Official Proceedings of the Stutsman County Commission – March 5, 2019

At 4:00 p.m., Chairman Klose called the regular meeting of the Stutsman County Commission to order. Dennis Ova, Ramone Gumke, David Schwartz, Steven Cichos, and Mark Klose answered the roll call.

Cichos made a motion, seconded by Ova to approve the minutes of the February 2019 meetings. Motion carried.

South Central Dakota Regional Council (SCDRC) dues were discussed. Questions have been raised about whether SCDRC is following their fund balance policy. Stacy Bowerman, Director of SCDRC, was present and said that the fund balance policy is being followed. Monthly expenses average $20,000 and SCDRC has approximately $23,000 in cash flow. Meland stated that SCDRC is not currently in compliance with the general fund balance policy but Bowerman stated they are taking corrective action. JSDC is withholding $20,000 in dues for the Small Business Development Center (SBDC). SCDRC lease with Lutheran Social Services has been terminated and they are still responsible for the lease until the space is rented. They also have a judgment for unpaid rent and fees of $14,500. Bowerman said that SCDRC is working on a solution to pay the back rent and fees but did not elaborate on plans to pay. SCDRC is now taking on the responsibilities of SBDC but does not have plans to submit for grant funds. Meland inquired about an outstanding bill with the City of Streeter to Mastell Heating. Bowerman indicated he is working with the Department of Commerce on a plan to pay Mastell. An email from Commerce indicates that it is SCDRC's responsibility to come up with a plan for payment. Commissioner Schwartz inquired about making approval of the dues contingent on SCDRC allocating the funds to the LSS debts, but State's Attorney Fremgen advised against this motion. Commissioner Cichos made a motion to pay the SCDRC dues withholding the amount for the SBDC, seconded by Gumke. Ova, Gumke, Schwartz, Cichos, and Klose voted aye. Motion carried.

Mickey Nenow, Road Superintendent reviewed the bids for 2019 chip sealing. Schwartz made a motion to approve the Morris Sealcoat & Trucking bid with the alternate, seconded by Gumke. Gumke, Schwartz, Cichos, Klose, and Ova voted aye. Motion carried.

Fritz Fremgen, State's Attorney presented his monthly report. Assistant State's Attorney Dana Sims resigned as of March 1st. Fremgen would like to hire an Assistant State's Attorney II at a Grade 20 and presented the new job description for approval. The personnel committee recommended approving the job description. Cichos made a motion to approve the job description, seconded by Schwartz. Motion carried.

Fremgen requested approval to negotiate a potential salary up to Grade 20 Step 10. Cichos made a motion to allow Fritz to hire at a maximum of Grade 20 Step 10, seconded by Schwartz. Schwartz, Cichos, Klose, Ova, and Gumke voted aye. Motion carried.

Jerry Bergquist, Emergency Manager/9-1-1 Coordinator presented the Communications Center annual report. Jamestown Police Department continues to have the most calls for service. From 2017 to 2018, 9-1-1 calls went down slightly. Cell phones made up 82% of 9-1-1 calls in 2018 compared to 79% in 2017.

Bergquist discussed the ITD-Motorola contract to implement the state-wide interoperable radio network (SIRN). Part of the project is to integrate all dispatch centers in the state. The first phase will be replacing the radio console. Bergquist also discussed House Bill 1435 and House Bill 1021 which have to do with funding for SIRN. Replacing 3 dispatch consoles will cost the county approximately $297,000. Funds from the increased 9-1-1 fees and unused funds in the 9-1-1 revenue account should cover most of the costs for the consoles. Replacement of the 9-1-1 system should be able to wait until 2020. HB 1435 will allow for every radio purchased that is compatible with the system to be reimbursed at $1,500 per radio. Radios cost between $4,000 to $5,500.

Jerry discussed the resignation of a dispatch worker in June. He would like to hire someone a month early to get them trained to be able to work around summer vacations. Ova made a motion to approve advertisement for this position, seconded by Gumke. Cichos, Klose, Ova, Gumke, and Schwartz voted aye. Motion carried.

Bergquist discussed the flood outlook for 2019. Stutsman County has received 41 inches of snow since November. The National Weather service has released a report saying that there is a below normal flood risk from the headwaters to the dam and minor overland flooding possible from Jamestown to the south.

