Official Proceedings of the Stutsman County Commission— September 3, 2024

At 9:00 a.m., Chairman Klose called the regular meeting of the Stutsman County Commission to order. Jerry Bergquist, Chad Wolsky, Joan Morris, Levi Taylor, and Mark Klose were present.

The Pledge of Allegiance was recited.

Jessica Alonge, Auditor/COO, presented updates and reminders for the 2024 general election.

Mark Klose, Commission Chairman, presented years of service awards to David Schloegel and Jessica Alonge for ten years of service.

Morris requested one change to the August 6, 2024, Commission minutes in reference to the health insurance renewal. The out of network maximum was doubling in cost. Morris made a motion to approve the August 2024 Commission meeting minutes with the correction suggested, which was seconded by Bergquist. Motion carried.

Jessica Alonge, Auditor/COO presented an amended total amount for invoices approved for payment at the August 20, 2024, Commission meeting. The total amount presented included payroll expenses, which were paid at a later date. The total amount removed was $29,104.19. A motion to approve the amended August 20, 2024, Commission and Park Board approval of bills was made by Bergquist, seconded by Taylor. Roll call vote: Bergquist, Wolsky, Morris, Taylor, and Klose voted aye. Motion carried.

Duane DeKrey, Garrison Diversion General Manager, presented the Red River Valley Water Supply Project proposal. The purpose of the project is to mitigate drought effects, fostering development for meeting municipal, industrial, and rural water demands, and to plan for future uses by promoting environmental sustainability. The completion of the project is expected in 2032 with a total cost being $1.26 billion with $240 million in approved funding, a state share of $180 million, and a local share of $60 million.

Chad Kaiser, Sheriff, and Deputy Casey Yunck presented the lifesaving award from the Peace Officers Association to Deputy Sadie Holzwoth for an incident from March 2023.

Kaiser introduced the new Vision Zero Coordinator, Joseph Carlblom.

Heidi Lindberg, Health Care Administrator, requested permission to attend the Correctional Health Division Annual Conference in Alexandria, Minnesota on October 9 & 10. The total cost for the conference is $700. A motion to approve the out of state travel was made by Morris, seconded by Wolsky. Motion carried.

Tyler Perleberg, Tax Director, presented a request for a zoning amendment to update the current ordinance regarding transmission lines. This request originated at the planning and zoning committee meeting to update the language in the ordinance and include a size requirement for setbacks. A motion to table item until further research can be done was made by Taylor, seconded by Wolsky. Motion carried.

Jim Wentland, Road Superintendent, presented costs for pumping near Deer Lake. A 3.3 cycle, 95-day rental from Rain for Rent would cost $209,018.93, pumping would take 150 days, or 5.3 cycles, with an estimated cost of $330,029.89. In total the project would take 240 days for 8.75 cycles with an estimated cost of $539,048.83. Klose inquired about the trench costs for comparison. Wentland stated that in 2020 the total cost of the trench was $77,602.76 but after a FEMA reimbursement of $60,995.34, the total was brought to $16,607.42. Wentland stated that doing this project in 2024 would cost approximately $80,222.50. Wentland stated that if a permanent drain were to be placed during the project the Department of Emergency Services would be willing to help with funding the permanent drain but will not assist with funds for a temporary project. Daren Peterka, Interstate Engineering, stated that he has been working with Fish & Wildlife for a temporary solution. Peterka stated that Fish & Wildlife has jurisdiction over the area in question due to easements they have placed. Peterka stated that they have identified permanent solutions ranging from $700,000 to $4.4 million and that due to previous FEMA projects Fish & Wildlife has certain control over the costs affiliated with the area and that their budget would be able to handle a $700,000 project which would be a pumping option and would cover the costs of preliminary engineering that would identify what would need to be completed for alternative options, getting plans and specifications for the project, and do a solicitation of the government agencies that they would need to complete an environmental document. Peterka presented a cost estimate of $83,500 with a cost reimbursement of 75% from federal, 15% from state, and 10% from local agencies, which would be a local match of $8,350.00. Taylor questioned how long it would take for water levels to drop after implementation of the trench, Wentland stated that he would estimate around 8 months. A motion to begin the project and compose a letter for participation to Fish & Wildlife for a permanent solution option was made by Taylor, seconded by Morris. Roll call vote: Wolsky, Morris, Taylor, Klose, and Bergquist voted aye. Motion carried.

