Official Proceedings of the Stutsman County Commission- November 7, 2017

At 4:00 p.m., Chairman Mark Klose called the regular meeting of the Stutsman County Commission to order. Dennis Ova, Dale Marks, David Schwartz, Craig Neys, and Mark Klose answered the roll call.

Jessica Alonge, Interim Recorder/Deputy Auditor, presented a list of un-cashed checks that are over a year old for cancellation. Schwartz made a motion to cancel the checks, seconded by Ova. Motion carried.

Jamison Veil, City of Jamestown Assessor, presented a request for approval of Loose's Subdivision within the 1-mile extra-territorial zone of Jamestown. Kelly Rott has applied for approval of a subdivision Plat. He is looking to sell a portion of an un-platted area with an Auditor's Lot. The City needs approval from the County for this subdivision. The preliminary hearing has already been done, but there is still a final hearing if there are any issues. This is a minor subdivision with no dedication of right-of-way, no new construction, and no easements. The city has no concerns. Neys made a motion to approve Loose's Subdivision, seconded by Marks. Motion carried.

Daniel Schwartz from Wenck Engineering presented a pre-disaster mitigation grant for new generators for critical facilities and infrastructure. This is a 75/25 split grant with 75% federal funding and 25% local share. Jerry Bergquist, Emergency Manager, engaged Wenck Engineering to prepare applications for six generators for critical facilities and infrastructure within Stutsman County/City of Jamestown. The application for this grant is due November 14th. The City of Jamestown and Jamestown Fire Department signed MOUs and cost-share commitment letters for the main lift and the Fire Department generators. The county would only act as a flow-through entity for the funding. For the county generator, we have three years from the time that the grant is approved to replace the generator and budget for the 25% share. The current generator at the LEC is not adequate to operate the entire Courthouse and LEC. This will be rolled into a state sponsored application. Ova made a motion to enter into the MOUs and sign a cost share commitment letter, seconded by Schwartz. Ova, Marks, Schwartz, Neys, and Klose voted aye. Motion carried.

Mark Klose discussed the James River Clean-up Project to clear up some questions. Representatives from the Stutsman County Water Board were present to answer questions and explained that they originally formed a committee for the project that explored several avenues for funding for the project. The State Water Board denied their original request for funding because of changes in legislation. The governor's office was contacted and it was determined that there was money available through CDBG funding. The original amount of the grant was $50,000 but was expanded to $150,000. The Water Board met with the City of Jamestown after the last County Commission meeting, and it was decided the City of Jamestown would take the lead on the project to work with the engineering firm and be the applicant on the grant. There is still an issue with the $150,000 match and who will provide the funds. Schwartz made a motion, seconded by Neys, to turn over responsibility for the grant to the City. Motion carried.

John from the Stutsman County Water Board requested approval from the county to use an alternate board member in case of absence of a regular board member. There have been times when sickness, vacation, etc. have prevented the board from meeting because they do not meet quorum. Neys made a

motion, seconded by Marks, to allow the Water Board to use the alternate member as needed in absence of a regular member. Motion carried.

Mickey Nenow, County Highway Superintendent presented his monthly report. The culvert projects on Hwy 10 and by Spiritwood Lake have been completed.

Nenow discussed the 2018 road project to be completed with the CNOC money. This would be 1 mile south of Butler Machinery on County Road 39 and west to Hwy 281. One mile is between the City of Jamestown and Homer Township that the County would take over. There is approximately $132,000 of CNOC money remaining. The preliminary engineering would be the County's cost and would be approximately $20,000 to $25,000. Schwartz made a motion to approve preliminary engineering, seconded by Marks. Marks, Schwartz, Neys, Klose, and Ova voted aye. Motion carried. Schwartz made a motion to enter into the road-swap agreements with Homer Township and City of Jamestown prior to starting preliminary engineering, seconded by Marks. Marks, Schwartz, Neys, Klose, and Ova voted aye. Motion carried.

Chad Jackson requested out of state travel in January in Las Vegas, NV for a workshop covering legal issues regarding housing of prisoners. The cost would be approximately $2,500 which is in the budget. Jackson wants to get approval to secure registration and room reservations. Ova made a motion to approve the travel request, seconded by Neys. Motion carried.

Fritz Fremgen, State's Attorney presented his monthly report. Assistant State's Attorney Jeff Davis submitted a letter of resignation, so we need to start the hiring process for a new ASA. Fremgen has posted ads on various sites and hopes to hire someone soon.

