Official Proceedings of the Stutsman County Commission - January 4th, 2012

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

The commission reorganized for 2012. Ova made a motion seconded by Marks to nominate Klose for Chairman. Roll call vote: Ova, Marks, Schwartz, Neys, Klose, voted aye.

Schwartz made a motion, seconded by Neys to nominate Ova for Vice-Chairman. Roll call vote: Klose, Ova, Marks, Schwartz, Neys, voted aye.

There was discussion on the sub-committee appointments for 2012. It was consensus of the board to leave it the same. Neys brought up a question as to why we don't have a representative on the Stutsman County Fair Board. Information will be gathered and brought back to the next meeting.

Mickey Nenow, County Highway Superintendent, reported that they are doing rocking on the county roads and that they are working with various FEMA projects. Superintendent Nenow also reported that he is interviewing a person for the open shop foreman position on January 4, 2012.

Auditor/COO Bradley informed the board that there were three applicants with varying levels of experience for the County Highway Superintendent Position. Schwartz made a motion, seconded by Ova to interview the internal candidate, Mickey Nenow, first. Roll call vote: Schwartz, Neys, Klose, Ova, Marks, voted aye. The interview will take place at 3:30 p.m. Tuesday, February 7, 2012.

Neys made a motion, seconded by Schwartz to approve the minutes of the December 2011 meetings. Motion carried.

Fritz Fremgen, State's Attorney, presented his monthly report. Most of the items had been discussed previously. There was a question as to how many signatures were needed for an initiated measure on The Home Rule Charter. Attorney General's opinion was requested by Hoveland regarding initiated measures or amendment repeals on the Home Rule Charter. Initiated measure means it comes from the people. A taxpayer purchased a mobile home from Green Tree and was trying to move it before the end of the year because he would have to pay taxes on it again. He has not had a chance to look at this thoroughly. State's Attorney Fremgen also stated that his staff has been working on Title VI and he is currently working seven days per week because of the upcoming trials. Unfortunately, he has not had a chance to fully review the Turnkey Contract.

Jerry Bergquist, 911/Emergency Manager, informed the board that Stutsman County received a Homeland Security Grant in the amount of $54,405.00. The grant requires a 7% match that will come from the 911 monies in the amount of $4,095.00 for a grand total of $58,500.00. This grant will be used to narrow band approximately 450 portable and mobile radios within the county. FCC is requiring Stutsman County to change their radios to narrow band or they will lose the radio licenses. This needs to be accomplished by the end of 2012. Schwartz made a motion, seconded by Neys to accept the Homeland Security Grant. Motion Carried.

With the approval of the Communications Center agreement, it was always assumed that the Police Department were the supervisors. With the acceptance of the agreement, it was agreed that the Jamestown Police Department will provide assistance and not have a supervisory role. The Communications Department needs two additional Communication Specialist III positions that have supervisory capabilities. Jerry Bergquist is asking for consideration to have two Communication Specialists II, Christi Jarland and Scott Cebula, move to a Communication Specialist III position which would cost an estimated $738.00 for the year. Schwartz made a motion, seconded by Marks to approve the request to move two Communication Specialist II positions to a Communication Specialist III position. Roll call vote: Neys, Klose, Ova, Marks, Schwartz, voted aye.

Emergency Manager Bergquist also mentioned that the Bureau of Reclamation closed the gate at the Jamestown Reservoir. They have a bypass open which is an underground 10" pipe. It is

running at 13 cfs –down from 60 cfs. We are close to equilibrium.

Neys made a motion, seconded by Ova to approve the following 2011 Year End Transfers, the 2012 Automatic Transfers and the 2012 Payments on Demand. Roll call vote: Klose, Ova, Marks, Schwartz, Neys, voted aye.

2011 FUND TRANSFERS
Transfer from Fund 10 - $180,100.00 to Fund 23 - $105,000.00, and to Fund 40 - $75,100.00; from Fund 11 to Fund 53 - $60,000.00; from Fund 14 - $124,600.00 to Fund 23 - $114,600.00 and to Fund 10 - $10,000.00; from Fund 15 to Fund 54 - $7,500.00; from Fund 23 to Fund 41 - $200,000.00; from Fund 32 - to Fund 15 - $1,600,000.00; from Fund 43 to Fund 39 - $16,000.00; from Fund 46 to Fund 30 - $490,000.00; and from Fund 58 to Fund 18 - $350,000.00.

