

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

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

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

Motion by Commissioner Pelton, seconded by Commissioner Kleemann, to approve the September 3, 2025 minutes as presented. All voted aye, motion carried.

Motion by Commissioner Pelton, seconded by Commissioner Kleemann, to approve the September 12, 2025 special meeting minutes as presented. All voted aye, motion carried.

Motion by Commissioner Kleemann, seconded by Commissioner Olson, to approve the September 17, 2025 agenda with the following additions: Mtn. View Shooting Complex, Wages, 2026 Capital Projects, Unclaimed Property & Delinquent Property Amounts. All voted aye, motion carried.

Public Comment Section: No

Auditor Whittingham introduced her new employee, James Miller, Accounting Assistant.

Carl Rohde appeared for Civil Science to give updates on their projects. 92<sup>nd</sup> Ave. SW, 12<sup>th</sup> St. SW have the 404 permits secured. 16<sup>th</sup> St. SW, the regrade has been completed near the cultural site.

Darin Schaeffer with Bartlett & West appeared to update the commission. 119<sup>th</sup> Ave. SW, October start is planned. 99<sup>th</sup> Ave. SW, all of the easements have been collected and are being filed. Manning, there will be a meeting September 25<sup>th</sup> to obtain easements.

James Kadrmas with Interstate Engineering appeared to update the commission on their projects. 27<sup>th</sup> St. SW has pay estimate #4 in the amount of \$373,439.29 to Schwartz Construction. Motion by Commissioner Heiser, seconded by Commissioner Pelton to pay Schwartz Construction \$373,439.29 for pay estimate #4 on 27<sup>th</sup> St. SW. Upon roll call vote, all voted aye, motion carried.

Jeremy Wood with Northern Plains Engineering appeared to give updates on their projects. 22<sup>nd</sup> St. SW & 119<sup>th</sup> Ave. SW has pay estimate #3 to Baranko Brothers in the amount of \$125,892.32. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to pay Baranko Brothers \$125,892.32 for pay estimate #3 on 22<sup>nd</sup> St. SW & 119<sup>th</sup> Ave. SW. Upon roll call vote, all voted aye, motion carried. 105<sup>th</sup> Ave. SW has pay estimate #9 in the amount of \$184,665.60 to Baranko Brothers. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to pay \$184,665.60 to Baranko Brothers for pay estimate #9 on 105<sup>th</sup> Ave. SW. Upon roll call vote, all voted aye, motion carried. 98<sup>th</sup> Ave. & 4<sup>th</sup> St. SW has pay estimate #1 in the amount of \$54,514.85 to Bechtold Paving. Motion by Commissioner Pelton, seconded by Commissioner Heiser to pay Bechtold Paving \$54,514.85 for pay estimate #1 on 98<sup>th</sup> Ave. & 4<sup>th</sup> St. SW. Upon roll call vote, all voted aye, motion carried. 97<sup>th</sup> Ave SW has pay estimate #7 in the amount of \$50,080.99 to Jensen Brothers. Motion by Commissioner Heiser, seconded by Commissioner Dolezal to pay Jensen Brothers \$50,080.99 for pay estimate #7 on 97<sup>th</sup> Ave. 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 #1 in the amount of \$94,495.05 to Baranko Brothers. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to pay Baranko Brothers \$94,495.05 for pay estimate #1 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 Ave. SW has pay estimate #2 to Winn Construction in the amount of \$77,351.97. Motion by Commissioner Heiser, seconded by Commissioner Pelton to pay Winn Construction \$77,351.97 for pay estimate #2 on 3T Ave. SW. Upon roll call vote, all voted aye, motion carried.

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

Auditor Whittingham proposed another change to the splits on voting districts. Combining all of District 39, this keeps the cost down and makes it easier for voters and poll workers. Motion by Commissioner Olson, seconded by Commissioner Pelton to approve precinct splits as presented. All voted aye, motion carried.

