Official Proceedings of the Stutsman County Commission – July 18, 2017

At 4:41 p.m., Chairman Klose called the regular meeting of the Stutsman County Commission to order. Dale Marks, David Schwartz, Denny Ova, Mark T. Klose, and Craig Neys answered the roll call.

Bill Kennedy and Joe Rector addressed the commission representing the James River Valley Library System requesting a letter of support to renovate the Alfred Dickey Library. The library's centennial is coming up in 2019 and they would like to do some renovations including foundation work, a new sign, LED lights, carpet, wall coverings, and paint to help preserve the historic building. The project is estimated to cost $550,000.00. They are fundraising to help defray the costs. No county funds are being requested; however, a signed certification of significant community support is required to apply for a grant, which would cover fifteen percent. A motion was made by Neys, seconded by Marks to sign a letter of support to fulfill a grant requirement which would help defray costs of the renovations to the Alfred Dickey Library. Motion carried.

Corry Shevlin, Jamestown Stutsman Development Corporation (JSDC), presented the board with a request to fund an Airport Business Park for industrial and aeronautical use lots. The project would be split between the City and the County, with the County's share being $284,750.28. A motion was made by Marks, seconded by Schwartz to approve the request to fund an Airport Business Park as presented. Roll call vote: Schwartz, Neys, Klose, Ova, and Marks voted aye. Motion carried.

Connie Ova, Jamestown Stutsman Development Corporation (JSDC), provided JSDC's proposed 2018 budget, which includes a 0% increase from last year as requested by the commission. A motion was made by Schwartz, seconded by Neys to approve JSDC's 2018 budget as presented. Roll call vote: Neys, Klose, Marks, Schwartz voted aye. Ova recused himself from voting due to a conflict of interest. Motion carried.

Connie Ova requested a relocation of public access for a section line where ND Soy is going to be located. In order to relocate the public access road, the commission must hold a public hearing on authorizing the closure of the road. Ova made a motion, seconded by Schwartz to hold a public hearing for relocating the public access road as presented. Motion carried.

The Rail Infrastructure Loan through the Bank of North Dakota was discussed. This project has been in the works for about one year now. The loan would cover the cost of new rail needed for ND Soy, construction of a frontage road, utility box culvert, and improvements to existing roadway. A government entity must apply for the loan and Stutsman County would enter into an agreement with SEPA for repayment. A motion was made by Neys, seconded by Ova to allow staff to apply for the BND Infrastructure Loan. Motion carried.

Casey Bradley, Auditor/COO requested permission to have staff work with Interstate Engineering to start work on bid packages for the rail and road projects if the BND Infrastructure Loan is approved. A motion was made by Schwartz, seconded by Neys to allow staff to work with Interstate Engineering on bid packages. Roll call vote: Ova, Marks, Schwartz, Neys, and Klose vote aye. Motion carried.

Jessica Alonge, Treasurer, presented the Pledge of Securities as of June 30, 2017. Alonge informed the commission of a change in legislation with Senate Bill 2296 that after this year the commission will not need to approve the Pledge of Securities. The county is overprotected at all of the banks. Marks made a motion, seconded by Ova to accept the Pledge of Securities as presented. Motion carried.

Treasurer Alonge requested to cancel uncashed warrants and treasurer's checks that are over one year old as of June 30th. Each individual has received at least three letters. Alonge will send another letter to the recipients informing them their money will be sent to unclaimed property for the State of North Dakota. Ova made a motion, seconded by Schwartz to approve the cancellation of uncashed

warrants and treasurer's checks as presented. Motion carried.

