

Agenda for the Dickey County Board of Health Meeting June 3, 2025

Dickey County Courthouse-County Commission Room, 8:45 am

Agenda

1. CALL TO ORDER – Brandon Carlson, Chair

2. Roll Call-Kerry Waldo

3. Septic Variance Request for Dickey County Fairgrounds

4. Meeting Adjourned

5. Next Meeting-July 15@ 8:30 am

GUELPH NEWS...

by Rose Sell

Every Sunday there are nondenominational services held at the Guelph Community Church at 10AM. Everyone is welcome to participate with Pastor Scott Townsend officiating. Cemeteries were busy places over the Memorial Weekend as families came to decorate the graves of their family members. The Oakes American Legion Honor Guard came to the area cemeteries (Clement, Glover, Ludden, Fullerton & Oakes) especially to honor our fallen veterans. Rod & Rose motored to Thompson on Sunday, the 25th, to attend the Memorial Service Monday morning at 11AM. After the service the local American Legion sponsored a turkey dinner for all attendees. Russ & Kristy hosted his parents during this time. The Guelph Community Center was also a busy place on Sunday, the 25th, as several members of the Bob & Hildi Radtke family came to shop at Off The Shueiph. They had all gathered to honor their parents/grandparents on their 70th Wedding Anniversary and 90th birthdays. They decided a side-trip to the site of Bob & Hildi's former home in Guelph would be appropriate. Bob

had worked at the Guelph Depot and drove school bus during their time here. Jeanne Thorpe served as guide to the family as they shopped throughout the facility. It was fitting that some members of the Radtke family stayed in the refurbished Guelph Depot. They marveled at all the details Drew & Lindsey have preserved in the Depot (stair treads, telegraph wires, banister from an original rail, baseboards from original wall boards, etc). This group was a delight for the appreciation and enthusiasm they showed for what we have developed and preserved here in Guelph. THOUGHT FOR THE WEEK: "Respect for the truth comes close to being the basis for all morality. Something cannot emerge from nothing."— Frank Herbert, Dune Chuck and Sue German recently shared several milestone events with family. They attended the graduation ceremony for Taylor Jordan who received her AS Nursing degree from Northland Community and Technical College on Friday, May 16, in Grand Forks. That night Rachel and Ben hosted a BBQ celebration for Taylor and her friends, and Cole and his friends at their home. Cole graduated on

Saturday from UND with a Bachelor of Business Administration with a Marketing major, and a Leadership minor. Apryl Jordan had her senior vocal recital earlier on Saturday at Robin's Nest Music Academy in Fargo. There was lots of celebrating and tears going on! Then on Sunday, Apryl performed in her last concert at Red River High School where she is a member of the concert choir and the select Madrigal Singers. She received one of two music scholarships, hers for her love of music and performing. More tears! On Monday, Chuck and Sue went to Fargo to attend Olivia and Drew Kalbus' spring band concert at Fargo North High School. Both Olivia and Drew received several awards for their performances and participation in band, pep band, and jazz band during the year. This was Olivia's final concert at Fargo North. What an outstanding concert it was! Tuesday it was Eli's turn for his 6th Grade Band Concert at Ben Franklin Middle School. The 6th graders have two large bands, and both did so well. Eli is in his first year as a trumpet player. After five days the Germans returned home with lots of pride in their grandchildren.



Holm joins NDSU Extension in Dickey County

K a s i

Holm has joined North Dakota State University Extension as the Extension Family and Community Wellness

agent in Dickey County.

In this role, Holm will develop and implement new educational programs tailored to the needs of individuals and families in the community. She will also support local 4-H clubs and activities, contributing to positive youth development and leadership. "I am thrilled to be a part of the Extension team and look forward to leading activities and programs within our community," Holm said. Holm previously worked as an assistant manager at the North Dakota Winter Show in Valley City, North Dakota and in the registration and scheduling department for the OB-GYN clinic at Sanford Health in Fargo. She earned a bachelor's degree in human development and family science with a minor in animal science from NDSU. Holm is excited to return and give back to the community. She enjoys spending time with family and friends and helping on her family's ranch, where they raise commercial and Red Angus cattle. She also takes pride in watching her nieces and nephews participate in livestock shows, continuing the tradition she grew up with.

