Official Proceedings of the Stutsman County Commission – May 5, 2020

At 4:00 p.m., Chairman Mark 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 April 2020 meetings. Motion carried.

Fritz Fremgen, State's Attorney, presented his monthly report. The courts are conducting hearings via telephone or video calls.

An application for a beer and liquor license was presented for Green Flag Promotions. Schwartz made a motion to approve, seconded by Ova. Motion carried.

Casey Yunck from St. Paul Township discussed flooded road conditions. Their only access road is in bad shape and already requires a four-wheel drive. The township is requesting a $20,000 loan from the County for road repairs. The loan would be payable over five years. The Township voted to increase their mill levy to the maximum of 36 mills. St. Paul township currently has a $33,000 balance with the Road Department. Schwartz made a motion to approve the $20,000 loan with a 5-year repayment plan, seconded by Cichos. Ova, Gumke, Schwartz, Cichos, and Klose voted aye. Motion carried.

Jacob Hofmann from Peterson Township was present to discuss road conditions in his township. The only access road is almost impassable and is the only access for 32 people. There is a safety concern for emergency services to be able to reach these individuals. Peterson Townships has a $21,800 outstanding balance with the Road Department. The township voted this year to increase their mill levy to 27 mills. They are requesting a $20,000 loan from the county, payable in 5 years. Ova made a motion, seconded by Schwartz, to approve the $20,000 with a 5-year repayment plan. Gumke, Schwartz, Cichos, Klose, and Ova voted aye. Motion carried.

Klose discussed an email from the ND Department of Transportation (DOT) about a grade raise on I-94 between Cleveland and Crystal Springs. The DOT is requesting a letter of support from the county as part of their application for a USDOT BUILD Grant. Cichos made a motion to approve, seconded by Gumke. Motion carried.

Schwartz discussed quotes for county grade raises on County Road 37 In Streeter Township, County Road 67 in Valley Springs and Paris Townships, and County Road 42 in Road Top Township. Guthmiller was the low quote on all sites at $98,200 for County Road 37, $62,480 for County Road 67, and $68,600 for County Road 42. The total will be approximately $229,280. Schwartz made a motion to award all three sites to Guthmiller, seconded by Ova. Schwartz, Cichos, Klose, Ova, and Gumke voted aye. Motion carried.

Schwartz discussed advertising for chip sealing on County Roads 37 and 38 for a total of 15 miles. Ova made a motion to advertise for bids, seconded by Cichos. Motion carried.

Jerry Bergquist, Emergency Manager/9-1-1 coordinator discussed a spring emergency declaration. The governor declared a state-wide flood emergency on April 24th. The period would be from March 1-April 25th. Bergquist recommends that the commission declare an emergency for the county as well. Schwartz made a motion to declare an emergency for damages incurred during the spring, seconded by Ova. Cichos, Klose, Ova, Gumke, and Schwartz voted aye. Motion carried.

Nicole Meland, Auditor/COO discussed a preliminary damage assessment for the spring disaster. Thirty-eight townships have already submitted maps. Interstate Engineering will be working on the assessment and it needs to be submitted by Monday, May 11th. The minimum amount of damage to qualify is $80,000. Meland should be hearing in the next two weeks about funding for the fall disaster. The cost share is 15%, and many townships will not be able to afford the cost share. There were over 14 inundated roads from the fall assessment which equates to over $1 million in damages.

Meland discussed the use of a Sheriff's Department van for use during the COVID-19 pandemic. The Emergency Operations Center requested a vehicle for transporting people for testing and medical uses. There were a couple of residents that did not have transportation to the clinic that needed to get tested. There is a van in the Sheriff's Department that is used for inmate transports that has a partition between the passengers and driver. Schwartz made a motion to approve, seconded by Gumke. Motion carried.

Meland discussed overtime compensation for exempt employees during emergencies. Any exempt employee that is directly working on current disasters is allowed overtime compensation according to the policy manual. Meland was required to submit overtime expenses to NDACO this week. Under the CARES act, reimbursement could be 100% for COVID-19 related time, and FEMA could reimburse 85% for the road disasters. Schwartz made a motion to approve overtime compensation for exempt employees working with the disasters, seconded by Ova. Klose, Ova, Gumke, Schwartz, and Cichos voted aye. Motion carried.

