Official Proceedings of the Stutsman County Commission – April 7, 2020

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

Ova made a motion, seconded by Schwartz, to approve the minutes of the March 2020 meetings. Motion carried.

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

Fremgen, wanted to discuss the Telecommuting Policy, that was on the agenda with the commissioners as he had an employee teleworking and wanted additional employees to telework. Nicole Meland, Auditor/COO, indicated that departments were allowing employees to work from home without Board approval. Stutsman County does not have a Telecommuting Policy in place for people to telecommute and work from home. The drafted policy would keep employees accountable and employees would know what to expect from department heads. Shannon Larson, Human Resource Specialist, presented the draft Telecommuting Policy. If Stutsman County employees or their families needed to quarantine, this would allow them to work from home. Approval of teleworking would need to be approved by the department head and Auditor/COO. Schwartz made a motion, seconded by Ova, to approve the Telecommuting Policy as drafted, subject to review as needed. Roll call vote: Ova, Gumke, Schwartz, Cichos and Klose voted aye. Motion carried.

Josh Smaage, IT Director, requested possible approval of purchasing soft-phone licensing for the telephone system to allow employees to answer/make calls from their computers if employees are required to work from home. It would cost approximately $13,000 for the licensing. Gumke suggested waiting to approve any purchase unless it became necessary for employees to work from home.

Phillip Hofmann, Peterson Township, and Casey Yunck, St. Paul Township, attended the meeting via conference call and discussed township road issues and FEMA concerns. The FEMA representative is on a no-travel order by the State of North Dakota. It was discussed that our FEMA representative needs to view the damaged sites to complete project worksheets in order to determine which sites qualify for funding. With the no-travel order, the county is unsure when the FEMA representative will be able to complete the work.

Beer and liquor licenses for Lazy Fish, LLC were presented. A motion to approve the presented licenses was made by Schwartz, seconded by Ova. Motion carried.

Meland presented information regarding the First Street Bridge within the City of Jamestown. Stutsman County donated the bridge to the City of Jamestown in 1997, but the City denies accepting ownership. There is currently an issue regarding the inspection costs for the bridge and who will be responsible for paying the cost of the inspections. When the First Street Bridge was rebuilt in 2004, the City of Jamestown signed a Cost Participation and Maintenance Agreement with the North Dakota Department of Transportation (DOT). As part of the agreement, the City agreed to pay for maintenance of the bridge. At this time, the City has not agreed to pay for the bridge inspections. DOT considers bridge inspections a maintenance item and if no one agrees to pay for the bridge inspection, it will need to be shut down and closed. Meland suggested sending a letter to the City of Jamestown on behalf of the Stutsman County Commission. A motion was made by Schwartz, seconded by Gumke, to send the City of Jamestown a letter stating that the County does not accept responsibility for the First Street Bridge. Roll call vote: Gumke, Schwartz, Cichos, Klose and Ova voted aye. Motion carried.

The Families First Coronavirus Response Act Policy was presented. The act assists employees affected by the COVID-19 outbreak with job protected leave and emergency paid sick leave. The rules pertaining to the Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave Act are outlined in the policy. A motion to approve the Families First Coronavirus Response Act Policy was made by Ova, seconded by Schwartz. Roll call vote: Schwartz, Cichos, Klose, Ova and Gumke voted aye. Motion carried.

Meland discussed reimbursements made to the Stutsman County Road Department by other county departments. The road department helps other county departments on their downtime. All of the departments in Stutsman County help each other out when needed and available and reimbursements do not occur. Mickey Nenow, Road Superintendent, agreed that it was unnecessary to reimburse the road department when helping other departments as they receive items from other departments that are not reimbursed. Schwartz made a motion for the road department to continue to document the work being done for other departments but not to reimburse the costs, seconded by Ova. Roll call vote: Cichos, Klose, Ova, Gumke and Schwartz voted aye. Motion carried.

