

**OFFICIAL PROCEEDINGS
DUNN COUNTY BOARD OF COUNTY COMMISSIONERS
December 3, 2025**

Members Present: Commissioners Heiser, Olson, Pelton & Kleemann

Others Present: Sally Whittingham, Terry Schwartzenberger, Darin Schaeffer, James Kadrmias, Jeremy Wood, Gary Kuhn, Christina Kissinger, Dessie Calihou, Adeline Ingold, Julie Karey, Willard Tormaschy

Motion by Commissioner Heiser, seconded by Commissioner Olson, to approve the November 19, 2025 minutes, after omitting a word in the last paragraph. All voted aye, motion carried.

Motion by Commissioner Kleemann, seconded by Commissioner Olson, to approve the December 3, 2025 agenda with the following additions: Defensive Driving Course, Auditor Wages. All voted aye, motion carried.

Public Comment: No Public Comments

Darin Schaeffer with Bartlett and West gave the commission updates on their projects. 119th Ave. SW is on hold until spring of 2026. 99th Ave. SW, Bartlett & West is recommending suspending the project as of November 25th and giving Martin Construction 11 days to complete the project in the spring before liquidated damages are considered. Motion to suspend project until spring by Commissioner Heiser, seconded by Commissioner Olson. All voted aye, motion carried. For the Manning project, most of the easements have been collected. Waiting on two more, at that point the bid date can be set.

James Kadrmias with Interstate Engineering gave updates to the commission. 109th Ave. SW and 82nd Ave. SW (South Segment), plans have been delivered to the road department for easement acquisitions. 82nd Ave. SW (North Segment), preliminary plans have been submitted to the road department. The wetland footprint is .75 acres, Interstate is requesting mitigation through Ducks Unlimited. It will be approximately \$63,750.00 to purchase the credits.

Jeremy Wood with Northern Plains Engineering appeared to discuss their road projects. 98th Ave. SW & 4th St. SW, Pinewood Meadows & 3rd Ave. SW - construction is complete and the punch list items remain for these projects. 7 St., 113th Ave. & 10th St. has pay estimate #6, in the amount of \$337,356.30 payable to Baranko Brothers. Motion by Commissioner Heiser, seconded by Commissioner Olson to pay Baranko Brothers \$337,356.30 for pay estimate #6 on 7th St., 113th Ave. & 10th St. project. Upon roll call vote, all voted aye, motion carried. The county was awarded partial funding for the structure replacement on 92nd Ave. from the Flex Funding program.

Terry Schwartzenberger, Road Superintendent, gave updates on the road department. On January 8th there will be an NDLTAP training, Load Securement. They would like to host at the Killdeer Shop. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to host the NDLTAP training at the Killdeer Shop. All voted aye, motion carried.

Dessie Calihou, HR Director, appeared to discuss the Defensive Driving Course for 2026. NDIRF went to an on-line training. We did the on-line last year at it proved to be more costly and timely. ND Safety Council does have on-site trainings. The funds are in the safety budget. The City of Killdeer would like to partner with us and share some of the cost. It will be approximately \$1500.00 for the whole day and cost per person for supplies. This will happen in the spring, the HR Director just wanted to bring this to the commission's attention.

Auditor wages were discussed. After the workshop it was recognized, the position was behind on the scale. The commission would like to do a \$6000.00 increase starting the next pay period in December. Discussion of a wage and analysis study to also bring any others to what their current wage should be as well. The HR Director will look into the study and get back with the commissioners. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to increase the auditor wage by \$6000.00 a year starting the next pay period. Upon roll call vote, Commissioners Heiser, Kleemann and Pelton voted aye, Commissioner Olson voted nay. Motion carried.

Auditor Whittingham presented the 2026 monthly stipend for the Extension Agents. This would bring the agents to what they would get paid as a county employee. The county has participated in this for the last three years. Motion by Commissioner Olson, seconded by Commissioner Heiser to approve the Extension Agent stipends. Upon roll call vote, all voted aye. Motion carried.

Auditor Whittingham would like to get approval for the following polling locations for the 2026 election cycle. Manning Courthouse, Halliday City Hall, Twin Buttes Elder Center and the St. Anthony's Church in Mandaree. Motion by Commissioner Olson, seconded by Commissioner Heiser to approve the polling locations as presented. All voted aye, motion carried.

Auditor Whittingham is asking for approval for the following annual 2026 Beer and Liquor Licenses; Western Choice, Catholic Workman's Hall, Cowboy Station and The Rooster. Motion by Commissioner Olson, seconded by Commissioner Heiser to approve the 2026 Beer and Liquor Licenses as presented. All voted aye, motion carried.