CHECKS TO BE CANCELLED BY STUTSMAN COUNTY COMMISSION

WELLS FARGO

Check No.	Payee	Department	Date of Issue	Amount
70377	Jacob Sinclair	Treasurer	07/08/2015	$5.82
71228	Jessica Kapaun	General	10/19/2015	$25.00
72170	Stewart Title Guaranty Co	Treasurer	02/03/2016	$43.26
72850	Dwight Lenhart	Corrections	05/04/2016	$22.00
Total Wells Fargo	$96.08			

UNISON BANK

41004	John Lindegren	Treasurer	10/13/2015	$13.00
41139	Carolyn Raffensperger	Recorder	03/29/2016	$26.00
Total Unison	$39.00			
Total Checks:	**$135.08**			

Fritz Fremgen, State's Attorney presented the board with a Resolution to impose a $25.00 Victim Witness Fee in all crimes that have a possibility of imprisonment as a potential consequence in accordance with House Bill 1003 that became effective July 1, 2017. Marks made a motion, seconded by Schwartz to approve the Resolution to impose a $25.00 Victim Witness Fee as presented. Roll call vote: Marks, Schwartz, Neys, Klose, and Ova voted aye. Motion carried.

Jerry Bergquist, Emergency Manager/9-1-1 Coordinator, requested approval of the annual grant to subsidize wages in his department. The grant awarded is $63,447.00, which is $1,085.00 more than last year. Ova made a motion to accept the grant, seconded by Schwartz. Motion carried.

Mickey Nenow, County Highway Superintendent, addressed the commission to request awarding the motor grader to RDO, as they were the only bid received. The motor grader will be for the Kensal area and was budgeted for this year. The bid came in under budget. Schwartz made a motion to award the motor grader bid to RDO, seconded by Marks. Roll call vote: Schwartz, Neys, Klose, Ova, and Marks voted aye. Motion carried.

Nenow requested permission to adopt the updated County Road Policy as discussed in a previous meeting. Schwartz made a motion, seconded by Ova to adopt the updated County Road Policy as presented. Motion carried.

Nenow requested permission to get quotes for new doors and windows for his department. It was the consensus of the board to allow Nenow to get quotes for new doors and windows for the office.

Nenow presented his monthly report where crushing has started as well as patching bumps on Highway 10.

Nicole Meland, Deputy Auditor/Recorder, presented the board with a Safe Bed contract for July 1, 2017 through June 30, 2019 with the North Dakota Department of Human Services, a Business Associate Agreement with the North Dakota Department of Human Services for July 1, 2017 through June 30, 2019, and a HIPAA Business Associate Tracking Form for July 1, 2017 through June 30, 2019. A motion was made by Ova, seconded by Schwartz to approve the Safe Bed contract for July 1, 2017 through June 30, 2019 with the North Dakota Department of Human Services, a Business Associate Agreement with the North Dakota Department of Human Services for July 1, 2017 through June 30, 2019, and a HIPAA Business Associate Tracking Form for July 1, 2017 through June 30, 2019 as presented. Motion carried.

A brief discussion was held regarding the hiring process for Auditor/COO. With the County in the middle of the budget process it was proposed to hold off on the formal hiring process until October 2017 and in the interim make temporary adjustments in personnel currently on staff, which would include transitioning Nicole Meland to Auditor/COO, Jessica Alonge, to Deputy Auditor/Recorder, Jessica Moser to Treasurer, and leave the Deputy Recorder position that Jessica Moser vacates open as a stop gap. This proposal would save the County $9,869.95 per month. A motion to hold off on the formal hiring process until October 2017 and temporarily transition personnel currently on staff was made by Schwartz, seconded by Neys. Roll call vote: Neys, Klose, Ova, Marks, Schwartz voted aye. Motion carried.

Meland requested permission to update bank accounts, removing Casey Bradley from all accounts and add Jessica Moser to bank accounts and Jessica Alonge to the credit cards effective August 4, 2017. A motion to remove Casey Bradley from all bank accounts and add Jessica Moser to bank accounts and Jessica Alonge to the credit cards effective August 4, 2017 was made by Ova, seconded by Schwartz. Motion carried.

