

**OFFICIAL PROCEEDINGS
DUNN COUNTY BOARD OF COUNTY COMMISSIONERS
April 16, 2025**

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

Others Present: Sally Whittingham, Terry Schwarzenberger, Jeremy Wood, James Kadrmas, Carl Rohde, Darin Schaeffer, Gary Kuhn, Dessie Calihou, LoAnn Roshau, Adeline Ingold, Julie Karey, Willard Tormaschy, Christina Kissinger

Motion by Commissioner Olson, seconded by Commissioner Kleemann to approve the April 8, 2025 Special Meeting Minutes as presented. All voted aye, motion carried.

Motion by Commissioner Pelton, seconded by Commissioner Olson, to approve the April 2, 2025 minutes as presented. All voted aye, motion carried.

Motion by Commissioner Kleemann, seconded by Commissioner Heiser to approve the April 16, 2025 agenda with the following additions: SW Water Discussion, JDA Young Farmers Grant. All voted aye, motion carried.

Carl Rohde appeared for Civil Science to give updates on their projects. 100th Ave. NW has a pay estimate, #1, in the amount of \$29,756.18 to Baranko Brothers. Motion by Commissioner Pelton, seconded by Commissioner Heiser to pay Baranko Brothers \$29,756.18 for pay estimate #1. Upon roll call vote, all voted aye, motion carried. 92nd Ave. SW, plans are complete and the 404 permit is secured. 12th St. SW and 16th St. SW, working on the 404 permits.

Darin Schaeffer with Bartlett & West appeared to give updates on their projects. 14th St. SW, Schwartz is waiting on the road restrictions to lift so they can move forward. 119th Ave. SW, waiting on Central Specialties to indicate when they will start the project. Waiting for the legal department with SW Water to move forward with the manning project. 3rd St. SW. USACE is requesting we use wetland credits for mitigation. The cost is \$34,000.00 for the 0.4 acres, approval is needed. Motion by Commissioner Heiser, seconded by Commissioner Pelton to pay the \$34,000.000 for wetland credits on the 3rd St. SW project. Upon roll call vote, all voted aye, motion carried.

James Kadrmas with Interstate Engineering appeared to update the commission on their projects. 109th Ave. SW, 95% plan set will be ready for the road department to review in the next few weeks. 82nd Ave. SW, North and South segments, will work with the road department on easement acquisitions.

Jeremy Wood with Northern Plains Engineering appeared to give updates on their projects. 98th Ave. SW & 4th St. SW has a bid opening for May 7th. 3T Ave SW, survey is complete, working on the design. 97th Ave., all easements have been secured, anticipating a June bid opening. 104th Ave., dependent upon easements negotiations an August bid opening is anticipated.

Road Superintendent Terry Schwarzenberger presented utility permits for Roughrider Electric. Motion by Commissioner Pelton, seconded by Commissioner Heiser to accept the utility permits as presented. All vote aye, motion carried.

Gravel Agreements were presented to the board. Motion by Commissioner Heiser, second by Commissioner Pelton to approve as presented. All voted aye, motion carried.

SW Water has come back with a cost for an initial survey to see what the county needs to improve the water system. It will be \$110,000 for the initial agreement. If we don't spend the money, we can't move forward with help on any water supply. It will help us make educated decisions later. Motion by Commissioner Olson, seconded by Commissioner Heiser to pay SW Water \$110,000.00 for and initial water system survey. Upon roll call vote, all voted aye, motion carried.

Commissioner Kleemann would like the boards thoughts on how to move forward with the JDA Young Farmers Grant. He wants to know how the commission feels about the program. This last year we had 97 participants. Maybe we should limit to 40 participants, or apply every other year. Another suggestion would be a lifetime total, put a cap on how much one individual can claim. Currently the program is on a year-to-year basis.

Auditor Whittingham would like approval to keep the CPT financial and tax agreement until December of 2026. This will help get information from the legacy software into the new software and ensure it is

working properly and the information is accurate. Motion by Commissioner Heiser, seconded by Commissioner Pelton to approve the CPT agreement until December of 2026. All voted aye, motion carried.

Auditor Whittingham let the board know the annual audit for the county will be April 28th and 29th, it is a full state and federal audit.

