

**OFFICIAL PROCEEDINGS
DUNN COUNTY BOARD OF COUNTY COMMISSIONERS
June 18, 2025**

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

Others Present: Sally Whittingham, Terry Schwartzberger, Jeremy Wood, James Kadrmas, Carl Rohde, Darin Schaeffer, Gary Kuhn, Dessie Calihou, Carie Boster, Lisa Guenther, Matt Johnson, Andrew Sampsel, Adeline Ingold, Willard Tormaschy

Motion by Commissioner Olson, seconded by Commissioner Kleemann, to approve the June 4, 2025 minutes as presented. All voted aye, motion carried.

Motion by Commissioner Heiser, seconded by Commissioner Olson to approve the June 10, 2025 special meeting minutes as presented. All voted aye, motion carried.

Motion by Commissioner Kleemann, seconded by Commissioner Olson, to approve the June 18, 2025 agenda with the following additions: McKenzie Bay Road update, Schwartz and grading project, SW Water Agreement, Dickinson Library. All voted aye, motion carried.

Carl Rohde appeared for Civil Science to give updates on their projects. 110th Ave. NW, the final inspection has been completed. There is pay estimate #4 (final) in the amount of \$58,288.26 to Baranko Brothers. Motion by Commissioner Heiser, seconded by Commissioner Pelton to pay Baranko Brothers \$58,288.26 for pay estimate #4 (final) on 100th Ave. NW. Upon roll call vote, all voted aye, motion carried.

Darin Schaeffer with Bartlett & West appeared to give updates on their projects. 14th St. SW has pay estimate #2 in the amount of \$467,091.92 to Schwartz Construction. Motion by Commissioner Pelton, seconded by Commissioner Heiser to pay Schwartz Construction \$467,091.92 for pay estimate # 2 on 14th St. SW. Upon roll call vote, all voted aye, motion carried. 119th Ave. SW, Central Specialties is planning on an early to mid-August start date.

James Kadrmas with Interstate Engineering appeared to update the commission on their projects. 109th Ave. SW, digital files and contact information have been sent to the road department for easement acquisitions. 82nd Ave SW, North Segment, preliminary plans have been submitted to the road department for review.

Jeremy Wood with Northern Plains Engineering appeared to give updates on their projects. 105th Ave. SW has pay estimate #3 for \$151,958.05 for Baranko Brothers. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to pay Baranko Brothers \$151,958.05 for 105th Ave. SW. Upon roll call vote, all voted aye, motion carried. 97th Ave. SW has pay estimate #1 for \$70,535.35 for Jensen Brothers. Motion by Commissioner Pelton, seconded by Commissioner Heiser to pay Jensen Brothers \$70,535.35 for 97th Ave. SW. Upon roll call vote, all voted aye, motion carried.

Superintendent Schwartzberger presented Utility Permits. There are three for approval, McKenzie Electric, OneOK and Goodnight Midstream. Motion by Commissioner Kleemann, seconded by Commissioner Pelton to approve the utility permits as presented. All voted aye, motion carried.

ND County Commissioners Association is looking for nominees for three of their committees, Audit, Nominating and Resolutions. Good chance for commissioners to get involved with the association.

Chris Larsen with NDSU Extension appeared to give the commission and update on the department. Currently they are busy planning achievement days. There were two conferences they attended this spring, the Advisory Council Meeting and the Annual Spring Conference. Chris also attended the ND Nutrition Conference. She has helped at food pantry and school. Chris attended a crucial conversations class. They are working on a babysitting class. Communications arts will be new in the 4-H program. She was a guest speaker at the library on dairy nutrition.

Will Albrecht, Buildings & Grounds, appeared to discuss the roof on the Sign Shop in Killdeer. Will brought two bids back to the commission. It is his recommendation to use Highpoint as they will remove the roof and put on a new one using a standing seam product. The price of the quote is \$99,944.00. Motion to accept the Highpoint bid as presented by Commissioner Olson, seconded by Commissioner Pelton. Upon roll call vote Commissioners Olson, Pelton and Dolezal voted aye, Commissioners Heiser and Kleemann voted nay. Motion carried.

