Official Proceedings of the Stutsman County Commission – June 2, 2020

At 4:30 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.

Jim Fettig, Maintenance Supervisor, requested permission to install three windows at the Stutsman County Extension office. Northland Windows installed other windows last year so he would like to use them again to ensure they are all the same. It will cost $4,197 for the windows and approximately $6,200 total with blinds and trim. They will likely be installed in October. Ova made a motion to approve the request, seconded by Schwartz. Cichos, Klose, Ova, Gumke, and Schwartz voted aye. Motion carried.

Shannon Larson, Human Resource Specialist discussed Road Department Drug Testing. There are several employees that do not have a CDL and do not qualify for the DOT random drug testing. We would need to create a new drug pool for testing of these employees. There will be an additional fee associated with this. Schwartz made a motion to draft a policy and continue drug testing the non-CDL road department employees, seconded by Gumke. Motion carried.

Nicole Meland, Auditor/COO, discussed Family Medical Leave (FMLA) for the County Road Superintendent. He is out of FMLA but still has sick leave. He is currently working half days. Schwartz made a motion to extend FMLA leave until July 7th, seconded by Ova. Motion carried.

Meland discussed the reopening of County Offices due to COVID-19. The second floor and the basement of the LEC could still be restricted to protect Corrections and dispatch employees. Jury trials in District Court will be beginning in July. Meland would like to remain closed through the election on June 9th. The Zone board will decide how to proceed with the Human Service Zone offices. Cichos made a motion to table the issue until the June 16th meeting, seconded by Schwartz. Motion carried.

Meland discussed appointment of a commissioner for the Canvass Board for the June 9, 2020 Primary Election since Chairman Klose is on the ballot. Commissioner Gumke volunteered.

Meland discussed closure of the first floor of the Courthouse for processing of ballots for the Primary Election. All staff will be needed to process ballots. Election related phone calls will be answered but all other callers would need to leave a message. She would like to close offices Friday, Monday and Tuesday. Ova made a motion, seconded by Schwartz to close offices. Motion carried.

Meland discussed nomination and appointment of Board members to Great Plains Housing Authority. There is one position open and one applicant, Beth Dewald, who is currently on the board. Schwartz made a motion to appoint Dewald, seconded by Cichos. Klose, Ova, Gumke, Schwartz, and Cichos voted aye. Motion carried. Planning and Zoning Board received two applicants for four positions. Paul Bensch and Duane Anderson applied and are currently on the board. Cichos made a motion to appoint Bensch and Anderson to the board, seconded by Ova. Ova, Gumke, Schwartz, Cichos, and Klose voted aye. Motion carried.

Meland discussed a promotion for Deputy Auditor Emily McLean. She would be moved from a Grade 9 to Grade 10 beginning June 1. Schwartz made a motion to approve, seconded by Cichos. Gumke, Schwartz, Cichos, Klose, and Ova voted aye. Motion carried.

A Retail Fireworks License application was presented for Phantom Pyroshack, LLC near the fairgrounds. The Sheriff has approved it. Ova made a motion to approve, seconded by Cichos. Motion carried.

Chad Kaiser, Stutsman County Sheriff, discussed court security once court resumed trials. District Court will possibly move jury trials to the Civic Center due to COVID-19 concerns. This will require more staff due to security needs and transportation of incarcerated individuals, affecting the overtime budget. This has not been decided, but the Sheriff wanted to keep the Commission informed. Schwartz made a motion to send a letter to the Supreme Court Justice with their concerns of additional costs being placed on the County, seconded by Ova. Motion carried.

Mickey Nenow, Road Superintendent, presented his monthly report. An employee is retiring, and he would like approval to advertise for the position. Nenow will also look at previous applicants. Schwartz made a motion to be able to offer the position to a previous applicant or advertise for more applicants, seconded by Gumke. Motion carried.

The road department is behind on crack sealing, rocking, and patching. Nenow would like to keep working on Fridays to keep up with the work. He has not lifted any road restrictions. The county is currently not graveling township roads because of their current road conditions. The heavy equipment damages them more than it helps. Chip sealing is up for bids for 14.6 miles. Culverts are over budget $32,000, most of which is billed to the Townships and will be reimbursed.

Schwartz made a motion to allow Guthmiller to complete additional work on County Road 67, seconded by Ova. Schwartz, Cichos, Klose, Ova, and Gumke voted aye. Motion carried.

At 5:27 p.m., the County Commission meeting recessed for the Park Board meeting.

At 5:27 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.

