARRANT #:	TO:	FOR:	AMOUNT:
303862	SWMCCC	Boarding/Transporting	\$20,021.70

County Park (21)

WARRANT #:	TO:	FOR:	AMOUNT:
303794	Brew, Bob	Reimb. for Travel/Phone	\$142.50
ACH	Chase - JP Morgan	Credit Card Charges	\$252.36
303806	Dukart, Daryl	Reimb. for Travel/Phone	\$165.20
303819	Jeske, James	Reimb. for Travel/Phone	\$142.50
303834	McKenzie Electric Coop	Electric	\$85.84
303842	Olson, Aaron	Lake Ilo Maintenance	\$2,000.00
303843	Pavlicek, Zach	Reimb. for Travel/Phone	\$147.40
303856	Schaller, Bill	Reimb. for Travel/Phone	\$142.50

VSO (24)

WARRANT #:	TO:	FOR:	AMOUNT:
ACH	Chase - JP Morgan	Credit Card Charges	\$74.99

COUNTY AGENT (26)

WARRANT #:	TO:	FOR:	AMOUNT:
ACH	Chase - JP Morgan	Credit Card Charges	\$647.42
303809	Embroidery Arts (ND)	Uniforms	\$75.00
303825	Kukla, Kirsten	Reimb. for Travel/Phone	\$75.11

303828	Larson, Chris	Reimb. for Travel/Phone	\$216.31
<u>WEED (27)</u>			
WARRANT #:	TO:	FOR:	AMOUNT:
303770	Open Road Honda	2026 Honda	\$12,891.48
ACH	Chase - JP Morgan	Credit Card Charges	\$183.23
<u>DEM (29)</u>			
WARRANT #:	TO:	FOR:	AMOUNT:
303826	Ky's Catering	Catering	\$570.80
ACH	Chase - JP Morgan	Credit Card Charges	\$510.70
<u>24/7 (05)</u>			
WARRANT #:	TO:	FOR:	AMOUNT:
303845	PharmChem	Screening & Analysis	\$383.40
<u>CAPITAL PROJECTS (40)</u>			
WARRANT #:	TO:	FOR:	AMOUNT:
303820	JLG Architects	Remodels	\$49,435.90
303780	City of Killdeer	Half payment - Complex	\$944,086.34
<u>BUILDINGS (41)</u>			
WARRANT #:	TO:	FOR:	AMOUNT:
303792	Braun Distributing	Janitorial Supplies	\$256.48
ACH	Chase - JP Morgan	Credit Card Charges	\$227.75
303831	Manning Waterworks	Water	\$244.00
303835	McKenzie Electric Coop	Electric	\$445.84
303771	MDU	Electric	\$4,282.53
303836	Menards	Supplies and tools	\$2,328.68
303582	Roughrider Eclectic Cooperative	Electric	\$3,249.30
303870	Western Choice Coop	Misc Charges	\$225.41

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

Code Administrator, Sandy Rohde, appeared to present Conditional Use Permits

Nick Jensen, Western Edge Surveying representing Timothy Fischer, Fayleen Fischer and Brady Wilz who has filed a Final Major Subdivision Replat. The Subdivision Replat is located in the SE4 section 30-145-96 of Dahl Homestead Major Subdivision Phase 2. The property is owned by Timothy Fischer, Fayleen Fischer and Brady Wilz. The property is zoned Residential Development Zone. (Permit #10-2025)

Motion by Commissioner Heiser, second by Commissioner Pelton to accept the CUP as presented. All voted aye, motion carried.

Ms. Rohde would like the commission to know that the Cemetery Fund is working well. We fixed the sign at the Manning Cemetery and they sent a nice thank you. There will be more work done in several more cemeteries in 2026.

At 10:00 a.m., per call for bids, all qualified bids were opened for the 10th St. NW, 113th Ave. NW & 7th St. NW Paving Project. CP-13(23)02

- Anderson Western \$5,990,813.70
- Central Specialties \$5,943,244.99
- Mayo Construction \$6,526,755.32
- Northern Improvement \$7,763,117.84
- Strata Corporation \$6,654,209.74

Northern Plains will review the bids and return with a recommendation to the board.

