Official Proceedings of the Stutsman County Commission – July 7th, 2015

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

Neys made a motion, seconded by Schwartz to approve the minutes of the June 2015 meetings. Motion carried.

Mickey Nenow, County Highway Superintendent, presented his monthly report to the commissioners. The Road Department started patching roads last Monday and will continue to patching the black top roads. The Road Department is also graveling roads and putting in culverts for townships. Nenow is requesting for some of the employees to do overtime hours due to the rain this spring. Schwartz made a motion, seconded by Marks to approve the overtime hours as presented. Motion carried.

Nenow requested approval of three road projects for County Highway 38, 67, and 37. According to house bill 1156; the county needs to submit next year's road projects to ND Department of Transportation (DOT) at a meeting of the South Central Corridor of Counties on July 27, 2015. County Highway 38 is four miles east of Ypsilanti, County Highway 67 is the remaining road north of Gackle; and County Road 37 is the Montpelier Road. If the road projects get approved at the DOT meeting, the county will go out for bidding in November. The projects will be at 100 percent funding. Schwartz made a motion, seconded by Marks to approve the road projects for County Highway 38, 67, and 37 as presented. Roll call vote: Marks, Schwartz, Neys, and Klose voted aye.

Tyler Perleberg, Interim Tax Director, introduced Josh Bond. He is the new Stutsman County's staff appraiser.

Casey Bradley, Auditor/COO, requested approval to remove the interim status for Tyler Perleberg. Tyler Perleberg has completed his six month probationary period and has done an excellent job. Neys made a motion, seconded by Schwartz to remove the interim status as presented. Motion Carried.

Auditor Bradley requested approval of a lease agreement between Stutsman County and the Bureau of Investigation (BCI). Schwartz made a motion, seconded by Marks to approve the lease agreement as presented. Motion Carried.

Bradley is requesting permission to purchase Interactive Television (ITV). Bradley has visited with Judge Greenwood and District Court Administrator Rod Olson. It is becoming a huge burden on staffing to bring inmates over for their initial court appearances. The county is having about ten to eleven inmates at a time go over to District Court for their appearances. District Court has agreed to work with Stutsman County in trying to set up an ITV program where the county has the inmates do their initial appearance via ITV and never leave the secured facility. This was discussed at the LEC Governing Board Authority meeting and it was recommended to move forward to purchase the ITV system. The county is looking at purchasing half of the program which will approximately cost $5,000. Schwartz made a motion, seconded by Neys to approve the ITV purchase as discussed. Roll call vote: Schwartz, Neys, Klose, and Marks voted aye.

Auditor Bradley updated the commissioners on jail housing numbers and the Jail Facility. Over the course of the past few years the Law Enforcement Center (LEC) has shared concerns with the LEC board regarding the ability to maintain our level of paying inmates given the growth we have seen in the local inmate population. Currently, the LEC needs to maintain a level of 48 paying inmates per day to cover our operating costs which helps to subsidize the costs of housing our local inmates. At 48 inmates per day the LEC anticipates about $1,150,000 for a fee of $65 per day per inmate housed. At the end of June, the jail averaged only 41 paying inmates and 46 local or nonpaying inmates. Attached to the document are a number of charts that breakdown the inmate housing over the course of the past four years. The first chart illustrates the housing numbers by year followed by quarterly breakdowns of housing numbers for each year. The charts show the overall number of inmates housed has remained relatively consistent but the composition of paying vs. nonpaying has changed dramatically since 2010. The last page shows a chart that illustrates the anticipated numbers for the 3rd and 4th quarters of 2015. At the current growth rates, no factors have been used to project outside growth, the LEC is projecting the paying inmate population will be around 32 by the end of the year which leaves the LEC with a shortfall of $379,000 entering into 2016. The Law Enforcement Center expects the transport revenue of $90,000 to fall proportionately to the decline in the paying inmates.

Since the Jail Study in 2012, the LEC has worked diligently to incorporate the study recommendations and make the suggested operational changes. As a result, the LEC has reduced staffing levels by approximately 14,000 hours, increased the housing fees to be more in line with other jails around the state, and established the minimum staffing levels for the facility. The LEC has leveraged all available technology to reduce the burden on staff to manage the increasing the demands of our growing local inmate population. We have deployed electronic video visitation to eliminate staffing visitation for inmates. The LEC has developed our own in-house technology to handle programs such as SCRAM. The Law Enforcement Center has worked the Jamestown Police Department and the Stutsman County Sheriff's Office to provide assistance in managing inmates who are in the work release program. This effort has been very successful in not only maximizing the efficiency of the facility but also reduces the burden placed on the staff. However, as you will note on the charts our local inmate population has grown at an exceptional rate. From the charts, you will note the LEC has averaged about 26-27 local inmates in 2010 and now project ending 2015 with an average near 45. This is in addition to our other programs which were not as heavily used in 2010 such as the SCRAM and Electronic Home Monitoring (EHM) programs. In June jail staff was managing a daily population of 17 people on EHM, 32 on SCRAM, 21 on PBT Testing, and 14 on Drug Patches.

