

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	
4585	BORDER STATES PAVING INC	\$4,994.10
4601	DAKOTA VALLEY ELECTRIC	\$8.00
4603	DAN POLAND MACHINE INC	\$135.05
4612	GAHNER SANITATION SERVICE	\$1,050.00
4626	JEFF HOFMANN LLC	\$676.98
4640	NORTHERN PLAINS ELECTRIC COOPERATIVE	\$1,269.55
4641	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		4620	INFORMATION TECHNOLOGY DEPT	\$171,155.10
4579	A & B BUSINESS INC	\$302.44	4623	JAMESTOWN COMMUNICATIONS INC	\$10,587.00
	ANDRES, DORINDA	\$121.90	4672	TDS METROCOM	\$24.46
4583	BEHAVIORAL INTERVENTIONS	\$424.80		County Roads Fund	
4586	BROPHY, DOREEN	\$11.93	4580	ABERDEEN AREA RADIATOR, LLC	\$565.00
4590	CDW GOVERNMENT INC	\$37.56	4581	AMERIPRIDE SERVICES	\$470.21
4592	CENTRAL BUSINESS SYSTEMS INC	\$996.61	4585	BORDER STATES PAVING INC	\$22,595.66
4593	CENTURYLINK	\$1,074.26	4588	BUFFALO CITY DIESEL	\$75.19
4596	COLE PAPERS INC	\$426.58	4589	BUTLER MACHINERY CO	\$329.56
4597	DACOTAH PAPER CO	\$357.68	4592	CENTRAL BUSINESS SYSTEMS INC	\$59.70
4598	DAKOTA CENTRAL TELECOMM	\$641.67	4594	CITY OF STREEETER	\$61.75
4600	DAKOTA MAILING	\$799.00	4595	CLEVELAND CITY WATER & SEWER	\$100.70
4602	DALSTED & RYAN P C	\$1,091.00	4598	DAKOTA CENTRAL TELECOMM	\$172.89
4603	DAN POLAND MACHINE INC	\$234.00	4606	FACTORY MOTOR PARTS CO	\$196.13
4604	DIEDE, MONICA	\$779.37	4607	FARGO FREIGHTLINER	\$44.31
4610	FORUM COMMUNICATIONS COMPANY	\$1,546.66	4608	FARMERS UNION OIL CO-CENEX	\$1,664.20
4611	FUOSS, DOROTHY	\$15.59	4609	FLEETPRIDE	\$175.31
4613	GAND	\$100.00	4616	HIGH PLAINS WATER	\$60.00
4614	GEIGER, DARRELL	\$72.23		KRAMLICH MICHAEL	\$110.40
4615	HEADLAND, RONALD	\$13.63		KRAMLICH, MYRON	\$162.15
4617	HOFMANN, DANIEL	\$220.00	4634	MDU	\$109.79
4618	HOLMSTROM, NADINE	\$17.09	4635	MEDINA CITY AUDITOR	\$88.00
4619	HOLZWORTH, MERCEDEZ	\$227.00	4636	MENARDS - JAMESTOWN	\$14.99
4620	INFORMATION TECHNOLOGY DEPT	\$1,010.45	4637	MORRIS SEALCOAT & TRUCKING INC	\$341,348.79
4621	INNOVATIVE OFFICE SOLUTIONS, LLC	\$132.81	4638	NAPA AUTO PARTS	\$471.97
4623	JAMESTOWN COMMUNICATIONS INC	\$10,649.00	4639	NEWMAN SIGNS	\$529.72
4624	JAMESTOWN COMMUNITY CORRECTIONS	\$256.50	4640	NORTHERN PLAINS ELECTRIC COOPERATIVE	\$62.00
4627	JETSTREAM CAR WASH	\$55.80	4641	NORTHWEST TIRE INC	\$372.04
4628	KRAUSE, BRENDA	\$16.71	4645	OTTER TAIL POWER CO	\$638.31
4629	KURTZ, SHELLY	\$8.62	4648	PRAXAIR DISTRIBUTION INC	\$154.45
4630	LAMBRECHT, WADE	\$18.02	4650	PRODUCTIVITY PLUS ACCOUNT	\$541.71
