Official Proceedings of the Stutsman County Commission – September 15, 2020

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

Mark Gehlhar from Winfield Township was present to request a loan for road construction. They are requesting $18,000 with a term of three years. The road is not eligible for FEMA funding. Gumke made a motion, seconded by Schwartz, to approve the request. Ova, Gumke, Schwartz, Cichos, and Klose voted aye. Motion carried.

Mickey Nenow, Highway Superintendent, discussed awarding bids for two FEMA projects west of Cleveland. FEMA will cover 85% of the costs. Schwartz made a motion to award the two projects to Sherbenske Inc., seconded by Gumke. Gumke, Schwartz, Cichos, Klose, and Ova voted aye. Motion carried.

Corry Shevlin, JSDC, requested a letter of support for the greenhouse and infrastructure projects. Cichos made a motion, seconded by Ova to send the letter of support. Schwartz, Cichos, Klose, Ova, and Gumke voted aye. Motion carried.

Nicole Meland, Auditor/COO, presented the 2021 final budget review. The estimated CARES funding will be $590,463.31, and we have received $412,000 so far. We should also be receiving $51,000 in FEMA funding for COVID expenses. The change in health insurance plans will require an initial deposit of $175,000. The unassigned general fund balance is at 50% which is higher than what is required by the fund balance policy. Corrections revenue and expenses are both under budget. Meland expects a $20,000 shortfall in State Aid and Highway Aid will have an estimated shortfall of $265,000. Revenue will be significantly less than budgeted in Road and Bridge, but several expense areas are under budget as well. The Emergency Fund balance will be approximately $230,000 by the end of 2020. The employer contribution of $12,700 for dental insurance was added, and health insurance costs will be $134,000 less than the preliminary budget because of the change in insurance plans. A 2% step increase in salaries would add $82,500. The total mill levy with all the proposed changes would be 78.51 which is a 4 mill increase. The increase can be attributed to the Emergency Fund. Meland recommends keeping the CARES funding in the FEMA account until we know the effects of COVID on the 2020 and 2021 revenue. If it is put in the Emergency Fund, it cannot be designated for any other use. Meland recommends using the General Fund balance for the insurance deposit and levy 1.5 additional mills for the Emergency Fund. Schwartz made a motion to designate CARES funding to a 2% salary step increase and the remainder in the general fund to reduce the mill levy increase, seconded by Gumke. This would reduce the general fund levy by 3.29 mills, and levy 3.29 mills for the Emergency fund, resulting in no increase. Roll call vote: Cichos-no, Klose-no, Ova-yes, Gumke-yes, Schwartz-yes. Motion carried. Meland will prepare the final budget based on these recommendations for the budget hearing on October 6th.

The November 3rd Commission meeting falls on Election Day. It will be rescheduled to Thursday, November 5th at 4:00 p.m.

Meland discussed the retirement of the Emergency Manager/911 Coordinator. He is considering either the end of 2020 or beginning of 2021. Meland would like to advertise soon for the position and give Jerry time with the replacement for training. Schwartz made a motion to approve advertising for the position, seconded by Cichos. Motion carried.

An Employment Agreement for the Auditor/COO position was discussed. Meland has received another job offer but would be willing to stay if an agreement was reached with the conditions listed. The commission requested more time to think about the agreement. A special meeting was scheduled for 8:00 a.m. on Friday, September 18th.

At 5:19 p.m., the Commission meeting recessed for the County Park Board meeting.

Official Proceedings of the Stutsman County Park Board

At 5:20 p.m., the County Park Board meeting was called to order. Dennis Ova, Ramone Gumke, David Schwartz, Steven Cichos, Mark Klose, and Joan Morris (via phone) answered the roll call. Jason Houge was absent.

Karl Bergh, Park Superintendent, presented his monthly report. They are preparing for fall work now that camping has slowed down. They are going to pump all 20 vaults. They will be moving 30-40 trees.

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

County Park Fund, BORDER STATES PAVING INC $4,994.10; DAKOTA VALLEY ELECTRIC $8.00; DAN POLAND MACHINE INC $135.05; GAHNER SANITATION SERVICE $1,050.00; JEFF HOFMANN LLC $676.98; NORTHERN PLAINS ELECTRIC COOPERATIVE $1,269.55; NORTHWEST TIRE INC $75.89

At 5:24 p.m., Schwartz made a motion to adjourn the Park Board meeting, seconded by Cichos. Motion carried.

At 5:24 p.m., the Commission meeting was called back to order.

Commissioner Ova asked about rural voting. Absentee ballot applications were mailed to voters in the rural precincts where the polling places were closed. Early voting and election day voting will take place in Jamestown.

Ova made a motion to approve the mid-month bills and taxable meals, seconded by Cichos. Ova, Gumke, Schwartz, Cichos, and Klose voted aye. Motion carried.

General Revenue Fund, A & B BUSINESS INC $302.44; ANDRES,DORINDA $121.90; BEHAVIORAL INTERVENTIONS $424.80; BROPHY, DOREEN $11.93; CDW GOVERNMENT INC $37.56; CENTRAL BUSINESS SYSTEMS INC $996.61; CENTURYLINK $1,074.26; COLE PAPERS INC $426.58; DACOTAH PAPER CO $357.68; DAKOTA CENTRAL TELECOMM $641.67; DAKOTA MAILING $799.00; DALSTED & RYAN P C $1,091.00; DAN POLAND MACHINE INC $234.00; DIEDE, MONICA $779.37; FORUM COMMUNICATIONS COMPANY $1,546.66; FUOSS, DOROTHY $15.59; GAND $100.00; GEIGER, DARRELL $72.23; HEADLAND, RONALD $13.63; HOFMANN, DANIEL $220.00; HOLMSTROM, NADINE $17.09; HOLZWORTH, MERCEDEZ $227.00; INFORMATION TECHNOLOGY DEPT $1,010.45; INNOVATIVE OFFICE SOLUTIONS, LLC $132.81; JAMESTOWN COMMUNICATIONS INC $10,649.00; JAMESTOWN COMMUNITY CORRECTIONS $256.50; JETSTREAM CAR WASH $55.80; KRAUSE, BRENDA