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

	General Revenue Fund		76327	JOHN DEERE FINANCIAL	$28.09
76277	A & B BUSINESS INC	$379.58		KOBLE,RON	$64.20
76280	APCO INTERNATIONAL INC	$15.00		KRAMLICH MICHAEL	$96.30
76282	ATTORNEY GENERAL OFFICE-1250	$8,050.00	76333	MDU	$103.65
76283	BALCO UNIFORM CO INC	$232.55	76335	MEDINA CITY AUDITOR	$76.59
	BLINSKY,PAM	$107.00	76337	NAPA AUTO PARTS	$85.75
76284	BLUE STAR DRY CLEANING & BEYOND	$9.50	76346	NICKY'S SPARE TIME	$70.00
	BOND,JOSHUA	$17.66	76348	NORTH DAKOTA INSURANCE DEPT	$800.00
	BOND,JOSHUA	$43.34	76349	NORTHERN PLAINS ELECTRIC	$62.00
76286	BROWN & SAENGER	$1,059.65	76350	NORTHWEST TIRE INC	$516.50
76288	BUILDERS FIRSTSOURCE	$39.85	76351	OTTER TAIL POWER CO	$44.73
76289	CASS COUNTY SHERIFF'S DEPT	$36.00	76354	PRAXAIR DISTRIBUTION INC	$30.01
76290	CASS COUNTY TREASURER	$7,812.00	76367	TDS METROCOM	$1.49
76291	CBM FOOD SERVICE	$3,887.10	76371	TRACTOR SUPPLY CREDIT PLAN	$79.98
76296	CENTURYLINK	$1,035.12	76377	VINING OIL CO	$1,063.20
76299	COLE PAPERS INC	$815.06		WOODWORTH CITY AUDITOR - DD	$172.50
76300	COMMUNITY CORRECTION PROGRAM	$421.31		**Social Services Fund Total**	$3,550.35
76301	COOKS CORRECTIONAL	$311.33	76279	AMERIPRIDE SERVICES	$313.44
76302	CREATIVE ENERGY	$200.38	76281	ARNESON INC	$2,151.50
76306	DALSTED & RYAN P C	$826.50	76294	CENTRAL DAKOTA SANITATION INC	$1,096.76
76307	DOWNTOWN DENTAL	$242.00	76295	CENTRAL SALES	$70.05
76308	ECOLAB PEST ELIMINATION DIV	$354.79	76299	COLE PAPERS INC	$222.01
76310	FARMERS UNION OIL CO-CENEX	$28.77	76305	DAKOTA VALLEY ELECTRIC	$8.00
76312	FORUM COMMUNICATIONS COMPANY	$1,278.92	76310	FARMERS UNION OIL CO-CENEX	$40.00
76313	G & R CONTROLS, INC	$134.74	76318	INFINITY BUILDING SERVICES	$209.95
76317	HUGO'S 9	$19.98	76321	INSURE FORWARD	-$68.00
76319	INFORMATION TECHNOLOGY DEPT	$964.70	76327	JOHN DEERE FINANCIAL	$167.42
76322	JACOBS, BLAINE	$26.75	76329	LIFESTYLE APPLIANCE	$80.00
76324	JAMESTOWN COMMUNICATIONS INC	$74.00	76345	NEWMAN SIGNS	$75.00
76328	LEXIPOL LLC	$4,314.00	76349	NORTHERN PLAINS ELECTRIC	$2,631.55
76331	MARQUART,ANDREW S	$1,834.41	76357	RM STOUDT INC	$32,663.00
76332	MATTHEW BENDER & CO. INC	$36.31	76360	SPARK'S SALES LLC	$6,500.00
76333	MDU	$59.67	76372	TRUE VALUE (PARK DEPT)	$24.86
76334	MEDICINE SHOPPE	$267.76	76373	TRUE VALUE HARDWARE	$53.43
	MILLER,KEVIN	$45.48		**Weed Control Fund**	
76336	MORROW LAW	$2,311.50	76278	AG SPRAY EQUIPMENT	$391.32
76338	NAPA AUTO PARTS-SHERIFF	$119.94	76286	BROWN & SAENGER	$19.79
76340	ND ASSOCIATION OF COUNTIES	$100.00	76297	CLASSIC COUNTRY KSJB	$222.00
76341	ND EMERGENCY MANAGEMENT ASSOCIATION	$180.00	76303	CROP PRODUCTION SERVICES	$254.00
76344	ND STATE RADIO COMMUNICATIONS	$1,920.00	76312	FORUM COMMUNICATIONS COMPANY	$1,394.29

