

**OFFICIAL PROCEEDINGS
DUNN COUNTY BOARD OF COUNTY COMMISSIONERS
September 3, 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, JoAnn Marsh, LoAnn Roshau, Adeline Ingold, Christina Kissinger

Motion by Commissioner Olson, seconded by Commissioner Pelton, to approve the August 20, 2025 minutes as presented. All voted aye, motion carried.

Motion by Commissioner Kleemann, seconded by Commissioner Heiser, to approve the September 3, 2025 agenda with the following additions: Unofficial Minutes, Wages. All voted aye, motion carried.

Public Comment Section: no public comments

Carl Rohde appeared for Civil Science to give updates on their projects. 92nd Ave. SW, plans are complete and the 404 permit is secured. 91st Ave. to 94th Ave., the grading design for the project is completed. It has been redesigned around the cultural site. 98th Ave. SW, field surveys and preliminary design has been completed.

Darin Schaeffer with Bartlett & West appeared to update the commission. 119th Ave. SW, the project is expected to start in October. 99th Ave. SW, will try to have all easements secured by the next meeting. Manning project is moving along. JoAnn Marsh appeared representing Manning Waterworks and discussed obtaining easements, there will be an engineer and a county representative as well at a meeting at the courthouse.

James Kadrmas with Interstate Engineering appeared to update the commission on their projects. 27th St. SW has a pay estimate, #3, in the amount of \$286,029.60 to Schwartz Construction. Motion by Commissioner Heiser, seconded by Commissioner Pelton to pay Schwartz Construction \$286,029.60 for pay estimate #3 for the 27th St. SW project. Upon roll call vote, all voted aye, motion carried.

Jeremy Wood with Northern Plains Engineering appeared to give updates on their projects. 22nd St. SW & 119th Ave. SW has a pay estimate, #2, in the amount of \$165,850.19 to Baranko Brothers. Motion by Commissioner Pelton, seconded by Commissioner Heiser to pay Baranko Brothers \$165,850.19 for pay estimate #2 on 22nd St. SW & 119th Ave. SW. Upon roll call vote, all voted aye. Motion carried. 105th Ave. SW has a pay estimate, #8, in the amount of \$117,676.33 to Baranko Brothers. Motion by Commissioner Pelton, seconded by Commissioner Heiser to pay Baranko Brothers \$117,676.33 for pay estimate #8 on 105th Ave. SW. Upon roll call vote, all voted aye, motion carried. 97th Ave. SW has pay estimate #6 in the amount of \$102,910.62 to Jensen Brothers. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to pay Jensen Brothers \$102,910.62 for pay estimate #6 on 97th Ave. SW. Upon roll call vote, all voted aye, motion carried. 3T Ave. SW has a pay estimate, #1, for Winn Construction on project CP-13(25)07 in the amount of \$35,879.23, recommending payment. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to pay Winn Construction \$35,879.23 for pay estimate #1. Upon roll call vote, all voted aye, motion carried. The county was awarded partial funding for the structure replacement on 92nd Ave. Flex Funding applications were submitted to the NDDOT.

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.

The Road Department would like to plan Scoria Days in early October. The 3rd and 4th and then on the 10th. Motion to approve Scoria Days as presented by Commissioner Heiser, seconded by Commissioner Pelton. All voted aye, motion carried.

Auditor Whittingham presented precinct splits to the Commission. The State is getting new election software and with the redistricting we can combine some of the splits to make things easier on the voters and election workers. It will also save the county money on printing. Motion by Commissioner Olson, seconded by Commissioner Pelton to approve the precinct splits as presented. All voted aye, motion carried.

Auditor Whittingham presented getting new storm doors for the county mobile home. The doors appear to be original to the trailer and are falling apart. Motion by Commissioner Heiser, seconded by Commissioner Kleemann for Auditor Whittingham to use discretion on the cost to replace storm doors on county mobile home. Upon roll call vote, all voted aye, motion carried.

Auditor Whittingham presented two special event permits, one from the Buckskin Bar and one from the American Legion. This is for the Bucking Horse event on September 9th & 10th. Motion by Commissioner Pelton, seconded by Commissioner Kleemann to approve the special events permits as presented. All voted aye, motion carried.

Auditor Whittingham informed the Commission she has hired a new Accounting Assistant who will start on September 15th. Auditor Whittingham followed the Dunn County Pay Scale to ensure equity to all employees.