A request to purchase a fuel trailer was made by Nenow. Nenow budgeted $25,000 for the fuel trailer along with a welder. At this time, Nenow will be purchasing the fuel trailer only in the amount of $21,400. A motion to approve the presented request was made by Cichos, seconded by Schwartz. Roll call vote: Klose, Ova, Gumke, Schwartz and Cichos voted aye. Motion carried.

At 5:15 p.m., the Commission meeting recessed for the Stutsman County Park Board meeting.

At 5:16 p.m., Chairman Klose called the regular meeting of the Stutsman County Park Board to order. Dennis Ova, Ramone Gumke (via phone), David Schwartz, Steven Cichos (via phone), Mark Klose, Jason Houge and Joan Morris (via phone) answered the roll call.

Houge made a motion to approve the minutes of the March 2020 meeting, seconded by Ova. Motion carried.

Schwartz made a motion, seconded by Houge, to approve the monthly bills. Roll call vote: Houge, Morris, Ova, Gumke, Schwartz, Cichos and Klose voted aye. Motion carried.

	County Park Fund				
3522	BLUE TARP FINANCIAL, INC.	$ 32.16	3574	NAPA AUTO PARTS-PARK	$ 262.42
3539	DAKOTA VALLEY ELECTRIC	$ 8.00		ND STATE TAX COMMISSIONER	$ 33.00
3541	DAN POLAND MACHINE INC	$ 127.55		ND STATE TAX COMMISSIONER	$ 26.00
3545	FARMERS UNION OIL CO-CENEX	$ 357.50	3584	NORTHWEST TIRE INC	$ 117.48
3546	FORUM COMMUNICATIONS COMPANY	$ 983.25	3591	PRAXAIR DISTRIBUTION INC	$ 40.58
3553	HOME OF ECONOMY	$ 129.00	3607	STUTSMAN RURAL WATER DISTRICT	$ 199.84
3565	LLOYDS MOTORS	$ 1,164.62	3633	STUTSMAN RURAL WATER DISTRICT	$ 1,800.00
3573	NAPA AUTO PARTS	$ 59.96	3621	VISA AUD 1683	$ 527.77

Mark Watne, Farmers Union President, presented a proposal for a Farmers Union summer camp at the Jamestown Reservoir. They would like to begin construction this year. Morris made a motion to pursue entering into a contract for the North Dakota Farmers Union summer camp, seconded by Schwartz. Roll call vote: Morris, Ova, Gumke, Schwartz, Cichos, Klose and Houge voted aye. Motion carried.

Karl Bergh, Park Superintendent, presented his monthly report. The Stutsman County Park Department has been busy with equipment repairs. Bergh was notified by the North Dakota Game & Fish that the Park Department cannot put in any fishing piers at this time. However, boat docks can be put in the water.

The Lazy Fish, LLC presented the following for approval: garage door replacement on garage, installation of glass garage doors on concession building, installation of countertop to outside railing along patio, installation of septic tank for camping pads (2, 3, 24, 26 and 1, 18, 20, 22), installation of flagpole, application of sanitary disposal for Lazy Fish, removal of gazebo, relocation of the volleyball court, and relocation of Cabin 1 to RV site 55. Lazy Fish, LLC will be paying for the items presented. Houge made a motion to approve all as presented, seconded by Ova. Roll call vote: Ova, Gumke, Schwartz, Cichos, Klose, Houge and Morris voted aye. Motion carried.

Ramone Gumke left the meeting.

An approval of a concessionaire contract for The Jim Marina was requested. Cichos made a motion, seconded by Ova, to approve the presented concessionaire contract with The Jim Marina. Roll call vote: Schwartz, Cichos, Klose, Houge, Morris and Ova voted aye. Motion carried.

Bergh presented quotes for re-roofing the marina building. Bergh budgeted $9,000.00 for the project. Houge made a motion to approve the presented low quote from LP Construction in the amount of $5,800.00, seconded by Ova. Roll call vote: Cichos, Klose, Houge, Morris, Ova and Schwartz voted aye. Motion carried.

Bergh discussed the bridge that leads to the island. The bridge is still closed and Bergh is concerned about the safety of the bridge. Discussion was held to put load restrictions on the bridge and limit it to vehicle traffic only.