Auditor Whittingham would like permission to close out several old funds. By doing so we would need to transfer general fund money to those funds. Motion by Commissioner Pelton, seconded by Commissioner Heiser to close out the funds and transfer the money. Upon roll call vote, all voted aye, motion carried.

Commissioner Olson would like to add Tim Maul the Housing Authority Board, he will be taking Florine Lazorenko's place. Motion by Commissioner Olson, seconded by Commissioner Kleemann. All voted aye, motion carried.

Sheriff Kuhn presented the departments quarterly update to the board. The first quarter there were 2570 calls for service, 195 case files, 675 traffic calls, 83 24/7 programs, 50 911 calls, 9 narcotic calls, 23 injuries, 941 security patrols in the cities, 21 prisoner transports, arrested 74 people. Donated over 400 pounds of meat to help the veterans and food pantry. They are preparing for northern border crossings.

Colton Medley and Shasta Blackford with the City of Dunn Center appeared to discuss their improvement plans and projects. The project is in three different phases. They spoke with their contractor and prices are good this year and they can combine two of the phases and get it done sooner than anticipated. The amount they are asking from the county is \$1,367,863.00 and \$1,500,000.00 for the two phases. Once this project is done, they can focus on infrastructure and getting new housing in Dunn Center. \$2,867,863.00 is the total that would help with water, concrete and paving. They do have grants in place as well. Motion by Commissioner Olson, seconded by Commissioner Kleemann to approve the grants for Dunn Center for \$2,867,863.00. Upon roll call vote, all voted aye, motion carried.

Emergency Manager, Sarah Duttenhefner, discussed the Multi-Hazard Mitigation Plan. This involves Billings, Dunn, Golden Valley and Stark Counties. There are workshops planned in each county. Dunn Counties will be at the West Dunn Fire Hall in Dunn Center on April 23rd at 6:00 pm. An emergency declaration was signed for a Burn Ban. We continue to have a high fire danger in the county. Sarah has spoken to both fire chiefs and they would like to continue with the total burn ban until further notice. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to continue total burn ban until conditions warrant taking it off. All voted aye, motion carried.

Chris Jeske appeared to give updates on the Food Pantry; she presented the breakdown of statistics for 2024 and the first quarter of 2025. Dunn County Round Up is at 95% of their funding campaign for the new building. It should be completed in February of 2026.

Motion to remove the additional HR employee from the table by Commissioner Kleemann, seconded by Commissioner Olson. All voted aye, motion carried. Dessie Calihou appeared to outline a few items so the commission can see why the person is needed. Some of the bigger projects and tasks get put on hold so she can do the day-to-day things. These projects would impact the organization and the employees. Motion to authorize and additional employee to the HR Department by Commissioner Dolezal, the motion died for lack of a second.

Jeff Simmons and Rhonda Zastoupil from the Killdeer School District appeared to present a bond analysis. This reflects how the school grant that the county gives affect taxpayers and the bond buy down. Total interest saved 4.1 million dollars that will not go to the tax payers. They thanked the board for the school grant. The projected mill levy will decline again this year which also helps the taxpayers. The board thanked the school for the report and the update.

Motion by Commissioner Olson, seconded by Commissioner Heiser, to approve the following vouchers:

GENERAL FUND (10)

WARRANT #:	TO:	FOR:	AMOUNT:
302061	Albrecht, Will	Cell Phone: Jan-Apr	\$200.00
302062	ArcaSearch LLC	Annual Fee	\$1,492.00
302063	Balco Uniforms	Sheriff Uniforms	\$1,993.70
302066	Bentz Auto Body	Vehicle Maintenance	\$1,505.00

