Official Proceedings of the Stutsman County Commission

January 2, 2007

At 4:00 p.m. the regular monthly meeting of the Stutsman County Commission was called to order by Vice-Chairman Klose. Roll call was answered by Douglas Kaiser, Craig Neys, Dennis Ova, Dale Marks, and Mark Klose.

A motion to approve the minutes of the December, 2006 meetings was made by Kaiser and seconded by Neys. Motion carried.

The Commission proceeded to reorganize for 2007. Noel Johnson, COO, asked for nominations for Chairman. A motion was made by Kaiser and seconded by Ova to nominate Mark Klose for Chairman. Neys made a motion that was seconded by Kaiser to cast a unanimous ballot for Mark Klose for Chairman. Motion carried.

Mark Klose chaired the remainder of the meeting.

A motion was made by Kaiser and seconded by Marks to nominate Dennis Ova for Vice-Chairman. Neys made a motion that was seconded by Marks to cast a unanimous ballot for Dennis Ova for Vice-Chairman. Motion carried.

Mike Zimmerman, County Road Superintendent, asked for permission to advertise for bids for a new motor grader. The purchase was in his 2007 budget. He recommended going to a 7 year replacement program instead of the current policy of replacing motor graders every 5 years. Kaiser made a motion that was seconded by Marks to advertise for bids for a new motor grader. Motion carried.

Mr. Zimmerman indicated that the shop foreman, Hartley Hoyt, was retiring so he asked for permission to advertise for a replacement. A motion was made by Ova and seconded by Kaiser to advertise for a shop foreman and to retain all full time positions which may require advertising for another position if any are vacated to fill the foreman position. Motion carried.

Jerry Bergquist, Chairman of the Personnel Committee, reviewed the history of the County's pay plan and the employee classification system. A revised classification system was approved in 2002. All employees had job descriptions and they were placed on a grade and step pay system that was competitive with the local job market. The pay plan consultant recommended a plan review every five years. The personnel committee reviewed Correction Officer wages. The Committee was recommending a grade increase for all correction officers.

Tracey Trapp, LEC Administrator, presented a list of Correction Officers that had resigned in 2006. Ten officers had resigned. There were a total of 22 positions so the turnover was almost 50%. Exit interviews indicated that wages and benefits were the most common reason for leaving. When advertising for CO I positions, he did not advertise the starting wage. It was over a $1.00 per hour below what the starting wage for the same position at the James River Correctional Center in Jamestown. He presented a list of all Correction Officers and their wage if a grade increase was given. The total cost of approximately $29,000 was included in the 2007 LEC budget. He also recommended a policy that would allow CO I positions to move up to a CO III position after 4 years of employment and after successfully completing testing for the position. This policy and better wages would help to retain trained employees. Kaiser made a motion that was seconded by Neys to give all Correction Officers a one-grade raise and to place the employees on the pay scale per the employee manual policy. This raise would be effective immediately. Roll call vote - Ova, Marks, Kaiser, Neys and Klose all voted aye.

A motion was made by Ova and seconded by Kaiser to contact the County's wage consultant for an estimate on the cost for a comprehensive review of the County's pay plan. Motion carried.

Neys made a motion that was seconded by Ova to appoint Bob Martin to the Stutsman County Weed Board. Motion carried.

Marks made a motion that was seconded by Ova to authorize the following 2007 automatic transfers and bills that could be paid on demand. Roll call vote -Marks, Kaiser, Neys, Klose and Ova all voted aye.

2007 Automatic Transfers:

Annual:

Budgeted health insurance amounts to the Hospital Insurance Fund;

Data Processing:

A budgeted transfer of $119,000 as needed from the County Social Security Fund (Automation Levy) to the Data Processing Fund;

Monthly:

Transfer $18,300 from the General Fund and 9-1-1 Fund to the County Correction Fund for dispatchers;

As Needed:

Transfer revenues from the Emergency Human Service Fund to the Regional Child Support Fund;

Transfer revenues from the Victim/Witness Assessment Fund to the Victim Witness Advocate Fund;

Transfer revenues from the Health Insurance Levy Fund to the Hospital Insurance Fund.

2007 Bills to be Paid on Demand:

Utilities - water, sewer, garbage, electricity and gas

Postage

State's Attorneys' filing fees with the North Dakota Supreme Court.

A motion was made by Neys and seconded by Kaiser to appoint Dennis Nelson to a four-year term on the Regional Airport Authority Board. Motion carried.

Kaiser made a motion that was seconded by Marks to pay the monthly bills. Roll call vote - Kaiser, Neys, Klose, Ova and Marks all voted aye.