ADVERTISEMENT FOR BIDS

SECTION 00100

CP-1112(25)

DICKEY COUNTY

NORTH DAKOTA

ADVERTISEMENT FOR BIDS

Sealed bids will be received by Dickey County at the Dickey County Highway Department at 213 15th ST N, Ellendale, ND 58436, until **11:30 AM CT, June 16th, 2025**, at which time they will be publicly opened and read aloud for the furnishing of materials, labor, equipment and skill required for the construction of **Aggregate Base, Hot Mix Asphalt Paving** and incidental items in and for said Dickey County, as is more fully described and set forth in the plans and specifications therefore, which are now on file in the office of the KLJ Engineering LLC.

Bids shall be upon cash payment on the following estimated quantities and types of work:

Contract Bond, 1.0 L SUM; Water, 55 M GAL; Aggregate Base Course CL 5, 2259 TON; Superpave FAA 43, 6484 TON; Cored Sample, 42 EA; PG 58S-34 Asphalt Cement, 422 TON; Mobilization, 1.0 L SUM; Flagging, 250 MHR; Traffic Control Signs, 1566 UNIT; Type III Barricade, 8 EA; Tubular Markers, 98 EA; Pilot Car, 125 HR; Bituminous Laboratory, 1 EA; Contractor's Laboratory, 1 EA; Short Term 4IN Line-Type NR, 7275 LF; PVTMT MK Painted 4IN Line, 2425 LF; Mailbox-All Types, 11 EA.

The contract documents are on file and may be examined at the following:

KLJ Engineering LLC  
1010 4th Avenue SW  
Valley City, North Dakota 58072

Complete digital project bidding documents are available at [www.kljeng.com](http://www.kljeng.com) "Projects for Bid" or [www.questcdn.com](http://www.questcdn.com). You may download the digital plan documents for **\$23** by inputting Quest project **#9710350** on the website's Project Search page. Please contact QuestCDN at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, downloading, and working with this digital project information. An optional paper set of project documents is also available for a non-refundable price of \$77 per set at KLJ, 1010 4th Avenue SW, Valley City, ND 58072. Please contact us at 701-845-4980.

All bids are to be submitted on the basis of cash payment for the work and materials, and each bid shall be accompanied by a separate envelope containing the contractor's license and bid security. The bid security must be in a sum equal to five per cent (5%) of the full amount of the bid and must be in the form of a bidder's bond. A bidder's bond must be executed by the bidder as principal and by a surety company authorized to do business in this state, conditioned that if the principal's bid be accepted and the contract awarded to the principal, the principal, within ten (10) days after notice of award, will execute and effect a contract in accordance with the terms of his bid and the bid bond as required by the laws of the State of North Dakota and the regulations and determinations

The successful Bidder will be required to furnish Contract Performance and Payment Bonds in the full amount of the contract.

Contracts shall be awarded on the basis of the low bid submitted by a responsible and responsive bidder for the aggregate sum of all bid items. A single contract be awarded for the work.

All bidders must be licensed for the full amount of the bid as required by Section 43 07 07 and 43-07-12 of the North Dakota Century Code.

The work covered by the bidder

The work on the improvement will be completed by **October 4th, 2025**.

The Owner reserves the right to reject any and all bids, to waive any informality in any bid, to hold all bids for a period not to exceed 30 days from the date of opening bids, and to accept the bid deemed most favorable to the interest of the Owner.

Should the Contractor fail to complete the work within the time required herein or within such extra time as may have been granted by formal extensions of time approved by the Owner, there will be deducted from any amount due the Contractor the sum of **\$1300 per day** and every day that the completion of the work is delayed. The Contractor and his surety will be liable for any excess. Such payment will be as and for liquidated damages.

