Official Proceedings of the Stutsman County Commission – April 16th, 2013

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

Jim Fettig, Courthouse Maintenance Supervisor, requested permission to advertise for Boiler Repair and/or Replacement. Jim stated he looked at an old bid specification book from a prior year to see how it should be put in and how it should run. He is looking for a non-proprietary boiler where it is only one company that can put it in and fix it if something goes wrong. Jim thought the boiler should be changed over in the spring and/or fall when the county does not need any heating or cooling. Ova made a motion, seconded by Schwartz to approve the request to advertise for boiler repair and/or replacement as requested. Motion Carried.

Casey Bradley, Auditor/COO, presented the commissioners with an ATM request for proposal (RFP) recommendation. At the March 28th, 2013 LEC Board meeting, Sheriff Kaiser, Administrator Trapp and Auditor/COO Bradley were selected as the committee to review the ATM request for proposals. On April 5th, 2013 three proposals for ATM services were opened. The three proposals were from Adam Carr of Carr Enterprises Inc., Jim Wheeler/Rich Poehls of Jamestown Music, and Thomas Nagel of Fraternal Order of Police (FOP). The Jamestown Music and the Fraternal Order of Police RFP's were not signed as required by Section 2.11 of the RFP document. The committee agreed to waive the signature requirement as they were both in letter format with the name of their owner or president at the bottom of the submittal and they would need to sign a formal contract if awarded the RFP. Jamestown Music submittal was removed from any further consideration after further review found that they failed to disclose the fees to be charged to the customers as it was an evaluation requirement of Section 5.0(C.). They also failed to submit the type of ATM being proposed, drawings and specifications as required in Section 6.0 and failed to indicate how the ATM would be monitored online as well as providing minimum service times for maintenance as required by section 6(2). The FOP proposal proposed a customer surcharge of $2.00 per transaction and would share fees generated by the ATM on a graduated schedule. If less than 150 transactions per month the LEC would receive $.50 per transaction; if over 150 transactions per month the LEC would receive .50 per transaction. The ATM would be connected wirelessly and would not require a data connection to be installed. They proposed monitoring the ATM online for issues that may arise and assured same day service calls when needed. If selected, they could have the ATM operational in about a month. The Carr Enterprise proposal proposed a $2.50 customer surcharge per transaction and would share fees generated by the ATM on a flat $1.00 per transaction. The ATM would connect wirelessly and would not need a data connection to be installed. They proposed monitoring the ATM online for issues that may arise and assured same day service calls when needed. If selected, they could have the ATM operational in about a month. Both ATM's are ADA compliant as was required by the request for proposal. It is the recommendation of the committee that Stutsman County award the ATM RFP to the Fraternal Order of Police. The FOP currently provides and services the vending machines in the Law Enforcement Center. It was the opinion of the committee that servicing and maintenance of the vending machines in the LEC has been exceptional and it is anticipated that this would be a similar level of service that we would see in the ATM contract. It is contingent upon the FOP providing a security plan that the Sheriff approves of and providing an insurance certificate before a contract is executed. Schwartz made a motion, seconded by Neys to approve the recommendation to award the contract to FOP as

presented. Roll call vote: Ova, Marks, Schwartz, Neys, Klose voted aye.

Bids were opened for lawn weed and feed service. Bids were as follows: Brian's Lawn Care – spring application with crabgrass conditioning for $136.52, summer spraying for $131.68, fall spraying for $131.68 with a free soil testing; James River Pest Control and Green Lawn – three feedings for $562.85 for the Courthouse and three feedings for $562.85 for the Law Enforcement Center; Groundsman – $661.00 for the Courthouse and LEC. Brian's Lawn Care did not provide a certificate of insurance which is a requirement on the bid specifications. It is the consensus of the board to table awarding the bids until the next commission meeting.

Jerry Bergquist, 9-1-1 Coordinator/Emergency Manager, requested acceptance of the Fiscal Year 2010 Homeland Security Supplemental Grant. The Homeland Security Grant had approximately $400,000.00 of available leftover money and could purchase anything on a federally approved list. The only thing they funded statewide was radios. Jerry requested to purchase five portable radios for the LEC which costs approximately $8500.00. It is 100% federal dollars and the purchases must be made by the end of June 2013. Ova made a motion, seconded by Marks to accept the Fiscal Year 2010 Homeland Security Supplemental Grant as presented. Motion Carried.