2006 Accounts Payable:

Fund	Warrant No	Amount	Vendor Name
GENERAL			
	0037101	16.00	BALCO UNIFORM CO. INC
	0037103	50.00	BERCIER/NICK
	0037104	50.00	BEYER/JANESSA
	0037105	50.00	BEYER/KALSIE
	0037115	20.82	CARQUEST AUTO PARTS
	0037116	24.50	CENEX AMPRIDE CREDIT CARD
	0037119	365.27	CITY OF JAMESTOWN
	0037121	167.91	COLE PAPERS INC
	0037124	25.00	COMMISSION FOR CONTINUING EDUCATION
	0037134	35.25	DEIDE/CAITLIN
	0037142	31.48	FIRESTONE STORES OF JAMESTOWN
	0037145	75.00	FREMGEN/FRITZ
	0037147	266.44	GALL'S INC
	0037149	33.75	GOTER/DARIN
	0037150	103.92	GRAYBAR
	0037152	25.00	HANSON/KRISTI
	0037153	5,630.41	HAROLDSON'S OFFICE SUPPLY
	0037156	29.99	HEER ELECTRONICS
	0037161	17.00	INSTITUTE OF LOCAL GOVT
	0037167	25.00	KNOLL/ESTHER
	0037172	9.38	LANGE/GAYL
	0037182	510.00	MERRICK & SCHAAR P.C.
	0037185	72.00	MIDWEST MANAGEMENT
	0037186	10.00	MIDWESTERN MACHINES
	0037191	150.00	N D NEWSPAPER ASSOCIATION
	0037193	305.00	NATIONAL DISTRICT ATTNY ASSN
	0037198	50.00	NELSON/CHARLIE
	0037200	209.62	OFFICELAND
	0037204	25.00	OLAFSON/BRAYANN
	0037206	50.00	ORETTA/GINA
	0037207	1,673.47	OTIS ELEVATOR COMPANY
	0037208	1,185.00	OVERHEAD DOOR CO OF FARGO

	0037210	25.00	PARTRIDGE/OSWALD
	0037211	11.25	PEKARSKI/ALICE
	0037213	40.00	PERLEBERG/JOANNE
	0037216	178.00	PRESS ROOM/THE
	0037217	25.00	PRESSER/KYLE
	0037221	32.13	READEL/KRISTA
	0037224	25.00	RODE/BOBBI
	0037225	25.00	RUDNICK/JENNA
	0037228	65.63	SALWEI/GREG
	0037231	1,344.37	SCHERR/JODIE KOCH
	0037237	25.00	SIMMONS/BECKY
	0037247	25.00	SUPREME COURT OF NORTH DAKOTA
	0037249	25.00	SYVERSON/KIMBERLY
	0037251	103.41	TDS METROCOM
	0037253	25.00	THOMAS/JOELLE
	0037254	35.62	THOMPSON/JAN
	0037257	30.63	TORGERSON/DAVID
	0037261	467.45	UNIFORM CENTER
	0037262	25.00	VAUGHN/JENNIFER
	0037264	27.00	VISA
	0037278	28.75	WILLMAN/ANGIE
		13,881.45	Final Total
RESTORATIVE JUSTICE FUND			
		72.00	Final Total
911 EMERGENCY PHONE SYSTEM			
	0037251	11.56	TDS METROCOM
		11.56	Final Total
ROAD FUNDS			
	0037106	110.70	BLOOM OIL CO
	0037110	854.13	BUTLER MACHINERY CO
	0037114	2,490.00	CARLSON/RYAN & LISA
	0037115	66.52	CARQUEST AUTO PARTS
	0037119	10.00	CITY OF JAMESTOWN
	0037120	358.88	CLARK/JAMIE
	0037125	896.40	COOK/RODNEY
	0037139	1,387.16	FARGO TRAILER CENTER INC
	0037141	97.82	FASTENAL CO
	0037143	625.00	FORKLIFTS OF MINNESOTA, INC
	0037157	885.00	HOFMANN/MARGARET
	0037168	1,320.00	KRAPP/OREN
	0037171	1,665.00	LANG/BETTY
	0037176	117.74	M D U
	0037177	14.30	MAC'S INC
	0037189	419.39	N A P A AUTO PARTS
	0037192	504.00	N W TIRE INC
	0037194	2,011.95	NCS MINERALS
	0037199	223.11	NORTHERN SAFETY TECHNOLOGY INC
	0037200	46.75	OFFICELAND
	0037218	105.72	QUALITY SERVICE & REPAIR
	0037219	35.83	QUILL CORP
	0037234	150.93	SEARS COMMERCIAL ONE
	0037246	7.12	STUTSMAN COUNTY ROAD DEPT
	0037256	187.90	TITAN MACHINERY
	0037258	150.00	TRANSPORTATION TECHNOLOGY
	0037263	2,908.00	VINING OIL CO.
	0037266	757.30	WALLWORK INC/W W
	0037272	582.47	WALMART COMMUNITY BRC
	0037274	111.78	WEST END HIDE & FUR
		19,100.90	Final Total
UNORGANIZED TOWNSHIP ROADS			
	0037246	7,300.38	STUTSMAN COUNTY ROAD DEPT
		7,300.38	Final Total
REGIONAL CHILD SUPPORT ENFORCEMENT UNIT			
		4,591.92	Final Total
SOCIAL SERVICES			
		33,403.17	Final Total
COUNTY PARK			
	0037098	1,262.00	ANDERSON/DEAN
	0037118	1,262.00	CICHOS/STEVEN J
	0037169	10,000.00	KREBSBACH BACKHOE SERVICE
	0037175	16.65	LORENZ/DENNIS
	0037220	43.62	QWEST
	0037236	25.00	SECRETARY OF STATE
	0037279	96.00	ZACHMEIER MFG
		12,705.27	Final Total