76347	NORTH DAKOTA INSURANCE DEPARTMENT	$100.00	76314	GCR TIRE CENTERS	$1,867.06
76349	NORTHERN PLAINS ELECTRIC	$63.00	76318	INFINITY BUILDING SERVICES	$196.50
76351	OTTER TAIL POWER CO	$9,724.32	76320	INGSTAD FAMILY MEDIA	$200.00
76352	PATZNER, ELROY	$33.45	76321	INSURE FORWARD	-$38.00
76353	PHARMCHEM INC	$608.00	76323	JAMESTOWN CITY BALER	$7.31
76356	RECORD KEEPERS	$95.00	76330	MAC'S INC	$495.14
76357	RM STOUDT INC	$573.09	76339	NAPA AUTO PARTS-WEED	$163.20
76358	SANFORD	$1,000.00	76351	OTTER TAIL POWER CO	$69.03
76359	SC CORRECTIONS	$1,414.75	76357	RM STOUDT INC	$21.15
	SCHAFFER,DIANNE	$50.00	76364	STUTSMAN CO ROAD DEPT	$3,520.00
76361	STEIN'S INC	$491.01	76365	STUTSMAN COUNTY AUDITOR	$104.00
76365	STUTSMAN COUNTY AUDITOR	$162.50		**Veterans Service Fund**	
76366	SUNSET LAW ENFORCEMENT	$6,337.23	76292	CDW GOVERNMENT INC	$1,379.08
76367	TDS METROCOM	$263.67	76296	CENTURYLINK	$14.40
76369	THOMSON REUTERS	$348.21	76367	TDS METROCOM	$6.44
76374	TWO RIVERS PRINTING	$317.00		**County Agent Fund**	
76379	WILHELM CHEVROLET BUICK GMC	$164.25	76286	BROWN & SAENGER	$17.98
	E 911 Phone System Fund		76304	DAKOTA CENTRAL TELECOMMUNICATIONS	$248.29
	BERGQUIST,JERRY	$112.35		HARSTAD,ALICIA	$108.61
76304	DAKOTA CENTRAL TELECOMMUNICATIONS	$884.36	76316	HIGH PLAINS WATER	$16.00
76340	ND ASSOCIATION OF COUNTIES	$26,112.04	76342	ND NEWSPAPER ASSOCIATION	$265.80
76367	TDS METROCOM	$2.30	76355	R&H MAINTENANCE	$400.00
76375	US POSTAL SERVICE.	$65.00		**Camping Fee Fund**	
	County Roads Fund		76363	STUTSMAN CO PARK	$398.48
76277	A & B BUSINESS INC	$225.38		THE DAK	$1,593.92
76279	AMERIPRIDE SERVICES	$513.10		**Commissary Fund**	
76285	BORDER STATES PAVING INC	$9,120.98	76368	THOMPSON, JAKE	$1.13
76287	BUFFALO CITY DIESEL	$15.50		**Drug Program Fund Total**	$630.05
76298	CLEVELAND CITY WATER & SEWER	$95.70		**Information Technology Capital Fund**	
76302	CREATIVE ENERGY	$1,924.40	76292	CDW GOVERNMENT INC	$278.13
76304	DAKOTA CENTRAL TELECOMMUNICATIONS	$166.42		**Road & Bridge Building Fund**	
76309	FACTORY MOTOR PARTS CO	$104.34	76337	NAPA AUTO PARTS	$279.99
76310	FARMERS UNION OIL CO-CENEX	$391.68	76370	TITAN MACHINERY - BISMARCK	$64,022.50
76311	FASTENAL CO	$62.53		**Bond Fund**	
76312	FORUM COMMUNICATIONS COMPANY	$258.42	76378	WELLS FARGO CORPORATE TRUST SERVICE	$750.00
	GRUENSTEIN,LARRY	$66.88		**Job Incentive Fund**	
76321	INSURE FORWARD	$449.00	76325	JAMESTOWN STUTSMAN DEVELOPMENT CORP	$619.59
76326	JAMESTOWN SUN	$569.68			

At 5:22 p.m., a motion to adjourn was made by Neys, seconded by Schwartz. Motion carried.
ATTEST:

Nicole Meland
Interim Auditor/COO

Dennis Ova
Commission Vice chairman