Official Proceedings of the Stutsman County Commission - February 4th, 2014

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.

Schwartz made a motion, seconded by Neys to approve the minutes of the January 2014 meetings. Motion carried.

Daren Peterka, Interstate Engineering, presented prequalification information for potential contractors for projects being referenced as GRE Roadway and CHS Roadway. The county will utilize the following information to evaluate past experience and performance to prequalify contractors: Provide the name and contact information of the applicant; provide at least three projects which have been completed in the last five years utilizing three miles of slip line concrete paving; provide at least three completed projects within the last five years with a total contract amount greater than $6 million dollars; the contractor shall be included on the North Dakota Department of Transportation Qualified Contractors list for the types of work of "PCC Pavement" or "General"; provide a complete listing of equipment being used for the project; provide a complete listing of the number of persons necessary to staff each of the project tasks listed and the number of available employees within the company with experience in each of the project tasks; provide a description of the work necessary to accommodate the proposed operation of concrete paving process; and lastly, provide a list of current projects that are not completed and have exceeded current contract completion. The prequalification process is an effort to limit the risk being undertaken by the County and others regarding the timely completion of the proposed projects. These items are only for the consideration of prequalification for bidding and are not intended to waive any requirements included in the bidding documents or in any way establish a preference among bidders that submit bids for the project. Upon submittal of the following information, the county will within seven days notify the applicant as to whether the proposed firm is qualified or not qualified to bid the project. Ova made a motion, seconded by Marks to approve the prequalification requirements for the projects being referenced as GRE Roadway and CHS Roadway special assessment district projects as presented. Motion Carried.

Mickey Nenow, County Highway Superintendent presented his monthly report. The road department is keeping busy working on equipment maintenance.

Schwartz made a motion, seconded by Ova to approve the annual construction and maintenance agreement certification for county federal aid projects as presented. Motion Carried.

The two Streeter grade raises change order information was submitted to the Department of Transportation (DOT). The DOT approved the change order and suggested items to consider in order keeping in conformance with federal aid. RTS Shearing still has items that need to be completed, the change order is just taking care of the borrow overage on the project. Schwartz made a motion, seconded by Neys to approve a change order for two Streeter grade raises from RTS Shearing as presented. Motion Carried.

Ova made a motion, seconded by Marks to approve the utility permit for Great River Energy as presented. Motion Carried.

No bids were received for the used motor grader. It is the consensus to advertise for bids for the used motor grader for another three weeks.

Nenow presented a change order for the five grade raises south of Cleveland. Guthmiller Earthmoving performed the work and incurred an overage of dirt by 40,124 yards total which is an additional $200,165.87. It is an 80% / 20% with the county's portion being 20%. The contractor met the design specification requirements. The Department of Transportation signed off on the overage because the project met the specification requirements and was a need for the project. It was suggested to negotiate the price since it exceeds 120% in quantity. It is the consensus of the commissioners to table this request.

Fritz Fremgen, State's Attorney was not able to present his monthly report.

Chad Kaiser, Stutsman County Sheriff, presented his monthly report. Kaiser informed the commissioners his department received a grant in the amount of $12,500 which has a 25% local match. The calls for service which comes in to dispatch were 7,755 calls for last year which is approximately 400 calls less. This could be due to the change in security checks. The numbers

are up in other areas compared to the previous year such as transports and civil papers. Chad requested to add a new full-time deputy and the necessary equipment. Ova made a motion, seconded by Schwartz to approve adding a new full-time deputy and equipment request as presented. Roll call vote: Ova, Marks, Schwartz, Neys, Klose voted aye.

Casey Bradley, Auditor/COO, presented the 2013 Budget Amendments and Transfers. Schwartz made a motion, seconded by Marks to approve the 2013 budget amendments and transfers as presented. Roll call vote: Marks, Schwartz, Neys, Klose, Ova voted aye.

Bradley, Auditor/COO, presented a 2013 fiscal year update on the jail facility. Bradley met with the sergeant staff and they identified two changes that would help immensely. The sergeants wanted the medical department to be more available and the sergeants could not handle the programs that were assigned to them such as work release program and electronic home monitoring to name a few. In looking at the work load, it was determined there was enough hours to create a new position and still be well under budget and the jail assessment that was performed. Bradley projected the jail facility would use 53,768 hours last year. The total hours used in 2013 was 49,017.92 which was a difference of 4,750.07 hours. The jail facility budgeted $1,608,713.00 in personnel costs and actual costs for 2013 was $1,449,643.84 which was a savings of $159,069.16.