Commissioner Dolezal was approached to have the Dunn County Commission write a letter of support for the Dickinson Care Shelter. There will be a meeting on September 16th in Dickinson to discuss the shelter. Communications will put a letter together. Move to offer a letter of support by Commissioner Olson, seconded by Commissioner Pelton. All voted aye, motion carried.

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

<u>GENERAL FUND (10)</u>			
WARRANT #:	TO:	FOR:	AMOUNT:
303049	Advanced Business Methods	Office Equipment	\$1,422.43
303053	Benz Oil Company	Fuel	\$5,530.20
303055	Brosten, Casey	Mileage	\$383.83
303058	Cenex Fleet Fueling	Fuel	\$4,610.18
303059	Column Software PBC	Publishing	\$120.08
303062	Embroidery Arts (ND)	Clothing	\$163.00
303063	Farmers Union Insurance	Insurance Premiums	\$209.00
303064	Forsgren Associates Inc	Building Permits	\$9,267.59
303066	Heiser, Allen	Travel, Cell Phone	\$132.60
303068	Just In Glass	Vehicle Maintenance	\$50.00
303069	Kissinger, Christina	Mileage	\$50.00
303070	Ky's Catering	Hazard Mitigation Plan	\$345.00
303072	Larson, Latham, Huettl Aty	Professional Fees	\$550.40
303073	Lawrey, Sara	Mileage/Phone	\$68.20
303074	Lexipol, LLC	Office Equipment	\$1,879.79
303076	Matthew Bender & Lexi Nexis	Office Supplies	\$90.53
ACH	Merriman, Pat	Salary	\$3,000.00
303078	Miller, Michael	Cell Phone	\$50.00
303079	NDACo Resource Group Service	Contract/ Tech Support	\$133.97
303080	North Dakota Spelling Bee	Donation	\$1,500.00
303082	NW Tire	Vehicle Maintenance	\$1,616.46
303083	ODP Business Solutions LLC	Office Supplies	\$83.98
303085	One Source	Background Checks	\$142.00
303088	Prarie Auto Parts	Vehicle Parts	\$61.98
303089	Roshau, LoAnn	Mileage	\$26.60
303091	Service Pro	Vehicle Maintenance	\$150.55
303092	T-Rex Conoco Inc	Car washes	\$489.30
303093	Tyler Technologies	Programing /Contract	\$3,100.94
<u>ROAD (14)</u>			
303090	Sanford Health Occ Med	DOT Exam	\$600.00
303050	Baranko Brothers	Road Projects	\$283,526.52
303052	Benz Oil Company	Fuel	\$1,794.00
303056	Brown Fencing	Fencing	\$19,781.25
303060	Dvorak, Bob	Fence Removal	\$12,463.00
303061	Edward H Schwartz Con.	Road Projects (27th St SW)	\$286,029.60
303067	Jensen Brothers Construction	Road Projects	\$102,910.62

303081	Northern Plains Engineering	Road Projects	\$30,757.50
303095	Winn Construction	Road Projects CP-13(25)07	\$35,879.23
<u>COUNTY PARKS (21)</u>			
303051	Belinda Dix	Mileage	\$229.60
303071	Jessica Laietta	Park Board - Camp Host	\$2,500.00
303086	Jodi Osantowski	Park Board - Camp Host	\$2,500.00
303094	Wild Elm Yoga	Mileage	\$229.60
<u>WEED (27)</u>			
303058	Cenex Fleet Fueling	Fuel	\$1,874.52
303087	Prairie Auto Parts	Vehicle Parts	\$185.19
<u>DEM (29)</u>			
303070	Ky's Catering	Hazard Mitigation Plan	\$345.00
<u>CAPITAL PROJECTS (40)</u>			
303048	HighPoint Construction	Roof repair	\$104,984.00
303034	Stryker	Miscellaneous Equipment	\$900.00
<u>BUILDINGS (41)</u>			
303054	Bruan Distributing	Supplies	\$657.11
303065	City of Halliday	Water/Sewer/Garbage	\$53.91
303075	M & J Services	Tree Removal	\$962.50
303077	MGM Rural Sanitation LLC	Waste Management	\$606.33
<u>HAZARDOUS CHEMICALS (86)</u>			
303057	Cardio Partners Inc	Batteries	\$5,252.10
<u>24/7 FEES (05)</u>			
303084	Office of Attorney General	24/7 Fees	\$1,945.00

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

JLG Architects, Katelyn Kreider, appeared to update the Commission on the Public Safety Building and the remodel of the Courthouse. This is a design update. No schedule changes at this time. They are in the process of getting the bids for the project. Once the bids have been accepted, JLG and JE Dunn will present to the commission. This will be at the December 3rd Commission Meeting.

