Official Proceedings of the Stutsman County Commission – December 7, 2021

At 3:30 p.m., Chairman Klose called the meeting to order. Joan Morris, Steven Cichos (via phone) and Mark Klose answered the roll call. Dennis Ova and Ramone Gumke were absent.

Morris made a motion, seconded by Cichos, to approve the minutes of the November 2021 meetings. Motion carried.

Jim Stewart from Arntson Stewart and Wegner PC discussed the University of Jamestown bond and loan modification agreement. The county issued this bond in 2016. The bond proceeds were used to finance the new arena. The bank has agreed to extend the maturity of the bonds to December 1st, 2026. A public hearing is required to extend the maturity date. The county is not liable if payments are not made by the University. There are no other changes to the terms of the bond besides the maturity date. These bonds must go through the county or city for the interest to be tax exempt.

Commissioner Gumke joined the meeting via phone at 3:33 p.m.

Commissioner Morris and Commissioner Gumke declared a conflict of interest in the University of Jamestown bond issue. Cichos made a motion to approve the modification to the bond, seconded by Klose. Motion carried.

Mark Attleson, LEC Maintenance Supervisor discussed replacing the flooring in the LEC basement in the hallways and meeting rooms. There is money budgeted and would like to purchase the materials this year. This was approved by the LEC Governing Authority. Cichos made a motion to approve the purchase, seconded by Morris. Gumke, Morris, Cichos, and Klose voted aye. Motion carried.

Fritz Fremgen, State's Attorney, presented his monthly report. They are continuing with their records management project.

Mark Attleson and Jim Fettig, maintenance supervisors, discussed installing window tint on the second floor of the LEC. It was approved by the LEC Governing Authority. Morris made a motion to approve purchase of the window tint, seconded by Gumke. Morris, Cichos, Klose, and Gumke voted aye. Motion carried.

Attleson discussed issues with the water heater for the jail. It is 19 years old and had a life expectancy of 10-15 years. It will cost $18,860 and there is $11,000 in the capital budget planned for this project in 2022. They were budgeting for replacement, but water heaters have doubled in price this year. The interim fund can be used if necessary. Cichos made a motion to approve purchase of the water heater, seconded by Gumke. Cichos, Klose, Gumke, and Morris voted aye. Motion carried.

Jim Fettig discussed purchase of a backpack vacuum and floor buffing machine. They have a quote from Cole for the floor buffer for $4,463.98 and the vacuum for $634.94. They would also like to purchase a snowblower when one is available for $1,600. Morris made a motion to approve all three purchases, seconded by Cichos. Klose, Gumke, Morris, and Cichos voted aye. Motion carried.

Tyler Perleberg, Tax Director/Zoning Administrator presented an application for abatement for parcel 76-1400050 in Kensal. The property was damaged by fire in June. The land is valued at $1,200. There is also a detached garage and tool shed. Perleberg would value the outbuildings at $500, so the total value would

be $1,700. The value would take effect as of June 27th. Morris made a motion to approve, seconded by Gumke. Gumke, Morris, Cichos, and Klose voted aye. Motion carried.

Andrew Kirking, Emergency Manager/9-1-1 Coordinator discussed the Stutsman County Multi-Hazard Mitigation Plan. Nexus Planning & Consulting helped put the plan together. FEMA and the state have approved it. This is done every 5 years and opens up funding for projects, and it is a requirement for the Emergency Management Performance grant. The cities will also need to sign their own resolutions. Cichos made a motion to approve the plan, seconded by Morris. Morris, Cichos, Klose, and Gumke voted aye. Motion carried.

Shannon Larson, Human Resource Director, discussed board appointments. There is one position open on the Regional Airport Authority, and one application submitted from Keith Veil. He is currently on the board. Cichos made a motion to approve, seconded by Gumke. Motion carried.

There are two positions open on the Park Board, and two people applied. It is a three-year term. Chad Wolsky and Robert Martin submitted applications. Morris made a motion to appoint Martin, seconded by Gumke. Motion carried. Morris discussed dock permit violations from Chad Wolsky. Morris made a motion to re-advertise for the other Park Board position.

There is one position for a three-year term on the Buffalo Bridges Human Service Zone Board. Tracy Johnk applied, and she is currently serving on the board. Cichos made a motion to appoint Tracy, seconded by Morris. Motion carried.

There is one open position on the Water Resource Board, and one applicant. Tony Roorda is currently serving on the board. Morris made a motion to appoint Roorda, seconded by Cichos. Motion carried.

There are two positions open on the Weed Control Board. There were two applicants, Kim Lees and Benjamin Lee. Kim is currently on the board. Cichos made a motion to appoint Kim Lees, seconded by Morris. Motion carried. There was no motion on Benjamin Lee.