Dated this 23rd day of May, 2025

**DICKEY COUNTY, NORTH DAKOTA**

**s/Wanda Sheppard**  
Dickey County Auditor

(May 29th & June 5th, 2025)

No Bid will be read or considered which does not fully comply with the

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Lee Isakson  
Local Forman Representative

Dickey County Commission Minutes May 6, 2025

Commissioner Meeting

May 6, 2025

Chair Brandon Carlson called the meeting to order at 9:00 am. Commissioners John Hokana, Jerry Walsh, Kacey Holm, and Marke Roberts were also present. Auditor Sheppard and JETx representative Kris Koch were also present. The media was not present. The Pledge of Allegiance was recited. Clerk of Court Andi Schimke, Administrative Assistant Monica Pakonen, States Attorney Kim Radermacher, Health District employees Kerry Waldo and Amber Miller, Sheriff's office employee, and Treasurer Wonada Lematta were present via electronic means.

Holm made a motion to approve the minutes from the April 15th meeting with corrections. Walsh seconded. Motion carried.

Sheppard requested the addition of one voucher to Dakota Plains Credit Union in the amount of \$222.01 for the purchase of US flags. Holm made a motion to approve the vouchers with the addition. Hokana seconded. Roll call was unanimous. Motion carried.

Sheppard discussed the new p-cards received through JPMorgan. Sheppard stated that in the past credit cards have only been used in the case of an emergency, as the purchase has not been approved by the Commission. Walsh made a motion to switch all credit cards to the JP Morgan p-cards, with staff using the

p-cards to pay all bills that are covered in their budget or pre-approved by the Commission. Holm seconded. Roll call was unanimous. Motion carried.

Health District Administrator Roxanne Holm joined the meeting and discussed the credit limit for the Health District, as the purchase of vaccine will be more than their current credit limit on the p-card. Sheppard will look at increasing that limit.

County Agent Breana Kiser joined the meeting at 9:40 and reviewed the county narrative from her office. Discussion followed concerning the new Family and Community Wellness Agent Kasi Holm, who will be starting May 27th.

Schimke discussed with the Commission the old racking for the garbage out at Pheasant Lake, that needs to be removed and stored somewhere else. Someone is using the racking for a place to put their garbage. The Commission will talk with Highway Superintendent Hagen about the removal of the racking.

Discussion followed concerning changes made to the Prairie Dog funding by this year's legislation. The amount allocated for the prairie dog fund has decreased, but the order that the funds fill has been changed, allowing for that money to accumulate earlier than in the past.

Veterans Service Officer Jean Haakenson joined the meeting at 9:45. Haakenson is requesting that the hours for her office be by appointment only. There are five other counties that use the by appointment only for appointments. Discussion followed concerning getting more information to the public concerning her office locations and contact information through the newspaper and Facebook. Haakenson will work on get-

ting information posted and in the newspaper.

Sheppard presented a liquor transfer application from Angry Beaver Lodge for a wedding June 21st at the Guelph Community Center. Holm made a motion to approve the application. Roberts seconded. Motion carried.

Sheppard presented a letter that needs to be signed by the Chairman. The letter relates to the primary residence credit and/or mobile home abatements that qualify for the 2024 primary residence credit that are owned by a trust. These are parcels in addition to those originally sent last December. To receive additional credit, this letter needs to be signed. The Auditor's, Treasurer's, and Tax offices are currently looking at the list and will finalize the number. Based on the completion of the review of the list, Walsh made a motion to approve the signing of the letter. Holm seconded. Motion carried.

EDF Renewables representatives Adam Batiste and Sara Thronsdon joined the meeting at 10:20.

Administrative Assistant Amy Mittleider joined the meeting to discuss the grant received for the cleaning of the outside of the courthouse. There is another grant that has been submitted to help cover the other half of the cost of the project, but Mittleider has not heard back. Discussion followed concerning the money allocated in the Capital Projects fund for the new storage building and if those funds could be used to complete the courthouse this year. Hokana made a motion to use those funds in Capital Projects for the cleaning of the courthouse, if the other grant is not granted. Roberts seconded. Roll call was unanimous. Motion carried.