Discussion of changes to the Spiritwood Lake Resort Campground Lease was tabled until the next meeting in order for Park Board members to contact Eric Nordstrom with questions regarding the changes.

Pelican Point Campground Expansion bids were opened on April 6, 2020. A motion to award the low bid to Strata Corporation for $286,568.69 was made by Houge, seconded by Ova. Roll call vote: Klose, Houge, Morris, Ova, Schwartz and Cichos voted aye. Motion carried.

Schwartz made a motion to authorize extending rural water to the Pelican Point Campground expansion, seconded by Houge. Roll call vote: Schwartz, Houge. Houge, Morris, Ova, Schwartz, Cichos and Klose voted aye. Motion carried.

A request to set and approve boat dock permit renewal fees for $250.00 was made. Cichos made a motion, seconded by Schwartz, to approve the presented request. Roll call vote: Cichos, Schwartz. Morris, Ova, Schwartz, Cichos, Klose and Houge voted aye.

Schwartz made a motion, seconded by Ova, to approve the Interstate Engineering contract for cabin lot surveys. Roll call vote: Ova, Schwartz and Klose voted aye. Cichos, Houge and Morris abstained. Motion carried.

Ova made a motion, seconded by Schwartz, to approve the Dakota Appraisal & Consulting contract for cabin lot appraisals. Roll call vote: Schwartz, Klose and Ova voted aye. Cichos, Houge and Morris abstained. Motion carried.

A motion to adjourn the Park Board meeting was made by Houge, seconded by Ova. Motion carried.

At 6:30 p.m., the County Commission meeting was called back to order.