Meland discussed public access to Stutsman County offices. Some restrictions for businesses have been loosened, but State employees are still working from home. Court is not reopening until June. Meland recommends continuing to limit access except by appointment until June. Schwartz made a motion to approve limited access to county offices to the public until June, seconded by Gumke. Motion carried.

Meland presented a memo regarding preliminary 2021 Budgets. The Emergency Fund will need to be replenished beginning in this budget cycle. The maximum amount is 4 mills. Health insurance costs could increase substantially due to the pandemic, and Meland is recommending no cost of living or step increase but to maintain the health insurance split. She recommends no increase in mill levies from outside jurisdictions and county departments. Ova made a motion to approve the recommendations, seconded by Schwartz. Ova, Gumke, Schwartz, Cichos, and Klose voted aye. Motion carried.

Meland discussed hiring extra election workers. There was a large influx of absentee ballot applications this week and additional help is needed to keep up with the workload. This will be on an as needed basis depending on the volume of applications. Schwartz made a motion to approve extra election workers at $12 per hour, seconded by Gumke. Gumke, Schwartz, Cichos, Klose, and Ova voted aye. Motion carried.

At 5:18 p.m., the Commission recessed for the Stutsman County Park Board meeting

Official Proceedings of the Stutsman County Park Board – May 5, 2020

At 5:19 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, seconded by Ova, to approve the April 2020 meeting minutes. Motion carried.

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

	County Park Fund	
3748	HOME OF ECONOMY	$38.99
3759	L.P. LOCAL REMODELING & HOME REPAIR	$5,800.00
3770	NAPA AUTO PARTS-PARK	$51.25
3775	NORTHWEST TIRE INC	$19.81
3778	PRAXAIR DISTRIBUTION INC	$43.00
3791	STUTSMAN RURAL WATER DISTRICT	$235.96
3796	THE JIM MARINA, LLC	$2,500.00
3805	VISA AUD 1683	$2,060.43
3812	WEST END HIDE & FUR	$103.68

Houge discussed inspection issues regarding the doors and lack of emergency exit signs at the Pelican Point concession building. Currently the doors swing inside the building which violates the fire code. Houge got an estimate for a maximum of $2,500. Schwartz made a motion to approve installation of new doors and emergency exit signs, seconded by Houge. Cichos, Klose, Houge, Morris, Ova, Gumke, and Schwartz voted aye. Motion carried.

Tom Schultz, Lazy Fish LLC requested permission to install trim and paint the exterior of the concession building at Pelican Point. Houge made a motion to approve, seconded by Ova. Motion carried. Schultz also discussed a project application regarding erosion control at multiple campsites. Dirt that has washed onto two sites needs to be removed and a barrier installed. Schwartz made a motion, seconded by Morris to approve the application. Motion carried.

Eric Nordstrom discussed changes to the Spiritwood Resort Campground Lease. Nordstrom would like to change some language in the current lease to reflect how the campground is currently being operated. Some concerns were raised by Dave Glaspell, a Spiritwood Lake resident. Fritz Fremgen also addressed some concerns. Fremgen believes the language should remain in order to prevent issues that have happened in the past with people camping year-round. Motion was made by Cichos, seconded by Ova to leave lease as is. Klose, Morris, Ova, Gumke, and Cichos voted aye. Houge and Schwartz voted nay. Motion carried.

Karl Bergh, Park Superintendent, presented his monthly report. Lakeside campground has been cleaned up. They are trying to keep up with water recession and putting in boat docks. Trees will be delivered and

planted by end of week. Some trees were supposed to be planted at Ypsilanti Park, but permission was given to plant them elsewhere since the park has too much water. The new roof was installed at the Marina building. The electricity issues at Parkhurst have been fixed. The fish cleaning stations are ready. The water will be turned on in the bathhouses next week.

Lakeside Campground is now open. Bergh will place COVID social distancing signage up.