2012 AUTOMATIC TRANSFERS
ANNUAL: Budgeted health insurance amounts to the Hospital Insurance Fund;
DATA PROCESSING:
A budgeted transfer of $100,000 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 Victim/Witness Assessment Fund to the Victim Witness Advocate Fund;
Transfer revenues from the Health Insurance Levy Fund to the Hospital Insurance Fund;

2012 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.

Auditor/COO Bradley presented information on a request for proposal for inmate meals. Currently, the jail at year end is operating $378,000 in the red and is seeing ten less paying customers per day right now. In trying to find more savings, Tracey Trapp and Casey talked with Airmark Food Service and they sent in a proposal. Currently the jail can produce meals for approximately $4.37 per meal in 2011 and projected that it will cost $4.51 per meal in 2012. We did receive a proposal from a contractor which wasn't competitive, but estimated they could make meals for approximately $2.63 per meal based on the same volume. This would save roughly $125,000.00 over our current method. When the proposals do come in we are hoping that the savings will be more competitive and result in even higher savings. We will be having a walk through tour on January 18th, January 26th is the due date for any addendums, February 2nd the request for proposals are due, and February 7th the proposal will be presented for approval. The committee to review the proposals will be Tracey Trapp, Chad Kaiser, Casey Bradley, and Ashley Heitcamp.

TurnKey Corrections will provide vending and commissary services for the jail. This will alleviate workload pressures on the staff. They have a smartcard service where inmates or families could put money on the card for the inmates to use. Stutsman County would receive 17% proceeds from all vending and commissary services. We also would be able to have video visitation which would cost approximately $1,000.00 per terminal. We would need four or five terminals. The only cost to Stutsman County would be the power and data lines. A motion was made by Ova, seconded by Schwartz to approve the TurnKey Contract. Roll call vote: Ova, Marks, Schwartz, Neys, Klose, voted aye.

Ova made a motion, seconded by Neys to approve the Individuals Motorcycle Club Charity Permit 281 Stop Poker Tournament. Motion Carried.

Schwartz made a motion, seconded by Ova to approve the Beer License Application and the Annual Sunday Beer Permit for Speedway Concessions, Inc. Motion Carried.

Auditor/COO Bradley presented information on the Jail Roof Contract. Stutsman County had multiple issues with the architect firm that is overseeing the jail roof. The architect firm failed to get insurance certification from the contractor and they took it upon themselves to change the

completion date of the project from October 1 to January 15th without any change orders. The completion date may have been negotiated but was never agreed upon by the County Commission Board formally. Schwartz made a motion, seconded by Ova to approve the amended contract with the change of the completion date from October 1st, 2011 to January 15th, 2012. Motion Carried.

Ova made a motion, seconded by Neys, to approve the 2011 Accounts Payable and the 2012 Monthly Bills. Roll call vote: Marks, Schwartz, Neys, Klose, Ova, voted aye.