At 4:50 p.m. Commissioner Marks left the meeting.

Bradley, Auditor/COO, requested authorization to create and hire a programs sergeant position. This would help alleviate work load on the sergeants now. The position would be placed on the grade 13 pay band. Schwartz made a motion, seconded by Neys to approve the request as presented. Motion Carried.

Bradley, Auditor/COO, requested the commissioners to approve a committee to screen, interview, and select a candidate for the jail administrator position. The committee members would be comprised of Commissioner Schwartz, Sheriff Kaiser, State Jail Inspector Engen, LEC board member Nygaard, and Casey Bradley, Auditor/COO. Ova made a motion, seconded by Neys to approve the request as presented. Motion Carried.

Bradley, Auditor/COO, requested authorization for the committee to negotiate at any step in the grade 18 band for the jail administrator position. The position would be start at $56,859.97 to $75,025.52. The county received 14 applications. The committee has approximately seven viable candidates, but they will interview five applicants. Neys made a motion, seconded by Ova to approve the request as presented. Motion Carried.

Ova made a motion, seconded by Schwartz to nominate and appoint Dale Marks to the Joint Library Board. Motion Carried.

Stutsman County wrote a letter dated September 3, 2013 requesting an adjustment of the flood stage for the Pipestem Creek Gage near Pingree, North Dakota for the following: Action stage to be adjusted from eight feet to ten feet; Minor stage to be adjusted from nine feet to eleven feet; Moderate Stage to be adjusted from eleven feet to thirteen feet; and Major stage to be adjusted from thirteen feet to fifteen feet. The county received a response from the National Weather Service (NWS) approving the request. The NWS determined since the proposal originated from a locally elected body, and not the NWS, the process of making the change is simple and would not require a public meeting. The effective date for the flood stage changes will occur February 10, 2014.

Bradley, Auditor/COO, requested permission to send letters to townships regarding building permits fees in the wind farm area. The county expects to incur approximately $33,500 in administrative costs which leaves a balance of $30,000 from the building permit fee. The county will distribute $30,000 back to the townships impacted by the construction according to the number of towers being permitted which is approximately $236.22 per tower. The building permits will still need to go through the zoning authority to issue permits. Schwartz made a motion, seconded by Ova to approve this request as presented. Roll call vote: Schwartz, Neys, Klose, Ova voted aye.

Schwartz made a motion, seconded by Neys to approve the monthly bills for payment. Roll call vote: Neys, Klose, Ova, Schwartz voted aye.