Linda Kittilson and Sue Powers Hartman appeared from the Dunn County Historical Society. They were gifted mineral royalties and land by Les and Dorotha Pelton. They have used some of the monies to do much needed repairs and upgrades. Dunn County Historical Society is a County Historical Society and a 501(c) (3) Nonprofit. The DCHS receives the max levy of ¼ mill in taxes. This allows tax deductions for donors and to be tax exempt. The IRS requires a certain percent of funds, if the organization falls out of that they lose their status as a nonprofit. By getting a donation from the county that would help them stay within their percentage. The money could be deposited into a fund with ND Community Foundation with the county being able to see the funds. They do have some projects they would like to do but noting on the books at this time. Motion to table until July 2, 2024 meeting by Commissioner Kleemann, seconded by Commissioner Olson. All vote aye, motion carried.

Tyler Rintamaki appeared to discuss the Freedom Golf Scramble that he is putting on at the Medicine Hole Golf Course. He would like to know if the county would like to sponsor a lunch for the event. He would like to have it catered with some type of hand food so it's easier for the golfers. The money raised from the scramble goes to the golf course. Motion by Commissioner Heiser, seconded by Commissioner Pelton to provide \$1500.00 for the lunch. Upon roll call vote, all voted aye, motion carried.

Sara Lawrey updated the commissioners on the TextMy Gov program. Currently we have 750 participants. A survey of county residents ranked this one of the top three ways they liked to get messages from the county. We have used our allowed texts for the year, if we sign a new three-year contract, they will increase the number of free texts we get by 75,000. The yearly price of the contract will remain the same. Motion by Commissioner Heiser, seconded by Commissioner Olson to sign the new three-year contract. All voted aye, motion carried.

McKenzie Bay Road update: Commissioner Heiser updated the board on the progress of the project. They would like to do a 60/40 cost share of the road project, the county being 60% as we have the most traffic and it is in the county. This would be with McKenzie County. We are working on getting people to come to the county, this would be good for recreation. It is approximately 2 million dollars to fix the road, the counties portion would be approximately 1.3 million. The project would most likely be completed this year. Motion to support the 60% of the project by Commissioner Heiser, seconded by Commissioner Kleemann. All voted aye, motion carried.

SW Water update: Commissioner Olson presented and updated agreement to the board on some minor adjustments to the SW Water agreement. Motion to approve the updated agreement by Commissioner Olson, seconded by Commissioner Pelton. All voted aye, motion carried.

Dickinson Library contacted the county and are inquiring if Dunn County would be interested in paying a fee for county residents to be able to use the library for free. Currently we have quite a few residents using the facility. The commission would like the library to come and do a presentation at a future commission meeting.

SWMCCC is in need of maintenance on the jail. The sewer and water pipes need to be replaced throughout. Water is leaking from the second floor onto the first. Camera upgrades need to be done to be in compliance with regulations. They would like to ask for Dunn County to be a pledge on a Bank of ND loan for the camera project. They would use mills to pay back the loan at a low interest rate, we would be a sponsor. Motion by Commissioner Pelton, seconded by Commissioner Heiser to back the jail on the application. Upon roll call vote, all voted aye, motion carried.

Auditor Whittingham presented the commission with consideration for two new positions as this will affect the budget and hours that current employee's work. The first is an IT Coordinator position. Looking at the future of technology and cyber security it would be good to have an in-house person to collaborate with NRG and do training for employees of the county to help enhance their jobs and performance. It would be approximately \$85,000.00 per year. Auditor Whittingham is suggesting we hire them this year as we are in need of the help.

Motion to hire an IT Coordinator position this year and open it to current employees first by Commissioner Olson, seconded by Commissioner Heiser. All voted aye, motion carried.

The second position would be a Communications Administrative Specialist to assist the Communications Specialist we currently have. We have got great feedback from the communities and cities on the work that is being done. Our webpage numbers and Facebook number are increasing due to the work being done. The current Communications Specialist does Marketing as well and works well over the amount of 80 hours in a pay period. She also borrows employees when she can. Motion to hire a Communications Administrative Specialist this year and post inhouse by Commissioner Olson, seconded by Commissioner Heiser. All voted aye, motion carried.

West Dunn Fire is having an open house on June 26th at 6:00 p.m.

Mr. Davenport is asking for authorization to burn an old barn and bury it. Consensus is if the burn is monitored and the barn is buried within a week it will be allowed. The county will keep the current burn restrictions. Motion by Commissioner Pelton, seconded by Commissioner Olson to allow Mr. Davenport to burn the barn with the restriction of burying it within a week. Upon roll call vote, all voted aye, motion carried.