$16.71; KURTZ, SHELLY $8.62; LAMBRECHT, WADE $18.02; LANGUAGE LINE SERVICES $75.00; LUBENOW, OWEN $24.19; MARQUART,ANDREW S $1,035.00; MDU $69.23; NORTHERN PLAINS ELECTRIC COOPERATIVE $67.00; NOVA FIRE PROTECTION LLC $205.00; OTIS ELEVATOR COMPANY $2,723.30; OTTER TAIL POWER CO $11,415.38; OWENS, SANDRA $9.47; PLUMBMASTER $178.56; PRESORT PLUS $4,656.84; PROTECTION SYSTEMS, INC. $1,655.83; QUADIENT FINANCE USA – SS $1,000.00; QUADIENT FINANCE USA, INC. – AUD $1,000.00; RECORD KEEPERS $32.00; RELIAS LEARNING LLC $3,865.84; RM STOUDT INC $101.26; ROGERS, PHILIP $5.13; SANFORD $158.98; SC CORRECTIONS $1,188.25; SCHAFFER,DIANNE $60.00; SPITZER, RYAN $41.80; STEAM BROTHERS $450.00; SUMMIT FOOD SERVICE, LLC $7,227.89; SUNSET LAW ENFORCEMENT $301.68; SZARKOWSKI, JORDAN $55.03; TDS METROCOM $289.40; TDS METROCOM – SS $69.36; THOMSON REUTERS $394.90; TRANE U.S. INC $311.33; TVEDT, SALLY $211.54; WARNER, CHAD $248.40; WHARTON, LADONNA $139.18; ZENKER, BROOKS $24.80; E 911 Phone System Fund, DAKOTA CENTRAL TELECOMM $230.57; DAKOTA CENTRAL TELECOMMUNICATIONS $277.00; INFORMATION TECHNOLOGY DEPT $171,155.10; JAMESTOWN COMMUNICATIONS INC $10,587.00; TDS METROCOM $24.46; County Roads Fund, ABERDEEN AREA RADIATOR, LLC $565.00; AMERIPRIDE SERVICES $470.21; BORDER STATES PAVING INC $22,595.66; BUFFALO CITY DIESEL $75.19; BUTLER MACHINERY CO $329.56; CENTRAL BUSINESS SYSTEMS INC $59.70; CITY OF STREEETER $61.75; CLEVELAND CITY WATER & SEWER $100.70; DAKOTA CENTRAL TELECOMM $172.89; FACTORY MOTOR PARTS CO $196.13; FARGO FREIGHTLINER $44.31; FARMERS UNION OIL CO-CENEX $1,664.20; FLEETPRIDE $175.31; HIGH PLAINS WATER $60.00; KRAMLICH MICHAEL $110.40; KRAMLICH, MYRON $162.15; MDU $109.79; MEDINA CITY AUDITOR $88.00; MENARDS – JAMESTOWN $14.99; MORRIS SEALCOAT & TRUCKING INC $341,348.79; NAPA AUTO PARTS $471.97; NEWMAN SIGNS $529.72; NORTHERN PLAINS ELECTRIC COOPERATIVE $62.00; NORTHWEST TIRE INC $372.04; OTTER TAIL POWER CO $638.31; PRAXAIR DISTRIBUTION INC $154.45; PRODUCTIVITY PLUS ACCOUNT $541.71; QUALITY REPAIR INC $29.56; RM STOUDT INC $191.65; STREETER COOP OIL $1,697.09; SWANSTON EQUIPMENT CO $177.98; TDS METROCOM – RD $6.26; TOWE, JEREMY W $101.78; WILLEYS SEPTIC TANK SERVICE $130.00; WOODWORTH FARMERS GRAIN CO $1,282.26; ZABKA, KEVIN $235.75; Weed Control Fund, BLUE TARP FINANCIAL, INC. $9.54; DAKOTA CENTRAL TELECOMM $113.10; JAMESTOWN CITY BALER $18.06; NORTHWEST TIRE INC $333.15; OTTER TAIL POWER CO $40.92; RANDY'S AUTO EXPRESS $150.00; STUTSMAN CO ROAD DEPT $170.81; WARNE CHEMICAL & EQUIPMENT CO $244.50; Veterans Service Fund, CENTURYLINK $15.05; TDS METROCOM $4.15; Human Service Zone Human Service Fund Total, $9,089.53; Camping Fee Fund, LAZY FISH, LLC $3,905.00; Commissary Fund, JAMESTOWN SUN $214.76; Drug Program Fund Total, $487.42; County Correctional Center Construction Fund, ROUGH RIDER INDUSTRIES $2,580.00; SETINA MFG. CO., INC $944.00; FEMA, WINFIELD TOWNSHIP #62 – DD $6,115.98; COURTENAY TOWNSHIP #11 – DD $6,985.82; GERMANIA TOWNSHIP #20 – DD $4,763.33; SEVERN TOWNSHIP #48 – DD $7,355.43; STREETER TOWNSHIP #54 – DD $2,605.25

At 5:29 p.m., Schwartz made a motion to adjourn, seconded by Ova. Motion carried.

ATTEST:

Jessica Alonge
Chief Deputy Auditor

Mark T. Klose
Commission Chairman