

**Commissioner Meeting
January 4, 2022**

Commissioner Marke Roberts called the meeting to order at 9:00 am. Present were John Hokana, Joel Hamar, Dean Simek, Jerry Walsh and Chairman Marke Roberts. The media was not present. The Pledge of Allegiance was recited.

Hokana made a motion to approve the December 21 and 28 minutes with corrections. Walsh seconded. Motion carried.

Hokana made a motion to adjourn the meeting at 9:06.

The regular meeting of the Commission meeting was called to order by Sheppard at 9:07. Present were John Hokana, Joel Hamar, Dean Simek, Jerry Walsh, and Marke Roberts. Also present were Clerk of Court Andi Schimke, Deputy Auditor Stormy Bertsch, and Administrative Assistant Shirlene Wagner via electronic means.

Sheppard asked for a motion for Chairman for 2022. Hamar made a motion to appoint John Hokana. Simek seconded. No other motions were given. Motion carried.

Chairman Hokana thanked Roberts for the tremendous job he did the last two years as Chairman.

Hokana asked for a nomination for Vice-Chairman for 2022. Hamar made a motion to nominate Walsh. Simek seconded. Being no other nominations Simek made a motion to cast a unanimous ballot for Walsh. Hamar seconded. Motion carried.

Discussion followed concerning the portfolios that would be assigned for 2022. Discussion followed about open meeting rules that need to be followed when portfolios meet. A decision was made to not use portfolios but to have designated contacts for each area. The Chairman will be the contact for the Courthouse and Health District. Simek will be the contact for the Highway Department. Commission wants the employees to understand that employees can still contact any of the Commission on issues.

Board appointments and salaries were reviewed for boards. Simek made a motion to increase the Park Board salaries from \$50/meeting to \$100/meeting. Roberts seconded. Motion carried.

Walsh made a motion to increase the annual salary of the County Health Officer from \$500 to \$550. Simek seconded. Motion carried.

Walsh made a motion to increase the County Coroner annual salary from \$1,000 to \$1,200, and the per call charge from \$250 to \$300. Roberts seconded. For clarification, the supplies needed and mileage are in addition to the salary. Motion carried.

Walsh made a motion to raise the Health District salaries from \$75/meeting to \$100/meeting. Hamar seconded. Motion carried.

Sheppard will advertise for the open board positions. Letters will also be sent out to members that have expired terms.

Roberts made a motion to approve the vouchers. Hamar seconded. Motion carried.

Hamar made a motion to sign the annual agreement with Software Solutions for the PAT program used by the Tax Equalization office. Simek seconded. Motion carried.

Additions to the agenda

FEMA office

Goal for 2022

Walsh updated the Commission on the state of the FEMA office in the lower-level of the Courthouse. Discussion followed concerning swapping the FEMA office and the Environmental Services offices.

Highway Superintendent Jeff Hagen, County Agent Breana Kiser and Family and Community Wellness Agent Danielle Dinger joined the meeting at 10:00. Kiser and Dinger reviewed the narrative for third quarter of 2021. Kiser reminded the Commission that their annual review is scheduled for February 17th, if any of them would like to attend.

FEMA Assistant Amy Mittleider and Environmental Services staff Scott Peterson and Dan Blondo joined the meeting at 10:30. Discussion followed concerning the moving of the two offices. Staff will work to make the adjustment.

DES/911 Coordinator Charlie Russell joined the meeting at 10:30.

James River Soil Conservation staff and Board members Keith Kronberg, Tokina McHarry, and Brad Sand joined the meeting at 10:34 to inform the Commission of their intent to purchase the prior Oakes Nursery. There will be an increase in their mill to pay for the land, starting with the 2022 tax year. The plan will be to make it a conservation farm. Board is working with similar farms in the tri-state area.

Hagen discussed with Commission on the banking sick hours that are being lost because not used in 2021 to be used for an employee that has a prolonged illness. Walsh made a motion for this instance only that authorizes Sheppard to bank lost vacation hours and sick hours lost from the conversion of sick time over 240 hours to vacation time be used for this employee with a prolonged need. Roberts seconded. Motion carried.

Tax Director Don Flaherty and Treasurer Wonada Lematta joined the meeting at 11:00.

Hamar made a motion to open the Omitted tax hearing. Roberts seconded. Motion carried.