Auditor Whittingham presented a letter of Cooperation with the Bureau of Land Management to revise the current Resource Management Plan. This will affect approximately 4.1 million acres of BLM administered mineral estate. Motion to table until more information is gathered as to how this will affect the county by Commissioner Heiser, seconded by Commissioner Kleemann. All voted aye, motion carried.

Whittingham presented two new opportunities to receive Opioid Grants. Motion by Commissioner Olson, seconded by Commissioner Heiser to approve the grants as presented. All voted aye, motion carried.

Auditor Whittingham presented a MOU between the Secretary of State's Office and Dunn County regarding election equipment. The equipment belongs to the State. The MOU ensures the care, safety and protection of the equipment. Motion by Commissioner Olson, seconded by Commissioner Kleemann to approve the MOU as presented. All voted aye, motion carried.

A letter was received in gratitude and recognition for LoAnn Roshau and her help with the Yoga and Park Board sessions this summer.

Commissioner Olson gave an update on the Mountain View Shooting Range. Closing on the building and property is completed. There are still more things that need to be purchased and finished. The original motion was \$900,000.00, he would like approval to help the City of Killdeer purchase the needed things to complete the project. The cost will be a 50/50 split. They will bring the invoices and quotes to the board for approval before purchasing. Some construction will need to be done for ADA compliance. Motion to move ahead with the plans and investments with prior purchase approval by Commissioner Heiser, seconded by Olson. Upon roll call vote, all voted aye, motion carried.

Commissioner Kleemann brought up wages and increases for 2026. Motion to pay longevity, paid insurance and \$4000.00 flat increase for COLA to each employee by Commissioner Kleemann, seconded by Commissioner Pelton. Commissioner Kleemann contacted eight counties, 6 of which are at a percentage and only two are a flat rate. Commissioner Dolezal would like to see what the COLA will come in at this winter, it may be a lower rate. The max increase is 3%, if we do a flat rate, it would change the pay scale and some employees would get higher than a 3% which is above the suggested Federal COLA increase. She would like time to look into the raises. HR has been doing a market study for the pay scale. Upon roll call vote, Commissioners Heiser, Pelton and Kleemann voted aye, Commissioners Olson and Dolezal voted nay. Motion carried.

HR Director received clarification that the \$4000.00 was a COLA, not a bonus.

*add for full time employees*

Sarah Duttenhefner, Emergency Manager appeared to discuss the burn restriction. The Fire Chiefs would like to allow burn pits when the weather is green or blue on the State indicator. Move to change the burn restriction as presented with notice to the Fire Chiefs by Commissioner Pelton, seconded by Commissioner Kleemann. All voted aye, motion carried

The Emergency Manager presented an upgrade to our SIREN systems. This includes two new sirens in areas we do not have any, New Hradec and the Little Mo Campground area. This would also allow the testing via cloud. This will also put us in compliance with the system the State is moving towards. The project will cost approximately \$162,000.00 dollars. Motion by Commissioner Heiser, seconded by Commissioner Olson to upgrade and add the sirens as presented. Upon roll call vote, all voted aye, motion carried.

Sarah gave a brief update to the commission on what the Emergency Manager has been working on this year. The EMPG grant for 2024 has been closed out, she has applied for the 2025 grant. She attended the NDPIO Conference in July. She continues to work on the Multi Hazard Mitigation Plan within our county and others counties as well. She will be sending a draft out this week. She has also earned her level 2 certificate.

Auditor Whittingham proposed another change to the splits on voting districts. Combining all of District 39, this keeps the cost down and makes it easier for voters and poll workers. Motion by Commissioner Olson, seconded by Commissioner Pelton to approve precinct splits as presented. All voted aye, motion carried.