At the June 26, 2015 LEC Board meeting this information was presented to the board along with a request to put together a committee to review alternatives with the intent to provide a recommendation to the Stutsman County Commission and the Jamestown City Council. The charge of this committee would be to compile an RFP/RFQ for Architectural Services, conduct a bid/interview process, recommend awarding a contract to the county commission with the concurrence of the city council, work with architect to analyze the costs of constructing an addition to the existing facility, as well as estimating the costs of a new facility and explore all other options that maybe available. Before any contract is awarded, the committee shall make a recommendation on how the costs will be shared and both boards will authorize before proceeding with the analysis. The committee shall review the information gathered and provide a recommendation to the respective boards on how to proceed.

The LEC is requesting the City and County nominate two members of their board to represent their organization, as well as authorize the City Administrator, County Auditor/COO, Jail Administrator, County Sheriff, and Chief of Police to serve on the committee with the selected board members. The City of Jamestown has nominated Councilman Gumke and Mayor Anderson. Neys made a motion, seconded by Marks to nominate Commissioner Klose and Commissioner Schwartz to the Jail Committee as presented. Motion Carried.

Fritz Fremgen, State's Attorney, presented his monthly report to the commissioners. Fremgen informed the commissioners he has a serious backlog on charging decisions and some upcoming serious cases.

Fremgen is requesting approval for out of state travel for Chief Assistant State's Attorney, Troy LeFevre. LeFevre will be attending Drug Court training in Washington DC. Tuition, travel, and lodging expenses are covered by the State of North Dakota. Marks made a motion, seconded by Neys to approve the request as presented. Motion Carried.

Warren Tobin, Veteran Service Officer presented his monthly report to the commissioners. The US Department of Veterans Affairs reports the VA expenditures for each county and they track this information every year. Tobin stated when he started the US Department of Veterans Affairs was spending under $3 million. Currently, Stutsman County has 1, 804 veterans. The total VA expenditures are at $10.6 million which consists of $5 million for compensation and pension, $213,000 for education, and $66,000 for insurance, and $5.3 million for medical expenses. The medical is the total for all medical care for our county's veterans. It includes care at the Fargo VA Medical Center, the Jamestown Community Based Outpatient Clinic, and contracted care with local providers such as Sanford, Essentia, and specialty providers. The Cost of Living Adjustments (COLA) through the years, the construction of an outpatient clinic in Jamestown, and changes to VA regulations have resulted in a portion of this increase. However, it is axiomatic that to receive benefits, one must apply for them. David Bratton is Stutsman County's new Veteran Service Officer. Warren has been with the county just shy of 19 years.

Nicole Meland, Administrative Staff Officer, presented information for a discussion of closing a section line in Rose Township. The county received a request from Keven Szarkowski to close the section lines from the corner of Rose Township in sections five, six, seven, and eight; west and south to the shores of Alkali Lake. Mr. Szarkowski stated the section corner is inaccessible for travel due to rough land and the lake shore in inaccessible due to cliff type drop off into the lake. Based on North Dakota Century Code (NDCC) 24.07.03, the board of county commissioners, if petitioned by a person having an interest in the adjoining land or portion thereof, after public hearing, may close section lines or portions of section lines based on the following criteria: not used for ten years; not traveled due to natural obstacles or difficulty of terrain; not required due to readily accessible alternate routes of travel; or are intersected by interstate highways causing the section line to be a dead-end, providing the closing doesn't deprive adjacent landowners' access to the landowners 'property. Based on the criteria, the proposal meets the NDCC for closing the portion of section lines described due to: Mr. Szarkowski owns the adjoining land for the portion of section lines requesting to be closed; he has owned or his family has owned the land for more than ten years, which would support his claim that the section lines have not been traveled in ten years; and the section lines are not required due to alternate routes of travel. It is the consensus of the commissioners to proceed with the request and move forward with a public hearing.