COUNTY CORRECTIONAL CENTER			
		747.00	AMERICAN COMMUNICATIONS INC
	00370	197.29	AMERICAN COMMUNICATIONS INC
	95	95.00	AMERICAN RED CROSS
	00370	302.54	APOTHECARY PRODUCTS INC
	96	157.50	BROWN/DORINDA
	00370	18.38	C H CARPENTER LUMBER CO
	97	36.00	CENTRAL BUSINESS SYSTEMS, INC
	00371	479.37	CITY OF JAMESTOWN
	0037121	1,110.51	COLE PAPERS INC
	0037126	274.16	COUNTY MARKET
	0037128	1,353.04	CURTIS ELECTRIC
	0037129	1,482.62	DACOTAH PAPER CO
	0037130	575.50	DAKOTA CLINIC, LTD
	0037131	148.00	DAN POLAND MACHINE INC
	0037133	1,735.89	DEAN FOODS NC, INC
	0037137	102.50	ECOLAB PEST ELIMINATION DIV
	0037138	350.00	ELECTRONIC COMMUNICATIONS
	0037140	543.00	FARMER BROTHERS COFFEE
	0037141	61.42	FASTENAL CO
	0037148	225.00	GEISZLER/SCOTT
	0037155	21.00	HEALTHCARE ENVIRONMENTAL SERVICES INC
	0037158	62.14	HOME OF ECONOMY
	0037160	1,198.27	HRS FOODSERVICE
	0037162	115.00	JAMESTOWN COMMUNICATIONS INC
	0037163	596.31	JETSTREAM CAR WASH
	0037164	450.00	KAISER/AMBER
	0037178	225.00	MARTINI/TERESA
	0037179	75.00	MAULDING/BEN
	0037181	110.00	MCDOUGALL/DR KENNETH
	0037187	2,250.95	MOORE MEDICAL CORP
	0037188	30.58	N A P A AUTO PARTS
	0037200	705.53	OFFICELAND
	0037203	358.32	OFFICEMAX CONTRACT INC
	0037209	469.11	PAN-O-GOLD BAKING CO.
	0037215	72.65	PLUMBMASTER
	0037220	249.13	QWEST
	0037222	63.00	REDWOOD TOXICOLOGY LABORATORY,INC
	0037233	510.30	SCOTT'S ELECTRIC LLC
	0037234	289.94	SEARS COMMERCIAL ONE
	0037235	169.99	SEARS COMMERICAL ONE
	0037240	359.21	STEIN'S, INC
	0037241	419.32	STOUDT INC/R M
	0037243	26,228.23	STUTSMAN COUNTY AUDITOR
	0037244	138.20	STUTSMAN COUNTY CORRECTIONAL CENTER
	0037248	7,062.35	SYSCO FOOD SERVICES OF ND
	0037251	65.75	TDS METROCOM
	0037255	206.98	THRIFTY DRUG-WHITE DRUG
	0037259	15.33	TRUE VALUE HARDWARE
	0037260	138.14	TWO RIVERS PRINTING
	0037265	1,621.71	VISA
	0037267	80.03	WALMART COMMUNITY
	0037270	397.66	WALMART COMMUNITY BRC
	0037276	408.50	WILDSIDE CREATIONS,INC
	0037277	103.24	WILHELM INC/DON
		55,261.59	Final Total
WEED CONTROL			
	0037242	18.03	STUTSMAN COUNTY AUDITOR
	0037251	7.25	TDS METROCOM
		25.28	Final Total
COUNTY AGENT			
	0037205	299.50	OLSON/THOMAS
	0037251	116.51	TDS METROCOM
		416.01	Final Total
LIBRARY FUND			
	0037264	395.56	VISA
	0037271	119.46	WALMART COMMUNITY BRC
		515.02	Final Total
COMMISSARY			
	0037113	47.31	CABLE SERVICES
	0037127	457.38	CRAWFORD SUPPLY CO
	0037132	167.58	DCR DISTRIBUTORS
	0037144	395.78	FRANK MCKONE CIGAR CO
	0037146	545.59	FRITO LAY
	0037165	14.88	KEEFE COFFE & SUPPLY
	0037180	665.12	MAXIMA SUPPLY LLC

