Official Proceedings of the Stutsman County Commission – August 2ND, 2016

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.

Neys made a motion, seconded by Ova to approve the minutes of the July 2016 meetings. Motion carried.

Mickey Nenow, County Highway Superintendent, presented his monthly report. Road department is still doing a lot of graveling. Patching was done last week, but there is still more patching to do. Culverts are still being put in.

Damage was done on County Highway 40 last week from Master Construction, on behalf of CenturyLink when burying cable alongside the road. The contractor did have a Right of Way Permit. The instructions were to stay on the outside of the right of way, which, it was so wet and with the equipment they had they couldn't. Some of the cable got put into the in-slope of the road as opposed to the right of way. Crushed asphalt was hauled in right away to help the in-slope. The contractor has agreed to come back and properly fix the damage when it dries up. State's Attorney Fremgen and Sheriff Kaiser were also updated on this issue.

The bridge down in Ypsilanti is about three quarters of the way done removing the old deck. Chip seal was done on the Ypsilanti road, 4 miles to the East, Highway 38 and County road 65 by Montpelier. County Road 67 South of Cleveland will be started. Jamestown and Kensal shops are done. The Medina shop is currently being worked on.

Stutsman County Road 39 Grade Raise bid results included the following: Guthmiller Earthmoving Inc., RTS Shearing LLC and Strata Corporation. Guthmiller Earthmoving Inc. had the lowest bid of $320,186.00. The Road department will do the gravel work and Guthmiller Earthmoving Inc. will be doing the dirt and riprap. Stutsman County has substantial reserves to pay for the project. Schwartz made a motion to award the low bid to Guthmiller Earthmoving Inc., seconded by Marks. November 11, 2016 is currently set to be the finishing date. Roll call vote: Ova, Marks, Schwartz, Neys, and Klose voted aye. Motion carried.

Nenow requested a Change Order for Highway 62. To clarify, the location is the Spiritwood road coming into Cargill from the interstate. Roughly $268,000.00 of State Aid money is available to use. Bryon Fuchs, Local Government Representative for the Department of Transportation, was contacted by Mike May, Project Manager for Interstate Engineering, via e-mail. Fuchs requested Interstate Engineering do a project description form and map on Highway 62, which was sent in. Railroad insurance had to be added to the project cost. This project will be a minimal cost for the County as the remainder of the oil impact funding would be applied to the cost of the project. A motion to approve the Change Order was made by Schwartz, seconded by Ova. Roll call vote: Marks, Schwartz, Neys, Klose, and Ova voted aye. Motion carried.

Shop door quotes were presented. Shop doors were budgeted for in 2016. The Road Department is looking at replacing 4 doors with the $25,000.00 budget. Nenow received two estimates which included: James Garage Door Service for $19,100.00 and Schumacher's for $16,546.00. Nenow would like to order 6 doors total to replace all the doors, if the cost is within the budgeted amount. A motion was made by Ova to approve the purchase of 6 doors if it remains within the budgeted amount, seconded by Neys. Roll call vote: Schwartz, Neys, Klose, Ova, and Marks voted aye. Motion carried.

Jessica Alonge, Treasurer, requested to change signing authority on bank accounts. Since Alonge could not be present, Bradley informed the commissioners of the request. Since she moved, Vanessa Grabinger is no longer the Deputy Treasurer. Grabinger needs to be removed from all bank accounts. Neys made a motion to remove Grabinger as a signatory, seconded by Ova. Motion carried.

Lyndsey Michel, Accounts/Property Coordinator, requested a Beer & Liquor License for the Corner Bar at The Boondock LLC. A motion was made by Ova, seconded by Schwartz to approve the Beer & Liquor License request. Motion carried.

Casey Bradley, Auditor/COO, spoke about the CDBG Contract. The grant and application have been approved by the Commissioners for Stutsman County to be the fiscal agent. Stutsman County pays the bills as they are

funded by CDBG. Stutsman County has to turn the money around within 48 hours of receipt, the money cannot be held in an account that holds interest, and etc. Schwartz made a motion to approve and accept the CDBG Contract, seconded by Ova. Motion carried.

Fritz Fremgen, State's Attorney, presented his monthly report. Fremgen, Schwartz and Casey inquired about a topic regarding Ypsilanti vacating an alleyway. Last month felonies were down, but they are coming back up. There's a committee looking at alternatives to incarceration. Lowering the penalty for certain drug crimes is being suggested. The Legislature is trying to figure out what to do with drug crimes.

Bradley suggested meeting time changes. Social Services is looking at trying to change their meeting time to an afternoon time. One of the commissioner's availability has changed. Currently, the first Tuesday of each month is the regular commission meeting at 4:00 p.m., followed by the Park Board meeting. The third Tuesday of each month is the regular commission meeting at 8:00 a.m. The recommendation is to have all meetings be at 4:00 p.m. The proposed change is to have the third Tuesday of the month be a regular commission meeting at 4:00 p.m., followed by the Social Services Board meeting starting the 16th of August, 2016. Neys made a motion to adopt the changed schedule and amend the current schedule, seconded by Schwartz. Motion carried.