Flaherty presented the four parcels. Three of the parcels are new farm residence exemptions. The fourth parcel was the purchase of an exempt property, where the recoding of the deed was not completed, taking off the exemption from the parcel. Walsh made a motion to approve the additions to the tax rolls for the 2021 tax year. Simek seconded. Motion carried.

Hamar made a motion to close the hearing. Roberts seconded. Motion carried.

Sheppard presented a Quit Claim deed to City of Ellendale for the parcel that did not sell at the county land sale in November. Walsh made a motion to sign the deed. Simek seconded. Motion carried,

KLJ Engineer Bryan Tykwinski joined the meeting at 11:05 via electronic means.

Hagen informed the Commission about the possibility of the count to be able to use the old city transfer station to store the road sand and salt mixture. Hagen will keep the Commission up to date as things develop.

Tykwinski stated the application for the Special Road fund was sent, with County Road 2 repairs as the project.

Hamar stated that he would like to see a review of wages for all staff in 2022.

Roberts made a motion to adjourn at 11:30.

Commissioner Meeting January 18, 2022

Commissioner John Hokana called the meeting to order at 9:45 am. Present were Marke Roberts, Joel Hamar, Dean Simek, Jerry Walsh and Chairman John Hokana. The media was not present. The Pledge of Allegiance was recited. Resident Cindy Bagley was also in attendance, and Clerk of Court Andi Schimke, Administrative Assistant Holly Hokana, and Deputy Auditor Stormy Bertsch attended via electronic means.

Additions to the agenda

Quote for mower in Aberdeen versus Ellendale

Abatement hearing

Roberts made a motion to approve the vouchers as presented. Hamar seconded. Motion carried.

Simek made a motion to approve the financial statement for December 2021. Walsh seconded. Motion carried.

Walsh made a motion to approve the minutes from January 4th with corrections. Simek seconded. Motion carried.

States Attorney Kim Radermacher joined the meeting at 10:00 to discuss an error in the calculation of Holly Hokana's vacation for 2021. There was a discrepancy located at the end of the year which gave Hokana an additional 38 hours of vacation, which Hokana would need to use by the end of January based on the motion made December 7, 2021 concerning excess vacation to be used by the end of year. The error was made by the Auditor's office and Hokana was not aware of it until January and would be unable to get the 38 hours used before the end of January. Hamar made a motion to allow Hokana an extension to use those vacation hours to September 1st, 2022. Roberts seconded. Motion carried.

Deputy Treasurer Lori Wald joined the meeting at 10:10.

Discussion followed concerning the wording for bereavement leave in the employee handbook. Sheppard updated the Commission on an employee whose children's father had passed away and that the policy manual does not cover this situation. Walsh made a motion to extend the three-day bereavement leave to the employee. Simek seconded. Motion carried.

Hamar informed the Commission that he will not be running for Commissioner District 1 in the Primary election in June. Simek stated that he also will not be running for Commissioner District 3. Hokana asked that a notice will be put in the paper by the Auditor's Office with the information needed for interested individuals on the process to inform them of forms needed and dates to file the information.

Sheppard presented the 2021 budget amendments, as shown below. Simek made a motion to approve the amendments. Roberts seconded. Motion carried.

2021 BUDGET AMENDMENTS					
FUND #	FUND NAME	EXPENSE AMT OVER BUDGET	REASON	BUDGET AMENDED TO READ	REVENUE AMT. OVER BUDGET
2069	Land Sales	\$ 11,455.54	Use of funds for basement project	\$ 11,455.54	\$ -
2300	Health District	\$ 94,796.59	Covid and immunization costs	\$ 620,339.13	\$ 438,712.50
2902	24/7	\$ 10,439.00	Increase in judge orders	\$ 20,439.00	\$ 9,356.00
2917	Capital Project Construction	\$ 1,083,406.93	Bond money received for lower level construction project	\$ 1,083,406.93	\$ 1,083,406.93
2998	FEMA	\$ 159,406.53	Unknown costs of FEMA	\$ 159,406.53	\$ 156,406.53
3116	Capital Project Bond	\$ 5,278.34	Interest on new bond for lower level project	\$ 5,278.34	\$ 612.94
3120	Jackson Township Bond	\$ 3,599.35	Transferred to Sargent Co.	\$ 3,599.35	\$ -
	TOTALS	\$ 1,359,504.59		\$ 1,895,047.13	\$ 1,687,881.96

Treasurer Wonada Lematta joined the meeting at 10:30. Lematta requested approval on the list of financial institutions for the financial years of 2022 and 2023. Included on the list is BankNorth, Starion Financial of Oakes and Ellendale, Dakota Plains Credit Union, and Choice Financial of Ellendale. A decision was made to add First Community Credit Union. Walsh made a motion to approve the list, with the addition of First Community Credit Union. Hamar seconded. Motion carried.