Two special event permits for the Ezra Barrows Post need approval. Both are at the Rodeo Grounds in Killdeer. One is for December 6th and the other is for January 3rd. Motion by Commissioner Olson, seconded by Commissioner Heiser to approve the Special Events permits as presented. All voted aye, motion carried.

The discussion of a 2015 side by side sold at the county auction in September as a 2016 side by side. The company that purchased it would like a \$1000.00 for the difference in years. Will bring back more detail and discuss after the break.

Teresa Presser with The Dunn County Roundup (Food Pantry) appeared and went over the statistics for the last two years. They would like to ask for a donation to use towards meats/proteins. The new building is about 75% complete, it should be done in February. Motion by Commissioner Olson, seconded by Commissioner Heiser to donate \$10,000.00 to the Dunn County Roundup Food Pantry. Upon roll call vote, all voted aye. Motion carried.

Information was brought back on the Side by Side sold to Dakota Motors. The State's Attorney would suggest giving him the difference of the fair market value between the 2015 and 2016 prices. The parts and labor will not be paid for as anything bought from an auction is sold as is. Motion by Commissioner Heiser, seconded by Commissioner Kleemann to pay Dakota Motors \$840.00 as the difference in value and he is liable for the parts. Upon roll call vote Commissioners Heiser, Kleemann and Pelton vote aye, Commissioner Olson voted no. Motion carried.

Auditor Whittingham went over the November financials

Auditor Whittingham presented the county mills for the 2025 taxes to the commission. They cover all the entity mills in the county. They will be posted on the auditor page on the website.

Commissioner Pelton reminded everyone about the Christmas for Kids lunch put on by the Dunn County Angels.

Motion by Commissioner Kleemann, seconded by Commissioner Olson, 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
ACH	Merriman, Pat	Salary	\$3,000.00
303690	Advanced Business Methods	Office Equipment	\$1,302.95
303693	Axon Enterprises	Taser Cartridges	\$5.00
303696	Benz Oil Company	Fuel	\$4,357.72
303698	Brosten, Casey	Travel Reimb.	\$404.60
303700	Cenex Fleet Fueling	Fuel - Nov	\$3,575.59
303702	Column Software PBC	Publishing	\$408.88
303703	Consolidated Telecom	Phones	\$1,745.37
303705	Detinger, Harold	Travel Reimb. - Sheriff Conf.	\$518.20
303709	East End Auto	Title inspection (Honda Pioneer)	\$40.00
303710	Ehlis, Nathan	Reimb for Travel - IAAO	\$342.60
303711	Embroidery Arts (ND)	Clothing	\$269.00
303713	Guardian Alliance Tech	Software	\$192.00
303715	Heiser, Allen	Reimb for Travel/Phone	\$297.80
303719	Information Systems Corp	Maintenance Agreement	\$1,095.00
303720	Larson, Latham, Huettl Aty	Cases	\$1,324.40
303732	Legend Auto Body	Vehicle Maintenance	\$2,675.00
303733	Logo Magic	Supplies	\$76.00
303736	Miller, James	Reimb for Title Fees	\$15.00

303737	Miller, Michael	Phone Reimb	\$50.00
303739	ND Department of Trans	Title Fees	\$5.00
303740	ND Sheriff Deputies Association	2025 DTSA Annual Conference	\$500.00
303741	NDACo Resources Group	Tech Support	\$800.00
303743	NW Tire	Maintenance	\$204.76
303704	Olson, Dave	Reimb for Travel	\$1,964.00
303746	One Source	Background Checks	\$113.00
303747	Pelton, Craig	Miles / Phone (Sept / Oct)	\$1,414.60
303751	Quality Quick Print	Stamps	\$288.00
303754	Roll, Kirk	Coroner Calls	\$400.00
303755	Runnings Supply Inc	Misc Supplies	\$376.03
303761	T-Rex Conoco Inc	Vehicle Repair	\$869.32
303763	Verizon	Phone	\$2,550.24
303766	Wenisch, Buddy	Reimb for Travel	\$484.60

ROAD (14)