Motion to remove the Dunn County Historical Society from the table by Commissioner Kleemann, seconded by Commissioner Olson. All voted aye, motion carried. Linda Kittilson and Matt Scheibel represented the Dunn County Historical Society and presented their financials and Site Plan for upcoming projects on the property. They are asking for help to develop the North part of the land. They would like to have someone on site at all times. Upgrading to better preserve the artifacts that are kept in the museum. This will help preserve the history of the county. The City of Dunn Center will help with the water and sewer infrastructure. They will also do some fundraising to help with the costs. Motion by Commissioner Olson, seconded by Commissioner Dolezal to give the DCHC \$1.1 million to help with the buildings and upgrades for the historical society. Upon roll call vote, Commissioners Heiser, Olson and Dolezal voted aye, Commissioners Pelton and Kleemann voted nay. Motion carried.

Motion to remove the county merit scale from the table by Commissioner Olson, seconded by Commissioner Kleemann. All voted aye, motion carried. Human Resources, Dessie Calihou, appeared to present merit increase clarification for the commission. One way to help reduce the rate at which and employee moves through the scale is to cut back on the percentage of what an employee gets for an increase. Most employees are in the mid-range of the scale. This will help reduce budgetary concerns and employees being capped out at a top rate of pay. Motion by Commissioner Olson to adopt the merit plan, seconded by Commissioner Dolezal. Commissioners Olson, Pelton and Dolezal voted aye. Commissioners Heiser and Kleemann voted nay. Motion carried.

Michael Miller, IT Coordinator, appeared to discuss a proposal to take the replacement of computers from a four-year plan to a five-year plan. This will save the county approximately \$25,000.00 every five years. This will also mitigate overhead and less staff interruption. With improved maintenance with the IT Coordinator, it will ensure that the computers will last longer. Can extend the warranty if needed, will have back up computers while a new computer is ordered and installed. Motion to move to a five-year lifecycle plan by Commissioner Olson, seconded by Commissioner Pelton. All voted aye, motion carried.

Carie Boster, JDA Director, appeared to discuss a new board member. John Harris would take the place of a member who stepped down. He has been approved by the JDA Board. The term will expire in 2026. Motion by Commissioner Olson, seconded by Commissioner Pelton to appoint John Harris to the JDA Board to fulfill the unexpired one-year term. All voted aye, motion carried.

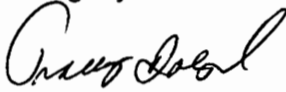
Motion to remove the Cowboy Hall of Fame from table by Commissioner Pelton, seconded by Commissioner Olson. All voted aye, motion carried. Motion to donate \$250,000.00 to the Cowboy Hall of Fame by Commissioner Olson, seconded by Commissioner Pelton. Upon roll call vote, all voted aye, motion carried.

Motion to have unofficial minutes posted on website one week prior to next meeting by Commissioner Kleemann, seconded by Commissioner Pelton. Commissioners Olson, Heiser, Pelton and Dolezal voted no, Commissioner Kleemann voted yes. Motion failed.

Open meeting laws were discussed. The Communications Director attended a class and learned how meetings need to be posted and what constitutes an opening meeting. Two commissioners cannot meet with a department head or be on the same committee unless it's posted. Maybe name one portfolio for department and committee rather than two from now on.

Auditor Whittingham presented financials

Motion by Commissioner Kleemann, seconded by Commissioner Olson to adjourn. All voted aye and the meeting adjourned at 11:56 a.m.

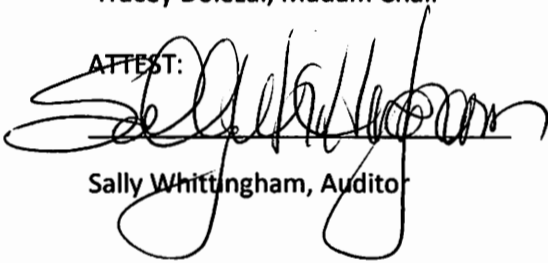


Tracey Dolezal, Madam Chair

September 17, 2025

Date

ATTEST:



Sally Whittingham, Auditor