Commissioner Gumke left the meeting at 5:26 p.m.

Nicole Meland, Auditor/COO discussed the 2019 Court Facilities improvement grants. The first grant is to replace 16 chairs in the courtrooms for attorneys, parties, witnesses and bailiffs, which will cost approximately $3,600 with a 75 (state)/25 (county) split. Schwartz made a motion, seconded by Ova to accept the grant. Klose, Ova, Schwartz, and Cichos voted aye. Motion carried.

The second grant is for the Judge's bench in Courtroom 2 to replace and expand the countertop. This will cost approximately $3,900 and was awarded in full with a 75/25 split. Cichos made a motion, seconded by Schwartz to accept the grant. Ova, Schwartz, Cichos, and Klose voted aye. Motion carried.

The third grant for court security was fully awarded with a 75/25 split. This would install security equipment in the main entrance and add a set of doors. An X-Ray scanner and metal detector would be installed. There would be a separate entrance for employees with a badge scanner. The cost would be $66, 593 with a county share of $19,523. After discussion with the judges, it is unsure whether the current deputy sheriff in charge of courtroom security could do both. In the future, another staff member could be budgeted for. Sheriff Kaiser recommended accepting the grant to purchase the equipment and it could be used for high profile cases for the time being. Schwartz made a motion to accept the grant along with ADA compliant doors, seconded by Cichos. Schwartz, Cichos, Klose, and Ova voted aye. Motion carried.

At 5:43 p.m., the County Commission meeting recessed for the County Park Board meeting.

Official Proceedings of the Stutsman County Park Board – March 5, 2019

At 5:45 p.m. the County Park Board meeting was called to order. David Schwartz, Steven Cichos, Mark Klose, Dennis Ova, Jason Houge, and Joan Morris answered the roll call. Ramone Gumke was absent.

Houge made a motion, seconded by Ova to approve the minutes of the February 2019 meeting. Motion carried.

Schwartz made a motion to approve the bills, seconded by Houge. Cichos, Klose, Houge, Morris, Ova, and Schwartz voted aye. Motion carried.

	County Park Fund	
673	CENTURYLINK	$23.12
686	FARMERS UNION OIL CO-CENEX	$533.26
716	NORTHERN PLAINS ELECTRIC COOPERATIVE	$1,263.55
723	PRAXAIR DISTRIBUTION INC	$39.66
739	STUTSMAN RURAL WATER DISTRICT	$134.00

Karl Bergh, Park Superintendent presented his monthly report. The walking paths have been plowed. Karl is working on campground improvements and Newmans is making new signs for Lakeside Campground.

One bid was received for sanitation services that was $100 less than what we are currently paying. Gahner Sanitation bid $1050 per month to provide the current services at the Park shop, Pelican Point, Parkhurst, Spiritwood Sandy Beach, and Lakeside Campground. Schwartz made a motion to award the bid to Gahner Sanitation, seconded by Ova. Klose, Houge, Morris, Ova, Schwartz, and Cichos voted aye. Motion carried.

Bergh requested hiring a 20 hour per week seasonal employee during the camping season of May 1 through September 30. With the campground improvements, there will be additional cleaning and mowing needs. Karl will also be tied up with campground administration this summer. Schwartz made a motion, seconded by Houge to advertise for a 20 hour per week seasonal employee during the camping season. Houge, Morris, Ova, Schwartz, Cichos, and Klose voted aye. Motion carried.

Nicole Meland, Auditor/COO, discussed a transfer of lease for cabin Lot 4W. Ova made a motion, seconded by Morris to approve the transfer. Motion carried.

Meland discussed interviewing and hiring Lakeside Campground hosts and Marina building lessees. Meland recommends that the campground committee perform interviews and bring recommendations to the board.

Schwartz discussed concerns regarding clean-up of a property at Spiritwood Lake. Eric Nordstrom would like a letter of concern from the county to present to the owner saying that it needs to be cleaned up as soon as possible. Schwartz made a motion to draft a letter of concern, seconded by Ova. Motion carried.