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Each year the county is required to send unclaimed property to the State of ND. This includes uncashed checks and unclaimed mineral royalties from oil companies. Auditor Whittingham would like approval to send the unclaimed to the Unclaimed Property Division. Motion by Commissioner Pelton, seconded by Commissioner Olson to send in the unclaimed property. All voted aye, motion carried.

Auditor Whittingham presented the minimum bid amounts for the delinquent property sale in November. The bid amounts are based on the last three delinquent years taxes and the following estimated year. Motion by Commissioner Olson, seconded by Commissioner Heiser to approve the minimum bid prices as presented. All voted aye, motion carried.

Auditor Whittingham spoke about the 2026 capital projects budget. Per the State of ND, we will not receive a Federal Mineral Royalty payment until September of 2026. The price of oil per barrel is also expected to fall in the early part of the year. Auditor Whittingham suggested we do a percentage on the COLA rather than the flat fee or some of the departments will go over on their salary budgets. She has scheduled a meeting with the department heads for next Wednesday to discuss some cuts.

Commissioner Pelton suggested that the Commissioners attend the WDEA meeting October 8<sup>th</sup> & 9<sup>th</sup> in Watford City. There is also a GPT tax study meeting in Medora on the 30<sup>th</sup> of September, recommended that commissioners go to that as well.

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

<b>GENERAL FUND (10)</b>			
<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
303136	Aaron, Clayton	Uniform Maintenance	\$333.32
303111	Applied Concepts Inc	External Antenna	\$231.75
303113	Bangert, Amanda	Housing Authority	\$317.20
303118	Benz Oil Co Inc	Tanks	\$5,031.20
303122	Blue 360 Media LLC	Traffic Law Minutes	\$258.57
303127	Boss Office	Products	\$172.90
303131	Calihou, Dessie	Travel Reimb.	\$409.00
303137	Consolidated Telecom	Phones	\$1,753.19
303139	Counties Providing Technology	Programming Software	\$1,650.00
303145	Embroidery Arts	Clothing	\$524.00
303150	Hinrichs SuperValu	Supplies	\$31.35
303152	Hinrichs SuperValu	Supplies	\$9.80
303154	Information Tech Dept	Service Contract/Tech Support	\$3,503.21
ACH	JP Morgan - Chase	Credit Card Charges	\$13,262.17
303159	Just-In Glass	Vehicle Maintenance	\$1,391.63
303160	Kissinger, Christina	Reimb for Travel	\$279.72
303164	Logo Magic Inc	Sheriff Supplies	\$64.00
303165	Marco Technologies	Office Equipment	\$299.15
303167	Matthew Bender & Lexi Nexis	Office Supplies	\$32.43
303169	McKenzie Electric Coop	Electric	\$78.78
ACH	Merriman, Pat		\$3,000.00
303181	Miller, Michael	Reimb for Travel	\$181.00
303107	Motor Vehicle Division	Vehicle Plates	\$5.00
303173	National of Counties	County Dues 2026	\$450.00
303174	NDACo	Drug Testing	\$252.00
303174	NDACo	Road Dept. Computer	\$1,620.92
303175	North, Amy	Reimb for Travel	\$50.00
303179	NW Tire	Vehicle Maintenance	\$1,534.14
303184	Prairie Auto Parts	Vehicle Parts	\$27.98
303186	Protint	Vehicle Repair	\$150.00
303187	Quadient Leasing	Postage Lease	\$299.13
303188	Quality Quick Print	Office Supplies	\$301.00
303189	R & R Auto, Farm & Electric Inc	Vehicle Maintenance	\$389.00
303190	Red Rock Ford	Vehicle Maintenance	\$5,559.69
303192	Roshau, LoAnn	Phone	\$50.00
303194	RoughRider Electric Coop	Electric	\$193.84
303201	Service Pro	Vehicle Maintenance	\$150.80
303202	Shred ND	Office Supplies - Shredding	\$195.65