Dustin Bakken, Interim Tax Director, requested permission to contract with GIS Services. Last year, the agriculture land was valued by soil type. About a month after we finalized our agricultural land values in June, the NRCS rolled out their Harmonization Project. This project increased the soil types from 63 to 193 different soil types. Instead of using county lines as the boundary for soil map units, they split the state into five separate districts. Stutsman County was split from the northwest corner to the southeast corner. Essentially, the county has the same soils in two different sides of the boundary lines and two EI ratings. Last year the county used a web-based program called AgriData. The county extracted the data of the soil types using AgriData and put the information into our current computer system. Stutsman County will need to redo everything by the new soil types. The county does not have a permanent record of where the soil types are all at. About ten years ago, the county contracted with GIS Services. GIS is a mapping service using aerial pictures and build layers on top of that such as parcel layers that can overlay on top of aerial images. This has not been maintained for several years and would be a better option for the county. Dustin received two quotes from Sidwell and from GIS Workshop. The companies are proposing to clean up our current parcel layer, to make sure that the parcels are updated, and to overlay the new soils on top of that. Sidwell would cost approximately $82,000.00 and GIS Workshop would be approximately $42,000.00. Both companies are compatible with the new software system, Tyler Technology. GIS Workshop would split the cost over three years; $17,000.00 to be paid the first and second years with the remaining to be paid the third year. The money is in the budget for this year. Once the county has a final product, we will look at the option to continue services with them and GIS would publish the data on the web for the county. The public would have access to the data as well. There is an annual maintenance fee of $6400.00; $4,000.00 of the annual fee is for annual telephone or GIS support. Schwartz made a motion, seconded by Marks to approve to enter in a contract with GIS Workshop and pay the contract over three years as presented. Roll call vote: Marks, Schwartz, Neys, Klose, Ova voted aye.

Bradley, Auditor/COO, presented a data agreement with Tyler Technologies and Stutsman County. This agreement gives Tyler Technologies access to our data and to be able to

manipulate the data once it is loaded in the new system. Neys made a motion, seconded by Ova to enter into the agreement as presented. Motion Carried.

Stutsman County received a letter from Joseph M. Schmitt requesting the information to be sent to the county commissioners. The letter expressed concerns with Endless Harvest and the potential of Stutsman County providing any funding through JSDC. Mr. Schmitt requested the commissioners not to support Endless Harvest. Commissioner Klose recommended forwarding the letter to the JSDC offices.

The County Commissioners received a letter from 281 Association requesting the county to take on the township road that runs on the south side of Interstate 94 from Titan Machinery to the campgrounds. The association did make a request to have the township pave the road and wanted the county to assist. The county sent Border States out for a quote which was in the amount of $674,000.00. The quote was sent to Mr. Wiest since he requested it and they stated the businesses along the road were going to pay for the update.

Bradley, Auditor/COO, updated the board on Mr. Murphy. The commissioners allowed extending the date until April 5th, 2013 for Mr. Murphy to fill out an application for inundated land. Mr. Murphy did not turn in an application for inundated land.

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

GENERAL
0062690 293.37 A & B BUSINESS INC;0062693 15.52 ANDERSON/JAMIE;0062694 153.68 BAKKEN/DUSTIN;0062699 10.22 CARQUEST AUTO PARTS;0062701 182.03 CENTRAL BUSINESS SYSTEMS INC; 0062705 376.01 CREATIVE ENERGY;0062706 1,170.80 DACOTAH PAPER CO;0062707 310.00 DAHLSTROM FUNERAL HOMES;0062713 28.00 DAUER'S TROPHIES;0062714 2,035.00 DKK GUARDIANSHIP SERVICES INC; 0062715 188.95 ECOLAB PEST ELIMINATION DIV;0062718 433.50 FARM & HOME PUBLISHERS INC;0062720 144.63 FARMERS UNION OIL CO-CENEX;0062723 686.00 GREAT PLAINS DIRECTORY SERVICE;0062730 50.00 JAMESTOWN COMMUNICATIONS INC;0062731 811.17 JAMESTOWN I-94 CLARK;0062734 1,966.08 JAMESTOWN SUN;0062736 351.00 KROPP LAW OFFICES PC;0062739 120.00 MARTINIZING DRY CLEANING; 0062740 694.73 MDU;0062742 297.49 NAPA AUTO PARTS;0062744 480.00 ND STATE RADIO COMMUNICATIONS;0062746 217.00 NORTHERN PLAINS ELECTRIC;0062747 252.00 NORTHWEST DIVERS; 0062750 1,134.00 OTTMAR & OTTMAR PC;0062752 298.32 PERLEBERG/TYLER;0062755 127.77 PROBUILD; 0062757 105.53 QUILL CORPORATION;0062760 295.57 RM STOUDT INC;0062762 270.00 SANDNESS LAW OFFICE;0062763 936.00 SIMONSON/MIKAL;0062764 63.00 SMITTY'S CARPET SHOP INC;0062766 456.82 STOP & GO #431;0062774 40.00 TRAUTMAN/RUSSELL;0062775 145.00 TWO RIVERS PRINTING; 0062779 6.00 VALENTA/RENEE;0062781 700.49 VERIZON WIRELESS;0062785 40.96 WILHELM CHEVROLET BUICK GMC
911 EMERGENCY PHONE SYSTEM
0062700 402.29 CDW GOVERNMENT;0062703 1,098.38 CENTURYLINK;0062709 660.13 DAKOTA CENTRAL TELECOMMUNICATIONS JMTN;0062751 2,208.00 PENGUIN MANAGEMENT INC
ROAD FUNDS
0062691 153.94 A & B BUSINESS INC;0062692 461.01 AMERIPRIDE SERVICES;0062695 71.98 BROWN & SAENGER;0062697 70.00 BUFFALO CITY DIESEL;0062698 1,244.99 BUTLER MACHINERY CO;0062699 272.08 CARQUEST AUTO PARTS;0062701 42.00 CENTRAL BUSINESS SYSTEMS INC; 0062704 1,068.40 CNH CAPITAL; 0062705 2,216.64 CREATIVE ENERGY;0062710 163.81 DAKOTA CENTRAL TELECOMMUNICATIONS JMTN; 0062711 8.00 DAKOTA VALLEY ELECTRIC;0062712 491.84 DAN POLAND MACHINE INC;0062717 719.18 FACTORY MOTOR PARTS CO;0062719 3,212.66 FARMERS UNION OIL CO-CENEX;0062721 64.60 FASTENAL