The 2015 Audit is available on the Stutsman County website. No findings were noted. Stutsman County had a clean audit. In the audit you will see a lot of prior year adjustments. The vast majority, about $3.8 million, is related to pension liabilities, which was not part of the audit in previous years. There is a new GASB requirement that pension liabilities be included. Some deficiencies were found in how Stutsman County was entering Capital Assets into the system. Those deficiencies were caught internally, not in the audit. In their management note back to the Board they stated, "Thank you and the employees of Stutsman County for the courteous and friendly assistance we received during the course of our audit. It is a pleasure for us to be able to serve Stutsman County." The audit for Stutsman County was done in May.

At the Social Services Board meeting, purchasing the expansion of the TimeClock Plus system we currently have in Corrections, since 2012, was approved. Bradley mentioned they are looking at expanding it to other departments. Adding an additional $2,278.92 to the Social Services cost would allow the system to other departments at the courthouse. In the future, Road Department will be added to the system as well. This expansion has been budgeted for. Schwartz made a motion, seconded by Ova to approve the TimeClock expenditure. Roll call vote: Neys, Klose, Ova, Marks, and Schwartz voted aye. Motion carried

At 4:38 p.m., the Stutsman County Commission Meeting recessed for the County Park Board Meeting.

Official Proceedings of the Stutsman County Park Board – August 2nd, 2016

At 4:43 p.m., Chairman Klose called the regular meeting of the Stutsman County Park Board to order. Dennis Ova, Dale Marks, Dave Schwartz, Craig Neys, Mark T. Klose, Jason Houge and Robert Woodward answered the roll call.

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

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

Searle Swedlund, Executive Director of Jamestown Tourism, presented his proposed audio tour. This proposal is called "Talking Trail". Signs would be placed in campgrounds, mountain bike points, and signature trails. To access the audios, the person at the sign would dial the number and extension to hear the story about why that audio was placed in that certain spot. The posts would be placed along trails and such, whereas the smaller signs would be placed on buildings. Vandalism is a concern. With this system, Swedlund can keep track of how many times an audio is listened to, what state the number who dialed the number and extension is from, and how long they listened to the audio. Brochures are being worked on to be developed. The brochures would identify where the signs would be located. Schwartz made motion to allow placement and installation of the "Talking Trail" signs, seconded by Neys. Motion carried.

Lyndsey Michel, Accounts/Property Coordinator, presented the 2017 Cabin Permit fees. The request would

be to implement phasing in the increased rates over three years. The first seasonal payment would be $2,163.00. The first year-round payment would be $4,127.00. The first 2017 payment will be due December 2016. Schwartz made a motion, seconded by Woodward to implement the changes. Motion carried.

Nicole Meland, Administrative Staff Officer, presented contractual payments with Pelican Point Landing. Pelican Point has an online system where campers can go online and reserve their sites on Recreation.gov. Through conversations, Meland has learned that Pelican Point is blocking some of the cabin and recreational vehicle sites off of the website. Stutsman County has not received their share of the payments that they are taking off of the site. Per contract with them, they are supposed to be making payments every 15th day of the months. At the last board meeting Wander Alber, from Pelican Point, gave Stutsman County a payment. When the payment was receipted, Stutsman County was asked to void the payment because their accounts ended up being cleared out. Wanda said she would come in the next day, and the County still has not received payment. Meland presented the Commissioners with reports from Recreation.gov that show the days that were blocked. Stutsman County has no way of seeing if reservations were made or taken, if people showed up or what was charged. Meland e-mailed Wanda these reports and questioned her about the payments. There was no response. An owed estimate of $3,668.00 was given for May, June and July. Wanda was informed that if there was no response as of last Friday, July 29, 2016, all payments would be held until there is a clarified response to the situation or it would be brought to the Commissioner's attention for them to decide what to do. Pelican Point is currently late on two monthly payments. Until Stutsman County gets resolution or some type of explanation as to why the County isn't getting their share, the request is to hold payments to Pelican Point. Another issue that the County was informed of was double parking of recreational vehicles on one lot. This could be in violation of Federal Contract and State Permit. Houge made a motion to hold all payments until clarification on past due payments, seconded by Neys. Motion carried.

Bradley informed the Commission of an issue regarding ownership change out at Pelican Point. The DAC has been re-instated in its previous name. Insurance has been provided for Dean Albers' Concessions.

Dennis Lorenz, Park Superintendent, presented his monthly report. The Rural Fire Department contacted Game and Fish. A donation for $460.00 was given to County Park Board. The money will be reimbursed if spent on fixing docks. An update was given on the damage from a storm and high winds. Juveniles have been cleaning up the trees from the storm. The Park Department continues to do tree removal, mowing, and fixed split-rail fence. Pelican Point mentioned to Lorenz that the air condition units are not keeping the building cool, as they should. Mini-split air conditioners were suggested. Commissioners recommended looking around for some air conditioners and seeing how much the cost would be.

Neys inquired about a question from a cabin owner. The cabin owner was wondering if she would be able to rent out her cabin. Under the lease, you cannot.

At 5:08 p.m., a motion to adjourn the Stutsman County Park Board meeting was made by Houge, seconded by Ova. Motion Carried.

At 5:09 p.m., the Stutsman County Commission Meeting reconvened.

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

At 5:09 p.m., a motion to adjourn was made by Schwartz, seconded by Neys. Motion Carried.
ATTEST:

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