Ryan Anderson with JE Dunn appeared before the commission to discuss the Public Safety Center Building and the remodel of the Courthouse. Ryan went over the scope of the project. The PSC is a new build, a mixture of garage and office space, Sheriff, Emergency Manager, Coroner and Public Health Nurse, along with a space for Fire Trucks. The Courthouse will be refit with a larger courtroom and make it ADA accessible. Ballistic service windows would be installed as part of a security assessment previously done. Human Services would move to the North side of the second floor and build out a large training room upstairs. The project was combined to bring in more bidders at lower prices. The current price is \$23,670,643.00. Discussion on when the \$20,000,000.00 budget was agreed upon, we didn't

know what the building entailed. Land and square footage were added to the scope after the first budget was set. Motion by Commissioner Olson to accept the GMP as presented, seconded by Commissioner Dolezal. Upon roll call vote Commissioners Heiser, Pelton and Kleemann voted no. Commissioners Olson and Dolezal voted aye. Motion failed. There may be room for savings if the road crew could do some of the onsite work. The project would start in the spring of 2026 and be completed in the fall of 2027. The cost of the build would be spread out over two years. Motion by Commissioner Heiser, seconded by Commissioner Pelton to approve \$22.5 million for the entire project. Upon roll call vote, Commissioners Heiser, Olson, Pelton and Dolezal voted aye, Commissioner Kleemann voted no. Motion carried.

Engineer Wood brought back the results of the bid. Central Specialties is the lowest bid at \$5,943,244.99 He would recommend awarding the bid for the 10th St. NW, 113th Ave. NW & 7th St. NW paving project to Central Specialties. Motion by Commissioner Kleemann, seconded by Commissioner Pelton to award the 10th St. NW, 113th Ave. NW & 7th St. NW paving project to Central Specialties for \$5,943,244.99. Upon roll call vote, all voted aye, motion carried.

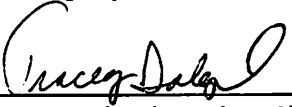
Tax Director, Holly Hutchison, would like approval to use the Ag Land Inaccessibility Modifier for the 2026 year. This is the same one used since 2019. Once approved this would go the State Property Tax Office for their approval as well. Motion by Commissioner Olson, seconded by Commissioner Kleemann to approve the modifier as presented. All voted aye, motion carried. Ms. Hutchison informed the commission that her office will be sending out residential property information forms to all exempt property owners. HB 1176 requires that we report exempt property values for a statewide study.

Emergency Manager, Sarah Duttonhefner, appeared to discuss rescinding the burn ban. Motion by Commissioner Pelton, seconded by Commissioner Heiser to approve rescinding the burn ban but require residents to call the chiefs for pit burns. All voted aye, motion carried.

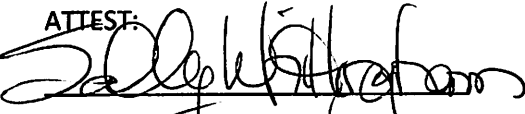
Ms. Duttonhefner would like approval to renew the service contract with Bowman Radar Operations. We have been in contract with them for several years as it helps with the gap of coverage in the SW area. The yearly contract amount is \$2500.00. Motion by Commissioner Kleemann, seconded by Commissioner Olson to renew the contract as presented. All voted aye, motion carried.

Ashley Schaper with Chord Energy would like approval for a section line encroachment. (19-148-92) The section line has previously been approved; they are adding wells to the site. The pad will not be expanded. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to approve the section line encroachment as presented. all aye motion carried. As presented encroachment.

Motion by Commissioner Kleemann, seconded by Commissioner Olson to adjourn. All voted aye and the meeting adjourned at 11:24 a.m.


Tracey Dolezal, Madam Chair

January 7, 2026
Date

ATTEST:

Sally Whittingham, Auditor