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

<u>GENERAL FUND (10)</u>			
WARRANT #:	TO:	FOR:	AMOUNT:
302491	A & A Sanitation Services	Sheriff Supplies	\$260.00
302492	Allmendinger, Diane	Insurance	\$869.44
302497	Benz Oil	Fuel	\$4,702.48
ACH	Chase-JP Morgan	May Credit Card Charges	\$8,733.15
302506	Counties Providing Technology	Programing Software	\$2,233.00
302509	Dickinson, City of	Impound/Boarding Fees	\$60.00
302516	Farmers Union Insurance	Insurance Premiums	\$36.00
302518	Forte	Tech Support	\$120.53
302519	Guardian Fleet Safety	Vehicle Maintenance	\$457.04
302522	Hinrichs SuperValu	Water	\$31.85
302524	Information Tech Dept	Service Contract	\$3,957.63
302530	Just-In Glass	Windshield	\$856.12
302532	Kissinger, Christina	Office Supplies-Reimburs.	\$72.22
302542	Marco Technologies LLC	Office Equipment	\$299.15
302543	Matthew Bender & Co.	Office Supplies	\$148.86
302545	McKenzie Electric	Electricity	\$115.81
ACH	Merriman, Pat	Salary	\$3,000.00
302549	Miller, Michael	Cell Phone	\$50.00
302550	Motor Vehicle Division	Vehicle Registration	\$23.00
302551	NDACo	Drug Testing	\$441.00
302552	NDACo Resources Group	Computer Replacement	\$3,519.20
302553	NDACS	2025 Dues	\$50.00
302558	NW Tire	Vehicle Maintenance	\$1,247.67
302559	NW Tire	Coroner Vehicle Maintenance	\$92.04
302569	Roshau, LoAnn	Cell Phone/Reimbursements	\$374.68
302571	Roughrider Electric	Electricity	\$204.37
302574	Service Pro	Vehicle Maintenance	\$104.82
302575	Shred ND	Shredding	\$195.65
302578	Thomson Reuters-West	Subscription	\$161.40
302579	Tyler Technologies	Programming/Contracts	\$13,758.38
302585	WEX Health	FSA Fees	\$178.50
<u>ROAD (14)</u>			
302493	Baranko Brothers Inc	Road Projects	\$210,246.31
302494	Bartlett & West	Engineering	\$104,876.38
302495	Beaver Creek Archaeology	Engineering	\$1,322.85
302496	Becker, Adam & Kimberly	Easement	\$500.00
302498	Bobcat of Dickinson	Parts	\$645.72