Bergh discussed the propane tank at Pelican Point. It would cost $1,500 to purchase a 500-gallon tank from Cenex, $1,700 from Creative Energy, and $1,900 from Vining Oil. It would cost $10 a month to lease from Cenex, $75 per year to lease from Creative Energy, and $210 a year to lease from Vining and own it after 11 years. Houge made a motion to purchase a 500-gallon propane tank from Cenex for $1,500, seconded by Ova. There was discussion whether the County or the Concessionaire should pay for the tank. The prior concessionaire owned the larger tank that was previously used. The smaller tank is owned by Cenex. Roll call vote: Houge, Ova, voted aye, Morris, Gumke, Schwartz, Cichos, Klose voted nay. Motion failed.

Board Member Morris requested to revisit the reopening of the campground and to follow the state guidelines regarding COVID-19. Governor Burgum's press release was read. They are restricting services, restrooms, concessions, and rentals but most parks are open. Cichos asked who was going to be operating the campground. Camp hosts will be coming in this weekend and on duty Friday night through Sunday night. Park Staff keep an eye on the campground during the week.

Cichos made motion to approve project applications for Cabins #39W (Orr) and #47W (Looysen), seconded by Ova. Motion carried

Bergh discussed the personal property of the former concessionaire moved from Pelican Point to the campground expansion area. The property will need to be moved soon due to the start of the campground expansion. Sheriff Kaiser volunteered to take care of the issue.

Meland discussed the Special Use Permit for the North Dakota Farmers Union (NDFU) camp. The Bureau requested a special use permit as well as final plans for the project before they review the request. A special use permit was drafted and reviewed by the Park Committee. The general counsel for NDFU also reviewed and revised the permit. The Park Committee recommends an annual fee of $200 and a 10-year term. Farmers Union requested a 30-year term with the option to revisit fees every ten years. They also added a stipulation that if the land transfers to the County, the permit will remain in effect. Houge made a motion to approve the draft permit, seconded by Schwartz. Morris reviewed Farmers Union's proposed changes and feels some items are too generous. Roll call vote Morris, Ova, Gumke, Schwartz, Cichos, Klose, Houge voted aye. Motion carried.

Ova received a text from Farmers Union regarding the propane tank at Pelican Point. The county is paying the $10 per year lease on the 120-gallon propane tank currently there. There was a regulator on the tank and would just need to be hooked up. Cichos restated the reason for his previous motion. Houge believes it is our responsibility to provide the lease for the tank. Karl will double check the prices with Cenex.

At 6:41 p.m., a motion to adjourn was made by Schwartz, seconded by Houge. Motion carried.

At 6:41 p.m. the County Commission meeting was called back to order.

Cichos questioned a transport payment on the bill listing. Sheriff Kaiser stated we received reimbursement for those transport expenses.