Chad Kaiser presented his monthly report. He had a request for court security during master calendar hours on Mondays, Wednesdays, and Thursdays. The previous judge only wanted security when he felt it was needed, but statute says that the Sherriff's office is required to provide security. Most other counties have full-time security. There is a shortage of staff during the day to provide security full-time. Kaiser discussed with Judge Narum that budgets are done through the next year and it will be difficult to find funds for a new employee. Kaiser is working on solutions to cover with existing staff or using reserve deputies. The judges will be providing a letter of request.

Nicole Meland, Interim Auditor/COO presented the new job descriptions for Auditor/COO and Chief Deputy Auditor/Recorder. The personnel committee approved these descriptions last week. These positions follow the new format and are more general. Schwartz made a motion to accept the job descriptions as written, seconded by Ova. Neys, Klose, Ova, Marks, and Schwartz voted aye. Motion carried.

Mark Klose discussed the Auditor/COO position. He recommended forming a committee of some internal and external members to screen applications and select a few for interviews. Schwartz recommended waiting until the first of the year to begin the advertising and hiring process since things are going well.

Dave Schwartz presented a request to close the Courthouse on November 24th. Ova made a motion to give employees the 24th off, seconded by Neys. Motion carried.

At 5:04 p.m., the County Commission recessed for the County Park Board meeting.

Official Proceedings of the Stutsman County Park Board, November 7, 2017

At 5:06 p.m., Mark Klose called the regular meeting of the Stutsman County Park Board to order. Mark Klose, Jason Houge, Robert Woodward, Dennis Ova, Dale Marks, and David Schwartz answered the roll call.

A motion was made by Neys, seconded by Ova to approve the minutes of the October meeting. Motion carried.

A motion was made by Schwartz, to approve the monthly bills, seconded by Houge. Klose, Ova, Marks, Schwartz, Neys, Houge and Woodward voted aye. Motion carried.

	County Park Fund	
77046	ARNESON INC	$195.00
77060	CENTURYLINK	$4.55
77077	DAKOTA RENTAL CENTER LLC	$117.70
77095	GCR TIRE CENTERS	$52.17
77097	GUN & REEL SPORTS INC	$29.99
77101	HANSON TIRE SERVICE	$430.00
77105	HOME OF ECONOMY	$95.93
77117	MAC'S INC	$187.94
77123	MENARDS - JAMESTOWN	$109.97
77128	NAPA AUTO PARTS-PARK	$16.97
77145	PRAXAIR DISTRIBUTION INC	$34.25
77170	STUTSMAN RURAL WATER DISTRICT	$361.40
77178	TRUE VALUE (PARK DEPT)	$40.48
77181	VALLEY PLAINS EQUIPMENT	$182.41
77183	VILLAGE FAMILY SERVICE CENTER	$79.80
77185	VISA AUD 1683	$86.97

Marlyn Bertsch presented his monthly report. They have been working on the new office building and all the docks have been brought in. The Corps of Engineers have offered to pay for a vault bathroom at Parkhurst. The Corps would pay the $18,000 cost of the bathroom, and the county would only have to dig the hole. Houge made motion, seconded by Woodward to do the digging for the new bathroom. Motion carried.

Nicole Meland, Interim Auditor/COO discussed the Jamestown Reservoir Dredging Project. Dave Schwartz got an estimate from a contractor that is less than the previous estimate from Garrison Diversion but still more than we have dedicated in funding. Game and Fish has $10,000 of funding to put towards the project and Dakota Anglers might be able to contribute as well. Schwartz made a motion to approve the contract from Game and Fish, seconded by Neys. Motion carried.

At 5:13 p.m., Neys made a motion to adjourn the park board meeting, seconded by Schwartz. Motion carried.

At 5:13 p.m., the county commission meeting was called to order. Marks made a motion to approve the minutes of the October meetings, seconded by Ova. Motion carried.

Neys made a motion to pay the monthly bills, seconded by Schwartz. Ova, Marks, Schwartz, Neys, and Klose voted aye. Motion carried.