Lematta presented the Treasurers Quarterly report and Pledge Report for fourth quarter, 2021. Simek made a motion to accept the report. Roberts seconded. Motion carried.

Lematta discussed with the Commission concerning the tax log books that are stored in the vault in her office. The retention records state the books are to be kept for 25 years. There is a lot of history in the books, but have not been requested by anyone since Lematta has been the Treasurer. Currently the Treasurer's office stores tax log books that date back to the 1930's. Walsh made a motion to dispose of the treasurer's log books that are older than twenty-five years beginning July 1st, 2022. Simek seconded. Motion carried.

Highway Superintendent Jeff Hagen and DES/911 Coordinator Charlie Russell joined the meeting at 10:49. Tax Director Don Flaherty joined the meeting at 10:54.

Hamar made a motion to open the abatement hearing. Simek seconded. Motion carried.

Flaherty presented a parcel that has been charged mobile home taxes for 2021 and the mobile home has been moved to another location within Dickey County. The amount of tax to be abated is \$926.50. Flaherty stated that a permit to move the mobile home was not requested. Discussion followed concerning the penalty for not requesting a permit to move the mobile home. Simek made a motion to approve the abatement. Walsh seconded. Roll call vote with Simek yes; Walsh yes; Roberts no; Hamar yes; Hokana yes. Motion carried. Radermacher would review ND Century Code for any penalty.

Hamar made a motion to close the abatement hearing. Simek seconded. Motion carried.

Sheppard presented the Software Innovations maintenance agreement for 2022. Hamar made a motion to approve the agreement. Walsh seconded. Motion carried.

Radermacher reported to the Commission that not receiving a permit to move a mobile home would be considered a non-criminal traffic violation carrying a \$100 fine. Flaherty will work with States Attorney Radermacher and Sheriff Estes concerning any penalty, allowed by law, for the non-receipt of a permit.

Hamar reported on the quote for a lawn mower for the County Park that he received from RDO Equipment in Aberdeen. Discussion followed concerning the difference in the two quotes. Sheppard will inform Wertz to not accept the bid from Green Iron Equipment until after the April Park Board meeting.

Hagen informed the Commission that he had not included the trade-in and purchase of a new Bobcat in his 2022 Budget. The old Bobcat would be traded and a new S76T4 Bobcat would replace it. Simek made a motion to trade in the Bobcat and replace with the new S76T4 Bobcat. Roberts seconded. Motion carried.

Sheppard presented a quote for the placement of a security camera in the vault of the Auditors office in the amount of \$313.95. The security camera is required, as there is election equipment in the vault. Walsh made a motion to approve the quote. Simek seconded. Motion carried.

Sheppard presented a quote for the replacement of a panel in the phone system at the Health District and South Country Human Services Office. By replacing the panel, one phone number could be cancelled, saving Dickey County approximately \$40 per month. Simek made a motion to replace the panel and cancel the phone number. Roberts seconded. Motion carried.

Sheriff Chris Estes joined the meeting at 11:56 am to discuss with the Commission the sale of some guns owned by the county. Estes will work with an FFL licensed dealer to make sure it is handled correctly.

Simek made a motion to adjourn at 12:10.