Wentland presented a request to build a dike and fill in the rights of way on County Road 39 near Crystal Springs. A request was made of Wentland to complete this work which will prohibit water from closing the roadway. A motion for Wentland to build the dam was made by Wolsky, seconded by Bergquist. Motion carried.

Shannon Davis, HR Director, requested approval to create and update the job descriptions for Legal Secretary I & Legal Secretary II in the State's Attorney's office. Legal Secretary I would be an entry level position with the removal of the legal degree and years of experience requirements. Legal Secretary II would require an educational and years of experience at the time of hire. A motion to approve the job description updates effective immediately was made by Bergquist, seconded by Taylor. Motion carried.

Davis requested approval to implement the newly created job description for Transport Officer COIII that is included in the 2024 budget. The primary role for this position is to assist with the transportation of inmates and assist in Corrections when needed. A motion to approve the job description was made by Morris, seconded by Wolsky. Motion carried.

Davis requested approval to update the job description for Transport Officer COIII. A motion to approve the updated job description in Corrections was made by Morris, seconded by Wolsky. Motion carried.

Davis requested the approval to update and create job descriptions within the Maintenance Department. A position for Maintenance Director was developed to oversee maintenance in the LEC, Memorial Building, Vet's Building, Extension, and Courthouse buildings. Davis requested to update job descriptions for Maintenance Engineer II & Maintenance Engineer I regarding the newly created position. A motion to approve the updated job descriptions in the Maintenance Department was made by Bergquist, seconded by Morris. Motion carried.

Davis requested the approval to update and create job descriptions within the Road Department effective January 1, 2025. Davis requested to reinstate the Assistant Highway Superintendent, but to combine it with the Road Foreman to create the position Assistant Highway Superintendent/Road Foreman. This position would be responsible for the oversight of road maintenance and construction projects and assisting in providing work direction to staff while providing a variety of para-professional engineering work. The Gravel Coordinator position has evolved into a position that requires a supervisory level, and the new job title would be Site Supervisor/Assistant Road Foreman which would allow the position to coordinate gravel location and obtain gravel for the county's use, oversee smaller projects, CDL license instructor, and performing site preparation within the department. A motion to approve the updated job descriptions in the Road Department for implementation on January 1, 2025 was made by Taylor, seconded by Wolsky. Motion carried.

Chad Jackson, Jail Administrator, presented a request for out of state travel to attend the annual TurnKey Corrections Conference on September 24-26 in Wisconsin with a total cost of $700-$800. A motion to allow the out of state travel was made by Wolsky, seconded by Bergquist. Motion carried.

Kaiser presented the Stutsman County Fair Association Lease Agreement. Kaiser stated that the building on the shooting range is no longer utilized by the city or county. The lease with the fair board is currently through the City of Jamestown, and the city attorney has agreed to adjust the lease to remove county responsibility for the building and expenses affiliated with the building. Kaiser stated that he has been looking for new area for the pistol range due to development in the current area.

Jerry Bergquist, County Commissioner, presented the Crystal Springs Watershed Initiative Agreement. Bergquist stated that there was a steering committee created by the Stutsman County Water Resource Board. Mike Gunsch, Houston Engineering, clarified the amendments to the Engineering Service Agreement that were made due to verbiage. Gunsch stated that the water resource board approved the agreement after the amendments and that the next steps are to secure local match funding. A motion to proceed with the Engineering Services Agreement was

made by Morris, seconded by Bergquist. Roll call vote: Morris, Taylor, Klose, Bergquist, and Wolsky voted aye. Motion carried.

Alonge presented an update on the 2024 estimated tax notices. Alonge stated that there were townships and taxing entities that had levy calculations just over the amount allowed without a special election. This was due to the decrease in taxable value in 2024.

Fritz Fremgen, State's Attorney, presented his monthly report. Morris questioned where information on dock permits can be found within the report. Fremgen stated he has been prioritizing other cases and has not made progress with the dock permits. Morris requested that dock permit status be included on reports.