303206	TextMyGov	Communications	
\$750.00			
303207	Thomson Reuters - West	Subscription	\$161.40
303208	UKG Inc	Contract	\$55.00
303209	US Records	Records	\$1,104.75
303211	Verizon	Phones	\$2,387.57
303215	Western Choice Coop	Misc - Aug	\$1,418.14
303217	WEX Health	FSA Fees	\$133.00

**ROAD (14)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
303211	Verizon	Phones	\$342.16
303110	A&A Sanitation	Portable Toilets	\$320.00
303112	Bang, Jason	Easement	\$6,810.00
303114	Baranko Brothers Inc	Road Projects	\$405,052.97
303115	Bartlett & West	Engineering	\$19,716.75
303116	Bechtold Paving, Inc	Road Projects	\$54,514.85
303117	Benz Oil Co Inc	Gas, Fuel, Oil	\$48,901.19
303119	Bergan, Lamae	Easement	\$25,770.00
303120	Bice, Justin	Easement	\$6,840.00
303121	Bice, Wylie	Easement	\$7,260.00
303123	Bobcat of Dickinson	Parts	\$85.35
303124	Boespflug Trailers	Parts	\$30.20
303125	Bosch Lumber Co	Supplies	\$174.30
303126	Boss Office Products	Office Supplies	\$17.03
303129	Brown Fencing	Fencing	\$13,594.00
303130	Butler Machinery Co	Parts	\$1,724.00
303132	Carquest Auto Parts Store	Parts	\$2,635.93
303133	CBJ Land Trust	Easement	\$3,550.00
303134	Certified Power Inc.	Parts	\$1,220.77
303135	Civil Science Infrastructure Inc.	Engineering	\$49,231.00
303138	Consolidated Telcom.	Line Move/Telephone	\$18,986.18
303140	Dakota Tool & Machine	Parts	\$280.00
303141	Dakotaland Autoglass	Parts	\$200.25
303143	Dustbusters Inc	Road Stabilization	\$400,527.78
303144	Edward H. Schwartz Const.	Road Projects	\$373,439.29
303146	Fireside Office Solutions	Office Furniture	\$5,047.96
303147	Gene & Gynell Harris Family	Easement	\$217,630.00
303148	Harris, Turner & Katherine	Easement	\$2,840.00
303149	Hilfiker Service LLC	Contract Roadwork	\$52,447.50
303151	Hinrichs SuperValu..	Open House	\$52.39
303153	Hotsy Equipment Company	Shop Supplies	\$808.00
303155	Jamar Technologies Inc	Parts	\$115.50
303156	JD Fencing	Fencing	\$46,601.30
303157	Jensen Brothers Construction	Road Projects	\$50,080.99
ACH	JP Morgan - Chase	Credit Card Charges	\$460.00
303161	Knopik Pit Management	Road Material	\$267,620.16
303162	Kohler Communications	Radio	\$2,199.96
303163	Linde Gas & Equipment Inc	Shop Supplies	\$207.20
303168	McKenzie Electric Cooperative	Easement	\$2,770.00
303171	Menards	Supplies	\$44.70
303177	Northern Plains Engineering	Engineering	\$50,730.74
303182	Pomp's Tire Service Inc	Tires	\$4,010.70
303183	Power Plan	Parts	\$16,993.42
303185	Prairie Auto Parts.	Parts	\$1,440.57
303191	Rocky Butte Fencing	Fencing	\$61,340.00
303195	Running Supply Inc.	Supplies	\$329.99
303196	Ryan Leo Olheiser, Trustee	Easement	\$1,500.00
303197	Rychner, Keith	Easement	\$42,380.00
303198	Rychner, Omer & Roselyn	Easement	\$4,600.00
303199	Rychner, Rodney	Easement	\$5,500.00
303203	Steffan Saw & Bike	Tools	\$2,119.94
303205	Swanston Equipment	Equipment	\$75,857.00
303210	Verizon Connect	Fleet Management	\$462.69

