

**OFFICIAL PROCEEDINGS
DUNN COUNTY BOARD OF COUNTY COMMISSIONERS
May 21, 2025**

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

Others Present: Sally Whittingham, Terry Schwartzenberger, Jeremy Wood, James Kadrmas, Carl Rohde, Darin Schaeffer, Gary Kuhn, Dessie Calihou, LoAnn Roshau, Adeline Ingold, Julie Karey, Willard Tormaschy, Carie Boster, Cindy Bice

Motion by Commissioner Olson, seconded by Commissioner Pelton, to approve the May 7, 2025 minutes as presented. All voted aye, motion carried.

Motion by Commissioner Olson, seconded by Commissioner Pelton, to approve the May 5, 2025 special meeting minutes as presented. All voted aye, motion carried.

Motion by Commissioner Pelton, seconded by Commissioner Olson, to approve the May 21, 2025 agenda with the following additions: Road Assistant Superintendent, New Weed Pickup, Signing of Dvorak Deed. All voted aye, motion carried.

Geoff Simon and Alisson Ritter with WDEA appeared before the commission and spoke about the partnership between Dunn County and WDEA. Alisson was introduced as Jeff's replacement; he will be semi retiring. WDEA educates people on where the oil & gas funds are spent throughout the state.

Carl Rohde appeared for Civil Science to give updates on their projects. 100th Ave. NW has pay estimate #3 for \$244,553.54, to Baranko Brothers. Payment is recommended. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to pay Baranko Brothers \$244,553.54 for pay estimate #3. Upon roll call vote, all voted aye, motion carried. 92nd Ave. SW, plans are complete and the 404 permit is secured. Motion by Commissioner Heiser, seconded by Commissioner Pelton to abandoned the 16th St. project and approve a project on 14th St. to approximately 94th. All voted aye, motion carried.

Darin Schaeffer with Bartlett & West appeared to give updates on their projects. 14th St. SW, work has begun on this project. We are requesting pay estimate #1 for \$205,259.61 to Schwartz Construction. Motion by Commissioner Heiser, seconded by Commissioner Pelton to pay Schwartz Construction \$205,259.61 for pay estimate #1. Upon roll call vote, all voted aye, motion carried. 119th Ave. SW, expecting a mid-August start. A public meeting has been scheduled regarding the Manning project. It will be June 3rd at the Courthouse. Approval to purchase wetland credits for 7th St. SW – 97th to 94th, the cost is \$34,000.00 and from 101st to 97th, the cost is \$56,00.00. Motion by Commissioner Pelton, seconded by Commissioner Heiser to approve the purchase of wetland credits. Upon roll call vote, all voted aye, motion carried.

James Kadrmas with Interstate Engineering appeared to update the commission on their projects. 27th St. SW was awarded to Schwartz Construction; waiting on better weather to start. 109th Ave. SW, plans were delivered to Superintendent Schwartzenberger for review.

Jeremy Wood with Northern Plains Engineering appeared to give updates on their projects. 105th Ave. SW has pay estimate #1, \$134,245.95, to Baranko Brothers. Payment is recommended. Motion by Commissioner Pelton, seconded by Commissioner Heiser to pay Baranko Brothers \$134,245.95 for pay estimate #1. Upon roll call vote, all voted aye. Motion carried. Pinewood Meadows Subdivision paving project has a bid opening in July.

Auditor Whittingham informed the commission that Dvorak Property Deed was completed for the Public Safety Center. She is asking for permission to disburse the payment of \$500,000.00 and the signing of the deed. Motion by Commissioner Pelton, seconded by Commissioner Olson to sign the deed and approve the distribution of the \$500,000.00. Upon roll call vote commissioners Heiser, Olson, Pelton and Dolezal voted aye, commissioner Kleemann voted nay. Motion carried.

Auditor Whittingham asked for approval for the Weed Control Department to purchase a new pickup. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to approve the purchase of a pickup and to bring the cost to the commission. All voted aye, motion carried.

Road Superintendent, Terry Schwartzenberger presented utility permits. Motion by Commissioner Kleemann, seconded by Commissioner Pelton to approve the utility permits as presented. All voted aye, motion carried.

Terry Schwartzenberger introduced Dakota Schnell is the new Operation Manager.

Commissioner Pelton and Heiser would like the Assistant Road Superintendent position to change from salary to hourly. Dessie Calihou, HR Director, spoke to the commission about the position and its exempt status. Wage and Hour and ND Century Code has this position listed as salary. As well, if this position is changed all salaried positions need to be looked at. This will mitigate liability for the county. Motion by Commissioner Heiser, seconded by Commissioner Pelton to change the Assistant Road Superintendent to hourly. Upon roll call vote, commissioners Heiser, Pelton and Kleemann voted aye. Commissioners Olson and Dolezal voted nay. Motion carried.