Auditor Bradley reviewed the chart of account changes with the commissioners and is requesting authorization to change the county's chart of accounts. Senate bill 2144 is the mill levy consolidation bill; this bill consolidated 38 mill levies into seventeen. Currently, the state and county mill levy total is 107.91 mills and once the 2014 mills are consolidated the mill levy will be 107.30. The 2014 mills once consolidated will be as follows: General Fund will be at 48.49 mills; Road and Bridge will be at 11.47 mills, however there is a cap of 10 mills so some of that will be part of the General Fund; Correctional Center will be consolidated into the General Fund; Senior Citizens will remain the same at 1.2 mills; matching federal aid will be consolidated into the Road and Bridge Fund by August 1, 2015; County Park will be consolidated into the General Fund; Veteran's Service will remain the same at 1.15; Job Development will remain the same at 3.82 mills; Airport will remain the same at .95 mills; County Advertising and Social Security will be consolidated into the General Fund; Water Resource will remain the same at .34 mills; Garrison Diversion will remain the same at 1 mill; Poor Relief will remain the same at 20 mills, but will be reduced based on the budget guidelines from the state; County Library will remain the same at 3.81 mills; Emergency Human Services will be eliminated and will be paid through a grant from DHS; County Historical will remain the same at .17 mills; Weed Control will remain the same at 3.03 mills; County Agent will remain the same at 2.22 mills; Central Valley Health will remain the same at 4.78 mills; County Fair will be consolidated into the General Fund and will be a written request through a grant; Comp. Health Insurance and Automation will be consolidated into the General Fund; Emergency will remain the same at 3.82 mills; Soil Conservation Insurance Reserve will remain the same at .05 mills; and the State Medical Center will remain the same at 1

mill. Auditor Bradley is requesting approval of the changes in the accounting. The State Auditor's office does concur with what the county is proposing. Schwartz made a motion, seconded by Neys to approve the changes in accounting as presented. Roll call vote: Neys, Klose, Marks, and Schwartz voted aye.

Auditor Bradley is requesting approval to transfer all fund balances immediately. Marks made a motion, seconded by Schwartz to approve the fund balance transfers as presented. Roll call vote: Klose, Marks, Schwartz, and Neys voted aye.

Auditor Bradley informed the commissioners the Wage and Benefit Committee has recommended a three percent Cost of Living Adjustment (COLA), with no step; increase for 2016 along with increasing the county's contribution to health insurance by five percent for each plan. This would mean a single health insurance plan would go from a 90% to a 95% and a family health insurance plan would go from an 80% to 85%. The Department Heads also made a recommendation to the commission to consider giving a four percent COLA, with no step increase and all other benefits remain at their current levels. From a cost perspective, each proposal is broken down as follows: Wage and Benefit Proposal for a three percent COLA is $307,855; insurance is $75,811 for a total net cost of $383,666. The Department Heads proposal for a four percent COLA is $390,252. As proposed the Wage and Benefit option would decrease premiums on single plans from $59 to $30 and family plans from $285 to $214. Commissioner Klose expressed he did not want to mess with the percentages with health insurance. The Midwest Consumer Price Index (CPI) is running at a -0.8 percent from May 2014 to May 2015. Auditor Bradley recommended looking at a three percent increase instead of the four percent. Bradley feels we are competitive in the market and we are not seeing a turnover in staff. Commissioner Schwartz would like to see a three percent increase put in the budget. Commissioner Marks would like to see the health insurance increase put in the budget. It is the consensus of the commissioner to include the other half-time FTE for Staff Appraiser position and the half-time FTE for the Administrative Officer position. The Sheriff's Office added one deputy position based on the COPS Grant with a quarter of the wages being paid by the Crew Camp Housing revenue. The Sheriff's Office is looking at possibly adding a three more deputies to get them to a 24 hour rotation; possibly adding a deputy in February and in November which would be dependent on the Crew camp housing revenue. The commissioners would like to see the deputy positions added to the budget as well. Auditor Bradley will get the accounting changes done this week in order to get the budgets out in the new format. The budget packets hopefully will be ready by August 18th for the commissioners to review and make decisions.

At 5:15 p.m., the Stutsman County Commission Meeting recessed for the County Park Board Meeting.

Official Proceedings of the Stutsman County Park Board – July 7, 2015

At 5:23 p.m., Chairman Klose called the regular meeting of the Stutsman County Park Board to order. David Schwartz, Dale Marks, Craig Neys, Mark T. Klose, Robert Woodward, and Jason Houge answered the roll call. Denny Ova is absent.

Marks made a motion, seconded by Woodward to approve the minutes of the June meeting. Motion Carried.