302500	Brown Fencing	Road Projects	\$32,585.25
302501	Carquest Auto Parts Store	Parts	\$1,640.11
302502	Certified Power Inc.	Parts	\$31.38
ACH	Chase-JP Morgan	May Credit Card Charges	\$7,497.46
302503	Civil Science Infrastructure Inc.	Engineering	\$71,259.95
302504	Consolidated Telcom	Line Move	\$18,867.28
302505	Consolidated Telcom	Telephone	\$455.64
302508	Deere Credit Inc.	Rental tractors	\$45,600.00
302510	Diede, Clint & Heather	Grass seeding	\$6,468.75
302511	Dolezal, Shane & Sheralee	Easement	\$11,520.00
302512	Doochen, Jerry & Sheila	Easement	\$500.00
302513	DTE Inc	Parts	\$2,592.90
302514	Edward Schwartz Construction	Road Projects	\$467,091.92
302515	Fair Repair & Service LLC	Parts	\$594.36
302517	Ferguson Enterprises LLC #1657	Shop Maintenance	\$2,270.00
302520	Hauck, Reinhard & Sherlene	Easement	\$4,820.00
302521	Hauck/Ryan & BreeAnn	Easement	\$1,040.00
302525	Jamar Technologies Inc P	arts	\$157.02
302526	Jensen Brothers Construction	Road Projects	\$70,535.35
302529	JP Steel & Supply	Parts	\$156.36
302531	Kadrmaz, Gordon J. & Sharon L.	Easement	\$14,330.00
302534	Krein, Debra	Easement	\$1,813.00
302535	Kubik, Amanda	Easement	\$7,210.00
302536	Kubik, Bogner, Ridl & Selinger	Title search	\$250.00
302537	Lawson Products Inc	Shop Supplies	\$547.06
302538	Lesson, Daniel A. & Danielle D.	Easement	\$2,110.00
302540	Lorge, Maxwell	Easement	\$500.00
302547	Meadowlark Environmental	Engineering	\$4,636.40
302548	Metcalf Archaeological Cons.	Engineering	\$3,033.75
302554	Nodland, Brian	Easement	\$1,813.00
302555	Nodland, Dave	Easement	\$15,040.00
302556	Nodland, Dean	Easement	\$1,813.00
302557	Northern Plains Engineering	Engineering	\$39,620.00
302560	O'day Equipment LLC	Fuel Master	\$13,911.86
302561	Oldcastle Infrastructure	Culvert	\$1,024.00
302562	Peterson, Jaynell	Easement	\$1,813.00
302564	Prairie Auto Parts	Parts	\$269.98
302565	Prairie Auto Parts	Parts	\$203.13
302566	Pump Systems	Parts	\$220.22
302568	Rinker Materials	Culvert	\$3,971.32
302573	Sax Motor Company	New pickups	\$83,338.00
302576	Sign Solutions USA	Signs	\$1,305.60
302580	Val's Sanitation LLC	Portable Toilet	\$345.00
302581	Wallwork Truck Center.	New equipment	\$187,404.00
302582	West Plains Inc.	Parts	\$156.00
302583	Western Choice Cooperative	Fuel/ Supplies	\$17,446.61
<u>VETERAN SERVICE OFFICE (24)</u>			
ACH	Chase-JP Morgan	May Credit Card Charges	\$1,619.25
302542	Marco Technologies LLC	Office Equipment	\$15.86
<u>COUNTY AGENT (26)</u>			
ACH	Chase-JP Morgan	May Credit Card Charges	\$73.00
302523	Hinrich's Supervalu	Programming Supplies	\$11.55
<u>DEM (29)</u>			
ACH	Chase-JP Morgan	May Credit Card Charges	\$426.86
<u>E-911 (91)</u>			
302533	Kohler Communications	Radio Tower Repair	\$5,611.00
<u>24/7 FEES (05)</u>			
302563	PharmChem Inc	24/7 Fees	\$255.60
302567	Redwood Toxicology Lab	Screening Devices	\$256.83

SWMCCC (19)

302539	Lone Star Prisoner Transport	Prisoner Transport	\$2,700.00
302577	SWMCCC	Boarding/Transport Prisoners	\$31,675.00

COUNTY PARKS (21)

ACH	Chase-JP Morgan	May Credit Card Charges	\$830.65
302544	McKenzie Electric	Electricity-Lake Ilo	\$39.00
302545	McKenzie Electric	Electricity-Little Mo.	\$105.46
302584	Western Choice	Maintenance	\$208.77

CAPITAL PROJECTS (40)

302527	JLG Architects	Schematic Designs	\$134,792.34
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WEED (27)


302492	Allmendinger, Diane	Cell Phone: Feb-May	\$200.00
ACH	Chase-JP Morgan	May Credit Card Charges	\$487.45
302507	Custom Truck Accessories	Safety Supplies	\$175.78
302479	Motor Vehicle Division	Vehicle Registration	\$11.50
302572	Runnings	Misc. Supplies	\$183.91
302584	Western Choice	Vehicle Parts/Misc.	\$921.75

BUILDINGS (41)

302497	Benz Oil	Propane	\$642.40
302499	Braun Distributing	Supplies	\$414.85
ACH	Chase-JP Morgan	May Credit Card Charges	\$914.29
302528	Johnson Controls	Service Contract	\$660.00
302541	Manning Waterworks	Water	\$409.00
302545	McKenzie Electric	Electricity	\$347.73
302546	MDU	Utilities	\$2,349.30
302571	Roughrider Electric	Electricity	\$3,594.84
302570	Roughrider Electric	Electricity	\$874.00
302584	Western Choice	Misc. Supplies/Propane	\$651.82

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

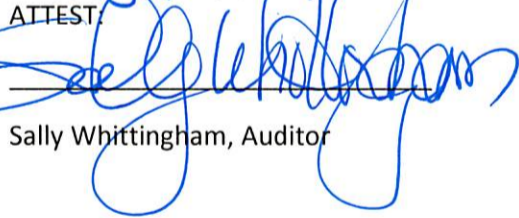
Motion by Commissioner Kleemann, seconded by Commissioner Olson to adjourn. All voted aye and the meeting adjourned at 11:39 a.m.



Tracey Dolezal, Madam Chair

July 2, 2025
Date


Craig Derton, Vice Chair (S)

ATTEST:


Sally Whittingham, Auditor