At 10:00 a.m., per call for bids, all qualified bids were opened for 97th Ave. (CP-13(22)03

• Baranko Brothers	\$1,513,477.79
• Central Specialties	\$1,667,870.77
• Edward H. Schwartz	\$1,967,985.43
• Gratech Company	\$1,759,379.20
• Gladen Construction	\$1,718,963.69
• Hlebechuk Construction	\$2,134,520.18
• Jensen Brothers	\$1,484,964.50
• Martin Construction	\$1,692,998.16

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

Tax Director, Holly Hutchison appeared to get approval for assessing agreements between Dunn County and the Cities of Halliday, Dunn Center and Dodge. The county does the assessing for these cities and holds the Tax Equalization meetings each year. The cities have agreed and signed the agreements, it will be \$2000.00 yearly for each city and the money will go into the Tax Director budget for required trainings. Motion by Commissioner Olson, seconded by Commissioner Heiser to sign the agreements for assessing between Halliday, Dodge and Dunn Center and the County. All voted aye, motion carried.

Ryan Hauck, West Dunn Fire Chief, appeared to discuss the current fire restriction. There is ample moisture with the rain the last few weeks. Multiple neighboring counties are removing their restrictions. On the recommendation of the Fire Chief the burn restrictions will stay in place for Dunn County.

Auditor Whittingham was contacted by Mr. Scott Wheeler in regards to a letter of support to raise awareness and celebrate the 70th Anniversary of the Lawrence Welk Show and to celebrate his contributions to music and television. Motion by Commissioner Heiser, seconded by Commissioner Pelton to sign a letter of support. All voted aye, motion carried.

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

<u>GENERAL FUND (10)</u>			
WARRANT #:	TO:	FOR:	AMOUNT:
302315	AVI Systems	Tech Support	\$118.75
302319	Benz Oil Company	Sheriff Fuel	\$4,760.15
302320	Boss Office Products	Office Supplies	\$921.83
302321	Boss Office Products	Office Supplies	\$662.11
302322	Brew, Casey	P & Z Meeting/Mileage	\$129.90
ACH	Chase JP Morgan	Credit Card Charges - April	\$5,912.70
302326	Consolidated	Phones	\$1,741.11
302327	Corp. Translation Serv. LLC	Translation Services	\$24.23
302328	Counties Providing Technology	Programming Software	\$2,583.00
302329	Dickinson, City of	Impound/Boarding Fees	\$330.00
302333	Dvirnak, Lorin	P & Z Meeting/Mileage	\$160.00
302334	East End Auto	Towing	\$443.50
302336	Embroidery Arts	Clothing	\$423.00
302338	Fair Repair & Service LLC	County Vehicle Maintenance	\$189.55
302340	Fast Initial Response Systems	First Aid Supplies	\$224.42
302343	Jeske, Chris	P & Z Meeting/Mileage	\$141.80
302309	Killdeer FFA Chapter	Adopt-A-Planter Flowers	\$1,000.00
302347	Kissinger, Christina	Mileage/Meals	\$50.00

302348	Kleemann, Robert	Mileage: Jan-Apr	\$651.00
302352	Lucky's Towing & Repair	Towing	\$1,200.00
302353	Luetzow, Jennifer	Mileage	\$74.90
302354	MAC's - Dickinson	Sheriff Supplies	\$11.58
302357	McKenzie Electric	Electricity	\$159.62
ACH	Merriman, Pat	Salary	\$3,000.00
302360	National Sheriff's Association	NSA Membership	\$125.00
302363	NDSU Extension Dept. 3110	Computer Cost Share-C. Larsen	\$616.19
302364	Norby, Jeremy	P & Z Meeting/Mileage	\$133.40
302367	NW Tire	Sheriff Vehicle Maintenance	\$530.49
302370	Pro Forms	Office Supplies	\$199.70
302301	Roughrider Electric	Electricity	\$212.39
302372	Rudy's Lock & Key	Keys	\$20.00
302373	Runnings	Misc.	\$250.58
302375	Schneider, Les	P & Z Meeting/Mileage	\$132.00
302376	Service Pro	Vehicle Maintenance	\$120.56
302379	Stein, Russ	P & Z Meeting/Mileage	\$153.00
302381	Thomson Reuters-West	Subscription	\$161.40
302382	Tyler Technologies	Programming Software	\$1,160.00
302382	Tyler Technologies	Programming Software	\$145.00
302383	UKG	Contract	\$150.00
302386	West Dakota Vet Clinic	K-9 Expense-Drone	\$212.12
302387	WEX Health	FSA Fees	\$182.00