303212	Wallwork Truck Center	Parts	\$2,052.72
303213	West Plains Inc.	Parts	\$957.72
303214	Western Choice Cooperative.	Supplies/Fuel	\$2,723.63
303216	Westlie Motor Company	Parts	\$2,480.63
303218	Winn Construction Inc	Road Projects	\$77,351.97
303219	Ystaas, Chad	Easement	\$500.00

**COUNTY PARKS (21)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
ACH	JP Morgan - Chase	Credit Card Charges	\$2,988.29
303110	A & A Sanitation Services	Septic Maintenance	\$955.00
303128	Brew, Robert	Park Board	\$144.60
303142	Dukart, Daryl	Park Board	\$171.20
303158	Jeske, Jim	Park Board	\$142.50
303168	McKenzie Electric Coop	Electric	\$277.84
303176	Northern Horizon Contracting	Part Construction	\$22,043.00
303180	Pavlicek, Zach	Park Board	\$147.40
303200	Schaller, Bill	Park Board	\$142.50

**VSO (24)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
ACH	JP Morgan - Chase	Credit Card Charges	\$69.54
303137	Consolidated Telecom	Phones	\$23.99
303165	Marco Technologies	Office Equipment	\$15.86
303211	Verizon	Phones	\$82.05

**COUNTY AGENT (26)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
ACH	JP Morgan - Chase	Credit Card Charges	\$404.97
303137	Consolidated Telecom	Phones	\$128.59

**SW Regional (19)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
303204	SW Multi County Correction	Transportation	\$27,503.08

**WEED (27)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
ACH	JP Morgan - Chase	Credit Card Charges	\$395.89
303178	Nutrien Ag Solutions Inc	Chemicals	\$9,057.50
303211	Verizon	Phones	\$160.04
303214	Western Choice Coop	Misc. Aug	\$25.98

**DEM (29)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
ACH	JP Morgan - Chase	Credit Card Charges	\$671.55
303150	Hinrichs Supervalu	Misc. Meeting Expenses	\$73.64
303214	Western Choice Coop	Misc. Aug	\$25.77
303211	Verizon	Phones	\$47.04

**CAPITAL PROJECTS (40)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
303166	Material Testing Services	Testing	\$13,450.00

**BUILDINGS (41)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
ACH	JP Morgan - Chase	Credit Card Charges	\$687.98
303118	Benz Oil Co Inc	Tanks	\$2,314.18
303169	McKenzie Electric Coop	Electric	\$244.38
303170	MDU	Utilities	\$2,263.50
303193	RoughRider Electric Coop	Electric	\$575.00
303194	RoughRider Electric Coop	Electric	\$3,855.60
303214	Western Choice Coop	Misc. Aug	\$17.16

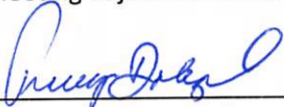
**24/7 FEES (05)**

<b>WARRANT #:</b>	<b>TO:</b>	<b>FOR:</b>	<b>AMOUNT:</b>
303181	PharmChem Inc	24-7 Fees	\$351.45

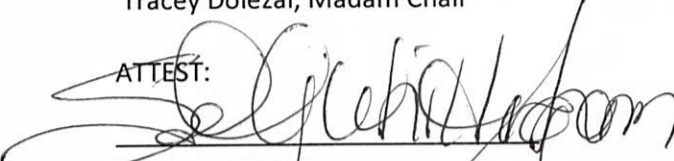
Upon roll call vote, all voted aye, motion carried.

Commissioner Olson reported on the Housing Authority. They have revised their housing plan and will be reporting on it in the upcoming meetings.

Motion by Commissioner Kleemann, seconded by Commissioner Olson to adjourn. All voted aye and the meeting adjourned at 10:54 a.m.

  
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Tracey Dolezal, Madam Chair

October 1, 2025  
Date

ATTEST:   
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Sally Whittingham, Auditor