	General Revenue Fund		77195	WILHELM CHEVROLET BUICK GMC	$607.65
77042	A & B BUSINESS INC	$512.35		**E 911 Phone System Fund**	
77044	APPLIED CONCEPTS INC	$3,094.00	77050	BROWN & SAENGER	$22.17
77047	ATTORNEY GENERAL OFFICE-1250	$3,385.00	77073	CUMMINS NPOWER LLC	$350.81
77050	BROWN & SAENGER	$537.35	77182	VERIZON WIRELESS	$46.04
77051	BUFFALO CITY DIESEL	$816.83	77186	VISA EMS 1790	$372.00
77052	BUILDERS FIRSTSOURCE	$23.90		**County Roads Fund**	
77055	CASS COUNTY TREASURER	$1,302.00	77043	AMERIPRIDE SERVICES	$420.53
77056	CBM FOOD SERVICE	$11,398.42	77048	BORDER STATES PAVING INC	$13,051.68
77057	CDW GOVERNMENT INC	$4,359.80	77049	BROCK WHITE COMPANY	$15,477.00
77058	CENEX FLEETCARD	$2,539.77	77051	BUFFALO CITY DIESEL	$460.43
77059	CENTRAL BUSINESS SYSTEMS INC	$52.50	77053	BUTLER MACHINERY CO	$1,622.50
77061	CHAMBER OF COMMERCE	$253.00	77063	CITY OF JAMESTOWN	$14.75
77063	CITY OF JAMESTOWN	$3,557.73	77064	CITY OF MONTPELIER	$43.00
77066	CLASSIC COUNTRY KSJB	$150.00	77065	CITY OF STREEETER	$61.75
77068	COLE PAPERS INC	$1,223.39	77067	CLEVELAND CITY WATER & SEWER	$95.70
77072	CULINEX	$281.44	77071	CREATIVE ENERGY	$3,424.67
77073	CUMMINS NPOWER LLC	$350.82	77078	DALLMANN SERVICES	$13,312.53
77074	DACOTAH PAPER CO	$1,722.49	77079	DAN POLAND MACHINE INC	$110.92
77076	DAKOTA MAILING	$720.00	77092	FARMERS UNION OIL CO-CENEX	$2,297.38
77080	DIAMOND DRUGS INC	$12.45	77093	FASTENAL CO	$26.17
77081	DIEDE,LARRY	$357.58	77094	FINANCIAL MANAGEMENT DIVISION	$206,513.70
77082	DOUBLE S LAWN SERVICES LLC	$200.00	77103	HIGH PLAINS WATER	$20.00
77083	DOWNTOWN DENTAL	$188.00	77108	INTERSTATE ENGINEERING	$1,203.46
77084	DREHER, LINDSAY	$36.70		KRAMLICH MICHAEL	$51.36
77085	DUNN, CHLOE	$140.25	77117	MAC'S INC	$46.72
77087	ECOLAB PEST ELIMINATION DIV	$134.29	77121	MDU	$266.27
77088	ELECTION SYSTEMS & SOFTWARE	$10,782.50		MEDINA CITY AUDITOR - DD	$70.85
77089	ELKNATION, MARK	$25.00	77123	MENARDS - JAMESTOWN	$361.12
77090	EMERGENCY TRAINING ASSOCIATES ND	$320.00	77126	NAPA AUTO PARTS	$1,364.99
	FRANKLIN, KIMBERLY	$109.14	77129	ND ASSOCIATION OF COUNTIES	$550.00
77096	GRAYBAR	$266.88	77130	ND DEPT OF TRANSPORTATION	$6,653.19
77098	GUNDERSON, SHERI	$25.00	77136	NEWMAN SIGNS	$87.76
77099	GUNDERSON, TROY	$25.00	77137	NICKY'S SPARE TIME	$70.00
77102	HARRISON, BRANDI	$144.64	77138	NORTH DAKOTA ONE CALL	$24.00
77104	HOLLAND, ANGELA	$124.00	77139	NORTHERN PLAINS ELECTRIC	$22.00
77105	HOME OF ECONOMY	$87.74	77140	NORTHWEST TIRE INC	$1,089.81
77106	INFORMATION TECHNOLOGY DEPT	$607.75	77141	OTTER TAIL POWER CO	$609.43
77107	INSURE FORWARD	$50.00	77144	POWER PLAN	$22.18
77109	IPROMOTEU	$640.04	77146	PRODUCTIVITY PLUS ACCOUNT	$937.45
	JACKSON, CHAD	$398.58	77149	QUILL CORPORATION	$65.99
77110	JAMESTOWN CITY BALER	$5.00	77158	SCHLECHT, ARNOLD	$590.00
77111	JAMESTOWN COMMUNICATIONS INC	$226.50		SINCLAIR,JOHN	$70.62
77112	JAMESTOWN I-94 EXXON	$83.00	77164	STREETER COOP OIL	$2,241.20
	JENKINS, CONNIE	$53.50	77169	STUTSMAN COUNTY GLASS	$420.00
77114	JETSTREAM CAR WASH	$1,128.78	77170	STUTSMAN RURAL WATER DISTRICT	$115.79
77115	KAISER, DAWN	$1,250.00	77174	TITAN MACHINERY - BISMARCK	$116.70
	KAISER,CHAD	$90.00	77183	VILLAGE FAMILY SERVICE CENTER	$665.00
77116	LANGUAGE LINE SERVICES	$93.71	77184	VINING OIL CO	$2,227.02
77117	MAC'S INC	$20.73	77188	VISA RD 1766	$1,128.07
77118	MAILFINANCE	$913.95	77193	WALMART COMMUNITY BRC RD	$239.41
77119	MARQUART,ANDREW S	$3,056.29	77194	WEST END HIDE & FUR	$25.68
77120	MAXAIR, LLC	$71.00	77196	WOODWORTH FARMERS GRAIN CO	$72.64