Laura Hertz, Bureau of Reclamation (BOR) and Ben Holden, ND Game & Fish were present to discuss boat washing and decontamination stations. Lake Ashtabula has tested positive for zebra mussels, which puts Jamestown Reservoir at risk for contamination as well. There is a cost sharing program with ND Game & Fish paying 75% and BOR paying 25% for wash stations. The park board would need to set aside a piece of land to install a pad and wash station. They may require some maintenance from the Park Department in exchange for funding since Game & Fish is limited on staff. There is also potential for a seasonal inspector for watercraft. Zebra mussels are a danger to infrastructure and recreation. These wash stations would be voluntary. Klose suggested coordinating with Park Superintendent Karl Bergh to discuss staffing and maintenance needs.

Daren Peterka, Interstate Engineering, gave an update on surveys of Reservoir Cabin Lots. They have preliminary layouts and marked potential property corners. Schwartz made a motion to leave any boundary disputes to the discretion of Peterka, seconded by Houge. Cichos, Klose, Houge, Morris, Ova, Gumke, and Schwartz voted aye. Motion carried. Peterka will be meeting with the cabin owners in each area.

Nicole Meland, Auditor/COO, discussed concerns from the Cabin Homeowners Association. She was contacted by a cabin owner that would like to see the existing guidelines from the permit continue even for those who purchase their lot. Discussion was had regarding the creation of a Cabin Homeowners Association to enforce any guidelines. If the Board agrees, some cabin owners would move forward on drafting an association agreement. The stipulation would also apply to those who do not purchase the lot.

Meland discussed the schedule of Park Board meetings. With meetings getting long, Meland suggested increasing the frequency of meetings or moving them to their own day. The Board approved having two meetings per month concurrent with the Commission meetings.

Meland gave an update on the North Dakota Farmer's Union Permit. The permit was sent to the Bureau and they would like the permit to end when the land transfer occurs, and a brand-new permit created. Farmer's Union will draft two permits for the county to approve at the same time; one before the land transfer that includes the Bureau and one for after that includes only the county.

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

| | **County Park Fund** | |
|---|---|---|
| 3935 | BLUE TARP FINANCIAL, INC. | $59.97 |
| 3952 | INSURE FORWARD | $4,122.81 |
| 3958 | KLEIN'S COLLISION CENTER | $90.00 |
| 3964 | MID-AMERICAN RESEARCH CHEMICAL CORP | $413.68 |
| 3987 | VISA AUD 1683 | $1,725.03 |

Commissioner Ova left the meeting at 6:00 p.m.

Commissioner Cichos inquired about damage at Sandy Beach from a camper. The problem has already been resolved.

A landowner adjacent to the proposed Farmer's Union camp was present to inquire about the plans and location for the camp. He also inquired about the curfew in the park at the Reservoir. Sheriff Kaiser said they regularly patrol the area and stop people.

At 6:09 p.m., Houge made a motion, seconded by Schwartz, to adjourn the Park Board meeting. Motion carried.

At 6:09 p.m., the County Commission meeting was called back to order.

