Official Proceedings of the Stutsman County Commission – April 5th, 2016

At 4:00 p.m., Chairman Klose called the regular meeting of the Stutsman County Commission to order. Dennis Ova, Dale Marks, David Schwartz, Craig Neys (via phone), and Mark T. Klose answered the roll call.

Ova made a motion, seconded by Marks to approve the minutes of the March 2016 meetings. Motion carried.

Commissioner Klose congratulated Gwen DuBord, Account/Benefit Coordinator, on achieving her SHRM-CP Certification which is Society for Human Resources Management. DuBord earned the certification February 2016.

Connie Ova, JSDC, is recommending approval of JSDC Strategic Plan Update for 2016-2018. The strategic plan is the road map for JSDC to follow in the years to come. The strategic plan helps drive decisions for staff, board members, elected officials and the general public regarding the direction this organization plans to take over the next three years. The focus is on business attraction, existing business outreach, and organizational excellence. Schwartz made a motion, seconded by Neys to approve the JSDC strategic plan update as presented. Motion carried.

Connie Ova is requesting approval of the South Central Dakota Regional Council (SCDRC) request for 2016-2017 fiscal year dues. Commissioner Neys, Nicole Meland, Auditor Bradley, Deb Kantrud, Brenda Moritz, Regional Council Executive Board President Joe Neis, Vice President Mike Metcalf, Connie Ova, JSDC were selected to be on a committee. The committee met and it was recommended to have a fund balance policy and a bad debts policy. The policies will be presented to the executive board as well as the full board for final approval. The dues are in the amount of $34,824 with a 63% / 37% City of Jamestown/Stutsman County split. The county's portion is $12,885.00. Neys made a motion, seconded by Ova to approve paying the 2016-2017 fiscal year dues as presented pending the final approval of the recommended policies. Roll call vote: Ova, Marks, Schwartz, Neys, and Klose voted aye.

Mickey Nenow, County Highway Superintendent, presented his monthly report. The road crews have started crack sealing, water sealing on the blacktop roads, and gravel prospecting. The county's road maintenance crew is out maintaining roads for the county and townships. The parts room remodeling has been completed at the county shop. The building of the cold storage shop will start in about month as well as the Kensal and Medina shops.

Nenow requested approval to purchase a 2013 side dump trailer from Binford, North Dakota for $35,000.00 and to have the check cut with the commission bills. Schwartz made a motion, seconded by Marks to approve the request as presented. Roll call vote: Marks, Schwartz, Neys, Klose, and Ova voted aye.

Mickey requested approval of a North Dakota Department of Transportation (ND DOT) construction and maintenance agreement for the bridge south of Ypsilanti. Ova made a motion, seconded by Marks to approve the agreement for the bridge south of Ypsilanti as presented. Motion carried.

Nenow is requesting approval of another DOT letter to submit a list of 2016 federal aid programs projects for Stutsman County. Mickey put down the six miles on County Road 39 as well as four

miles on county road 67 north of county road 44. The projects are for 2020 and the projects are all maintenance overlays. Marks made a motion, seconded by Neys to approve the projects as presented. Motion carried.

Fritz Fremgen, State's Attorney, presented his monthly report.

Tyler Perleberg, Tax Director, is requesting approval of an abatement request for Elizabeth Koenig. She owns two parcels in Strong Township. Elizabeth enrolled the two parcels in a Wetlands Reserve Program (WRP) and inquired about getting a lower value. Currently, the parcels are being valued at cropland. Perleberg is requesting to change the value from cropland to non-cropland; one parcel's true and full value will change from $97,420 to $25,349 and the other will change from $76,917 to $17,769. Strong Township approved the abatement request. Schwartz made a motion, seconded by Marks to approve the abatement request as presented. Motion Carried.

Perleberg received three assessment contracts from Walters, Glacier, and Marstonmoor Townships and is requesting approval of the contracts. Ova made a motion, seconded by Neys to approve entering into contracts with Walters, Glacier, and Marstonmoor Townships as presented. Motion carried.

Jim Boyd, Airport Authority, is requesting a letter of Support from Stutsman County for the Essential Air Service (EAS) bidder SkyWest to be awarded the bid. The airport received two EAS bidders were from SkyWest and Great Lakes Aviation. Boyd informed the commissioners the airport is continuing to grow and they set new records in February and March of 2016. An Airport of the Year plaque was passed around. Schwartz made a motion, seconded by Marks to approve the letter of support request as presented. Motion carried.