	MCPHERSON,CIARA	$190.94		**Social Services Fund Total**	$31,105.75
77121	MDU	$1,206.47		**Weed Control Fund**	
77122	MEDICINE SHOPPE	$387.36	77050	BROWN & SAENGER	$773.96
77124	MIDMACH	$5,000.00	77095	GCR TIRE CENTERS	$146.65
77125	MOSER,JESSICA	$37.45	77117	MAC'S INC	$32.15
77127	NAPA AUTO PARTS-LEC	$456.14	77141	OTTER TAIL POWER CO	$53.50
77129	ND ASSOCIATION OF COUNTIES	$2,790.00	77183	VILLAGE FAMILY SERVICE CENTER	$66.50
77142	PHARMCHEM INC	$2,432.00		**Veterans Service Fund**	
77143	PLUMBMASTER	$139.64		BRATTON,DAVID G	$212.00
77147	PROTECTION SYSTEMS, INC.	$750.00	77153	RAMADA FARGO	$240.30
77149	QUILL CORPORATION	$275.29	77183	VILLAGE FAMILY SERVICE CENTER	$39.90
77151	RADENZ, MARY	$25.00		**County Agent Fund**	
77152	RADENZ, WYATT	$25.00	77050	BROWN & SAENGER	$56.95
77154	RAMKOTA HOTEL & CONFERENCE CENTER	$1,590.30	77075	DAKOTA CENTRAL TELECOMMUNICATIONS	$263.35
77155	RECORD KEEPERS	$29.00	77132	NDSU EXTENSION SERVICE DEPT 7270	$70.13
77156	RM STOUDT INC	$1,022.85	77150	R&H MAINTENANCE	$400.00
77159	SIMPSON, JASON	$25.00	77183	VILLAGE FAMILY SERVICE CENTER	$53.20
	SMAAGE,JOSH	$53.50	77187	VISA EXT 3424	$157.03
	SMAAGE,JOSH	$53.50		**Commissary Fund**	
	SMAAGE,JOSH	$37.45	77054	CABLE SERVICES	$47.31
77161	STANLEY, JOHN	$25.00	77180	TURNKEY CORRECTIONS	$207.63
77162	STEIN'S INC	$966.37		**Courthouse Building Fund**	
77163	STEWART, MORGAN	$321.00	77045	ARCTIC ZONE REFRIGERATION	$3,204.80
77171	SUPREME COURT OF ND	$25.00	77091	ENTERPRISE SALES CO	$38,682.00
77173	THOMPSON, WENDY	$838.94		**County Correctional Center Construction Fund**	
77175	TRANE U.S. INC	$325.00	77143	PLUMBMASTER	$1,213.77
77176	TRAUT LAWN IRRIGATION INC	$400.00		**Capital Project Fund**	
77182	VERIZON WIRELESS	$1,207.16	77108	INTERSTATE ENGINEERING	$84,026.20
77183	VILLAGE FAMILY SERVICE CENTER	$2,181.20	77166	STUTSMAN CO ROAD DEPT	$897.60
77185	VISA AUD 1683	$372.10		**Document Preservation Fund**	
77186	VISA EMS 1790	$2,304.00	77185	VISA AUD 1683	$13.71
77188	VISA RD 1766	$100.00		**Road & Bridge Building Fund**	
77189	VISA SCCC 1949	$1,824.35	77126	NAPA AUTO PARTS	$170.99
77190	VISA SO 1840	$622.85		**County Hazardous Chemical Account Total**	$42.96
77192	WALMART COMMUNITY BRC EMS	$72.23		**Job Incentive Fund**	
	WHITE,DANIEL	$90.00	77113	JAMESTOWN STUTSMAN DEVELOPMENT CORP	$943.65
				Wages- Wednesday, October 15, 2017	$593,042.30

At 5:15 p.m. a motion to adjourn the meeting was made by Schwartz, seconded by Marks. Motion carried.

ATTEST:

Nicole Meland
Interim Auditor/COO

Mark T. Klose
Commission Chairman