302067	Benz Oil	Fuel	\$4,682.72
302068	Beulah Beacon	Publishing	\$513.04
302069	Braun Distributing	Clean Up Week Supplies	\$263.78
302070	Brew, Casey	P & Z Board Meeting	\$125.00
302073	Cardenas, Zoe	Cell Phone- Jan-Apr	\$200.00
ACH	Chase-JP Morgan	Credit Card Charges-March	\$5,590.35
302078	Counties Providing Technology	Programming Software	\$2,233.00
302079	Dakota Business Solutions	Mail Machine 2025 Contract	\$360.00
302081	Dave Olson	Mileage/Cell Phone	\$785.00
302082	Dickinson Parks and Recreation	WRCC Corp. Upgrade Fee	\$200.00
302083	Dolezal, Tracey	Mileage	\$355.60
302085	Dvirnak, Lorin	P & Z Board Meeting/Mileage	\$160.00
302086	East End Auto	Towing	\$286.00
302087	Embroidery Arts	Clean Up Week Shirts	\$1,125.00
302088	Fair Repair & Services LLC	Vehicle Maintenance	\$793.29
302090	Forsgren Associates	Building Permits	\$3,902.97
302091	Hinrichs SuperValu	Housing Auth. Meeting	\$69.38
302092	Hinrichs SuperValu	Sheriff Supplies	\$24.50
302095	iHeart Media	Radio Ad	\$940.00
302096	Information Tech Dept	Service Contracts	\$3,893.53
302101	Kompleks Assess. Solutions LLC	2025 Contract	\$7,600.00
302103	Lazorenko, Florine	Housing Authority	\$429.60
302106	Marco Technologies	Office Equipment	\$272.56
302108	McKenzie Electric	Electricity	\$192.40
302117	NDIRF	HR Collaborative-Reg. Fee	\$50.00
302111	ND State Radio Comm.	LETS Fees	\$526.00
302113	NDACo Resource Group	Computer Replacement	\$2,097.01
302114	Norby, Jeremy	P & Z Board Meeting/Mileage	\$133.40
302120	NW Tire	Sheriff Vehicle Maintenance	\$3,231.05
302121	ODP Business Solutions	Office Supplies	\$92.16
302122	Perhus, Howard	P & Z Board Meeting	\$125.00
302126	Quality Quick Print	Recruitment	\$1,768.50
302126	Quality Quick Print	Office Supplies	\$94.00
302129	Roshau, LoAnn	Cell Phone	\$50.00
302131	Roughrider Electric	Electricity	\$212.72
302133	Runnings	Sheriff Supplies	\$79.98
302135	Schneider, Les	P & Z Board Meeting/Mileage	\$132.00
302139	Stein, Russ	P & Z Board Meeting/Mileage	\$153.00
302141	Tyler Technologies	Programming Software	\$3,697.50
302144	West Dakota Vet Clinic	K-9 Expense	\$410.80
302146	Western Choice	Vehicle Maintenance	\$118.00
302147	WEX Health	FSA Fees	\$182.00
<u>ROAD (14)</u>			
302064	Baranko Brothers	Road Project	\$29,756.18
302065	Bartlett & West	Engineering	\$76,692.63
302067	Benz Oil Co Inc	Gas/Fuel/Oil	\$38,478.97
302071	Brown Fencing	Fencing	\$26,269.95
302072	Butler Machinery Co	Parts	\$2,772.82
302074	Carquest Auto Parts Store	Parts	\$986.26
ACH	Chase-JP Morgan	Credit Card Charges-March	\$4,173.30
302076	Civil Science Infrastructure Inc.	Engineering	\$58,375.30
302077	Consolidated Telcom.	Telephone	\$639.10
302080	Dakota Tool & Machine	Parts	\$85.00
302084	Dust Pods	Road Stabilization	\$61,200.00
302088	Fair Repair & Service LLC	Parts	\$201.85
302094	Hutz Welding Service	Parts	\$84.80
302097	J & J Operating LLC	Parts	\$370.19
302098	John Deere Financial	Rental Tractor	\$11,400.00
302100	Knopik Pit Management	Road Material Crushing	\$194,837.50

302102	Lawson Products Inc	Shop Supplies	\$2,325.21
302104	Linde Gas & Equipment Inc	Shop Supplies	\$526.59
302110	Menards	Shop Supplies	\$273.94
302115	Noregon Systems	Fleet Management	\$2,199.00
302116	North Central International LLC	Parts	\$1,434.23
302118	North Dakota One Call	One Call	\$28.50
302119	Northern Plains Engineering	Engineering	\$67,825.00
302124	Prairie Auto Parts	Parts	\$576.94
302125	Pump Systems	Parts	\$355.00
302127	Rocky Butte Fencing	Fencing	\$26,416.68
302132	Running Supply Inc.	Shop Supplies	\$28.98
302134	Sax Customs	Parts	\$360.00
302137	Source One Supply Inc	Shop Supplies	\$450.59
302138	Steckler/Greg	Road Material	\$73,935.00
302142	Verizon Connect	Fleet Management	\$449.29
302143	Wald Fencing & Supplies LLC	Fencing Supplies	\$15,262.50
302145	Western Choice Cooperative	Shop Supplies	\$14,909.07

