Official Proceedings of the Stutsman County Commission – March 17th, 2015

At 8:00 a.m., Chairman Klose called the mid-month meeting of the Stutsman County Commission to order. Mark T. Klose, Dennis Ova, Dale Marks, David Schwartz, and Craig Neys answered the roll call.

Stutsman County received six bids for the gravel crushing and stockpiling. The bids were from: Fisher Sand and Gravel at $6.89 per yard; Knife River Construction at $5.25 per yard; Gravel Products, Inc. at $4.25 per yard; WM. D. Scepaniak, Inc. at $3.94 per yard; RTS Shearing, LLC at $4.34 per yard; Bituminous Paving at $3.84 per yard. Mickey Nenow, Highway Superintendent, recommended awarding the bid to Bituminous Paving. Brickner is checking into the requirement to see if Bituminous Paving can complete the contract as designed. Schwartz made a motion, seconded by Marks to award the contract to Bituminous Paving unless he does not qualify then award the bid to the next lowest bidder as presented. Roll call vote: Ova, Marks, Schwartz, Neys, Klose voted aye.

The county received two bids from Hillerud Construction, Inc. and Ross & Associates, LTD for construction of a 30' x 50' maintenance shop buildings in Woodworth and Montpelier. Hillerud Construction's base bid was $76,700 with Alternate one is $92,100.00; no bid on alternate two; and alternate three is $4,227,700.00. Ross & Associates, Ltd.'s base bid is $163,545.00 with Alternate 1 of $114,579.00; alternate two is $100,979.00; and alternate three is $109,024.00. Marks made a motion, seconded to Schwartz to reject all bids. Motion carried.

There is one position open on the James River Library Board. Lyle Hanson filled out an application. Ova made a motion, seconded by Neys to appoint and nominate Lyle Hanson. Motion carried.

Josh Smaage, IT Director, and Jerry Bergquist, 9-1-1 Emergency Manager/Coordinator, requested authorization to purchase a replacement telephone system. There is money in the budget to upgrade the current telephone system this year. The current phone system was installed February 1998 and is 17 years old. The new phone system will run through Internet system. Currently, the county has to pay for a service call to have a person from Fargo drive to Jamestown to update any phone changes. With the new phone system, any phone changes would be completed by the IT Department. The new phone service will be serviced by the same company we have now. Mitel is offering a promotion of buying one phone and the county gets one phone free; where normally the phones retail for approximately $400-$500 each. Mitel is also offering a "Move to IP Phones Promo Discount" of $20,798. There is $150,000 budgeted for the phone system upgrade, currently there is approximately $82,148. Josh and Nathan ran about three miles of cable and Josh will be ordering about $8,000-$9,000 worth of cable. The bill needs to be paid by the end of the month in order for the phones to be shipped. The switch over will be completed in May or June. Smaage thought the county may be able to sell the old phones for about $20 per phone. Schwartz made a motion, seconded by Neys to approve authorization of phones as presented. Roll call vote: Marks, Schwartz, Neys, Klose, Ova voted aye.

Tyler Perleberg, Interim Tax Director, received an application for abatement from Steven Gasal for parcel # 03-2412000. Two years ago, the county sent out farm residence exemption forms which Steven never returned to the county. A clerical mistake happened where the house was put on the wrong parcel and the form didn't get to the correct owner. Ova made a motion, seconded by Schwartz to approve the abatement as presented. Motion carried.

Perleberg received an application for classification as inundated agricultural land from Roy and Mary Werner. The application would reduce the value per acre to $17.89 per acre which reduces the land value by $6800. Neys made a motion, seconded by Ova to approve the inundated land application as presented. Motion carried.

Chad Kaiser, Sheriff, presented 2014 Sheriff Office statistics. The total calls for service for the year is 7,657. Protection orders increased from 84 in 2013 to 168 in 2014. Gross Sexual Imposition's (GSI's) increased from last year as well. The protection orders and GSI's are time consuming for the Sheriff's Office. Assaults also increased some by the year before. Civil standby's increased which does go hand in hand with protection orders. Court security cases increased from ten in 2013 to 31 in 2014. The Sheriff Office used Reserve Deputies quite a bit to do court security. Accidents cases increased from 236 to 258; Moving violations increased from 215 to 235; and Prison transports increased as well 234 to 326 compared to the prior year. The Sheriff's Office is working together with the Law Enforcement Center with transports. The Sheriff's Office has tried to use Information Technology Department (ITD) web/audio conferencing; however, the people can waive that service and request to be seen by a judge. Drug court system is using the web/audio conferencing more.