Larson discussed revised job descriptions for Communication Specialist, Lead Communication Specialist, and Communication Supervisor. There were some changes to the job duties and the grades were changed. They have been approved by the personnel committee and were included in the 2022 budget. Cichos made a motion to accept the revised job descriptions, seconded by Gumke. Cichos, Klose, Gumke, and Morris voted aye. Motion carried.

Larson discussed the job description for the Director of IT. The grade for this position was increased. The personnel committee recommended it for approval. Cichos made a motion to approve, seconded by Morris. Klose, Gumke, Morris, and Cichos voted aye. Motion carried.

Larson discussed the revised job description for the Human Resource Director/Assistant Finance Director. The job title and grade were changed, and additional duties were added. Morris made a motion to approve, seconded by Cichos. Gumke, Morris, Cichos, and Klose voted aye. Motion carried.

Larson discussed the Auditor/COO job description. Jessica Alonge has been acting as the Interim Auditor/COO and is interested in taking the position permanently. Morris made a motion to appoint Jessica Alonge as the permanent Auditor/COO, seconded by Cichos. The Board would like to review salary figures further and do the appointment and the salary at the same time. Gumke made a motion to move the issue to the next meeting, seconded by Cichos. Motion carried.

Klose discussed evaluations for Jessica Alonge, Karl Bergh, and Mickey Nenow. Klose will conduct Nenow's evaluation, Morris will conduct Alonge's, and Gumke will conduct Bergh's.

Larson discussed the Village EAP contract. It is up for renewal at the end of 2021. There were no changes to the cost per employee. There are approximately 164 full time employees at $30 per employee, for a cost of $4,920.00. This contract will go through 2024. Cichos would like some updated figures on usage of the program and discuss again at the next meeting.

Alonge discussed a Drug Task Force Asset Forfeiture Request. They will be paying the prosecutor $108.60. Morris made a motion to approve, seconded by Cichos. Motion carried.

Beer and Liquor License Applications were presented for the Anchor Bar, Buchanan Bar, Jamestown Country Club, Lazy Fish LLC, Windsor Bar, Ypsi Bar, and Hitchin' Post. Morris made a motion to approve, seconded by Cichos. Motion carried.

Alonge requested approval for a year-end check run on December 30th. Gumke made a motion to approve, seconded by Morris. Motion carried.

At 4:37 p.m., the Commission meeting recessed for the County Park Board meeting.

Official Proceedings of the Stutsman County Park Board – December 7, 2021

At 4:37 p.m., the Park board meeting called to order. Ramone Gumke (via phone), Joan Morris, Steven Cichos (via phone), Mark Klose, Robert Martin, and Jason Houge answered the roll call. Dennis Ova was absent.

Morris made a motion to approve the minutes of the November 2021 meetings, seconded by Martin. Motion carried.

Lucas Dockter discussed the proposed agreement for the Marina building rental. The area of operation for the lease was changed to extend to the north. They purchased a cooler for $6,750. They also added a liquor license in addition to beer. They increased the number of docks and plan to have some for public access so people could park their boats and come to the Marina. The lease agreement needs to be cleaned up to remove references to the Bureau of Reclamation and then can be signed.

Darin Gerlach, Lazy Fish LLC, discussed a project application. They would like to remove a few trees and add a patio and event area with a 30x40 structure. Lazy Fish will be paying for the project. Morris made a motion to approve the request, seconded by Gumke. Motion carried.

Gerlach also discussed the boat ramp at Lazy Fish. They have been talking with Game and Fish and would like to improve the existing ramp, add an additional ramp, and add a floating fishing pier. There is a grant available where Gmae and Fish would cover 75% and the County would cover 25%. The project would cost approximately $90,000.

A cabin permit transfer request from Krapp to Perleberg was presented. Houge made a motion to approve, seconded by Gumke. Motion carried.

Cabin permit renewals for Councilman, Maier, Mooridian, Habeck, and Haugen were presented. Houge made a motion to approve, seconded by Gumke. Motion carried.

Karl Bergh, Park Superintendent, discussed an invoice from the Weed Board. They received an invoice for $7,000. This is for spraying around the park and purchase of chemicals to do their own spraying. This is not related to the additional acreage acquired from the Bureau of Reclamation. Houge made a motion to not pay the bill, seconded by Morris. Morris, Cichos, and Houge voted aye. Martin voted no.

Ryan and Lisa Carlson discussed a grazing permit. They have been renting the land from Hank Telken. The permit is in Hank Telken's name, but the Carlson's paid the lease fee. The Carlson's need written confirmation for a USDA program that they are renting the land. Morris made a motion to assign the lease to the Carlson's, seconded by Houge. Motion carried.