WARRANT #:	TO:	FOR:	AMOUNT:
303756	Sanford Health Occ Med	DOT Exams	\$100.00
303763	Verizon	Phone	\$342.47
303688	2K Electric Llc	County Shop Maintenance	\$3,912.80
303689	Acme Tools Bismarck	Tools	\$2,076.96
303692	Amber Waves	Parts	\$652.00
303694	Baranko Brothers Inc	Road Project	\$337,356.30
303695	Bartlett & West	Engineering	\$52,325.00
303697	Boss Office Products	Office Supplies	\$578.82
303699	Butler Machinery Co	Parts	\$1,624.42
303701	Certified Power Inc.	Parts	\$19.61
303703	Consolidated Telcom	Telephone	\$569.14
303706	DTE Inc	Parts	\$3,200.00
303707	Ducks Unlimited Inc	27th St SW	\$103,700.00
303712	General Steel & Supply	Parts	\$49.82
303716	Highlands Engineering	Engineering	\$386.00
303718	IBS Inc	Shop Supplies	\$705.35
303720	JD Fencing	Contract Road Work	\$45,020.37
303721	John Deere Financial	Parts	\$8,547.26
303722	JP Steel & Supply	Parts	\$53.00
303724	Karsky, Jared	Easement	\$666.66
303725	Kessel, Jayleen	Easement	\$666.66
303726	Kessel, Jeril	Easement	\$666.66
303727	Knopik Pit Management	Low water Crossing	\$139,307.83
303731	Lawson Products Inc	Shop Supplies	\$696.08
303739	ND Department of Trans	Little Mo Bay Road	\$6,332.63
303744	O'day Equipment Llc	Fuelmaster	\$14,341.80
303749	Pomp's Tire Service Inc	Tires	\$1,570.16
303750	Pump Systems	Parts	\$1,182.64
303752	RDO Equipment Co.	JD Loader	\$285,640.26
303753	Rocky Butte Fencing	Fencing	\$900.00
303757	Sax Motor Company	Parts	\$464.84
303758	Schneider Brothers Backhoe	Contract Road Work	\$6,300.00
303760	Sundeen, Ross	Legal - West Law Subscription	\$737.70
303762	Verizon Connect	Fleet Management	\$447.82
303765	Wallwork Truck Center	Parts	\$653.25
303767	West Plains Inc.	Parts	\$769.15

SWMCC (19)

WARRANT #:	TO:	FOR:	AMOUNT:
303734	Mercer County Sheriff	Jail – Housing	\$375.00

VSO (24)

WARRANT #:	TO:	FOR:	AMOUNT:
303703	Consolidated Telecom	Phones	\$23.99
303763	Verizon	Phone	\$82.08

COUNTY AGENT (26)

WARRANT #:	TO:	FOR:	AMOUNT:
3003700	Cenex Fleet Fueling	Fuel - Nov	\$142.92
303703	Consolidated Telecom	Phones	\$128.85
303717	Hinrichs SuperValu	Supplies	\$18.94
303728	Kirsten Kukla	Cell phone charges	\$50.00
303729	Larsen, Christy	Cell phone charges	\$50.00
303738	National Extension Association	Membership Dues	\$125.00
303742	ND Association of Extension	Membership Dues	\$200.00

WEED (27)

WARRANT #:	TO:	FOR:	AMOUNT:
303763	Verizon	Phone	\$160.04
303700	Cenex Fleet Fueling	Fuel - Nov	\$142.63
303759	Spotters Aerial AG LLC	Spraying	\$5,391.55

DEM (29)

WARRANT #:	TO:	FOR:	AMOUNT:
303723	Just-In Glass	Vehicle Maintenance	\$467.68
303763	Verizon	Phone	\$47.07

NDHHS (43)

WARRANT #:	TO:	FOR:	AMOUNT:
303764	Vision West	NDHHS Grant	\$11,083.52

HAZMAT (86)

WARRANT #:	TO:	FOR:	AMOUNT:
303691	AED Superstore	Batteries	\$1,391.40
303748	Penguin Management	LEPC - Hazmat	\$2,124.00

24/7 Fees (05)

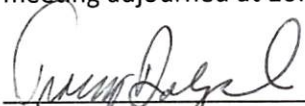
WARRANT #:	TO:	FOR:	AMOUNT:
303745	Office of the Attorney General	SCRAMnet	\$1,400.00

BULIDING (41)


WARRANT #:	TO:	FOR:	AMOUNT:
303696	Benz Oil Company	Fuel	\$2,632.93
303735	MGM Sanitation	Garbage	\$608.47
303714	Halliday, City of	Water	\$97.73

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 10:13 a.m.


 Tracey Dolezal, Madam Chair

December 17, 2025
 Date

ATTEST:

 Sally Whittingham, Auditor