	0037184	446.25	MID WEST COCA COLA BOTTLING CO
	0037212	739.30	PEPSIAMERICAS
	0037214	341.80	PIZZA CORNER FROZEN PIZZA
	0037223	3,600.00	RELIANCE INMATE SYSTEMS INC.
	0037270	204.77	WALMART COMMUNITY BRC
		7,625.76	Final Total
DATA PROCESSING			
	0037251	8.58	TDS METROCOM
	0037268	412.91	WALMART COMMUNITY BRC
		421.49	Final Total
CO EXTENSION FUND			
	0037200	69.99	OFFICELAND
	0037245	192.74	STUTSMAN COUNTY DATA PROCESSING
		262.73	Final Total

2007 Monthly Bills:

GENERAL			
	0037283	100.00	EAST CENTRAL CO COMMISSIONERS
	0037285	1,250.00	JAMESTOWN AMBULANCE
	0037289	790.00	MEDINA AMBULANCE SERVICE
	0037290	20,784.17	N D ASSOCIATION OF COUNTIES
	0037291	30.00	N D EMERGENCY MANAGEMENT ASSN
		22,954.17	Final Total
911 EMERGENCY PHONE SYSTEM			
	0037293	10.00	N D 911 ASSOCIATION
		10.00	Final Total
ROAD FUNDS			
	0037290	24,178.42	N D ASSOCIATION OF COUNTIES
		24,178.42	Final Total
REGIONAL CHILD SUPPORT ENFORCEMENT UNIT			
		3,034.31	Final Total
SOCIAL SERVICES			
		6,552.05	Final Total
COUNTY PARK			
	0037290	16,886.64	N D ASSOCIATION OF COUNTIES
		16,886.64	Final Total
COUNTY CORRECTIONAL CENTER			
	0037296	1,717.78	OTIS ELEVATOR COMPANY
		1,717.78	Final Total
WEED CONTROL			
	0037290	1,776.20	N D ASSOCIATION OF COUNTIES
	0037292	195.00	N D WEED CONTROL ASSN
	0037298	30,812.00	STOUDTS JAMESTOWN AUTO CENTER
		32,783.20	Final Total
VETERANS SERVICE			
	0037290	171.60	N D ASSOCIATION OF COUNTIES
	0037294	30.00	NATIONAL ASSOCIATION OF CO VETERANS
		201.60	Final Total
COUNTY AGENT			
	0037280	50.00	ADVANCE CROP ADVISORS
	0037290	149.38	N D ASSOCIATION OF COUNTIES
		199.38	Final Total
COUNTY ADVERTISING			
	0037281	199.00	CHAMBER OF COMMERCE
		199.00	Final Total
LIBRARY FUND			
	0037290	1,428.29	N D ASSOCIATION OF COUNTIES
		1,428.29	Final Total
DATA PROCESSING			
	0037282	535.98	CPS TECHNOLOGY SOLUTIONS
		535.98	Final Total
JOB INCENTIVE FUND			
	0037286	4,030.00	JAMESTOWN/STUTSMAN DEVELOPMENT CORP
	0037287	17,000.00	JAMESTOWN/STUTSMAN DEVELOPMENT CORP
		21,030.00	Final Total
WAGES			
	1978-2186	380,186.34	WAGES (12-25-2006)
		380,186.34	Total Wages

Ova made a motion that was seconded by Marks to allow Sherri Kremeier to continue to work full time in the Recorder's Office through the end of February. Roll call vote - Neys, Klose, Ova, Marks and Kaiser all voted aye.

Commission Kaiser reported that Nick Grosulak had verbally agreed to an offer of $11,000 to purchase their shop and mobile home at Pelican Point Landing. A purchase agreement would be drafted for the Park Board's approval at their February meeting.

Commissioner Klose reviewed a letter from Senator Conrad. Conrad's staff had met with a group concerned about the condition and safety of Stutsman County Roads 38, 37 and South 62. He was forwarding the materials sent to him to the Commission and indicated that as a U.S. Senator, he did not make decisions regarding the maintenance of county roads.

A motion to adjourn was made by Kaiser and seconded by Neys. At 4:55 p.m. the January 2, 2007 Stutsman County Commission meeting was adjourned.

ATTEST:

Noel A. Johnson County COO (Auditor)	Mark Klose Commission Chairman