At 11:14 a.m. the Commission recessed for the County Park Board meeting.

Official Proceedings of the Stutsman County Park Board – September 3, 2024

At 11:20 a.m., Chairman Klose called the regular meeting of the Stutsman County Park Board to order. Jerry Bergquist, Chad Wolsky, Joan Morris, Levi Taylor, Mark Klose, Merri Mooridian and Henry Steinberger (via phone) were present.

A motion to approve August 2024 meeting minutes was made by Morris, seconded by Taylor. Motion carried.

Karl Bergh, Park Superintendent, presented an update on the playground project and grant application to Garrison Diversion. Bergh stated that the project is estimated to cost a total of $114,000. A request was made to Farmers Union for up to $6,000 in-kind donation. Bergh applied for a 50% grant through the vendor. If the grants are approved, the order will be placed for the equipment which would be delivered and stored until spring.

Bergh requested permission to hold County Camping weekend at Lakeside Campground the weekend of September 28, which will also be a Wellness Committee event. A motion to approve the request was made by Wolsky, seconded by Mooridian. Motion carried.

A motion to approve the monthly park bills was made by Mooridian, seconded by Bergquist. Roll call vote: Taylor, Klose, Mooridian, Bergquist, Wolsky, Morris, and Steinberger voted aye. Motion carried.

	County Park Fund	
16450	CENTRAL SALES	$ 20.00
16453	COLE PAPERS INC	$ 205.08
16457	GAHNER SANITATION SERVICE	$ 1,750.00
16475	MTI DISTRIBUTING, INC	$ 76.45
16483	O'REILLY AUTOMOTIVE INC	$ 75.77
16498	STUTSMAN RURAL WATER DISTRICT	$ 583.12
16502	TWO RIVERS PRINTING	$ 412.00
16515	VISA AUD 1683	$ 393.50

At 11:31 a.m. a motion to adjourn the meeting was made by Bergquist, seconded by Steinberger. Motion carried.

At 11:31 a.m. the Commission was called back to order.

A motion to approve the monthly bills was made by Wolsky, seconded by Taylor. Roll call vote: Klose, Bergquist, Wolsky, Morris, and Taylor voted aye. Motion carried.