ROAD (14)

ACH	Chase JP Morgan	Credit Card Charges - April	\$503.33
302312	3D Specialties	Paving Maintenance	\$627.36
302313	A&A Sanitation	County Shop Maintenance	\$520.00
302316	Baranko Brothers Inc	Road Projects	\$378,799.49
302317	Bartlett & West	Engineering	\$91,885.75
302318	Beaver Creek Archaeology	Engineering	\$23,150.00
302324	Civil Science Infrastructure Inc.	Engineering	\$91,992.45
302325	Colonial Research Chem. Corp.	Shop Supplies	\$238.11
302330	Ducks Unlimited Inc	Wetland Mitigation	\$45,900.00
302332	Dunn County Soil Conservation	Trees for small project	\$45.00
302335	Edward Schwartz Construction	Road Projects	\$205,259.61
302336	Embroidery Arts (ND)	Sign Warrior	\$546.00
302337	Entzel, Elvis	Fencing Material	\$6,000.00
302338	Fair Repair & Service LLC	Parts	\$826.08
302342	Hutz Welding Service	Parts	\$512.14
302349	Kubik, Bogner, Ridl & Selinger	Title search	\$250.00
302351	Lawson Products Inc	Shop Supplies	\$762.79
302359	Metcalf Archaeological	Engineering	\$2,782.50
302361	ND Dept Of Transportation	Little Mo Bay Road	\$5,486.40
302362	NDLTAP-UGPTI/NDSU	Training	\$175.00
302365	Northern Plains Engineering	Engineering	\$112,502.50
302366	Northwest Truck & Trailer	Equipment	\$33,418.00
302371	Ray's Auto Electric Inc	Parts	\$24.70
302380	Swanston Equipment	Parts	\$628.00

VETERAN SERVICE OFFICE (24)

ACH	Chase JP Morgan	Credit Card Charges - April	\$297.00
302326	Consolidated	Phones	\$24.35

COUNTY AGENT (26)

ACH	Chase JP Morgan	Credit Card Charges - April	\$823.99
302326	Consolidated	Phones	\$130.64
302338	Fair Repair & Service LLC	Vehicle Maintenance	\$206.50
302350	Larsen, Christy	May Reimbursements	\$369.81

DEM (29)

ACH	Chase JP Morgan	Credit Card Charges - April	\$1,605.99
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302339	Farmers Union Oil Co.	Vehicle Maintenance	\$20.00
<u>COUNTY PARKS (21)</u>			
302323	Brew, Robert	Park Board Mtg./Mileage	\$331.59
ACH	Chase JP Morgan	Credit Card Charges - April	\$765.72
302331	Dukart, Daryl	Park Board Mtg./Mileage	\$400.20
302344	Jeske, Jim	Park Board Mtg./Mileage	\$413.50
302356	McKenzie Electric	Electricity	\$39.00
302357	McKenzie Electric	Electricity	\$42.05
302368	Pavlicek, Zach	Park Board Mtg./Mileage	\$294.80
302374	Schaller, Bill	Park Board Mtg./Mileage	\$535.00
302378	Sorge, Kelly-Indian Hills Resort	2025 Passport Challenge	\$100.00
<u>24/7 FEES (05)</u>			
302369	PharmChem	24/7 Fees	\$381.45
<u>CAPITAL PROJECTS (40)</u>			
302345	JLG Architects	Schematic Designs	\$60,545.00
302384	Uline	Picnic Tables	\$6,406.44
<u>WEED (27)</u>			
ACH	Chase JP Morgan	Credit Card Charges - April	\$440.00
302336	Embroidery Arts	Shirts	\$525.00
302373	Runnings	Parts	\$267.91
302385	Warne Chemical	Sprayer Parts	\$2,861.00
<u>BUILDINGS (41)</u>			
302314	AH, Inc.	Outlet Installation	\$300.00
ACH	Chase JP Morgan	Credit Card Charges - April	\$746.50
302341	Fire Equipment Company	Safety Supplies	\$2,419.00
302346	Killdeer, City of	Water-Sewer-Garbage	\$345.96
302355	Manning Waterworks	Water	\$266.00
302357	McKenzie Electric	Electricity	\$404.33
302358	Menards	Maintenance/Supplies	\$267.19
302300	Roughrider Electric	Electricity	\$1,016.00
302301	Roughrider Electric	Electricity	\$2,717.82
302377	Sherwin Williams	Paint/Supplies	\$53.02

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

Doug Nelson appeared representing McKenzie Bay Club. The road to the club is deteriorating and they need to fix it due to safety concerns. The patches that have been done are no longer working. They did get an engineer to come out and take a look and he gave them three options. The road would hold up for approximately 25 years if completely redone. They are asking the county if they can secure funds so they can move forward. It is approximately 1.75 miles from the top of the road to boat ramp. They will also seek other funding. This project is all in Dunn County. The commission will review the packet and get with Doug to look at the road. Motion to table to until the we can research the situation by Commissioner Heiser, seconded by Commissioner Kleemann. All voted aye, motion carried.