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

	General Revenue Fund		3569	MDU	$ 902.98
3515	A & B BUSINESS INC	$ 292.41	3570	MEDINA CITY AUDITOR	$ 87.00
3517	ARCTIC ZONE REFRIGERATION	$ 437.66	3571	MENARDS - JAMESTOWN	$ 245.96
3518	ATTORNEY GENERAL OFFICE-1250	$ 3,181.00	3572	MIELKE OIL COMPANY, INC.	$ 505.45
3521	BAUMGARTNER, FRANK	$ 46.70		MONTPELIER CITY AUDITOR - DD	$ 55.00
3523	BOB BARKER CO	$ 34.83	3573	NAPA AUTO PARTS	$ 1,036.32
3527	CDW GOVERNMENT INC	$ 425.76	3576	ND DEPT OF ENVIRONMENTAL QUALITY	$ 240.00
3529	CENEX FLEETCARD - SO	$ 2,471.59		ND STATE TAX COMMISSIONER	$ 768.00
3531	CENTRAL BUSINESS SYSTEMS INC	$ 1,569.14		ND STATE TAX COMMISSIONER	$ 777.00
3532	CENTURYLINK	$ 1,235.37		ND STATE TAX COMMISSIONER	$ 635.00
3533	CITY OF JAMESTOWN	$ 2,843.82	3580	NICKY'S SPARE TIME	$ 70.00
3535	COLE PAPERS INC	$ 1,261.35	3581	NORTHERN PLAINS ELECTRIC COOPERATIVE	$ 247.00
3538	DACOTAH PAPER CO	$ 931.27	3583	NORTHERN TRUCK EQUIPMENT CORP.	$ 252.31
3540	DALSTED & RYAN P C	$ 152.00	3584	NORTHWEST TIRE INC	$ 139.36
3542	ECOLAB PEST ELIMINATION DIV	$ 235.94	3586	OTTER TAIL POWER CO	$ 855.71
3543	ELECTION SYSTEMS & SOFTWARE	$ 179.68	3590	POWER PLAN	$ 534.22
3544	ESRI	$ 700.00	3594	QUILL CORPORATION	$ 13.49
3546	FORUM COMMUNICATIONS COMPANY	$ 1,063.41	3598	RM STOUDT INC	$ 801.87
3551	HANSON TIRE SERVICE	$ 27.00	3599	ROUGHRIDER SIGNS & DESIGNS	$ 150.00
3552	HIGH POINT NETWORKS	$ 390.00	3600	S&R TRUCK PLAZA	$ 24.99
3555	INFINITY BUILDING SERVICES	$ 493.58		STREETER CITY AUDITOR - DD	$ 61.75
3556	INFORMATION TECHNOLOGY DEPT	$ 793.85	3606	STUTSMAN COUNTY GLASS	$ 860.00
3557	INNOVATIVE OFFICE SOLUTIONS, LLC	$ 309.15	3607	STUTSMAN RURAL WATER DISTRICT	$ 75.99
3558	INSURE FORWARD NEW ROCKFORD	$ 50.00	3610	SWANSTON EQUIPMENT CO	$ 68.84
3559	JAMESTOWN CITY WATER	$ 4.79	3614	TOWE, JEREMY W	$ 159.85
3560	JAMESTOWN PLUMBING & HEATING	$ 861.82	3615	TRACTOR SUPPLY CREDIT PLAN	$ 34.99
3562	JETSTREAM CAR WASH	$ 739.57	3617	TRUE NORTH STEEL	$ 22,987.12
3563	KAINZ, NADINE	$ 1,402.66	3624	VISA RD 1766	$ 1,011.07
3566	MARQUART,ANDREW S	$ 1,116.00	3629	WALMART COMMUNITY BRC RD	$ 13.44
3567	MATTHEW BENDER & CO. INC	$ 243.31	3630	WEST END HIDE & FUR	$ 135.68
3568	MCKESSON MEDICAL SURGICAL	$ 145.60		**Emergency**	
3569	MDU	$ 2,540.91	3550	GUTHMILLER EARTHMOVING INC	$ 138,110.52
3578	ND STATE RADIO COMMUNICATIONS	$ 2,640.00	3602	SCHERBENSKE INC.	$ 21,616.81
	ND STATE TAX COMMISSIONER	$ 4,081.02		**Weed Control Fund**	
	ND STATE TAX COMMISSIONER	$ 3,914.02		ND STATE TAX COMMISSIONER	$ 62.00
	ND STATE TAX COMMISSIONER	$ 3,847.02		ND STATE TAX COMMISSIONER	$ 62.00
3579	NETCENTER TECHNOLOGIES	$ 976.50		ND STATE TAX COMMISSIONER	$ 62.00
3582	NORTHERN SAFETY TECHNOLOGY INC	$ 131.31		**Veterans Service Fund**	
3585	OTIS ELEVATOR COMPANY	$ 1,536.12	3532	CENTURYLINK	$ 15.07
3589	PLUMBMASTER	$ 294.33		ND STATE TAX COMMISSIONER	$ 43.70
3592	QUADIENT FINANCE USA, INC. - AUD	$ 1,000.00		ND STATE TAX COMMISSIONER	$ 43.70
3593	QUADIENT, INC.	$ 148.50		ND STATE TAX COMMISSIONER	$ 43.70
3594	QUILL CORPORATION	$ 502.45	3622	VISA EMS 1790	$ 36.62
3596	RECORD KEEPERS	$ 78.00	3628	WALMART COMMUNITY BRC EMS	$ 14.88
3598	RM STOUDT INC	$ 97.66		**County Agent Fund**	
3601	SANFORD HEALTH (NORTH)	$ 1,000.00		BARNES,ROBIN	$ 115.00
	SCHAFFER,DIANNE	$ 60.00		HARSTAD,ALICIA	$ 55.20
3603	SCHULTZ, BERNICE	$ 2,032.94		HARSTAD,ALICIA	$ 14.50
3604	SCOTT'S ELECTRIC LLC	$ 688.32		HARSTAD,ALICIA	$ 27.02
3608	SUMMIT FOOD SERVICE, LLC	$ 10,515.91	3557	INNOVATIVE OFFICE SOLUTIONS, LLC	$ 16.99
3609	SUNSET LAW ENFORCEMENT	$ 8,271.05	3564	LEAF	$ 109.00
3612	TANATA,ASHLEY	$ 117.30		ND STATE TAX COMMISSIONER	$ 41.00
3613	THRIFTY DRUG-WHITE DRUG	$ 57.88		ND STATE TAX COMMISSIONER	$ 41.00
3616	TRANE U.S. INC	$ 222.50		ND STATE TAX COMMISSIONER	$ 41.00
3618	TWO RIVERS PRINTING	$ 49.00	3595	R&H MAINTENANCE	$ 400.00
3619	TYLER TECHNOLOGIES INC	$ 21,537.90	3597	RECYCLING CENTER OF NORTH DAKOTA, LLC	$ 12.50
3620	VERIZON WIRELESS	$ 1,536.51	3623	VISA EXT 3424	$ 242.17
3621	VISA AUD 1683	$ 4,630.81		**Human Service Zone Human Service Fund Total**	$ 6,495.52