Casey Bradley, Auditor/COO, is requesting approval of version three of the Truck Regulatory Memorandum of Understanding (MOU) between Barnes County, Dickey County, LaMoure County and Stutsman County. This version is to correct the distribution of the vehicles. Marks made a motion, seconded by Schwartz to approve the Truck Regulatory memorandum of understanding as presented. Motion carried.

Auditor Bradley is requesting approval of the ballot language for County Measure One and to change the language to the home rule charter. Last year, the board approved changing the states attorney position from an elected position to an appointed position. County Measure one reads as follows:

> Shall the Stutsman County Commission, State of North Dakota, modify Article 5, Section 1(c) of the Home Rule Charter to change the State's Attorney position from an elected position to a position that is appointed by the County Commission Board? If approved, the person holding the elected position shall continue in office and the performance of their duties until their regular term of office expires at the end of the year 2018.
>
> "Yes" vote means you approve changing the State's Attorney position to an appointed position.
>
> "No" vote means you do not approve changing the State's Attorney position to an appointed position.

The home rule charter language would need to be published this week in the Jamestown Sun. The home rule charter language is as follows:

**County Measure 1: Proposed Amendment to the Stutsman County Home Rule Charter**

***Proposal to make Stutsman County State's Attorney an appointed position***

*Article 5 Section 1 – Offices to be Elected*

c. The offices of Sheriff, State's Attorney and Clerk of District Court shall be filled by election under this charter. The offices of Auditor, Treasurer and Register of Deeds shall, following the current terms, be filled by appointment by the Board of County Commissioners.

**PROPOSED CHANGE**

*Article 5 Section 1 – Offices to be Elected*

c. The offices of the Sheriff and Clerk of District Court shall be filled by election under this charter. The offices of Auditor, Treasurer, Register of Deeds and State's Attorney shall, following the current terms, be filled by appointment by the Board of County Commissioners.

Fritz felt conflicted and declined to provide an opinion on the proposed language. Aaron Birst, Association of Counties, circulated the language to a couple of other and they concurred with the language the county is using. Schwartz made a motion, seconded by Neys to approve the ballot language and home rule charter language as presented. Roll call vote: Schwartz, Neys, Klose, Ova, and Marks voted aye.

Jerry Bergquist, 9-1-1 Emergency Manager/Coordinator, is requesting approval of the membership changes to the Stutsman County Local Emergency Planning Committee (LEPC). John DeVary, Kim Franklin, and Terry McDonald are the new members being added and to delete Jack Parisien and Reed Schwartzkopf from the LEPC. Ova made a motion, seconded by Schwartz to approve the membership changes as presented. Motion carried

Marks made a motion, seconded by Schwartz to establish the poll worker wage for the 2016 elections to remain the same at $12 per hour. Motion carried.

Marks made a motion, seconded by Neys to establish the polling hours for the 2016 elections on Election Day from 7:00 a.m. to 7:00 p.m. and 8:00 a.m. to 5:00 p.m. for early voting. Motion carried.

Auditor Bradley informed the commissioners he will not be here April 12-15 due to being on an Elections Standards board meeting which is a federal committee.

At 4:45 p.m., the Stutsman County Commission Meeting recessed for the County Park Board Meeting.

Official Proceedings of the Stutsman County Park Board – April 5th, 2016

At 4:55 p.m., Chairman Klose called the regular meeting of the Stutsman County Park Board to order. Jason Houge, Robert Woodward, Dennis Ova, Dale Marks, David Schwartz, Craig Neys (via phone), and Mark T. Klose answered the roll call.

Woodward made a motion, seconded by Houge to approve the minutes of the March 2016 meeting. Motion Carried.

Marks made a motion, seconded by Ova to approve the monthly bills. Roll call vote: Neys, Klose, Houge, Woodward, Ova, Marks, and Schwartz voted aye.

| | **County Park Fund** | | | | |
|---|---|---|---|---|---|
| 72559 | AT&T MOBILITY | $46.93 | 72661 | STUTSMAN COUNTY GLASS | $42.50 |
| 72575 | CENTURYLINK | $52.86 | 72662 | STUTSMAN RURAL WATER DISTRICT | $119.00 |
| 72608 | INFINITY BUILDING SERVICES | $156.85 | 72687 | WEST END HIDE & FUR | $9.20 |
| 72638 | NORTHERN PLAINS ELECTRIC | $963.55 | | | |

Dean Alber, D.A.K. at Pelican Point, inquired about the spring clean-up from the construction last fall. Alber stated it is really rough and will be hard to mow and is inquiring on what can be done to fix this. Auditor Bradley suggested waiting until the hydro-seeding takes place so we don't create ruts. It was suggested to have Mickey and Tyler from the Road Department to take a look at the Pelican Point area.