	GENERAL REVENUE FUND			**CITY - COUNTY HEALTH FUND**	
65346	5 STAR EXPRESS LUBE	$55.99	65363	CENTRAL VALLEY HEALTH	$48,571.00
65349	AVANS,CHANDLER	$25.00		**COUNTY PARK FUND**	
65350	AVANS,KIMM	$25.00	65364	CENTURYLINK	$52.94
65351	BAYER,BROOKE	$25.00	65383	GAHNER SANITATION SERVICE	$200.00
65353	BERGQUIST,JERRY	$40.32	65436	NORTHERN PLAINS ELECTRIC	$1,270.40
65354	BETTER HOMES PROPERTY MANAGEMENT	$1,528.34	65476	STUTSMAN RURAL WATER DISTRICT	$119.00
65356	BRANDVOLD,SANDRA	$152.00		**COUNTY CORRECTIONAL CENTER**	
65358	BUSCH,BEN	$840.00	65352	BEHAVORIAL INTERVENTIONS	$2,028.06
65361	CENEX CREDIT CARD DEPT	$2,476.31	65357	BROWN & SAENGER	$210.87
65364	CENTURYLINK	$807.33	65359	CBM FOOD SERVICE	$17,105.55
65365	CLIMATE CONTROL	$305.60	65362	CENTRAL BUSINESS SYSTEMS INC	$228.41
65366	COLE PAPERS INC	$234.61	65364	CENTURYLINK	$407.71
65367	COMFORT INN BISMARCK	$74.00	65366	COLE PAPERS INC	$560.30
65369	CORELOGIC TAX SERVICE	$2,872.38	65368	COMMUNITY CORRECTION PROGRAM	$470.00
65372	DACOTAH PAPER CO	$59.00	65372	DACOTAH PAPER CO	$603.47
65375	DIGITAL SURVEILLANCE CONCEPTS	$158.04	65374	DIAMOND DRUGS INC	$446.23
65376	DUMBECK,KRISTA	$449.39	65379	ECOLAB PEST ELIMINATION DIV	$120.10
65386	GLADSTONE SELECT HOTEL	$308.76	65380	ESSENTIA HEALTH_2606	$324.00
65389	GREAT PLAINS DIRECTORY SERVICE	$686.00	65384	GCR TIRE CENTERS	$32.29
65393	HOGAN, MICHAEL M	$553.50	65387	GODFREY,JEFFREY	$43.12
65394	HOME OF ECONOMY	$17.98	65388	GRAYBAR	$278.00
65397	JAMESTOWN AMBULANCE	$1,250.00	65391	HEALTHCARE ENVIRONMENTAL SERVICES INC	$87.00
65398	JAMESTOWN COMMUNICATIONS INC	$74.00	65394	HOME OF ECONOMY	$19.56
65400	JAMESTOWN REGIONAL MEDICAL CENTER	$55.00	65396	J & L SERVICE	$44.50
65402	JAMESTOWN, CITY OF	$197.52	65402	JAMESTOWN, CITY OF	$1,401.69
65404	JETSTREAM CAR WASH	$94.36	65404	JETSTREAM CAR WASH	$457.11
65405	KAISER,CHAD	$1,090.00	65411	MAC'S INC	$30.35
65406	KAPP,ELIZABETH	$50.01	65414	MCDOUGALL/DR KENNETH	$181.00
65407	KINDER MORGAN COCHIN LLC	$9.38	65415	MCPHERSON,CIARA	$43.12
65408	KREIN,KELLY	$50.00	65416	MDU	$2,810.63
65412	MAILFINANCE	$931.74	65417	MEDICINE SHOPPE	$32.06
65416	MDU	$2,277.43	65422	NAPA AUTO PARTS	$57.37
65418	MEDINA AMBULANCE SERVICE	$791.00	65423	NARDINI FIRE EQUIPMENT OF ND	$159.00
65419	MEDINA RESCUE SQUAD	$2,450.00	65428	ND DEPT OF HUMAN SERVICES	$3,398.39
65420	MICHLER,ED	$873.08	65430	ND STATE RADIO COMMUNICATIONS	$636.00
65421	MORRIS,RITA R	$52.40	65443	OTIS ELEVATOR COMPANY	$2,327.66
65424	NAUMANN,KATHERINE M	$157.50	65446	PHARMCHEM INC	$533.00
65426	ND ASSOCIATION OF COUNTIES	$600.00	65448	PRIMARY PRODUCTS COMPANY	$562.50
65429	ND PLANNING ASSOCIATION	$50.00	65449	PROBUILD	$102.50
65437	NORTHERN SAFETY TECHNOLOGY INC	$370.32	65455	REDWOOD TOXICOLOGY LABORATORY INC	$17.00
65441	ODIN,DAVID L	$25.00	65456	RELIAS LEARNING LLC	$3,600.00
65445	PERKJERET LLC	$4,208.46	65459	RM STOUDT INC	$34.49
65449	PROBUILD	$41.27	65466	SKEEL'S PAINTING & DECORATING	$640.00
65450	PURCELL, JERRY L	$1,374.51	65472	STUTSMAN COUNTY DATA PROCESSING	$34,700.00
65453	RADISSON INN BISMARCK	$224.10	65480	TURNKEY CORRECTIONS	$40.00
65461	SANDNESS LAW OFFICE	$963.00	65485	VERIZON WIRELESS	$123.62
65463	SCHUBERT'S CARPET ONE	$27.98	65487	VISA LEC 4635	$428.44
65464	SHAHIN,NICOLE	$25.00	65493	WALMART COMMUNITY BRC_894	$120.41