	General Revenue Fund		16504	VERIZON WIRELESS- SO	$ 3,328.23
16443	ATTORNEY GENERAL OFFICE-1250	$ 3,725.00	16515	VISA AUD 1683	$ 1,865.62
16445	BRADEMEYER, LARRY	$ 1,118.90	16508	VISA EMS 1790	$ 1,733.94
16446	CABLE SERVICES	$ 47.31	16510	VISA SCCC 1949	$ 3,678.57
16448	CDW GOVERNMENT INC	$ 39.02	16511	VISA SO 1840	$ 1,882.49
16451	CHS CREDIT CARD DEPT	$ 3,714.98	16514	WILHELM CHEVROLET BUICK GMC	$ 7,785.11
16452	CLEMENS, EILEEN	$ 1,441.40		**E 911 Phone System Fund**	
16453	COLE PAPERS INC	$ 1,665.83	16508	VISA EMS 1790	$ 52.16
16456	DACOTAH PAPER CO	$ 257.11		**County Roads Fund**	
16458	GALLS, LLC	$ 28.80	16444	BORDER STATES PAVING INC	$ 19,398.83
	GRAY, JEREMY	$ 90.45	16447	CAPITAL ONE TRADE CREDIT	$ 1.85
	GRAY, JEREMY	$ 25.46	16449	CENTRAL BUSINESS SYSTEMS INC	$ 90.00
	GRAY, JEREMY	$ 52.93	16455	CUSTOM CONTRACTING SOLUTIONS, LLC	$ 187.50
	GRAY, JEREMY	$ 24.79	16464	HOME OF ECONOMY	$ 79.99
	GRAY, JEREMY	$ 22.78		MONTPELIER CITY AUDITOR - DD	$ 58.00
	GRAY, JEREMY	$ 55.61	16477	NAPA AUTO PARTS	$ 996.36
	GRAY, JEREMY	$ 134.00	16481	NICKY'S SPARE TIME	$ 70.00
	GRAY, JEREMY	$ 91.00	16482	NORTHWEST TIRE INC.	$ 692.88
	GRAY, JEREMY	$ 48.24	16486	OTTER TAIL POWER CO	$ 401.55
	GRAY, JEREMY	$ 22.78	16493	ROUGHRIDER SIGNS & DESIGNS	$ 30.00
	GRAY, JEREMY	$ 24.79	16494	SCHMIDT, JOSEPH	$ 7,108.53
	GRAY, JEREMY	$ 25.46	16501	TRUE NORTH STEEL	$ 35,327.00
	GRAY, JEREMY	$ 51.59	16506	VESTIS	$ 462.79
	GRAY, JEREMY	$ 25.46	16516	VISA RD 1766	$ 201.41
16459	GUARDIAN RFID	$ 8,639.00	16513	WHITE CAP L.P.	$ 1,860.00
16461	HAUT FUNERAL HOME	$ 475.00		**Emergency Fund**	
	HEHR, AMY	$ 42.88	16494	SCHMIDT, JOSEPH	$ 8,684.13
	HEHR, AMY	$ 45.56		**Weed Control Fund**	
	HEHR, AMY	$ 91.00	16442	AG SPRAY EQUIPMENT	$ 46.19
	HEHR, AMY	$ 42.88	16447	CAPITAL ONE TRADE CREDIT	$ 171.43
	HEHR, AMY	$ 45.56	16465	JAMESTOWN CITY BALER	$ 24.34
	HEHR, AMY	$ 134.00	16474	MENARDS - JAMESTOWN WEED	$ 88.59
16462	HIGH POINT NETWORKS	$ 864.00	16479	NAPA AUTO PARTS-WEED	$ 31.04
16463	HOLLAND, ANGELA	$ 64.00	16480	NEWMAN SIGNS	$ 68.75
16466	JAMESTOWN EMS EDUCATION	$ 20.00	16486	OTTER TAIL POWER CO	$ 68.64
16467	JETSTREAM CAR WASH	$ 651.82	16489	R & B MOTORSPORTS	$ 44.88
16468	JOHNSON,JANET L	$ 17.24		**Veterans Service Fund**	
16469	KLABO, DONNA M	$ 2,291.19	16508	VISA EMS 1790	$ 87.07
16470	KOTACO	$ 3,974.69		**County Agent Fund**	
16471	LARRY'S AUTO GLASS	$ 60.00	16490	R&H MAINTENANCE	$ 400.00
16472	MARQUART,ANDREW S	$ 720.00	16492	ROST,ANGELA	$ 131.32
16473	MDU	$ 671.23	16495	SERVICEMASTER OF JAMESTOWN	$ 2,520.00
16476	MURRAY,BLAINE	$ 1,732.04	16509	VISA EXT 3424	$ 2,074.55
16478	NAPA AUTO PARTS-LEC	$ 275.96		**Human Service Zone Fund Total**	$5,670.53
16484	OFFICE OF THE STATE AUDITOR	$ 22,600.00		**Commisary Fund**	
16488	QUADIENT LEASING USA, INC.	$ 164.58	16510	VISA SCCC 1949	$ 896.71
16491	REIMERS GENERAL PARTNERSHIP	$ 20.00		**Information Technology Capital Fund**	
16496	SIEGLER, MARGARET	$ 413.91	16448	CDW GOVERNMENT INC	$ 951.28
16497	STECKLER, EDMUND L	$ 2,340.51		**Bond Fund**	
16499	SUMMIT FOOD SERVICE, LLC	$ 16,686.09	16454	COMPUTERSHARE CORPORATE TRUST	$338,481.26
16500	SWIFT, JOANN	$ 704.74		**Wages**	
16503	VALLEY OFFICEWORKS	$ 25.98		Friday, August 23rd, 2024	$874,976.68

At 11:33 a.m. a motion to adjourn the meeting was made by Morris, seconded by Bergquist. Motion carried.

ATTEST:

Jessica Alonge Auditor/COO	Mark T. Klose Commission Chairman