3622	VISA EMS 1790	$ 172.80		**Camping Fee Fund**	
3625	VISA SCCC 1949	$ 1,285.11		LAZY FISH, LLC	$ 515.00
3626	VISA SO 1840	$ 4,000.66		LAZY FISH, LLC	$ 1,905.00
3628	WALMART COMMUNITY BRC EMS	$ 58.85	3526	CABLE SERVICES	$ 47.31
3631	WILHELM CHEVROLET BUICK GMC	$ 3,145.04	3625	VISA SCCC 1949	$ 43.88
	E 911 Phone System Fund			**Drug Program Fund Total**	$ 3,980.25
	BERGQUIST,JERRY	$ 115.00		**Courthouse Building Fund**	
3531	CENTRAL BUSINESS SYSTEMS INC	$ 343.72	3519	AVI SYSTEMS, INC.	$ 1,438.50
3556	INFORMATION TECHNOLOGY DEPT	$ 112,745.00	3549	GOODIN COMPANY	$ 1,254.43
3588	PENGUIN MANAGEMENT INC	$ 2,208.00	3554	HOUSE OF GLASS INC	$ 2,542.21
3620	VERIZON WIRELESS	$ 53.46	3560	JAMESTOWN PLUMBING & HEATING	$ 8,717.39
	County Roads Fund			**Information Technology Capital Fund**	
3514	3D SPECIALTIES INC	$ 1,095.84	3621	VISA AUD 1683	$ 737.87
3515	A & B BUSINESS INC	$ 93.32		**Document Preservation Fund**	
3516	AMERIPRIDE SERVICES	$ 403.41	3619	TYLER TECHNOLOGIES INC	$ 8,753.39
3522	BLUE TARP FINANCIAL, INC.	$ 222.58		**Road & Bridge Building Fund**	
3524	BROCK WHITE COMPANY LLC	$ 18,972.00	3632	ANDERSON BROS, INC	$ 16,950.00
3533	CITY OF JAMESTOWN	$ 286.62	3624	VISA RD 1766	$ 179.89
3534	CLEVELAND CITY WATER & SEWER	$ 95.70		**County Sheriff Capital Fund**	
3537	CREATIVE ENERGY	$ 238.28	3527	CDW GOVERNMENT INC	$ 3,512.89
3541	DAN POLAND MACHINE INC	$ 174.19	3547	FRONTIER PRECISION	$ 246.50
3545	FARMERS UNION OIL CO-CENEX	$ 1,536.51		**County Hazardous Chemical Account Total**	$ 11.47
3548	GENERAL EQUIPMENT & SUPPLIES, INC	$ 896.80		**Job Incentive Fund**	
3553	HOME OF ECONOMY	$ 150.09	3561	JAMESTOWN STUTSMAN DEVELOPMENT CORP	$ 2,628.84
3559	JAMESTOWN CITY WATER	$ 90.63		**Wages**	
	KRAMLICH MICHAEL	$ 668.15		Wednesday, March 25, 2020	$ 671,053.64

At 6:31 p.m., Ova made a motion to adjourn, seconded by Schwartz. Motion carried.

ATTEST:

Nicole Meland
Auditor/COO

Mark T. Klose
Commission Chairman