Alber inquired if the county will be installing a gate on the top portion of Pelican Point. Auditor Bradley stated it is a public park and with the new road it was to remain open so there is access. Dennis Lorenz, Park Superintendent, suggested putting up a temporary fence until the campground is set up. It is the consensus of the board to temporarily fence it off. It was suggested to contact the Highway Department, they may have some barricades that can be used and to put up signage.

Dean inquired about possibly adding a couple of camping sites west of campsite 39. Lorenz stated they were waiting until the architects design the top portion and look at adding the camp sites at that time.

Lorenz stated the side hills are rough and a cat was used which sunk in the ground. The board suggested having Dennis Lorenz contact Luke Wiese from Border States to see what can be done. Alber plans on opening May 1st and hopes to have the ground smoothed out before the camping season starts.

The boat dock permits are up for renewal and are currently at $150.00 per year. The individuals have until October to sign and pay the boat dock permit fee. Woodward made a motion, seconded by Ova to approve the issuance of the permits and the $150.00 boat dock permit fee as presented. Motion carried.

Commissioner Houge stated the Cabin Association is working on stuff and suggested giving them some time regarding the Cabin Rate Increase Phase in process. It was suggested to table the Cabin rate increase until October 4th, 2016. Auditor Bradley spoke with the Bureau of Reclamation and they are not objecting to the county tabling the cabin rate increase; however, Bradley would like a general consensus from the commissioners in order to give some guidance to the local realtors on where the cabin rates may likely be. Auditor Bradley presented a cabin rate history to the commissioners and would like to distribute the sheet only as a proposal. Houge made a motion, seconded by Woodward to approve the extension as presented. Motion carried.

Dennis Lorenz presented his monthly report. The Park Department started on March 28th, 2016 and did get all of the docks put in on the east side of the Reservoir. The ice went off Spiritwood

Lake Thursday night or Friday morning. If it does not rain the parks crew will probably get the docks in on the west side. Lorenz stated he met with the bureau this morning and informed the commissioners the water level at the reservoir is at 1430.7 which means we are at low water. No water is being let out of the Jamestown Reservoir. Dennis stated if the water level decreases any more Pelican Point will have problem docking boats and people will have to watch out for tree stumps sticking up out of the water.

At 5:20 p.m., a motion to adjourn the Stutsman County Park Board meeting was made by Schwartz, seconded by Houge. Motion Carried.

At 5:20 p.m., the Stutsman County Commission Meeting reconvened.

Ova made a motion, seconded by Schwartz to approve the monthly bills for payment. Roll call vote: Klose, Ova, Marks, Schwartz, and Neys voted aye.