4631	LANGUAGE LINE SERVICES	\$75.00	4654	QUALITY REPAIR INC	\$29.56
4632	LUBENOW, OWEN	\$24.19	4658	RM STOUTD INC	\$191.65
4633	MARQUART, ANDREW S	\$1,035.00	4666	STREETER COOP OIL	\$1,697.09
4634	MDU	\$69.23	4670	SWANSTON EQUIPMENT CO	\$177.98
4640	NORTHERN PLAINS ELECTRIC COOPERATIVE	\$67.00	4673	TDS METROCOM - RD	\$6.26
4642	NOVA FIRE PROTECTION LLC	\$205.00	4676	TOWE, JEREMY W	\$101.78
4644	OTIS ELEVATOR COMPANY	\$2,723.30	4682	WILLEYS SEPTIC TANK SERVICE	\$130.00
4645	OTTER TAIL POWER CO	\$11,415.38	4683	WOODWORTH FARMERS GRAIN CO	\$1,282.26
4646	OWENS, SANDRA	\$9.47		ZABKA, KEVIN	\$235.75
4647	PLUMBMASTER	\$178.56		Weed Control Fund	
4649	PRESORT PLUS	\$4,656.84	4584	BLUE TARP FINANCIAL, INC.	\$9.54
4651	PROTECTION SYSTEMS, INC.	\$1,655.83	4598	DAKOTA CENTRAL TELECOMM	\$113.10
4652	QUADIENT FINANCE USA - SS	\$1,000.00	4622	JAMESTOWN CITY BALER	\$18.06
4653	QUADIENT FINANCE USA, INC. - AUD	\$1,000.00	4641	NORTHWEST TIRE INC	\$333.15
4656	RECORD KEEPERS	\$32.00	4645	OTTER TAIL POWER CO	\$40.92
4657	RELIAS LEARNING LLC	\$3,865.84	4655	RANDY'S AUTO EXPRESS	\$150.00
4658	RM STOUTD INC	\$101.26	4667	STUTSMAN CO ROAD DEPT	\$170.81
4659	ROGERS, PHILIP	\$5.13	4680	WARNE CHEMICAL & EQUIPMENT CO	\$244.50
4661	SANFORD	\$158.98		Veterans Service Fund	
4662	SC CORRECTIONS	\$1,188.25	4593	CENTURYLINK	\$15.05
	SCHAFFER, DIANNE	\$60.00	4672	TDS METROCOM	\$4.15
4664	SPITZER, RYAN	\$41.80		Human Service Zone Human Service Fund Total	\$9,089.53
4665	STEAM BROTHERS	\$450.00		Camping Fee Fund	
4668	SUMMIT FOOD SERVICE, LLC	\$7,227.89		LAZY FISH, LLC	\$3,905.00
4669	SUNSET LAW ENFORCEMENT	\$301.68		Commissary Fund	
4671	SZARKOWSKI, JORDAN	\$55.03	4625	JAMESTOWN SUN	\$214.76

4672	TDS METROCOM	\$289.40		Drug Program Fund Total	\$487.42
4674	TDS METROCOM - SS	\$69.36		County Correctional Center Construction Fund	
4675	THOMSON REUTERS	\$394.90	4660	ROUGH RIDER INDUSTRIES	\$2,580.00
4677	TRANE U.S. INC	\$311.33	4663	SETINA MFG. CO., INC	\$944.00
4678	TVEDT, SALLY	\$211.54		FEMA	
	WARNER, CHAD	\$248.40		WINFIELD TOWNSHIP #62 - DD	\$6,115.98
4681	WHARTON, LADONNA	\$139.18		COURTENAY TOWNSHIP #11 - DD	\$6,985.82
4684	ZENKER, BROOKS	\$24.80		GERMANIA TOWNSHIP #20 - DD	\$4,763.33
	E 911 Phone System Fund			SEVERN TOWNSHIP #48 - DD	\$7,355.43
4598	DAKOTA CENTRAL TELECOMM	\$230.57		STREETER TOWNSHIP #54 - DD	\$2,605.25
4599	DAKOTA CENTRAL TELECOMMUNICATIONS	\$277.00			

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