Meland discussed reservations at the Lakeside Campground. Rec.gov is in the process of onboarding us but there are issues with the new software. We don't have an estimate on when the reservations will be available. Karl has a list of people to call when the website is available. In the meantime, Karl can maintain an Excel spreadsheet for reservations and take card payments over the phone through the Municipay system. Municipay charges a 2.65% fee with a minimum of $3.00 that would be passed on to the person making the reservation. Meland recommended instating a $10.00 fee for cancellations within 48 hours of arrival. Ova made a motion, seconded by Schwartz, to approve the cancellation policy and credit card fee. Morris, Ova, Schwartz, Cichos, Klose, and Houge voted aye. Motion carried.

At 6:27 p.m., Houge made a motion to adjourn, seconded by Morris. Motion carried.

At 6:27 p.m., Chairman Klose called the Commission meeting back to order.

Meland discussed a letter of support for a City of Medina Rural Development Project. Ova made a motion, seconded by Schwartz to sign the letter of support. Motion carried.

Meland presented personnel policy updates. They were all discussed and recommended for approval by the Personnel Committee. Cichos made a motion to accept the personnel policy updates, seconded by Schwartz. Ova, Schwartz, Cichos, and Klose voted aye. Motion carried.

Meland discussed 2018 additional budget amendments. She corrected some expenses that were paid out of the wrong account. Cichos made a motion to accept, seconded by Schwartz. Motion carried.

Meland presented the 2018 Fiscal Report. Ova made a motion, seconded by Schwartz to approve the report. Schwartz, Cichos, Klose, and Ova voted aye. Motion carried.

Schwartz made a motion, seconded by Ova, to approve the monthly bills. Cichos, Klose, Ova, and Schwartz voted aye. Motion carried.

	General Revenue Fund			**E 911 Phone System Fund**	
658	A & B BUSINESS INC	$283.29		BERGQUIST,JERRY	$121.80
659	AMERICAN JAIL ASSOCIATION	$48.00	748	VERIZON WIRELESS	$52.28
660	ATTORNEY GENERAL OFFICE-1250	$5,968.00		**County Roads Fund**	
661	BALCO UNIFORM CO INC	$1,293.20	664	BLUE TARP FINANCIAL, INC.	$43.36
	BERGQUIST,JERRY	$60.32	666	BUFFALO CITY DIESEL	$78.15
663	BERT'S TRUCK EQUIPMENT	$443.26	669	BUTLER MACHINERY CO	$5,379.84
665	BOB BARKER CO	$89.88	675	CITY OF JAMESTOWN	$98.50
667	BUILDERS FIRSTSOURCE	$29.21	676	CITY OF STREEETER	$61.75
671	CBM FOOD SERVICE	$7,687.06	680	CREATIVE ENERGY	$3,789.58
673	CENTURYLINK	$472.23	684	DSI AUTOMOTIVE PRODUCTS	$147.00
674	CHS CREDIT CARD DEPT	$3,159.49	686	FARMERS UNION OIL CO-CENEX	$4,432.10
675	CITY OF JAMESTOWN	$3,002.09	687	FASTENAL CO	$137.34
677	COLE PAPERS INC	$648.00	689	FLEETPRIDE	$111.70
682	DACOTAH PAPER CO	$549.28	691	HOME OF ECONOMY	$117.42
683	DALSTED & RYAN P C	$1,035.50	699	JOHN DEERE FINANCIAL	$406.46
	FRANKLIN, KIMBERLY	$118.32	705	MACKKE PLUMBING AND HEATING	$130.00
690	GILBERTSON, TAYLOR	$25.00	707	MDU	$357.03
692	INFINITY BUILDING SERVICES	$63.16	708	MEDINA CITY AUDITOR	$71.44
693	INFORMATION TECHNOLOGY DEPT	$303.30		MONTPELIER CITY AUDITOR - DD	$55.00
695	JAMES & SUSAN BOND	$124.11	709	NAPA AUTO PARTS	$1,088.93
697	JETSTREAM CAR WASH	$839.72		NENOW,MICKEY	$12.00
698	JOE MECHANICAL LLC	$723.17	716	NORTHERN PLAINS ELECTRIC COOPERATIVE	$407.00
700	K & D TOWING	$125.00	717	NORTHWEST TIRE INC	$32.89
702	KPMW, PLLP	$2,795.26	719	OTTER TAIL POWER CO	$833.48
	LARSON, SHANNON	$118.32	721	POWER PLAN	$397.53
	LARSON, SHANNON	$17.50	729	ROUGHRIDER SIGNS & DESIGNS	$130.00
	LARSON, SHANNON	$199.00	734	STREETER COOP OIL	$3,252.30
703	LINDSTROM, JANELLE	$150.34	739	STUTSMAN RURAL WATER DISTRICT	$62.17
704	MACHOVEC	$506.82	741	TDS METROCOM - RD	$0.07
706	MARQUART,ANDREW S	$1,341.00	749	VINING OIL CO	$1,988.11
707	MDU	$4,346.25	753	VISA RD 1766	$619.14
712	NEOFUNDS- AUD	$1,000.00	759	WALMART COMMUNITY BRC RD	$194.09
714	NETWORK CENTER COMMUNICATIONS	$923.00	761	WEST END HIDE & FUR	$34.70