Salaries

165,088.77 59208-59306

Aramark	Rug Service	112.76	110075
Dakota Plains Credit Union	Paid Abatement Refund	1,287.31	110076
National Association of Counties	County Dues for 2022	450.00	110077
ND Association of Counties	2022 County Due s	7,790.00	110078
Overpayment Refund	Refund Overpayment 2021 Re Taxes	1,891.23	110079
Overpayment Refund	Paid Abatement Refund	214.29	110080
Software Solutions	Pat License Renewal for 2022	3,250.00	110081
South Central Dakota Regional Council	2022 DC Support for Regional Council	10,693.00	110082
Onsolve	CodeRed Standard Renewal	2,096.72	110083
ND Association of Counties	2022 Workers Comp	35,589.44	110084
Monthly Expense	Human Services	3,373.13	110085 -11087
ND Public Employees Retirement	BCBS	47,584.18	110088
ND Public Employees Retirement	Life Ins	591.01	110089
ND Public Employees Retirement	BCBS-HD	8,581.80	110090
ND Public Employees Retirement	Dental	470.18	110091
ND Public Employees Retirement	life ins	255.58	110092
cities, Townships, Schools	Cities, Townships, Schools	1,604,695 .56	110093 - 110142
Community Volunteer EMS of LaMoure	Ambulance Collections, SAD	3,046.37	110143
Kulm Ambulance Corps Inc. C/O Jennifer McDermid	Ambulance Collections, SAD	3,303.96	110144
Edgeley Ambulance Service	Ambulance Collections, SAD	2,423.74	110145
Oakes Volunteer Ambulance Service	Ambulance Collections, SAD	17,218.18	110146
Ellendale City	Airport, SAD, Ambulance, SAD	24,564.88	110147
Oakes City	Airport, SAD	5,833.74	110148
Garrison Diversion	Collections, SAD	12906.57	110149
James River Soil Conservation 975	Collections, SAD	10,469.75	110150
Ellendale Fire	Collections, SAD	21,177.61	110151
Oakes Fire	Collections, SAD	19,700.84	110152
Dickey Sargent Joint Water Resource District	Special Assessments	42,312.89	110153
Dickey County Senior Citizens	Tax Collections	12,777.37	110154
Dickey County Historical	Tax Collections, SAD	3,193.79	110155

State Treasurer	State Medical, Clerk of Court Fee, Sirn	15,052.72	110156
Dickey County Treasurer	Clerk of Court Fees	725.25	110157
ND Public Employees Retirement	Def Comp	1,157.50	110158
ND Public Employees Retirement	def comp hd	417.50	110159
Wex Health INC	Flex	1,101.57	110160
SD Division of Child Support	Garnish	400.00	110161
Wex Health INC	Cancer	50.00	110162
Aramark	Rug Service	81.88	110163
Bank of ND	Payoff of CO Road 2 Loan	171,834.22	110164
Cole Paper	Cleaner, Soap, Tissue, Buff Pads, Liners, Towels	810.93	110165
Dakota Plains Credit Union	Gasoline for the Law Enforcement Vehicle	220.68	110166
Dickey County Treasurer	Indirect Assessment for Yorktown-Maple Drain	1,789.91	110167
Economy Propane LLC	Propane for Social Service Building	1,136.00	110168
Farmers Union Oil Co	Oil Change on 2020 Ford Police Interceptor	73.05	110169
Fire Safety First LLC	Annual Maintenance and Certification	138.00	110170
Information Technology Dept.	Azure AD Plan 2, Wan Access, Office 365, Netmotion VPN Client, Active Directory user	965.95	110171
John R Beck Insurance LLC	Policy Renewal for Social Services	986.56	110172
Lynn Johnson Lock & Key Service	Worked on Locks for Basement	2,434.74	110173
Modern Marketing	Star Shaped Sticker	274.72	110174
Modern Marketing	Just say No' Tattoo	67.20	110175
ND County Auditors Association	2022 Annual Dues for NDACO	100.00	110176
ND County Recorders Association	ND County Recorders Dues- 2022	200.00	110177
ND Emergency Management Association	Dem Dues for 2022	50.00	110178
Nieuwsma Denise	Mileage	64.40	110179
ND State Radio	LET'S Renewal	120.00	110180
Overpayment Refund	Overpayment Re Taxes 2021 Taxes	300.44	110181
Overpayment Refund	Overpayment Re Taxes 2021 Taxes	88.62	110182
Overpayment Refund	Overpayment Re Taxes 2021 Taxes	20.06	110183
Overpayment Refund	Overpayment Re Taxes 2021 Taxes	3,941.70	110184
Pharmchem	Sweat Patch Analysis	157.25	110185
Quadient Leasing USA. Inc	Lease Payment on Mail Machine	294.99	110186
Quadient Leasing USA. Inc	Postage- Social Services	1,062.98	110187
Quill Corp	Office Supplies	215.94	110188
Software Innovations	2022 Renewal Agreement	9,500.00	110189
Software Innovations	IRS Mandated Changes- Fund Accounting	750.00	110190
Southeast ND County Commissioners Association	Dues for 2022	350.00	110191
True Value- Ellendale	Bolts for Aud Gate, MPT Plugs, 50G Belt, Ang Diag Pliers, Blade, spray paint, Battery, Cab Ties	101.85	110192
US Records Midwest LLC	DC Leader 2022 Newspaper Binder	174.69	110193
Westside Auto Body Shop	Load and Haul Stolen Vehicle	475.00	110194
Agtegra Oakes	Def Pump, Fuel for the Hwy Dept.	1,545.07	110195
Aramark	Rug Service- Road	153.71	110196
Department of Transportation	Bridge Inspection/ Load Rating	291.91	110197
Economy Oil CO	Fuel For the Hwy Dept.	9,243.93	110198
Economy Oil CO	Fuel for the Hwy Dept.	1,494.05	110199