GENERAL
0057951 50.15 A T & T MOBILITY; 0057954 119.85 BAKKEN/DUSTIN; 0057956 20.90 BOB'S PLUMBING & HEATING INC; 0057959 1,027.89 BROWN & SAENGER; 0057967 1,358.98 CDW GOVERNMENT INC; 0057968 1,955.59 CENEX CREDIT CARD DEPT; 0057969 769.88 CENTURYLINK; 0057970 603.32 CITY OF JAMESTOWN; 0057971 63.91 COLE PAPERS INC; 0057974 41 6.00 CORNELL/BRIAN; 0057976 468.00 CURTIS/MARK; 0057980 178.25 ECOLAB PEST ELIMINATION DIV; 0057986 67.96 GRAYBAR; 0057988 162.73 GUN & REEL SPORTS, INC.; 0057996 1,464.62 JAMESTOWN ELECTRIC; 0057998 63.55 JETSTREAM CAR WASH; 0057999 172.95 KAISER/CHAD; 0058000 156.00 KAISER/CHAD; 0058004 28.50 LAMBRECHT/LYNN; 0058006 199.44 LEXISNEXIS MATTHEW BENDER; 0058008 1,253.62 M D U; 0058011 72.00 MIDWEST MANAGEMENT; 0058017 233.40 N D NEWSPAPER ASSOCIATION; 0058018 1,500.00 NEOFUNDS BY NEOPOST; 0058019 1,044.50 NETWORK CENTER COMMUNICATIONS; 0058028 137.70 PRESS ROOM/THE; 0058029 455.75 PRO BUILD; 0058035 149.00 SCHUBERT'S CARPET ONE; 0058037 120.00 SMOKIE'S FIRE SALES & SERVICE INC; 0058038 53.76 STOUDT INC/R M; 0058044 98.66 TRUE VALUE HARDWARE; 0058045 81.00 TWO RIVERS PRINTING; 0058047 2.80 UNDERGROUND VAULTS & STORAGE; 0058048 774.05 VERIZON WIRELESS; 0058050 79.05 VISA LEC; 0058051 33.33 VISA SO; 0058054 15.84 WALMART COMMUNITY BRC; 0058055 476.28 WEST GROUP PAYMENT CENTER; 0058057 69.29 WILHELM CHEVROLET BUICK GMC ; 0058059 40.00 ZIMMERMAN/JEROME
RESTORATIVE JUSTICE FUND
0058011 72.00
911 EMERGENCY PHONE SYSTEM
0057994 714.50 INTER OFFICE WORKSPACE FURNITURE & DESGN
ROAD FUNDS
0057953 231.54 ANDERSON/CHARLES; 0057958 3,971.50 BRAUN INTERTEC CORP; 0057961 782.34 BUSKNESS/JOHN O; 0057962 2.06 BUTLER MACHINERY CO; 0057965 52.20 CARQUEST AUTO PARTS; 0057970 11.50 CITY OF JAMESTOWN; 0057975 406.79 CREATIVE ENERGY; 0057977 26.95 DAKOTA SANITATION; 0057985 1,522.68 GESKE ESTATE/LEONARD; 0057991 4,186.68 HOFMANN/LARRY L & GERALDINE; 0057997 48.56 JAMESTOWN SUN; 0058003 326.40 KOLLMAN/LLOYD; 0058008 1,210.21 M D U; 0058009 70.00 MARGIE HANDY WORK; 0058012 12,902.70 MOORE ENGINEERING INC; 0058014 134.62 N A P A AUTO PARTS; 0058021 39.85 NORTHWEST TIRE INC; 0058022 264.59 O'REILLY AUTOMOTIVE INC.; 0058034 3,900.00 SCHLECHT/SHARI; 0058038 218.01 STOUDT INC/R M; 0058040 621.25 STREETER COOP OIL; 0058042 45.00 STUTSMAN RURAL WATER DISTRICT; 0058049 339.00 VINING OIL CO.; 0058054 147.99 WALMART COMMUNITY BRC
SOCIAL SERVICES
0057955 121.64; 0057957 107.10; 0057960 60.72; 0057963 1,453.00; 0057972 379.44; 0057989 718.15; 0057990 16.07; 0058002 249.90; 0058005 44.37; 0058013 67.83; 0058020 195.00; 0058023 45.39; 0058033 12.75; 0058052 44.90; 0058058 146.88
COUNTY PARK
0057951 50.15 A T & T MOBILITY; 0057969 51.57 CENTURYLINK; 0058041 664.00 STUTSMAN COUNTY ROAD DEPT; 0058042 74.00 STUTSMAN RURAL WATER DISTRICT
EMERGENCY
0058015 636.81 N D DEPT OF EMERGENCY SERVICES; 0058016 33,721.36 N D DEPT OF TRANSPORTATION; 0058030 60,470.50 R T S SHEARING
COUNTY CORRECTIONAL CENTER
0057950 142.28 A & B BUSINESS INC; 0057959 424.13 BROWN & SAENGER; 0057969 114.66 CENTURYLINK; 0057970 1,231.98 CITY OF JAMESTOWN; 0057979 786.83 DEAN FOODS NC, INC; 0057980 113.30 ECOLAB PEST ELIMINATION DIV; 0057981 500.00 ESSENTIA HEALTH; 0057982 242.05 FARMER BROTHERS COFFEE; 0057992 18.17 HUGO'S 9; 0057995 16.00 JAMESTOWN COMMUNICATIONS INC; 0057998 328.85 JETSTREAM CAR WASH; 0058008 1,577.44 M D U; 0058024 216.12 PAN-O-GOLD BAKING CO.; 0058026 134.00 PHARMCHEM INC; 0058039 62.37 STOUDT INC/R M; 0058043 2,388.82 SYSCO FOOD SERVICES OF ND; 0058046 1,911.43 U S FOOD SERVICE INC; 0058048 125.57 VERIZON WIRELESS; 0058050 197.46 VISA LEC; 0058053 105.64 WALMART COMMUNITY BRC; 0058056 72.00 WILDSIDE CREATIONS,INC
WEED CONTROL
0057969 24.57 CENTURYLINK;
EMPLOYEES HOSPITAL INS
0057952 400.00 AMERICAN RED CROSS
COMMISSARY
0057964 47.31 CABLE SERVICES; 0057978 112.07 DCR DISTRIBUTORS; 0057983 101.46 FRANK MCKONECANDY CO; 0057984 345.16 FRITO LAY; 0058001 275.82 KEEFE COFFE & SUPPLY; 0058025 705.55 PEPSIAMERICAS; 0058027 198.50 PIZZA CORNER FROZEN PIZZA; 0058031 2,400.00 RELIANCE INMATE SYSTEMS INC.; 0058053 43.31 WALMART COMMUNITY BRC
DRUG PROGRAM
0057969 40.95
COURTHOUSE BUILDING
0057959 188.97 BROWN & SAENGER
COUNTY CORRECTIONAL CENTER CONST.
0058050 369.96 VISA LEC
DOCUMENT PRESERVATION FUND
0057966 361.00 CASS COUNTY TREASURER;
DATA PROCESSING
0057959 222.10 BROWN & SAENGER; 0057969 16.38 CENTURYLINK; 0058036 61.20 SMAAGE/JOSH;
GRANTS
0057993 5,500.00 INSTITUTE OF LOCAL GOVT
FEMA FUNDS
0057973 28,646.03 CORINNE TOWNSHIP #9; 0057987 34,161.24 GRIFFIN TOWNSHIP #23; 0058007 16,150.10 LOWERY TOWNSHIP #31; 0058010 4,859.90 MIDWAY TOWNSHIP #35; 0058032 3,290.00 ROSE TOWNSHIP #46