715	NEWMAN SIGNS	$54.00		**Foster Care Trust Fund**	
716	NORTHERN PLAINS ELECTRIC COOPERATIVE	$181.00	764	STUTSMAN CO TREASURER	$74,165.66
718	OTIS ELEVATOR COMPANY	$2,974.56		**Social Services Fund Total**	$11,788.77
719	OTTER TAIL POWER CO	$10,146.68		**County Agent Fund**	
	PERLEBERG,TYLER	$146.74		HARSTAD,ALICIA	$29.96
720	PLUMBMASTER	$30.35	694	INNOVATIVE OFFICE SOLUTIONS, LLC	$178.36
722	PRAETORIAN DIGITAL	$968.00	701	KIDDER COUNTY EXTENSION OFFICE	$389.04
724	QUILL CORPORATION	$1,321.93	710	ND CENTER FOR 4-H YOUTH DEVELOPMENT	$288.00
726	RATHJEN, CHRIS	$25.00	725	R&H MAINTENANCE	$400.00
728	RM STOUDT INC	$260.08	735	STUTSMAN CO 4-H	$500.00
730	SANFORD HEALTH	$1,000.00	752	VISA EXT 3424	$43.54
	SAUVE, BENNETT	$100.00		**Camping Fee Fund**	
731	SHERLOCK, JUSTIN	$53.25	736	STUTSMAN CO PARK	$907.00
732	SIMONS,ANDREW	$5.68		THE DAK	$3,628.00
738	STUTSMAN COUNTY GLASS	$350.00		**Commissary Fund**	
740	SUNSET LAW ENFORCEMENT	$2,079.90	670	CABLE SERVICES	$47.31
742	THE POLICE CHAPLAIN PROGRAM	$390.00		**Drug Program Fund Total**	$69.00
743	THRIFTY DRUG-WHITE DRUG	$2.70		**Courthouse Building Fund**	
744	TRANE U.S. INC	$879.61	750	VISA AUD 1683	$566.59
746	TURNKEY CORRECTIONS	$88.95		**County Correctional Center Construction Fund**	
748	VERIZON WIRELESS	$1,432.19	681	CURTIS ELECTRIC LTD	$7,000.00
750	VISA AUD 1683	$7,170.31		**Document Preservation Fund**	
751	VISA EMS 1790	$552.46	672	CDW GOVERNMENT INC	$140.01
753	VISA RD 1766	$169.20	747	UNDERGROUND VAULTS & STORAGE	$1,221.00
754	VISA SCCC 1949	$3,485.43		**Bond Fund**	
755	VISA SO 1840	$716.81	760	WELLS FARGO BANK, NW6222	$110,231.26
758	WALMART COMMUNITY BRC EMS	$105.44		**Job Incentive Fund**	
762	WILHELM CHEVROLET BUICK GMC	$202.79	696	JAMESTOWN STUTSMAN DEVELOPMENT CORP	$14,300.69
763	ZUERCHER TECHNOLOGIES LLC	$1,058.23		**Wages**	
				Monday, February 25, 2019	$610,580.68

At 6:52 p.m., Schwartz made a motion to adjourn the meeting, seconded by Cichos. Motion carried.

ATTEST:

Nicole Meland
Auditor/COO

Mark T. Klose
Commission Chairman