The Commission went into recess from 10:22 to 10:27.

Walsh made a motion to open the hay cutting bid opening for county park land at Pheasant Lake. Roberts seconded. Motion carried.

One bid was received from Troy Olson in the amount of \$465 or \$31 per acre. Walsh made a motion to accept the bid. Roberts seconded. Roll call was unanimous. Motion carried.

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

Holm made a motion to open the mowing bid hearing for a portion of the county park land at Pheasant Lake. Hokana seconded. Motion carried.

One bid was received from Robert Kadoun for \$25 per hour. Walsh made a motion to accept the bid of \$25 per hour with a maximum of 180 hours with the final mowing to occur on approximately October 15th. Holm seconded. Roll call was Hokana yes; Holm yes; Carlson no; Roberts no; Walsh yes. Motion carried. Schimke will get the reading on the hour meter before mowing starts.

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

KLJ Engineer Brian Tykwinski, Sheriff Chris Estes, Highway Superintendent Jeff Hagen, and Applied Digital representative Martin Vega joined the meeting at 10:48. Applied Digital representative Jannelle Combs joined the meeting at 10:58 via electronic means.

Estes reviewed with the Commission a bid received from Dakota Fence for the installation of fencing to form an impound lot. Discussion followed concerning which side the fence should be

placed and the amount of groundwork needed for water that collects in that area. Discussion also included the use of the building for impound only. If there was something stored in the building that was impounded, only Sheriff staff would have access to the building. Estes and Hagen will work on developing a plan for the placement of fencing and/or the use of the building.

Koch presented a map that shows the placement of power line poles in Dickey County. Koch was asking for clarification on whom to speak with concerning 87th Street. Commission stated it would be the City of Ellendale and Ellendale Township, at this time. When asked about the percentage of easements signed, Koch stated that the total project is 75%, with Dickey County at about 89%.

Tykwinski presented the results from the chip seal project bid opening from April 21st. Tykwinski stated that Bituminous Paving Inc was the low bidder. Walsh made a motion to award the project to Bituminous Paving Inc. Holm seconded. Roll call was unanimous. Motion carried.

Tykwinski stated that the Divide Township project needs to be awarded to the low contractor, Jensen Brothers Construction. Holm made a motion to award the Divide Township project to Jensen Brothers Construction. Hokana seconded. Roll call was unanimous. Motion carried.

Discussion followed concerning County Road 3 east of Oakes and complaints received. Discussion included where the funding would come from to complete this road project, and it was decided that Prairie Dog funds would be the best source of funding. After some discussion, Walsh made a motion to re-

quest bids to pave County Road 3 east of Oakes to pave the road. Hokana seconded. Roll call was unanimous. Motion carried.

Hagen presented a blading contract from Port Emma for 2025. Holm made a motion to sign the contract. Roberts seconded. Motion carried.

Hagen presented a LoadPass contract for Port Emma. Holm made a motion to sign the contract. Roberts seconded. Motion carried.

Hagen presented a LoadPass contract for Potsdam Township. Roberts made a motion to sign the contract. Holm seconded. Motion carried.

Tykwinski asked for clarification on Phase I and Applied Digital discussed at the April 15th meeting. Radermacher stated that a joint powers agreement has been discussed. The city of Ellendale is discussing the agreement at their next meeting. The Commission decided they want a written document from Elden Township on the turning over of their road to the county. Sheppard will contact Elden Township and ask that they attend the next Commission meeting on May 20th.

Risk Manager Cresta Miller joined the meeting at 11:45 to discuss the need for a motion sensor light in the break room. Discussion followed concerning placement of the motion sensor light in the whole breakroom or just at the back door to the break room. The decision was made to replace the back door light.

Hokana made a motion to adjourn at 12:05.

(June 5, 2025)