Official Proceedings of the Stutsman County Commission – September 1, 2020

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

Gumke made a motion, seconded by Ova, to approve the August 2020 meeting minutes. Motion carried.

Jamison Veil, Jamestown City Assessor, presented an abatement application for Parcel #74-2033000 for the 2019 tax year. The request is a reduction in valuation of $825,300. The city council recommended the abatement to proceed to the county commission for approval on August 3rd. The property owner is actively involved in litigation with the architect, engineering firm, and developer. It was built 18 inches too low from what the soil survey recommended, so they are having a lot of drainage issues, along with mold, mildew, and HVAC issues. This affects the property's market value and revenue. Jamison re-assessed the property at $1.95 million for the 2020 tax year. The owner is requesting a $2 million valuation for 2019, which is reduced from 2.825 million. Cichos made a motion to concur with the city's recommendation to approve the abatement, seconded by Ova. Ova, Gumke, Schwartz, Cichos, and Klose voted aye. Motion carried.

Chad Kaiser, Stutsman County Sheriff, discussed installing flashing stop signs at the intersection of 35th St SE & 87th Ave SE. This is the intersection of the golf course road and the Bloom road. There was recently a fatal accident and residents report frequent near misses. The stop signs would cost a total of $3,168.00. The Bloom road also needs to be striped. The county road department would perform the work. Cichos made a motion to approve the stop signs and striping, and to have Kaiser check with the city about a cost share. Seconded by Ova. Gumke, Schwartz, Cichos, Klose, and Ova voted aye. Motion carried.

Shannon Larson, Human Resource Specialist, discussed updates to the policy manual. She added sections about proper time keeping and GPS tracking for the TimeClock Plus mobile app. Some positions require employees to clock in and out with an app on their phone. The program has a function to view the GPS coordinates of where they clock in and out. Employees would have to sign an acknowledgement form for this feature to be used. Larson also suggested changes to the policy regarding the increments of usage for sick and vacation time. The current policy states the employees can only use time in ½ hour increments, but the current TimeClock system is more accurate than paper time sheets and easy to use shorter increments. Cichos made a motion, seconded by Gumke, to approve the proposed changes. Schwartz, Cichos, Klose, Ova, and Gumke voted aye. Motion carried.

Larson discussed the Payroll Tax Deferral put into effect by President Trump. This is a 6.2% social security tax that can be deferred beginning on September 1st. It would have to be paid back beginning in January. Larson recommends that we opt out. Schwartz made a motion to opt out of the program, seconded by Ova. Cichos, Klose, Ova, Gumke, and Schwartz voted aye. Motion carried.

Nicole Meland, Auditor/COO, gave an update on CARES funding. The payment for March-July in the amount of $412,000 was received for reimbursement for payroll costs. It is uncertain if the full

allocation for August and September will be received. Meland was to prepare some options for spending the funds. One department head recommended a 2% step increase for 2021 which was not previously in the budget. This would cost approximately $155,000. Another suggestion was to put the funds toward the NDPHIT deposit. State Aid was not much less than what was budgeted. Highway Aid will be short $250,000. Meland can prepare numbers for various options and work it into the final budget presentation.

Meland discussed an option for county contribution to dental premiums with the new NDPHIT plan. There is an option for a set employer contribution for dental plans, which gives the employee a reduced share. CARES funding could be used for this contribution for 2021. The county would contribute a maximum of $18 per month for each employee that takes the dental plan. If all employees take the dental insurance, it will cost approximately $30,000.

At 4:52 p.m., the County Commission meeting recessed for the County Park Board meeting

Official Proceedings of the Stutsman County Park Board – September 1, 2020

At 4:52 p.m., the County Park Board meeting was called to order. Dennis Ova, Ramone Gumke (via phone), David Schwartz (via phone), Steven Cichos, Mark Klose, and Joan Morris (via phone) answered the roll call. Jason Houge was absent.

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

Karl Bergh presented his monthly report. The road department has been maintaining the roads in the campground. They are booked full for Labor Day weekend. Farmers Union will be beginning construction on their camp soon. Bergh discussed a county employee camping weekend on the first weekend in October. Ova made a motion to approve the free county employee camping weekend.

Hillerud construction that is building the Farmers Union camp is going to remove a vault toilet. Karl is looking into moving the top part to a different location.

Morris questioned a bill for Spiritwood Lake resort. These are gaming funds from Knights of Columbus that pass through the County then gets paid out to Spiritwood Lake Resort.

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

	County Park Fund	
4513	BLUE TARP FINANCIAL, INC.	$14.95
4522	ERIC NORDSTROM - SPIRITWOOD RESORT	$7,267.12
4541	NORTHWEST TIRE INC	$69.96
4546	PRAXAIR DISTRIBUTION INC	$60.47
4556	SCOTT'S ELECTRIC LLC	$514.25
4559	STUTSMAN RURAL WATER DISTRICT	$427.38
4566	VISA AUD 1683	$322.83

At 5:04 p.m., Cichos made a motion to adjourn, seconded by Ova. Motion carried.

At 5:05 p.m., the Commission meeting was called back to order.

Shannon Larson reported that 60 employees are currently enrolled in the dental plan. It would cost $13,161.60 per year for the employer contribution to the dental premium. Schwartz made a motion to participate in the county contribution to the dental plan, seconded by Ova. Ova, Gumke, Schwartz, Cichos, and Klose voted aye. Motion carried.