Kaiser requested to purchase a 12 passenger van for transports. Chad received a quote from Stoudt's for a used 2014 12 passenger van that has 30,000 miles for $29,900 with $7,000 for a trade in. Wilhelm's also submitted a quote for a 2015 one ton van for $21,844 including a trade in. Kaiser had $25,000 in the budget. Kaiser will need to look at the cage; there may need to have an adjustment going from a Ford to a Chevy. Ova made a motion, seconded by Schwartz to approve the purchase of the Chevy van. Roll call vote: Schwartz, Neys, Klose, Ova, Marks voted aye.

Chad Kaiser is requesting to accept a donation and purchase a canine unit. The Sheriff's Office has been looking at getting a canine for quite some time. The Sheriff's Office received a canine donation from Dakota Spirit Ag Energy in the amount of $12,000. Deputy Thom is in a three week training course and should be finished by April 2nd. The $12,000 is for the purchase of the dog and the training course. The dog would stay with the handler at all times and at his residence. A contract will be drafted. The dog will be insured. Kaiser is looking at locating a donation to fabricate a cage for Thom's vehicle. Schwartz made a motion, seconded by Marks to accept the grant donation and the purchase of dog as presented. Motion carried.

Casey Bradley, Auditor/COO, presented a 2014 year-end financial update to the commissioners. In accordance with North Dakota Century Code 11-11-11 (4), copies of the 2014 financial year-end reports need to be made available to the public. The reports are not audited but will be the basis for our 2014 fiscal year-end audit. The 2014 year was an exceptional year for Stutsman County. Nearly every department has been impacted by the increasing demand for services or the benefits of the increased funding provided by the state. In 2014, the county completed nearly 30 miles of road overlays and construction. The Social Service Department experienced significant increases in clients with the implementation of the Affordable Care Act. For the first time since 2008, the Corrections fund has finished with a positive fund balance, while managing an increasing local inmate population. Several departments were recognized for their efforts and achievements on a statewide basis. The Social Service Department was recognized for having the lowest error rate among Social Service Departments in the state. Jerry Bergquist was recognized for the Life Time Achievement award for his work in Emergency Management. Josh Smaage's redesign of the Stutsman County website yielded recognition as the IT innovator of the Year. In the financial information there is a breakdown of the fund balances, fund balance change summary, as well as an individual breakdown of each line item in the budget. Stutsman County took in $36,800,315.84 and expended $32,891,143.54; while this would indicate a net income of $3.9 million, the county operates on a cash basis of accounting throughout the fiscal year. The vast majority of that "income" is tied to funding received for the construction of the CHS and GRE roads and/or bond payments. This funding will be re-classified as the county progresses through the year-end financial statement process to be accounted for as a liability on the county balance sheet rather than as a revenue as stated in the financial statements. The financial statements are presented with the budget amendments which were previously approved by the commission. The General Fund was 2.74% under budget or $161,718 more revenues than expenses; the Highway Fund was 89.69% or $191,500 more revenues than expenses which is due to the reimbursements for costs incurred on the design work related to the CHS and GRE projects. The Social Service fund ended 3.26% under budget while having a deficit of $292,371 which was planned for due to the uncertainty surrounding the impacts of the Affordable Care Act. Finally, the Correctional Center finished the year 6.19% under the expenditure budget with revenues exceeding expenditures by $223,814. Auditor Bradley made the board aware of a few areas of concern. First and the most significant is the future fiscal stability of the Corrections Center. The county has made great strides in improving the operational aspect of the jail; we are ultimately dependent upon the housing fees generated by housing inmates from other jurisdictions. According to the staffing and operational assessment of the facility, our staffing levels are the same at 40 inmates as it is when we have 80 inmates which means the $1,150,000 generated in housing these other inmates currently is nearly a direct subsidy for the costs of housing our own inmates. Over the past few years the jail has seen an increase in the number of local, non-paying inmates in the facility. Last month, the jail had a daily average of 38 local inmates. The current budget is designed around 41 paying inmates per day, which means that a small increase of six inmates per day will cause the jail to stop taking paying inmates in lieu of housing local inmates. This will have an immediate impact on this source of revenue for the Corrections Center. The last issue Auditor Bradley feels the board needs to be aware of is the Victim Witness Budget. It is the understanding this budget was created with the understanding it will be self-sufficient based on the revenue and fees that are generated for the programs. Since 2013, this fund has repeatedly failed to produce the revenues needed to support its expenditures. In 2013, there was a shortfall of $7,245.48; in 2014, there was a shortfall of $9,184 which has led to having a fund balance of $5,213 in 2015. At current estimates it appears this budget will be short by approximately $9,066 which could easily increase or decrease based on court fees and actual collection of those fees. Auditor Bradley is reasonably certain that by the end of the third or fourth quarter of 2015 this fund will be insolvent. Fritz Fremgen, State's Attorney, and Susan Lloyd, Victim Witness Coordinator will be coming in to the next