Houge made a motion, seconded by Neys to approve the monthly bills. Roll call vote: Houge, Woodward, Marks, Schwartz, Neys, and Klose voted aye. Motion Carried.

Sandy Eckelberg, Account/Property Coordinator, presented a request from John Grabinger that the Park Board explore the possibility of dredging the channel under the bridge to the Island in order to allow boats to navigate through the area. The area to be dredged is approximately 1,000 feet long by five feet deep by ten feet wide. Sandy has been in contact with MudMen Dredging, Inc. of Ellendale and has received a quote from them. The total cost for mobilization, dredging, and de-watering is $376,680. This does not include hauling away of de-watered silt/soil. MudMen indicated the material would be valuable for fill material. The State of North Dakota has an Outdoor Heritage Fund which is a grant fund. This project would qualify under the grant and the deadline is October 1, 22015. The funding is a 75/25 percent split and the county share would be $94,170. John Grabinger informed the commissioners the bay is filling in with sediment and this is where the handicap fishing docks are located. The idea is to get this dug out, cleaned out, and to get the water moving to help with the issue of stagnant water. Dennis Lorenz, Park Superintendent, suggested dredging a bigger section. The grant requires the county to have board support. The grant does have the possibility for in-kind funding. It was suggested to apply for more money and to look at other revenue sources. The county will need to go out for bid on this project as well as acquiring a 404 permit from the Corps of Engineers. Neys made a motion, seconded by Marks to proceed to apply for the Outdoor Heritage Fund. The county will finalize the budget and look at securing other revenue sources. Motion Carried.

Eckelberg is requesting approval to apply for Outdoor Heritage Fund grant for the Pelican Point Campground Expansion which is the continuation of the expansion project with the construction of approximately 21 new camping sites. Hopefully by the end of this year the access roads at Pelican Point will be completed. Step two is to expand the campground and this project would also qualify for the grant. The county does have matching funds from the Bureau of Reclamation and Garrison Diversion. The project estimate is $450,000. Schwartz made a motion, seconded by Houge to apply for the Outdoor Heritage Fund grant for the Pelican Point Campground Expansion. Motion carried.

Dennis Lorenz is requesting to resurface the Marina Parking lot. The quote came in at $38,000. Infrastructure repair does not qualify for grant funding; they want building development. The consensus is to come back with numbers and see how the county can pay for this. It was also suggested to contact Mickey Nenow, County Highway Superintendent to see if the parking lot can be patched temporarily.

Mike Kesler, Concessionaire, is requesting compensation for electric usage in the Marina concession building in order to reduce the rodent smell. Kesler has been running fans and air conditioners to help with the rodent smell. For May, Mike's electrical bill was $91.58 for 1,000 KW per hour and June's electrical bill will be $256.46 and was 3200 KW per hour. The consensus of the commission is to gather the information for the next meeting. Kesler spoke with Darrell Wegner regarding the rodent issue. Darrell stated he will need to vacate the building for approximately four or five days and will need to pull out door jambs and possible the walls or sheetrock. It depends on what needs to be done in order to get rid of the rodent issue. This may need to be done later this fall.

Mike Kesler is requesting for wireless internet to Lakeside Marina and Campground. The campground committee is looking at possibly increasing the camping rates to cover the cost of free wireless internet. The county incurred the cost of putting wireless internet in at Pelican Point campground was in order to do online reservations and the campground was paying the extra cost to provide wireless internet to the campers. Auditor Bradley asked if Kesler is willing to do online camp reservations. Kesler stated he will need to speak with his partner on this.

Park Superintendent Lorenz visited with the city forester, Doug Wiles, about the spider mite infestation on the evergreen trees. Doug stated there isn't a whole lot the county can do with the evergreens; spraying for them is a waste of money. The spraying needs to be done it in the spring. Wiles suggested cutting the branches off four or five feet up the trunk to get the dampness out of it. The Park Department will start cutting the branches off.

Dennis Lorenz, County Park Superintendent, presented his monthly report. He did not receive any complaints. Lorenz fixed the porta potties at the swimming beach.

At 6:05 p.m., a motion to adjourn the Stutsman County Park Board meeting was made by Houge, seconded by Woodward. Motion Carried.

At 6:05 p.m., the Stutsman County Commission Meeting reconvened.

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

At 6:07 p.m., a motion to adjourn was made by Schwartz, seconded by Neys. Motion Carried.

ATTEST:

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Casey J. Bradley
Auditor/COO

Mark T. Klose
Commission Chairman