65465	SIMPLEXGRINNELL	$170.00		**WEED CONTROL FUND**	
65468	STOP N GO FARGO	$497.54	65364	CENTURYLINK	$8.59
65470	STUTSMAN COUNTY AUDITOR BCBS	$17,590.00	65392	HIGGINS,ROD	$1,040.00
65471	STUTSMAN COUNTY CORRECTIONAL CENTER	$100,000.00	65431	ND WEED CONTROL ASSOCIATION	$275.00
65474	STUTSMAN COUNTY PARK	$15,396.00	65444	OTTER TAIL POWER CO	$61.55
65475	STUTSMAN COUNTY ROAD DEPARTMENT	$8,960.00	65462	SCHAFFER,JAMES	$400.00
65479	TOPP,DREW O	$25.00	65485	VERIZON WIRELESS	$120.32
65481	TWO RIVERS PRINTING	$347.00		**VETERANS SERVICE FUND**	
65483	UND	$22.00	65364	CENTURYLINK	$17.18
65484	VAN DE VELDE,SARAH	$19.43	65425	ND ASSOC OF CO VETERAN SERVICE OFFICERS	$50.00
65485	VERIZON WIRELESS	$794.84		**COUNTY AGENT FUND**	
65486	VISA AUD 1683	$1,123.00	65478	TDS METROCOM	$2.30
65489	VISA SO 4194	$899.72		**COUNTY ADVERTISING FUND**	
65496	WEST GROUP PAYMENT CENTER	$476.18	65373	DAUER'S TROPHIES	$363.50
	E 911 PHONE SYSTEM FUND		65378	ECKELBERG,SANDRA	$50.00
65426	ND ASSOCIATION OF COUNTIES	$13,331.83		**HEALTH INSURANCE LEVY FUND**	
	COUNTY ROADS FUND		65473	STUTSMAN COUNTY FLEX	$10,000.00
65360	CDW GOVERNMENT INC	$1,462.68	65486	VISA AUD 1683	$900.00
65381	FASTENAL CO	$74.91		**COMMISSARY FUND**	
65402	JAMESTOWN, CITY OF	$12.85	65348	AMERICAN INSTITUTIONAL SUPPLY	$33.64
65411	MAC'S INC	$61.90	65480	TURNKEY CORRECTIONS	$136.50
65413	MARG'S HANDY WORK	$70.00	65487	VISA LEC 4635	$177.31
65416	MDU	$434.39	65499	CABLE SERVICES	$47.31
65422	NAPA AUTO PARTS	$333.60		**DRUG PROGRAM FUND TOTAL**	$42.94
65436	NORTHERN PLAINS ELECTRIC	$72.00		**COURTHOUSE BUILDING FUND**	
65438	NORTHWEST TIRE INC	$147.80	65399	JAMESTOWN ELECTRIC	$723.33
65440	O'REILLY AUTOMOTIVE INC	$43.98	65409	L & M CONTRACTORS	$575.00
65444	OTTER TAIL POWER CO	$35.04		**DATA PROCESSING FUND**	
65447	POWER PLAN	$173.99	65360	CDW GOVERNMENT INC	$130.51
65451	QUALITY SERVICE & REPAIR	$24.84	65364	CENTURYLINK	$17.18
65452	QUILL CORPORATION	$277.48	65385	GIS WORKSHOP	$1,500.00
65469	STREETER COOP OIL	$595.00	65426	ND ASSOCIATION OF COUNTIES	$127.00
65476	STUTSMAN RURAL WATER DISTRICT	$63.02	65452	QUILL CORPORATION	$388.40
65481	TWO RIVERS PRINTING	$1,094.00	65482	TYLER TECHNOLOGIES INC	$1,560.00
65488	VISA RD 3599	$678.05	65486	VISA AUD 1683	$52.89
65491	WALLWORK INC,W W	$99.55		**COUNTY EXTENSION**	
65492	WALMART COMMUNITY BRC_2896	$287.94	65434	NDSU AG COMMUNICATION	$240.00
65494	WBI ENERGY TRANSMISSION	$29,501.55		**SENIOR CITIZENS FUND**	
65495	WEST END HIDE & FUR	$91.96		JAMES RIVER SENIOR CITIZENS	$ 32,845.00
65497	ZEP SALES & SERVICE	$467.21		**JOB INCENTIVE FUND**	
	SOCIAL SERVICES FUND TOTAL	$37,508.48	65401	JAMESTOWN STUTSMAN DEVELOPMENT CORP	$378,000.00
	WAGES			**FEMA FUND**	
	NOVEMBER 11-23-2013	$487,067.24		SINCLAIR TOWNSHIP	$ 53,428.47
	DECEMBER 12-24-2013	$502,078.64			
	JANUARY 1-24-2014	$493,714.28			

Bradley, Auditor/COO, requested permission to advertise for bids on the courthouse roof. It is

projected to cost approximately $90,000. Ova made a motion, seconded by Schwartz to approve the request as presented. Motion Carried.

At 5:42 p.m., a motion to adjourn was made by Neys, seconded by Schwartz. Motion Carried.

ATTEST:

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Casey J. Bradley	Mark T. Klose
Auditor/COO	Commission Chairman