commissioner meeting. It is the consensus of the board to research the initial motion regarding the victim witness fund.

Casey Bradley, Auditor/COO, requested to cancel the June 2, 2015 commission meeting and re-schedule the County Board of Equalization meeting to June 4th, 2015 at 3:00 p.m. This is due to a special city election which is set for June 2, 2015. It is the consensus of the board to cancel the commission meetings on June 2nd, 2015 and re-schedule the meetings to June 4th, 2015. The board meeting will be as presented: Social Service Board meeting will be at 8:00 a.m., the County Board of Equalization meeting will be at 3:00 p.m., and the Stutsman County Commission meeting will be at 4:00 p.m. as discussed.

Auditor Bradley is requesting approval for out of state travel. Casey Bradley, Auditor/COO, was nominated by the Secretary of State to the U.S. Election Assistance Commission (EAC) Standards Board. The meeting of the EAC Standards Board will be held on April 28th and 29th in Washington D.C. Each state had to select two representatives. Ova made a motion, seconded by Schwartz to approve the out of state travel request. Motion carried.

Casey Bradley requested approval of representatives for mediation for the Aspen lawsuit. Aspen has agreed to go into mediation as well as Stutsman County, Ulteig Engineering, and Interstate Engineering. If the parties can mediate an agreement it will be contingent upon full board approval. Dave Schwartz, Casey Bradley, Mickey Nenow, Gerry Brickner, and Tyler Michel will be on the mediation committee for the county. Ova made a motion, seconded by Marks to approve the committee as presented. Motion carried.

Auditor Bradley requested approval for a Veteran Service Officer hiring committee. The county is looking at advertising for hiring in April for the employee to start early June. The committee will be comprised of Casey Bradley, Warren Tobin, Rod Olin, and Dale Marks. Ova made a motion, seconded by Neys to approve the committee as presented. Motion carried.

Neys made a motion, seconded by Schwartz to approve the taxable meals and mid-month bills. Roll Call vote: Neys, Klose, Ova, Marks, Schwartz voted aye.