Economy Propane LLC	Propane for Hwy Dept.	4,017.60	110200
Fire Safety First LLC	Annual Maintenance and Certification-Road	388.05	110201
Fullerton City Auditor	Utility for Fullerton Shop	20.00	110202
John Deere Financial	Parts for the Hwy Dept.	449.04	110203
Mertz Const & Supply- Ellendale	Clips for the DC Hwy Blade	11.49	110204
Oakes Truck & Trailer	Work done on the International Workstar 7600	1,238.38	110205
Ottertail Power Company- Fergus Fall	Oakes Garage Utilities	61.93	110206
Simek Refrigeration	Labor, Mileage- West Shop	130.00	110207
Bruns Jodi	Membership Renewal	90.00	110208
Stutsman Correctional Center	Housed Inmates for 62 days	4,650.00	110209
Central Business Systems INC	Quarterly Charge, Meter Charge	342.21	110210
Dakota Plains Credit Union	Achieving the Extension Mission Reg, Certified Crop Advisor Registration	159.62	110211
Leaf	Copier Contract	114.00	110212
Viking Print Shop	Laminating and AQHA Books	78.20	110213
Dakota Electronics	Power Supply- Clam Shell Batties for Radios	266.40	110214
Dickey Rural Networks	Dickey 911 Trunks	231.00	110215
ND 911 Association	911 Association Dues for 2022	25.00	110216
ND Association of Counties	NDACO Wireless 6% Charges	449.58	110217
Zahn Doug	DC West Tower Rental	500.00	110218
Dakota Plains Credit Union	Markers, Safety Clothing, Part for hwy toilet	542.27	110219
Dickey Rural Networks	Phone charges, Social Services Phone Charges	930.85	110220
Dakota Valley Electric Coop	Wilson Dam, Hwy Dept, Guelph Tower Utilities	516.00	110221
Farmers Union Oil Co	Propane for the Hwy dept., Parts for the Hwy Dept., Propane for Social Service Building	1,513.13	110222
Montana Dakota Utilities	Courthouse, Fullerton shop, Weed Board Building Utilities	4,496.63	110223
NDSU Extension Service- AG Budget	County Half of Danielle and Breana Salary	12,351.70	110224
Radisson Hotel- Bismarck	Room stays for Danielle and Breana	345.60	110225
Human Services	Monthly Expenses	2,103.95	110226 - 110228 ,
Dakota Improvement	Maintenance on DC Drain 1	4,500.00	110229
Hansen Judy	Office Supplies, Postage	32.00	110230
Moore Engineering INC	Engineering fee	262.50	110231
ND Water Users Association	Conference Registration	225.00	110232
ND Water Users Association	Dues for 2022	300.00	110233
ND Water Resource Districts Assn.	Dues for 2022	675.00	110234
Ohnstad Twichell PC	Legal Fees	552.00	110235
Sargent County Water Resource Board	Cost Share for Wages- Wendy	650.00	110236
ND TWP Officers Association	DUES	3,750.00	110237
Dickey County Township Officers Assoc	Dues	450.00	110238
ND Public Employees Retirement	Retirement	21,127.79	110239

ND Public Employees Retirement	Retirement	3,801.34	110240
ND Public Employees Retirement	DEF Comp	1,257.50	110241
ND Public Employees Retirement	DEF COMP HD	530.00	110242
Wex Health INC	Flex	1,101.57	110243
Aflac	Cancer	2,697.37	110244
Delta Dental Plan of MN	Dental	2,059.96	110245
Ameritas Life Insurance Corp.	Vision	513.52	110246

John Hokana, Chairman

Wanda Sheppard, Auditor