| | **General Revenue Fund** | | | **County Roads Fund** | |
|---|---|---|---|---|---|
| 72557 | ANDERSON,JOSEPH | $87.26 | 72567 | BUFFALO CITY DIESEL | $137.73 |
| | ANDRES,DORINDA | $23.22 | 72568 | BUTLER MACHINERY CO | $15,197.26 |
| 72558 | ARCTIC ZONE REFRIGERATION | $208.76 | 72581 | CREATIVE ENERGY | $9,598.91 |
| 72560 | ATTORNEY GENERAL OFFICE-1250 | $3,625.00 | 72584 | DAKOTA RENTAL CENTER LLC | $847.36 |
| 72561 | BALCO UNIFORM CO INC | $1,463.93 | 72585 | DAN POLAND MACHINE INC | $9.18 |
| 72562 | BANISTER,JOSEPH | $906.88 | 72593 | FARGO FREIGHTLINER | $165.37 |
| 72563 | BLUE STAR DRY CLEANING & BEYOND | $9.50 | 72594 | FARMERS UNION OIL CO-CENEX | $1,285.90 |
| 72564 | BOB BARKER CO | $533.11 | 72602 | HALVORSON AUTO | $35,000.00 |
| 72565 | BOB'S PLUMBING & HEATING INC | $472.87 | 72603 | HANSON TIRE SERVICE | $100.00 |
| | BOND,JOSUA | $62.10 | 72605 | HIGH PLAINS WATER | $30.00 |
| 72566 | BROWN & SAENGER | $1,712.75 | 72606 | HOME OF ECONOMY | $83.68 |
| 72569 | CAPITAL CITY RESTAURANT SUPPLY INC | $35.79 | 72610 | INSURE FORWARD | $42.00 |
| 72570 | CASS COUNTY TREASURER | $434.00 | 72614 | JAMESTOWN CITY WATER | $14.10 |
| 72571 | CBM FOOD SERVICE | $11,351.25 | 72619 | JOHN DEERE FINANCIAL | $297.89 |
| 72572 | CDW GOVERNMENT INC | $1,954.45 | 72623 | MAC'S INC | $142.85 |
| 72573 | CENEX FLEETCARD | $2,043.49 | 72624 | MARG'S HANDY WORK | $70.00 |
| 72574 | CENTRAL BUSINESS SYSTEMS INC | $282.26 | 72626 | MDU | $188.65 |
| 72575 | CENTURYLINK | $285.50 | 72628 | MENARDS - JAMESTOWN | $1,520.56 |
| 72576 | CHRISTIANSON'S BUSINESS FURNITURE | $33.00 | | MONTPELIER CITY AUDITOR - DD | $20.82 |
| 72577 | CLASSIC COUNTRY KSJB | $150.00 | 72631 | NAPA AUTO PARTS | $1,182.09 |
| 72578 | COLE PAPERS INC | $552.57 | 72638 | NORTHERN PLAINS ELECTRIC | $199.00 |
| 72582 | DACOTAH PAPER CO | $757.25 | 72639 | NORTHWEST TIRE INC | $729.59 |
| 72584 | DAKOTA RENTAL CENTER LLC | $80.25 | 72640 | O'REILLY AUTOMOTIVE INC | $38.55 |
| 72586 | DANIEL JR,DEMIETRIUS | $25.00 | 72641 | OTTER TAIL POWER CO | $362.88 |
| 72587 | DAUER'S TROPHIES | $29.75 | 72643 | POWER PLAN | $57.80 |
| | DUBORD,GWEN | $1,017.00 | 72644 | PRAXAIR DISTRIBUTION INC | $143.49 |
| 72590 | ECOLAB PEST ELIMINATION DIV | $334.72 | 72646 | PRODUCTIVITY PLUS ACCOUNT | $155.00 |
| 72591 | ELECTION SYSTEMS & SOFTWARE | $13,788.75 | 72647 | QUILL CORPORATION | $109.52 |
| 72592 | EMERGENCY TRAINING ASSOCIATES ND | $309.57 | 72649 | RDO EQUIPMENT CO | $232,500.00 |
| 72595 | FASTENAL CO | $43.38 | 72653 | ROUGHRIDER SIGNS & DESIGNS | $50.00 |
| 72596 | FRANK,BRITTANY | $25.00 | 72654 | SAFETY KLEEN CORP | $284.49 |
| | FREMGEN,FRITZ | $108.00 | 72655 | SCHLECHT & SCHULZ CONST. LLC | $59,700.00 |
| 72597 | GJESDAHL LAW | $9,183.80 | 72662 | STUTSMAN RURAL WATER DISTRICT | $67.78 |
| 72598 | GOODIN COMPANY | $336.85 | 72667 | TITAN MACHINERY - BISMARCK | $178,984.45 |
| 72599 | GRAYBAR | $144.70 | 72670 | TRACTOR SUPPLY CREDIT PLAN | $229.98 |
| 72600 | GUERRERO,SAN JUANA | $228.00 | 72671 | TRUE VALUE (ROAD DEPT) | $36.01 |
| 72606 | HOME OF ECONOMY | $102.39 | 72677 | VINING OIL CO | $1,760.47 |
| 72607 | HR COLLABORATIVE | $400.00 | 72681 | VISA RD 1766 | $2,121.97 |
| 72611 | J & L SERVICE | $80.00 | 72685 | WALMART COMMUNITY BRC RD | $142.77 |
| 72612 | JAMESTOWN AMBULANCE | $1,335.00 | 72687 | WEST END HIDE & FUR | $372.44 |
| 72613 | JAMESTOWN CITY BALER | $18.43 | 72688 | WILHELM CHEVROLET BUICK GMC | $45.17 |
| 72614 | JAMESTOWN CITY WATER | $2,502.67 | 72691 | XTREME AUTO INC | $48.00 |

