Official Proceedings of the Stutsman County Park Board – August 7th, 2012

At 3:30 p.m., Chairman Klose called the regular meeting of the Stutsman County Park Board to order. Dale Marks, David Schwartz, Robert Woodward, Craig Neys, and Mark T. Klose answered the roll call. Denny Ova and Mark Schlecht were absent.

Neys made a motion, seconded by Woodward to approve the minutes of the July 2012 meetings. Motion Carried.

A question was raised regarding the billing of Northern Plains. The board thought the bill seemed high. Woodward made a motion, seconded by Schwartz to approve the monthly bills with a follow up on the Northern Plains billing that was in question. Roll call vote: Marks, Schwartz, Neys, Klose, Woodward voted aye.

Dennis Lorenz, Stutsman County Park Superintendent, presented his monthly report. Dennis received two bids for removal of the rebar and foundation at Sandy Beach. Kresbach submitted a quote for $14,400.00 to remove the rebar and foundation at Sandy Beach at Spiritwood Lake. Guthmiller submitted a quote for $22,000.00 to remove the rebar and foundation at Spiritwood Lake. Dennis put up signs of danger, ran caution tape around the rebar and put up signs to keep out. Schwartz made a motion, seconded by Marks to table the request until a future time. Motion Carried.

Dennis also received two bids for removal of the old boat ramp at Pelican Point. Kresbach submitted a quote for $12,800.00 and Guthmiller submitted a quote for $10,000.00 to remove the old boat ramp at Pelican Point. Dennis had put up signs and people were still using the old boat ramp regardless of the signs. Dennis pulled the old dock out. The area is clearly marked with caution tape and no trespassing signs on both posts. Schwartz made a motion, seconded by Woodward to table the boat ramp removal request. Motion Carried.

Dennis reported that there have been some camping issues at Spiritwood Lake. The campers at Sandy Beach have been using the facilities at Spiritwood Lake. Ted Steckler would like Stutsman County to take care of this issue. The consensus is that Stutsman County can do nothing and that Ted would need to take care of this issue on his own. Dave Schwartz offered to speak with Ted Steckler regarding the camping issues.

The leasing of gravel pit land in Corwin Township was advertised for bids on April 14, 2012. No bids were received. Kenneth Schnieder and Iva Klose are interested in the leasing of the gravel pit land in Corwin Township as joint lessees. They are willing to pay $550.00 per year for a three year lease. Mary Jane Westerhausen, the previous lessee, indicated that she was no longer interested in leasing the property. Westerhausen paid $559.00 per year for a three year lease. Marks made a motion, seconded by Neys to accept the offer as presented. Schwartz, Neys, Klose, Woodward, Marks voted aye.

Hugo's Family Marketplace is requesting approval of a special use permit for family fun day at Joo's Grove Area. Per the contract with Kesler, "No vendor, other than permitted concessionaire, shall be allowed to sell merchandise and/or food in the concessionaire's area of management operation. Under the contract for Kesler, his area of operation is listed as "the concessions and campgrounds known as "Lakeside Marina and Campground". The event is within Kesler's area of operation. Hugo's will be selling concessions. Currently, they have three for-profit vendors participating and they will limit it to those three. Hugo's and Ingstad Family Media have met with Mike Kesler regarding his share of the concessions. Mike Kesler requested that he be paid $100.00 per vendor. Hugo's and Ingstad Family Media have agreed to Mike Kesler's request. Woodward made a motion, seconded by Schwartz to approve the special use permit as presented. Motion Carried.

At 3:57 p.m., a motion to adjourn the Stutsman County Park Board meeting was made by Woodward, seconded by Marks. Motion Carried.

Official Proceedings of the Stutsman County Commission – August 7th, 2012

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 was absent.

Marks made a motion, seconded by Schwartz to approve the minutes of the July 2012 meetings. Motion Carried.

Bids were opened for Construction Engineering Services for two grade raise projects on County Road 67, south of Cleveland. The federal aid projects are known as CER-4717(085) and CER-4717(090). The contractor has been selected. Aspen Construction will be doing the project. Stutsman County needs to select an engineering firm to actually do the construction engineering for the project. Two bids were received. The only requirement was to have the bid package clearly marked on the outside of the package with "Construction Engineering Services Proposal". Interstate Engineering failed to meet this requirement. Schwartz made a motion, seconded by Marks to award the bid to Ulteig Engineering, Surveying, and Consulting Services. Roll call vote: Neys, Klose, Marks, Schwartz voted aye.

Neys made a motion, seconded by Marks to approve a local raffle permit for Central ND Rabbit Breeders at Stutsman County Fairgrounds. Motion Carried.

Schwartz made a motion, seconded by Marks to approve a local raffle permit for Pingree Rural Fire Department at 281 Stop. Motion Carried.

Neys made a motion, seconded by Schwartz to approve a beer and liquor license for Scott Anderson dba Cork & Barrel Liquors at Stutsman County Fairgrounds Beer Gardens. Motion Carried.

Mickey Nenow, County Highway Superintendent, presented his monthly report. The Stutsman County Road Department finished chip sealing the roads and are now working on graveling the roads. The culvert crew is putting in culverts. The three paving projects south of Cleveland have been completed. The gravel crushing is scheduled to be done today. The Road Department is putting in overtime every other Friday.