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

	County Park Fund				
7622	ARNESON INC	$121.50	7678	LINDE GAS & EQUIPMENT	$63.74
7630	CAPITAL ONE TRADE CREDIT	$4.17	7689	ND DEPT OF MOTOR VEHICLE	$11.50
7645	DOCKTER, LUCAS	$6,750.00	7696	NORTHWEST TIRE INC	$36.39
7650	ERIC NORDSTROM - SPIRITWOOD RESORT	$10,972.00	7718	STUTSMAN RURAL WATER DISTRICT	$103.98
7653	FARMERS UNION OIL CO-CENEX	$60.00	7729	VISA AUD 1683	$857.44
7656	GAHNER SANITATION SERVICE	$1,050.00	7738	WEST END HIDE & FUR	$44.66

At 5:10, Morris made a motion to adjourn the Park Board meeting, seconded by Houge. Motion carried.

At 5:11 p.m., the Commission meeting was called back to order.

Morris raised a question about purchases of chairs through the ND Association of Counties. There is a discount for ordering through them.

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

	General Revenue Fund		7651	EXNER, TIM	$5,261.61
7619	A & B BUSINESS INC	$313.47	7652	FARGO FREIGHTLINER	$114.40
7620	A & R ROOFING CO INC	$804.00	7653	FARMERS UNION OIL CO-CENEX	$5,922.58
7624	BEAR, TINA	$140.00	7654	FINANCIAL MANAGEMENT DIVISION	$155,647.55
7625	BECKLEY, TAMI	$44.00	7657	GOHNER, DONALD	$1,451.40
7626	BLUE360 MEDIA	$228.74	7659	HOFMANN, RAYMOND	$1,363.00
7629	CABLE SERVICES	$47.31	7660	HOME OF ECONOMY	$3.28
7631	CDW GOVERNMENT INC	$117.16	7661	INDUSTRIAL MAID	$4,319.70
7632	CENEX FLEETCARD - SO	$3,449.51	7665	JAMESTOWN CITY AUDITOR	$377.25
7634	CENTRAL BUSINESS SYSTEMS INC	$124.48	7671	JOHN DEERE FINANCIAL	$930.57
7635	CENTURYLINK	$348.10		KRAMLICH MICHAEL	$142.24
7636	CHAMBER OF COMMERCE	$550.00		KRAMLICH, MYRON	$143.92
7640	COLE PAPERS INC	$249.89	7674	KRAPP,OREN	$4,202.60
7641	COOKS CORRECTIONAL	$149.01	7676	LEONARD GESKE ESTATE	$5,913.00
7643	DACOTAH PAPER CO	$772.04	7678	LINDE GAS & EQUIPMENT	$308.85
	DAVIS, BRIAN	$45.00	7679	LITTLE FALLS MACHINE INC	$456.16
7646	DOUBLETREE WEST FARGO	$259.20	7683	MDU	$99.09
	FREMGEN,FRITZ	$110.66	7684	MENARDS - JAMESTOWN	$215.95
7658	HANSON TIRE SERVICE	$744.00		MONTPELIER CITY AUDITOR - DD	$58.00
7662	INNOVATIVE OFFICE SOLUTIONS, LLC	$174.05	7686	NAPA AUTO PARTS	$938.54
7665	JAMESTOWN CITY AUDITOR	$3,266.69	7693	NICKY'S SPARE TIME	$70.00
7666	JAMESTOWN COMMUNICATIONS INC	$131.00	7696	NORTHWEST TIRE INC	$881.63
7667	JAMESTOWN COMMUNITY CORRECTIONS	$400.00	7697	NORTHWESTERN EQUIPMENT INC	$4,090.89