| | | | | | |
|---|---|---|---|---|---|
| 72616 | JAMESTOWN PLUMBING & HEATING | $209.29 | | **Social Services Fund Total** | $18,650.34 |
| 72618 | JETSTREAM CAR WASH | $350.50 | | **Weed Control Fund** | |
| 72620 | KLEIN McCARTHY ARCHITECTS | $3,890.49 | 72583 | DAKOTA CENTRAL TELECOMMUNICATIONS | $43.02 |
| 72621 | LINZ, JASON | $27.00 | | DEUTSCHER,DAVID | $35.64 |
| 72622 | MAC'S | $57.11 | | LEES,KIM | $13.50 |
| 72625 | MARQUART,ANDREW S | $2,495.34 | | **Veterans Service Fund** | |
| | MCPHERSON,CHERYL | $123.60 | | BRATTON,DAVID G | $215.16 |
| 72626 | MDU | $188.60 | 72575 | CENTURYLINK | $5.14 |
| 72627 | MEDINA AMBULANCE SERVICE | $791.00 | 72579 | COMFORT INN BISMARCK | $240.00 |
| 72629 | MID-AMERICAN RESEARCH CHEMICAL CORP | $705.25 | | **County Agent Fund** | |
| 72632 | NAPA AUTO PARTS-LEC | $26.98 | 72566 | BROWN & SAENGER | $105.78 |
| 72633 | ND COMMISSION FOR CONTINUING LEGAL | $25.00 | 72582 | DACOTAH PAPER CO | $195.63 |
| 72634 | ND STATE RADIO COMMUNICATIONS | $960.00 | 72583 | DAKOTA CENTRAL TELECOMMUNICATIONS | $254.52 |
| 72638 | NORTHERN PLAINS ELECTRIC | $139.00 | 72605 | HIGH PLAINS WATER | $30.00 |
| 72641 | OTTER TAIL POWER CO | $8,403.24 | 72614 | JAMESTOWN CITY WATER | $17.10 |
| | PERLEBERG,TYLER | $303.48 | 72617 | JAMESTOWN SUN | $167.00 |
| 72645 | PROBUILD | $347.31 | 72651 | RITTENBACH,CHRISTINA | $189.70 |
| 72647 | QUILL CORPORATION | $270.13 | 72658 | SERVICEMASTER OF JAMESTOWN | $416.00 |
| 72650 | RECORD KEEPERS | $27.00 | 72680 | VISA EXT 3424 | $94.66 |
| 72652 | RM STOUDT INC | $102.47 | | **Commissary Fund** | |
| 72656 | SCHUBERT'S CARPET ONE | $111.77 | 72666 | THOMSON REUTERS | $130.50 |
| 72657 | SEACHANGE PRINT INNOVATIONS | $1,264.45 | 72672 | TURNKEY CORRECTIONS | $120.58 |
| | SMAAGE,JOSH | $50.00 | | **Drug Program Fund Total** | $5,012.86 |
| 72660 | STUTSMAN COUNTY AUDITOR | $243.75 | | **Courthouse Building Fund** | |
| 72663 | SUPREME COURT OF ND | $25.00 | 72569 | CAPITAL CITY RESTAURANT SUPPLY INC | $530.02 |
| 72665 | THE THOMAS & MEANS LAW FIRM LLP | $465.00 | 72582 | DACOTAH PAPER CO | $756.27 |
| 72669 | TOTAL CLEAN INC | $295.00 | 72599 | GRAYBAR | $1,501.96 |
| 72673 | TWO RIVERS PRINTING | $57.00 | 72615 | JAMESTOWN ELECTRIC | $7,513.43 |
| 72674 | ULINE | $82.34 | 72645 | PROBUILD | $39.49 |
| | VEIL,JAMISON | $119.88 | 72682 | VISA SCCC 1949 | $655.00 |
| 72675 | VERIZON WIRELESS | $938.98 | | **County Correctional Center Construction Fund** | |
| 72678 | VISA AUD 1683 | $1,508.03 | 72566 | BROWN & SAENGER | $3,019.54 |
| 72682 | VISA SCCC 1949 | $1,499.60 | 72582 | DACOTAH PAPER CO | $247.27 |
| 72683 | VISA SO 1840 | $2,108.90 | 72630 | MIDMACH | $300.00 |
| 72686 | WALMART COMMUNITY BRC SCCC | $11.94 | | **Document Preservation Fund** | |
| 72688 | WILHELM CHEVROLET BUICK GMC | $27.95 | 72678 | VISA AUD 1683 | $15.51 |
| 72689 | WILKERSON, JERRY | $500.00 | | **County Sheriff Capital Fund** | |
| 72690 | WILLIAMS-LISKO FUNERAL CHAPEL LTD | $175.00 | 72668 | TNVC | $1,905.98 |
| | **E 911 Phone System Fund** | | | **County Hazardous Chemical Account Total** | $47.98 |
| 72574 | CENTRAL BUSINESS SYSTEMS INC | $329.52 | | **Wages** | |
| 72642 | PENGUIN MANAGEMENT INC | $2,208.00 | | Thursday, March 24, 2016 | $572,338.35 |

At 5:22 p.m., a motion to adjourn was made by Neys, seconded by Schwartz. Motion Carried.

ATTEST:

_____ _____

Casey J. Bradley
Auditor/COO

Mark T. Klose
Commission Chairman