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

	General Revenue Fund		3742	FINANCIAL MANAGEMENT DIVISION	$6,752.99
3725	A & B BUSINESS INC	$446.80	3748	HOME OF ECONOMY	$39.99
3726	BALCO UNIFORM CO INC	$114.12	3749	INLAND TRUCK PARTS CO	$701.10
3730	CAPITAL CITY RESTAURANT SUPPLY INC	$87.99	3751	INSURE FORWARD	$37.00
3732	CENEX FLEETCARD - SO	$2,250.79	3753	J & L SERVICE	$937.92
3736	COLE PAPERS INC	$276.97	3754	JAMESTOWN CITY WATER	$377.25
3737	DACOTAH PAPER CO	$306.41	3757	JOHN DEERE FINANCIAL	$363.42
3738	DAKOTA RENTAL CENTER LLC	$70.54	3762	LAWSON PRODUCTS INC	$202.28
3739	DALSTED & RYAN P C	$300.00	3766	MDU	$83.29
3741	ECOLAB PEST ELIMINATION DIV	$143.69	3767	MEDINA CITY AUDITOR	$87.00
3744	GEFROH, SHAWN	$507.78	3768	MENARDS - JAMESTOWN	$80.43
3745	GIENGER, JOLYNN	$176.46	3769	NAPA AUTO PARTS	$281.53
3746	GRAYBAR	$195.94	3772	NE 7948	$7,481.14
3750	INNOVATIVE OFFICE SOLUTIONS, LLC	$287.16	3776	OTTER TAIL POWER CO	$184.66
3754	JAMESTOWN CITY WATER	$2,495.71	3780	QUILL CORPORATION	$290.52
3756	JETSTREAM CAR WASH	$179.14	3784	ROUGHRIDER SIGNS & DESIGNS	$50.00
3758	JOHNSON MD,LARRY E	$7,650.00	3785	SAFETY KLEEN CORP	$696.10
3760	LAMOURE COUNTY SHERIFF'S OFFICE	$85.00	3789	STREETER COOP OIL	$1,232.51
3761	LAQUINTA INNS & SUITES	$259.20	3791	STUTSMAN RURAL WATER DISTRICT	$74.78
3764	MARQUART,ANDREW S	$810.00	3793	SWANSTON EQUIPMENT CO	$131.14
3765	MATTHEW BENDER & CO INC	$249.61	3795	TDS METROCOM - RD	$10.55
3766	MDU	$2,225.59	3798	TITAN MACHINERY - BISMARCK	$463.46
3771	ND SCHOOL BOARDS ASSOCIATION	$200.00	3800	TRUE NORTH STEEL	$41,591.40
3773	NEXUS PLANNING & CONSULTING LLC	$9,900.00	3804	VINING OIL CO	$1,057.87
3774	NORTHERN PLAINS LABEL	$119.10	3805	VISA AUD 1683	$25.00
3777	PLUMBMASTER	$183.45	3807	VISA RD 1766	$1,749.69
3779	QUADIENT FINANCE USA, INC. - AUD	$913.95	3811	WALMART COMMUNITY BRC RD	$98.38
3780	QUILL CORPORATION	$21.25		**Emergency**	
3782	REDWOOD BIOTECH INC	$15.86	3747	GUTHMILLER EARTHMOVING INC	$27,180.00
3783	RM STOUDT INC	$45.03		**Historical Society**	
3786	SANFORD HEALTH (NORTH)	$1,000.00	3743	FORT SEWARD RECONSTRUCTION	$6,000.00
3787	SCOTT'S ELECTRIC LLC	$68.00		**County Agent Fund**	
3792	SUMMIT FOOD SERVICE, LLC	$5,556.82	3763	LEAF	$109.00
3794	TARBELL, DEBRA	$22.00	3781	R&H MAINTENANCE	$400.00
3797	THE UPS STORE 6212	$36.13	3806	VISA EXT 3424	$114.76
3799	TRANE U.S. INC	$1,269.91		**Human Service Zone Human Service Fund Total**	$1,489.39
3801	TWO RIVERS PRINTING	$225.00		**Camping Fee Fund**	
3802	USPS	$50.00		LAZY FISH, LLC	$420.00
3803	VERIZON WIRELESS	$1,480.79		**Commissary Fund**	
3805	VISA AUD 1683	$2,974.82	3729	CABLE SERVICES	$47.31
3808	VISA SCCC 1949	$2,016.38		**Courthouse Building Fund**	
3809	VISA SO 1840	$2,433.13	3752	IVERSON CONSTRUCTION, INC	$4,850.00

3813	WILHELM CHEVROLET BUICK GMC	$83.86		**Information Technology Capital Fund**	
	E 911 Phone System Fund		3731	CDW GOVERNMENT INC	$989.01
3803	VERIZON WIRELESS	$53.30	3805	VISA AUD 1683	$4,584.46
	County Roads Fund			**Road & Bridge Building Fund**	
3727	BLUE TARP FINANCIAL, INC.	$38.74	3727	BLUE TARP FINANCIAL, INC.	$169.99
3728	BUFFALO CITY DIESEL	$98.65	3769	NAPA AUTO PARTS	$164.99
3733	CITY OF MONTPELIER	$55.00	3807	VISA RD 1766	$878.99
3734	CITY OF STREEETER	$61.75		**Job Incentive Fund**	
3735	CLEVELAND CITY WATER & SEWER	$95.70	3755	JAMESTOWN STUTSMAN DEVELOPMENT CORP	$86,595.86
3740	DSI AUTOMOTIVE PRODUCTS	$114.00		**Wages**	
				Friday, April 24, 2020	$693,326.75

At 6:43 p.m., a motion to adjourn was made by Schwartz, seconded by Ova. Motion carried.

ATTEST:

Nicole Meland
Auditor/COO

Mark T. Klose
Commission Chairman