GENERAL
0058061 390.00 CENTRAL BUSINESS SYSTEMS, INC; 0058064 110.00 INTERNATIONAL ASSOC ASSESSING OFFICERS; 0058065 1,250.00 JAMESTOWN AMBULANCE; 0058068 790.00 MEDINA AMBULANCE SERVICE; 0058069 26,102.45 N D ASSOCIATION OF COUNTIES; 0058070 1,425.00 N D CO COMMISSIONERS ASSN; 0058071 75.00 N D RECORDERS ASSN; 0058073 468.00 NATIONAL ASSOCIATION OF COUNTIES
911 EMERGENCY PHONE SYSTEM
0058074 260.00 NATIONAL EMERGENCY NUMBER ASSOCIATION
ROAD FUNDS

0058069 33,907.24 N D ASSOCIATION OF COUNTIES
SOCIAL SERVICES
0058076 3,000.00
COUNTY PARK
0058069 1,189.13 N D ASSOCIATION OF COUNTIES
COUNTY CORRECTIONAL CENTER
0058060 475.34 APCO INTERNATIONAL INC; 0058069 21,298.12 N D ASSOCIATION OF COUNTIES
VETERANS SERVICE
0058072 30.00 NATIONAL ASSOCIATION OF CO VETERANS; 0058075 50.00 PROFESSIONAL VETERANS ADVOCATES OF ND
COUNTY AGENT
0058069 170.67 N D ASSOCIATION OF COUNTIES
COUNTY ADVERTISING
0058062 225.50 CHAMBER OF COMMERCE
DRUG PROGRAM
0058069 1,409.34
DATA PROCESSING
0058063 695.98 CPS TECHNOLOGYSOLUTIONS; 0058077 2,299.00 SMAAGE/JOSH
JOB INCENTIVE FUND
0058066 11,914.00 JAMESTOWN STUTSMAN DEVELOPMENT CORP; 0058067 20,500.00 JAMESTOWN/STUTSMAN DEVELOPMENTCORP

Marks made a motion, seconded by Schwartz, to approve adding Renee Valenta, Interim Treasurer, signature on all of the bank account accounts. Motion Carried.

Auditor/COO Bradley brought up township balances. The question was raised if we should adopt a formal policy regarding township balances and how much they can owe the County. It was requested that Auditor/COO Bradley bring some proposals to the next meeting.

At 5:16 p.m., a motion to adjourn was made by Schwartz, seconded by Ova. Motion Carried.

ATTEST:

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Casey Bradley
Auditor/COO

Mark T. Klose
Commission Chairman