	GENERAL REVENUE FUND			**COUNTY ROADS FUND CONT'D**	
69414	A & B BUSINESS INC	$169.03	69482	QUALITY SERVICE & REPAIR	$78.14
69419	BALCO UNIFORM CO INC	$405.07	69483	QUILL CORPORATION	$49.99
	BERGQUIST,JERRY	$242.00	69488	ROUGHRIDER SIGNS & DESIGNS	$73.00
69420	BOB'S PLUMBING & HEATING INC	$221.40	69489	RTS SHEARING	$12,270.00
69424	CALDWELL, SUSAN B	$619.94	69490	S&R TRUCK PLAZA	$54.45
69429	CENTRAL BUSINESS SYSTEMS INC	$418.50	69494	STREETER COOP OIL	$414.00
69430	CENTRAL VALLEY HEALTH	$10.00	69498	STUTSMAN RURAL WATER DISTRICT	$59.40
69433	COLE PAPERS INC	$369.70	69500	TDS METROCOM	$13.56
69438	CREATIVE ENERGY	$808.31	69501	TITAN MACHINERY - BISMARCK	$81.21
69442	DALSTED & RYAN P C	$1,054.50	69502	TRUE VALUE (ROAD DEPT)	$10.06
69446	FRED PRYOR SEMINARS	$256.00	69505	VINING OIL CO	$1,015.70
69447	FUGLESTAD, LLOYD L OR YVONNE K	$733.99	69512	WEST END HIDE & FUR	$309.91
69448	HIGH PLAINS WATER	$33.00		**SOCIAL SERVICES FUND TOTAL**	$712.93
69451	INFORMATION TECHNOLOGY DEPT	$193.30		**COUNTY PARK FUND**	
69454	JAMESTOWN CITY BALER	$11.63	69431	CENTURYLINK	$114.61
69458	JAMESTOWN SUN	$1,479.74		**COUNTY CORRECTIONAL CENTER**	
69461	KAPP,BRADLEY	$920.00		ANDRES,DORINDA	$120.75
69463	MAC'S INC	$15.27	69418	ATTORNEY GENERAL OFFICE-1250	$3,395.00
69464	MARQUART,ANDREW S	$830.50		BLINSKY,PAM	$35.00
69465	MDU	$2,311.03	69421	BROWN & SAENGER	$26.97
69467	MGM TRAILER COURT INC	$153.18	69426	CASTILLO,ERNEST	$22.00
69470	ND DEPT OF MOTOR VEHICLE	$23.00	69427	CBM FOOD SERVICE	$7,583.39
69472	NEOFUNDS BY NEOPOST	$1,084.37	69428	CDW GOVERNMENT INC	$91.33
69474	NORTHERN PLAINS ELECTRIC	$225.00	69431	CENTURYLINK	$440.56
69478	OTTER TAIL POWER CO	$3,871.40	69432	CLASSIC COUNTRY KSJB	$150.00
69480	PRESS ROOM,THE	$131.25	69433	COLE PAPERS INC	$40.14
69483	QUILL CORPORATION	$113.87	69434	COMFORT INN BISMARCK	$74.00
69484	RADISSON INN BISMARCK	$224.10	69435	COMMUNITY CORRECTION PROGRAM	$222.00
69485	RAMKOTA HOTEL BISMARCK	$74.70	69437	COOKS CORRECTIONAL	$286.14
	ROSENBERG,JESSICA	$117.88	69443	DAN FOLAND MACHINE INC	$106.00
69491	SANDNESS LAW OFFICE	$108.00	69444	ECOLAB PEST ELIMINATION DIV	$125.50
69493	SCHAFFER,DIANNE	$50.00	69453	J & L SERVICE	$46.50
69495	STUTSMAN CO PARK	$7,650.00	69455	JAMESTOWN COMMUNICATIONS INC	$444.26
69496	STUTSMAN CO ROAD DEPT	$3,895.00	69460	JOBS HQ	$160.72
69497	STUTSMAN COUNTY AUDITOR	$43,125.00	69465	MDU	$2,172.01
69499	SUNSET LAW ENFORCEMENT	$1,201.22	69473	NETWORK CENTER COMMUNICATIONS	$250.00
69500	TDS METROCOM	$175.14	69477	ORR'IGINALS	$30.00
	VAN DE VELDE,SARAH	$150.00	69478	OTTER TAIL POWER CO	$5,807.63
69507	WEBER, ELSIE	$861.56	69481	PROBUILD	$115.00
69508	WELLS FARGO	$1,732.77	69486	RECORD KEEPERS	$24.50
69510	WENCK ASSOCAITES INC	$7,510.00	69487	RM STOUDT INC	$39.16
69513	WILHELM CHEVROLET BUICK GMC	$186.82	69492	SANFORD NORTH	$1,000.00
69514	WORLDWIDE CANINE, INC	$11,500.00	69500	TDS METROCOM	$108.87
	E 911 PHONE SYSTEM FUND			**WEED CONTROL FUND**	
69428	CDW GOVERNMENT INC	$144.05	69504	VERIZON WIRELESS	$127.79
69434	COMFORT INN BISMARCK	$148.00		**VETERANS SERVICE FUND**	
69440	DAKOTA CENTRAL TELECOMMUNICATIONS	$885.38	69500	TDS METROCOM	$10.62
69469	ND ASSOCIATION OF COUNTIES	$8,274.05		**COUNTY AGENT FUND**	
69500	TDS METROCOM	$38.91	69415	ACTION DIGITAL	$59.25
69506	WATSON	$2,871.00	69421	BROWN & SAENGER	$5.98