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

| | **General Revenue Fund** | | 3946 | ESCOSUPPLY | $5,945.94 |
|---|---|---|---|---|---|
| 3933 | ARCTIC ZONE REFRIGERATION | $205.05 | 3948 | FARGO FREIGHTLINER | $1,086.81 |
| 3938 | CABLE SERVICES | $47.31 | 3952 | INSURE FORWARD | $55,158.16 |
| 3939 | CITY OF JAMESTOWN | $2,398.62 | 3953 | INTERSTATE ENGINEERING | $12,018.56 |
| 3941 | COLE PAPERS INC | $701.75 | 3954 | JAMESTOWN CITY WATER | $90.63 |
| 3942 | CREATIVE ENERGY | $322.48 | 3963 | MENARDS - JAMESTOWN | $150.75 |
| 3943 | DACOTAH PAPER CO | $671.06 | 3966 | NAPA AUTO PARTS | $354.99 |
| 3944 | DALSTED & RYAN P C | $70.00 | 3969 | NORTHWEST TIRE INC | $1,482.16 |
| 3947 | FALK, SUSAN | $699.82 | 3971 | OTTER TAIL POWER CO | $60.67 |
| 3949 | GALLS, LLC | $102.97 | 3972 | POWER PLAN | $157.12 |
| 3950 | HANSON TIRE SERVICE | $22.00 | 3978 | SCOTT'S ELECTRIC LLC | $1,463.25 |
| 3952 | INSURE FORWARD | $74,924.31 | 3983 | TRACTOR SUPPLY CREDIT PLAN | $19.99 |
| 3954 | JAMESTOWN CITY WATER | $4.79 | 3984 | TRUE NORTH STEEL | $18,605.70 |
| 3955 | JAMESTOWN COMMUNITY CORRECTIONS | $94.50 | 3988 | VISA RD 1766 | $785.30 |
| 3957 | JETSTREAM CAR WASH | $303.04 | 3993 | WALMART COMMUNITY BRC RD | $24.20 |
| 3960 | MARQUART,ANDREW S | $531.00 | 3995 | WEST END HIDE & FUR | $15.70 |
| 3961 | MCKESSON MEDICAL SURGICAL | $206.74 | | **Emergency** | |
| 3962 | MDU | $1,180.96 | 3953 | INTERSTATE ENGINEERING | $10,370.03 |
| 3965 | MOSER, JAYDEN | $243.00 | 3981 | STUTSMAN RURAL WATER DISTRICT | $2,318.00 |
| 3973 | QUILL CORPORATION | $79.99 | | **Weed Control Fund** | |
| 3976 | SANFORD | $1,000.00 | | HANSON, SETH | $165.00 |
| 3979 | SEACHANGE PRINT INNOVATIONS | $8,850.00 | 3952 | INSURE FORWARD | $5,889.92 |
| 3980 | STUTSMAN COUNTY AUDITOR | $81.20 | | **County Agent Fund** | |
| 3982 | SUMMIT FOOD SERVICE, LLC | $7,119.96 | 3943 | DACOTAH PAPER CO | $23.99 |
| 3985 | TWO RIVERS PRINTING | $225.00 | | HARSTAD,ALICIA | $16.10 |
| 3986 | VERIZON WIRELESS | $1,481.71 | | HARSTAD,ALICIA | $20.70 |
| 3987 | VISA AUD 1683 | $1,689.09 | 3952 | INSURE FORWARD | $880.79 |
| 3989 | VISA SCCC 1949 | $887.23 | 3959 | LEAF | $109.00 |
| 3990 | VISA SO 1840 | $1,583.44 | 3974 | R&H MAINTENANCE | $400.00 |
| 3992 | WALMART COMMUNITY BRC EMS | $8.78 | 3975 | RECYCLING CENTER OF NORTH DAKOTA, LLC | $12.50 |
| 3994 | WEST CENTRAL REGIONAL JUVENILE CENTER | $2,700.00 | | **Human Service Zone Human Service Fund Total** | $1,117.01 |
| 3996 | WILHELM CHEVROLET BUICK GMC | $1,038.04 | | **Camping Fee Fund** | |
| | **E 911 Phone System Fund** | | | LAZY FISH, LLC | $4,225.00 |
| 3952 | INSURE FORWARD | $2,657.17 | | **Commissary Fund** | |
| 3967 | NETCENTER TECHNOLOGIES | $248.20 | 3989 | VISA SCCC 1949 | $324.69 |
| 3986 | VERIZON WIRELESS | $53.30 | | **Drug Program Fund Total** | $1,992.84 |
| | **County Roads Fund** | | | **Information Technology Capital Fund** | |
| 3932 | 3D SPECIALTIES INC | $160.38 | 3987 | VISA AUD 1683 | -$1,199.00 |
| 3935 | BLUE TARP FINANCIAL, INC. | $201.63 | | **Drug Task Force Asset Forfeiture Fund** | |
| 3936 | BORDER STATES PAVING INC | $38,081.56 | 3934 | BARNES COUNTY AUDITOR | $363.00 |
| 3937 | BUFFALO CITY DIESEL | $225.79 | | **Job Incentive Fund** | |
| 3939 | CITY OF JAMESTOWN | $286.62 | 3956 | JAMESTOWN STUTSMAN DEVELOPMENT CORP | $4,200.00 |
| 3940 | CITY OF MONTPELIER | $55.00 | | **FEMA** | |
| 3942 | CREATIVE ENERGY | $2,696.17 | 3968 | NEWMAN SIGNS | $449.94 |
| 3945 | DMC WEAR PARTS LLC | $2,880.00 | | **Wages** | |
| | | | | Friday, May 22, 2020 | $724,771.41 |

At 6:11 p.m., Schwartz made a motion to adjourn, seconded by Cichos. Motion carried.

ATTEST:

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| Nicole Meland | Mark T. Klose |
| Auditor/COO | Commission Chairman |