Meland will prepare figures based on the $421,000 in CARES funding. The health insurance increase that was in the budget can be taken out since there is no increase with the new plan. She will add the dental contribution numbers and the insurance deposit. She will prepare figures on a 2% step increase as well. Klose would like to see the mill increase erased and the shortfalls in funding accounted for.

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

	General Revenue Fund			**County Roads Fund**	
4508	ADVANCED ENGINEERING & ENVIRON. SERVICES	$208.50	4514	BORDER STATES PAVING INC	$18,586.26
	ANDERSON,APRIL	$117.88	4515	BUFFALO CITY DIESEL	$447.68
4509	ARCTIC ZONE REFRIGERATION	$332.44	4516	BUTLER MACHINERY CO	$273.54
4510	ATTORNEY GENERAL OFFICE-1250	$6,813.00	4520	CREATIVE ENERGY	$1,634.76
4511	BALCO UNIFORM CO INC	$454.60	4523	FARMERS UNION OIL CO-CENEX	$1,681.03
4512	BEHAVIORAL INTERVENTIONS	$309.60	4524	FLEETPRIDE	$90.38
4517	CABLE SERVICES	$47.31	4529	JAMESTOWN CITY WATER	$377.25
4518	CENEX FLEETCARD - SO	$2,166.30	4531	LLOYDS MOTORS	$102.90
4519	COLE PAPERS INC	$300.49	4535	MDU	$47.05
4521	DACOTAH PAPER CO	$247.44		MONTPELIER CITY AUDITOR - DD	$55.00
4523	FARMERS UNION OIL CO-CENEX	$108.82	4537	NAPA AUTO PARTS	$194.10
4526	HOULE, MICHAEL	$95.00	4541	NORTHWEST TIRE INC	$70.22
4527	INNOVATIVE OFFICE SOLUTIONS, LLC	$259.69	4543	OTTER TAIL POWER CO	$174.98
4529	JAMESTOWN CITY WATER	$4,015.31	4545	POWER PLAN	$1,767.08
4532	MARQUART,ANDREW S	$1,035.00	4548	QUALITY REPAIR INC	$38.70
4533	MATTHEW BENDER & CO INC	$80.10	4549	QUILL CORPORATION	$50.06
4534	MCKESSON MEDICAL SURGICAL	$4.68	4559	STUTSMAN RURAL WATER DISTRICT	$170.81
4535	MDU	$498.43	4561	TOM GILBERTSON & SONS	$848.00
4536	MISSION CRITICAL CONCEPTS	$100.00	4565	VINING OIL CO	$10,825.14
4540	NETCENTER TECHNOLOGIES	$2,640.00	4569	VISA RD 1766	$595.00
4542	OFFICE OF THE STATE AUDITOR	$10,125.00	4575	WALMART COMMUNITY BRC RD	$163.58
4544	PLUMBMASTER	$98.95	4576	WEST END HIDE & FUR	$36.41
4547	PRESS ROOM,THE	$65.00	4578	WOODWORTH FARMERS GRAIN CO	$20.00
4549	QUILL CORPORATION	$117.83		**County Agent Fund**	
4551	RECORD KEEPERS	$24.50	4530	LEAF	$109.00
4552	RM STOUDT INC	$91.19	4550	R&H MAINTENANCE	$400.00
4553	ROSSBERG, GLENDA	$39.70	4568	VISA EXT 3424	$205.93
	SAMUELSON, NICHOLAS	$116.15		**Human Service Zone Human Service Fund Total**	$626.46
	SAMUELSON, NICHOLAS	$85.93		**Camping Fee Fund**	
4554	SANFORD HEALTH (NORTH)	$1,000.00		LAZY FISH, LLC	$5,450.00
4557	STIEM, JESSICA	$50.00		**Commissary Fund**	
4560	SUMMIT FOOD SERVICE, LLC	$7,171.29	4570	VISA SCCC 1949	$79.76
4562	TRAUT LAWN IRRIGATION INC	$175.44		**Drug Program Fund Total**	$211.97
4563	TWO RIVERS PRINTING	$1,888.00		**County Correctional Center Construction Fund**	
4564	VERIZON WIRELESS	$1,453.06	4555	SCHUBERT'S CARPET ONE	$155.95
4566	VISA AUD 1683	$816.12		**Drug Task Force Asset Forfeiture Fund**	
4567	VISA EMS 1790	$442.08	4573	VISA TF 3146	$649.00

4570	VISA SCCC 1949	$930.48		**FEMA**	
4571	VISA SO 1840	$3,315.94	4528	INTERSTATE ENGINEERING	$25,022.54
4574	WALMART COMMUNITY BRC EMS	$21.41		LYON TOWNSHIP #32 - DD	$1,346.26
4577	WILHELM CHEVROLET BUICK GMC	$282.72		LYON TOWNSHIP #32 - DD	$10,096.97
	E 911 Phone System Fund			LYON TOWNSHIP #32 - DD	$1,556.43
4564	VERIZON WIRELESS	$50.82		LYON TOWNSHIP #32 - DD	$11,673.25
			4558	STUTSMAN COUNTY AUDITOR	$7,392.74
				Wages	
				Tuesday, August 25, 2020	$704,210.36

At 5:17 p.m., Ova made a motion to adjourn the meeting, seconded by Cichos. Motion carried.

ATTEST:

Jessica Alonge
Chief Deputy Auditor

Mark T. Klose
Commission Chairman