	COUNTY ROADS FUND		69439	DACOTAH PAPER CO	$1,307.77
69416	ALLIED ENERGY INC	$1,773.17	69440	DAKOTA CENTRAL TELECOMMUNICATIONS	$462.26
69417	AMERIPRIDE SERVICES	$390.06		GOHNER,SHIRLEY	$6.97
	ANDERSON,CHARLES	$717.60	69448	HIGH PLAINS WATER	$35.00
69420	BOB'S PLUMBING & HEATING INC	$4,106.00	69449	HOME OF ECONOMY	$69.99
69422	BUFFALO CITY DIESEL	$147.80	69462	LIFESTYLE APPLIANCE	$12.00
	BUSKNESS,JOHN	$635.95	69471	NDSU EXTENSION SERVICE	$23,188.00
69423	BUTLER MACHINERY CO	$33.00		**COMMISSARY FUND**	
69425	CARQUEST AUTO GA	$9.50	69463	MAC'S INC	$34.04
69428	CDW GOVERNMENT INC	$900.56	69503	TURNKEY CORRECTIONS	$160.86
69440	DAKOTA CENTRAL TELECOMMUNICATIONS	$161.92		**COURTHOUSE BUILDING FUND**	
69441	DAKOTA VALLEY ELECTRIC	$8.00	69481	PROBUILD	$17.81
69445	EQUIPMENT DIST	$92.10	69511	WENZEL'S LOCK & KEY	$60.60
	GRUENSTEIN,LARRY	$330.63		**DATA PROCESSING FUND**	
69448	HIGH PLAINS WATER	$30.00	69428	CDW GOVERNMENT INC	$12,096.05
69449	HOME OF ECONOMY	$315.63	69429	CENTRAL BUSINESS SYSTEMS INC	$14,153.00
69452	INLAND TRUCK PARTS CO	$100.80	69436	COMPUTER PROFESSIONAL ULTD INC	$3,015.89
69456	JAMESTOWN PLUMBING & HEATING	$137.08	69451	INFORMATION TECHNOLOGY DEPT	$648.10
69459	JAMESTOWN SUN RD	$418.14		**COUNTY EXTENSION**	
	KOBLE,RON	$445.05		GOHNER,SHIRLEY	$24.88
69463	MAC'S INC	$570.09	69450	HUGO'S 9	$7.98
69465	MDU	$2,033.50		**Bond Fund**	
69466	MEDINA CITY AUDITOR	$18.85	69509	WELLS FARGO CORPORATE	$116,231.24
69468	NAPA AUTO PARTS	$1,666.79		TRUST SERVICE	
69470	ND DEPT OF MOTOR VEHICLE	$10.00		**JOB INCENTIVE FUND**	
69475	NORTHWEST TIRE INC	$78.00	69457	JAMESTOWN STUTSMAN DEVELOPMENT CORP	$21,750.00
69476	O'REILLY AUTOMOTIVE INC	$4.99		**FEMA**	
69478	OTTER TAIL POWER CO	$439.64	69496	STUTSMAN CO ROAD DEPT	$1,185.12
69479	PRAXAIR DISTRIBUTION INC	$243.50		GRIFFIN TOWNSHIP	$12,014.47

At 9:09 a.m., a motion to adjourn was made by Ova, seconded by Neys. Motion Carried.

ATTEST:

_____ _____

Casey Bradley
Auditor/COO

Mark T. Klose
Commission Chairman