Northern Plains returned with the bid results. After review, Jensen Brothers is the lowest bidder with no errors. They recommend awarding the 97th Ave. (CP-13(22)03 project to them for \$ \$1,484,964.50. Motion by Commissioner Heiser, seconded by Commissioner Pelton to award the 97th Ave. (CP-13(22)03 project to Jensen Brothers for \$1,484,964.50. Upon roll call vote, all voted aye, motion carried.

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

Ike John Dolinar of WH Smith Assoc. representing Jeffrey L & Ashley Jacobson has filed a Master Development Plan and an Application for Minor Subdivision Plat located in the E2NW4 section 31-143-95. The property is zoned Rural Preservation and owned by Jeffrey L & Ashley Jacobson. (Permit #04-2025)

Holden Russell or William Murfin of Williston, ND has filed a Conditional Use Permit for a Water Depot to include a 2 Ponds under 50 Acre Feet, located in the NE4 of section 26-141-97. The property is zoned Rural Preservation and owned by Chad Ystaas. (Permit #03-2025). This application was tabled at the April 8th, 2025 hearing.

Motion by Commissioner Heiser, second by Commissioner Pelton to accept the CUP as presented and ~~the recommended change for the text amendment.~~ All voted aye, motion carried.

Removed per 7/2/25
minutes (S)

The Planning & Zoning Board are making a recommendation to add Marry Massad to the board. Motion by Commissioner Olson, seconded by Commissioner Heiser to appoint Mary Massad to the water resource board. All voted aye, motion carried.

Commissioner Heiser discussed Building Permits. Bobbie Strait with Forsgren Associates (via Teams) explained how the permits are processed. It is a percentage of the valuation of the building or home. It is below the county valuation so it is cheaper. The one fee covers every inspection and certificate of occupancy for the bank. Could we eliminate the counties 25% fee? We still need the inspections for safety. Motion by Commissioner Dolezal to waive the county fee on a building permit. Motion dies for lack of second. Motion by Commissioner Pelton to waive the county fee of 25 % and pay up to \$2000.00 for any building permit fees, waive the \$25.00 notice of construction fee, this is for residential only, seconded by Commissioner Olson. Upon roll call vote commissioners Heiser, Olson, Pelton and Kleemann voted aye. Commissioner Dolezal vote nay. Motion carried. (It is important to note that all permits, notices and inspections are still required.)

Will Albrecht, Building and Maintenance Supervisor, appeared to discuss building proposals. Currently at the Halliday Shop the exhaust from the generator blows back into the building. For safety reasons the exhaust needs to be moved. The cost to fix the issue is \$8500.00. Motion to accept the bid by Commissioner Pelton, seconded by Commissioner Heiser. Upon roll call vote, all voted aye. Motion carried.

The Killdeer Sign Shop has a bad roof. There has been leaks since we have owned it. There ae six to eight known areas where water comes into the shop. A quote from Highpoint Construction to replace the roof will be \$70,000.00 and \$5040.00 for the gutter system. Will is going check into the standing seem roof for future repair, it may hold up longer.

The Park Board would like to build a picnic pavilion at the Little Mo campground. The cost would be roughly \$43,968.00. Motion by Commissioner Heiser, seconded by Commissioner Olson to approve the pavilion and take the funds out of GPT dollars. Upon roll call vote, all voted aye, motion carried.

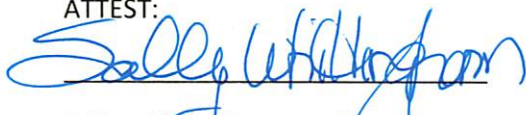
Human Resources double checked the starting date of hourly pay for the Assistant Road Superintendent. It will start on the next pay period.

Motion by Commissioner Kleemann, seconded by Commissioner Olson to adjourn. All voted aye and the meeting adjourned at 11:27 a.m.


Tracey Dolezal, Madam Chair

June 4, 2025
Date

ATTEST:


Sally Whittingham, Auditor