COUNTY PARKS (21)

ACH	Chase-JP Morgan	Credit Card Charges-March	\$1,473.30
302108	McKenzie Electric	Electricity-Little Mo.	\$42.99
302107	McKenzie Electric	Electricity-Lake Ilo	\$39.00

VETERAN SERVICE OFFICE (24)

302106	Marco Technologies	Office Equipment	\$14.45
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COUNTY AGENT (26)

ACH	Chase-JP Morgan	Credit Card Charges-March	\$842.36
302093	Hinrichs SuperValu	Programming Supplies	\$301.87

DEM (29)

ACH	Chase-JP Morgan	Credit Card Charges-March	\$599.06
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HAZMAT (86)

ACH	Chase-JP Morgan	Credit Card Charges-March	\$66.92
302128	Rohde, Sandra	CPR	\$70.00

E-911 (91)

302111	ND State Radio Comm.	Line Fees	\$22,009.26
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24/7 FEES (05)

302123	Pharmchem Inc	24/7 Fees	\$61.95
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SWMCCC (19)

302140	SWMCCC	Boarding/Transport Prisoners	\$26,450.00
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WEED (27)

302089	Ferebee, Cliff	Weed Board	\$511.50
302112	ND Weed Control Association	2025 Membership	\$285.00
302136	Sickler, Klint	Weed Board	\$501.00
302139	Stein, Russ	Weed Board	\$306.00

BUILDINGS (41)

302067	Benz Oil	Propane	\$1,113.00
302069	Braun Distributing	Janitor Supplies	\$549.00
302072	Butler Machinery	Service Contract	\$2,086.00
ACH	Chase-JP Morgan	Credit Card Charges-March	\$652.36
302075	City Air Mechanical	Maintenance	\$466.25
302099	Johnson Controls Fire Protect.	Inspection	\$763.22
302105	Manning Waterworks	Water	\$222.00
302108	McKenzie Electric	Electricity	\$543.61
302109	MDU	Utilities	\$3,359.33
302110	Menards	Supplies	\$201.71
302131	Roughrider Electric	Electricity	\$3,370.60
302130	Roughrider Electric	Electricity	\$793.00
302145	Western Choice	Misc. Supplies	\$25.07

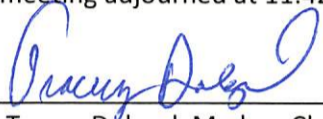
Upon roll call vote, all voted aye, motion carried.

Katelyn Crider with JLG Architects and James Kramer with JE Dunn appeared to update the board on the Public Safety Center and the Courthouse Remodel. They did a walkthrough of the courthouse with

members of the building committee to see how money could be saved on the project. There is still some unknown regarding the HVAC system in the old part of the building. They went over the proposed drawings and costs of the project and changes of the PSC since the site was moved. All emergency departments would be moved into the PSC, Emergency Manager, Coroner, Sheriff's Department and the Public Health Nurse. Motion to approve the amendment to the contract to move forward with the Courthouse Remodel and the Public Safety Building by Commissioner Pelton, seconded by Commissioner Olson. Upon roll call vote, all voted aye, motion carried. Construction would start spring of 2026, completion June of 2027.

Motion to remove the bucking horse sale from the table by Commissioner Olson, seconded by Commissioner Dolezal. All voted aye, motion carried. The City of Killdeer appeared to follow up on the Bucking Horse Sale Event. The request is that the county split the cost with Killdeer and pay half of the \$150,000.00 sponsorship. The county's part would breakdown to \$25,000.00 per year for three years. The idea is to keep the sale local, bring more people and vendors, make a bigger event out of the sale for the county. JDA could help with this rather than the county. The Chair will contact JDA.

Motion by Commissioner Kleemann, seconded by Commissioner Olson to adjourn. All voted aye and the meeting adjourned at 11:42 a.m.



Tracey Dolezal, Madam Chair

May 7, 2025
Date

ATTEST:



Sally Whittingham, Auditor