CO;0062724 362.17 GRUENSTEIN/LARRY;0062726 23.98 HOME OF ECONOMY;0062729 2,649.00 INTERSTATE ENGINEERING;0062732 11.82 JAMESTOWN IMPLEMENT;0062735 150.88 JAMESTOWN SUN; 0062737 51.45 LAWSON PRODUCTS INC;0062738 53.51 MAC'S INC;0062740 1,083.59 MDU; 0062741 18.15 MEDINA CITY AUDITOR;0062743 695.39 NAPA AUTO PARTS;0062749 193.71 O'REILLY AUTOMOTIVE INC; 0062753 941.35 POWER PLAN;0062754 4,571.36 PRAXAIR DISTRIBUTION INC;0062756 179.99 QUILL CORP; 0062767 3,341.50 STREETER COOP OIL;0062768 39,939.20 STUTSMAN COUNTY TREASURER;0062769 52.74 STUTSMAN RURAL WATER DISTRICT; 0062770 93.26 SWANSTON EQUIPMENT CO;0062771 26.06 TDS METROCOM;0062773 99.99 TRACTOR SUPPLY CREDIT PLAN;0062777 4,568.13 ULTEIG;0062778 42.80 UPS STORE 6212;0062782 3,451.26 VINING OIL CO;0062784 150.86 WEST END HIDE & FUR
SOCIAL SERVICES FUND TOTAL 627.72
COUNTY PARK
0062734 77.50 JAMESTOWN SUN
EMERGENCY
0062725 341,897.01 GUTHMILLER EARTHMOVING INC;0062729 6,106.00 INTERSTATE ENGINEERING
COUNTY CORRECTIONAL CENTER
0062703 164.00 CENTURYLINK;0062744 960.00 ND STATE RADIO COMMUNICATIONS
VETERANS SERVICE
0062775 167.00 TWO RIVERS PRINTING
COUNTY AGENT
0062696 84.60 BROWN & SAENGER;0062702 164.74 CENTRAL BUSINESS SYSTEMS INC;0062708 112.08 DAKOTA CENTRAL TELECOMMUNICATIONS;0062734 167.00 JAMESTOWN SUN;0062745 25.00 NDSU EXTENSION SERVICE,HDFS;0062748 100.57 NOVAK/LINDSEY;0062772 10.90 TDS METROCOM
DATA PROCESSING
0062700 19,954.84 CDW GOVERNMENT;0062716 400.00 ESRI;0062728 583.20 INFORMATION TECHNOLOGY DEPT;0062757 293.38 QUILL CORPORATION;0062758 25.00 RENAISSANCE RECYCLING; 0062776 19,448.00 TYLER TECHNOLOGIES INC
CO EXTENSION FUND
0062727 21.44 HUGO'S 9;0062748 48.36 NOVAK/LINDSEY;0062759 27.52 RITTENBACH/CHRISTINA
CENTRAL VALLEY HEALTH BOND ISSUE
0062783 30,871.25 WELLS FARGO CORPORATE TRUST SERVICE
JOB INCENTIVE FUND
0062733 18,250.00 JAMESTOWN STUTSMAN DEVELOPMENT CORP
FEMA FUNDS
0062722 128,490.77 FLINT TOWNSHIP #17;0062761 963.50 ROSE TOWNSHIP #46;0062765 65,481.35 STIRTON TOWNSHIP #53;0062780 7,312.17 VALLEY SPRINGS TOWNSHIP #57

At 8:35 a.m., a motion to adjourn was made by Schwartz, seconded by Neys. Motion Carried.

ATTEST:

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Casey Bradley	Mark T. Klose
Auditor/COO	Commission Chairman