7668	JAMESTOWN PLUMBING & HEATING	$15.87	7699	OTTER TAIL POWER CO	$208.54
7669	JEFFREY D DOYLE INC	$2,181.50	7702	POWER PLAN	$387.08
7670	JETSTREAM CAR WASH	$535.99	7710	SANFORD HEALTH OCCUPATIONAL MEDICINE	$147.00
7672	KOROPATNICKI, DANIAL	$42.79	7711	SCHEMPP, JEFF	$7,877.00
7673	KOSTECKY, JAMIE	$15.00	7712	SCHLECHT, ARNOLD	$952.70
7680	MARQUART,ANDREW S	$1,503.00	7714	SJOSTROM, JOLENE	$18.76
7681	MATTHEW BENDER & CO INC	$343.46	7716	STREETER COOP OIL	$1,359.45
7682	MCGILLIVRAY, TERRENCE	$21.00	7718	STUTSMAN RURAL WATER DISTRICT	$109.73
7683	MDU	$2,861.13	7721	SZARKOWSKI, PAUL	$1,463.00
7685	MORRIS, JOAN L	$196.00	7722	TDS METROCOM - RD	$1.01
7687	NARDINI FIRE EQUIPMENT OF ND	$246.50	7724	TOWE, JEREMY W	$151.20
7688	ND ASSOCIATION OF COUNTIES	$1,228.00	7728	VINING OIL CO	$1,264.09
7689	ND DEPT OF MOTOR VEHICLE	$11.50	7732	VISA RD 1766	$363.92
7690	NDACE	$150.00	7736	WAGNER, DALE	$3,441.00
7691	NEWMAN SIGNS	$650.42	7738	WEST END HIDE & FUR	$381.78
7692	NEXUS PLANNING & CONSULTING LLC	$9,900.00		ZABKA, KEVIN	$87.36
7694	NORTH DAKOTA SURPLUS PROPERTY	$50.00		**Foster Care Trust Fund**	
7695	NORTHERN SAFETY TECHNOLOGY INC	$537.36	7717	STUTSMAN CO TREASURER	$3,769.93
7698	NOVA FIRE PROTECTION LLC	$373.12		**Emergency**	
7701	POST BOARD	$225.00	7655	FORUM COMMUNICATIONS COMPANY	$274.59
7703	QUADIENT, INC.	$1,591.98	7663	INTERSTATE ENGINEERING	$57,880.81
7704	QUILL CORPORATION	$758.77		**Veterans Service Fund**	
7707	RECORD KEEPERS	$66.00	7730	VISA EMS 1790	$1.56
7708	ROEMMICH, LINDSAY	$17.00		**County Agent Fund**	
7709	SANFORD HEALTH (NORTH)	$1,000.00		ANDERSON, STEPHANIE	$189.00
	SCHAFFER,DIANNE	$60.00		BARNES,ROBIN	$112.00
7713	SCOTT'S ELECTRIC LLC	$68.00		BARNES,ROBIN	$28.00
7715	STEIN'S INC	$1,198.37		BARNES,ROBIN	$86.40
7719	SUMMIT FOOD SERVICE, LLC	$22,429.72	7647	ECOLAB PEST ELIMINATION DIV	$118.97
7720	SUNSET LAW ENFORCEMENT	$4,070.45	7675	LEAF	$109.00
7723	TK INNOVATIONS LLC	$400.00	7705	R&H MAINTENANCE	$400.00
7726	TWO RIVERS PRINTING	$643.10	7731	VISA EXT 3424	$2,190.47
7727	VERIZON WIRELESS	$872.37		**Human Service Zone Human Service Fund Total**	$7,530.36
7729	VISA AUD 1683	$3,083.07		**Commissary Fund**	
7730	VISA EMS 1790	$457.42	7700	PHOENIX SUPPLY	$66.87
7733	VISA SCCC 1949	$2,369.73	7725	TURNKEY CORRECTIONS	$247.44
7734	VISA SO 1840	$1,003.14	7733	VISA SCCC 1949	$200.00
7739	WILHELM CHEVROLET BUICK GMC	$6,297.22		**Drug Program Fund Total**	$651.08
	E 911 Phone System Fund			**Information Technology Capital Fund**	
7649	ELECTRONIC COMMUNICATIONS BISMARCK	$625.00	7729	VISA AUD 1683	$12,829.20
7664	INTERSTATE POWERSYSTEMS	$690.00		**Road & Bridge Building Fund**	
	County Roads Fund		7732	VISA RD 1766	$199.95
7621	ARAMARK	$310.86		**County Sheriff Capital Fund**	
7627	BUFFALO CITY DIESEL	$540.92	7723	TK INNOVATIONS LLC	$3,900.00
7628	BUTLER MACHINERY CO	$5,017.45		**FEMA**	
7630	CAPITAL ONE TRADE CREDIT	$109.26		EDMUNDS TOWNSHIP #15 - DD	$10,131.35
7634	CENTRAL BUSINESS SYSTEMS INC	$66.00		EDMUNDS TOWNSHIP #15 - DD	$1,350.85
7637	CITY OF STREEETER	$61.75		GERMANIA TOWNSHIP #20 - DD	$5,148.00
7638	CLARK,DENNIS B	$306.00		GERMANIA TOWNSHIP #20 - DD	$686.40
7639	CLEVELAND CITY WATER & SEWER	$100.70		WINFIELD TOWNSHIP #62 - DD	$292.07
7642	CREATIVE ENERGY	$411.80		WINFIELD TOWNSHIP #62 - DD	$38.93
7644	DAN POLAND MACHINE INC	$2,361.15		**Wages**	
				Wednesday, November 24, 2021	$696,643.06

At 5:13 p.m., Morris made a motion to adjourn the meeting, seconded by Cichos. Motion carried.

ATTEST:

Jessica Alonge Interim Auditor/COO	Mark T. Klose Commission Chairman