Stutsman County received a letter from Marlin Sabinash and Roger Florhaug, Nogosek Township Chairman making the commission aware of a possible illegal drain located in Section 27 of Nogosek Township, Stutsman County. The drain might have contributed to the flooding of county and township roads in northern Stutsman County. This matter was presented to NRCS and their initial investigation supports the claim of this being an illegal drain. Stutsman County cannot determine this at this time; it has to go through the Water Resource Board. Neys made a motion, seconded by Schwartz to approve Stutsman County sending a letter of request to look into this matter to the Water Resource Board. Motion Carried.

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

GENERAL
0060113 45.06 AT&T MOBILITY;0060114 47.73 BAKKEN/DUSTIN;0060118 149.85 BOB'S PLUMBING & HEATING INC;0060120 677.51 BROWN & SAENGER;0060126 8,370.00 CASS COUNTY TREASURER; 0060129 19.99 CELLULAR COMMUNICATIONS INC;0060133 809.46 CENTURYLINK;0060134 116.55 CHADDUCK/LINDA;0060136 2,457.81 CHS CREDIT CARD DEPT;0060137 1,577.95 CITY OF JAMESTOWN; 0060139 315.08 COLE PAPERS INC;0060152 2,035.00 DKK GUARDIANSHIP SERVICES INC;0060159 69.30 FREMGEN/FRITZ;0060161 683.52 GUN & REEL SPORTS INC;0060169 1,250.00 JAMESTOWN AMBULANCE; 0060173 752.00 JAMESTOWN REGIONAL MEDICAL CENTER;0060174 1,375.47 JAMESTOWN SUN;0060177 48.48 JETSTREAM CAR WASH;0060182 277.50 KROPP LAW OFFICES PC;0060183 12.87 LARRY'S ELECTRIC; 0060189 790.00 MEDINA AMBULANCE SERVICE;0060199 233.40 ND NEWSPAPER ASSOCIATION;0060204 69.00 NORTHERN PLAINS ELECTRIC;0060210 152.00 PRESS ROOM/THE;0060217 564.08 RM STOUDT, INC; 0060221 637.50 SANDNESS LAW OFFICE;0060222 99.00 SIMMERS/JACKIE;0060223 479.00 SIMPLEXGRINNELL;0060227 521.30 STOP & GO #431;0060239 40.00 TRAUTMAN/RUSSELL;0060242 48.44 TRUE VALUE HARDWARE;0060246 90.00 US POSTMASTER;0060247 33.30 VEIL/JAMISON;0060248 742.75 VERIZON WIRELESS;0060250 13.45 VISA EMS 0622;0060253 388.34 VISA SO 4194;0060256 13.88 WALMART;0060260 52.50 WENZEL'S LOCK & KEY;0060261 453.50 WEST GROUP PAYMENT CENTER;0060263 52.80 WILHELM CHEVROLET BUICK GMC
911 EMERGENCY PHONE SYSTEM
0060117 319.71 BERGQUIST/JERRY;0060120 39.96 BROWN & SAENGER;0060250 76.23 VISA EMS 0622; 0060255 163.17 VOLK/TODD
ROAD FUNDS
0060109 121.68 AMERIPRIDE LINEN & APPAREL;0060119 24,517.53 BORDER STATES PAVING INC; 0060122 1,328.19 BUTLER MACHINERY CO;0060124 186,525.19 CALUMET SUPERIOR LLC;0060125 677.11 CARQUEST AUTO PARTS;0060137 11.75 CITY OF JAMESTOWN;0060143 6,067.57 CREATIVE ENERGY;

0060148 51.36 DAKOTA RENTAL CENTER LLC;0060157 68.54 FARMERS UNION OIL CO-CENEX;0060164 69.67 HOME OF ECONOMY;0060167 31.10 INSURE FORWARD;0060168 46,273.50 INTERSTATE ENGINEERING;0060170 12.80 JAMESTOWN IMPLEMENT;0060172 76.56 JAMESTOWN PLUMBING & HEATING;0060181 377.96 KOBLE/RON;0060185 160.13 MAC'S, INC;0060186 70.00 MARG'S HANDY WORK;0060188 40.54 MDU;0060194 634.08 NAPA AUTO PARTS;0060204 25.00 NORTHERN PLAINS ELECTRIC;0060205 31.88 NORTHWEST TIRE, INC;0060209 74.22 PRAXAIR DISTRIBUTION, INC;0060220 242.26 SAFETY KLEEN CORP;0060224 170.94 SINCLAIR/JOHN;0060228 74,405.78 STRATA CORP AGGREGATE DIVISION;0060229 2,617.50 STREETER COOP OIL;0060240 8,531.08 TRUE NORTH STEEL;0060241 11.70 TRUE VALUE HARDWARE;0060249 19,653.22 VINING OIL CO;0060252 2,513.17 VISA RD 3599;0060258 183.62 WALMART COMMUNITY BRC;0060266 3,949.35 YPSILANTI EQUITY ELEVATOR;0060267 526.26 ZEP MANUFACTURING CO

SOCIAL SERVICES FUND TOTAL 49,156.80

COUNTY PARK

0060109 468.74 AMERIPRIDE LINEN & APPAREL;0060112 7.00 ARNESON INC;0060113 45.06 AT&T MOBILITY;0060133 60.38 CENTURYLINK;0060139 719.50 COLE PAPERS INC;0060146 5,918.85 CURTIS ELECTRIC;0060148 33.45 DAKOTA RENTAL CENTER LLC;0060149 816.81 DAKOTA SANITATION;0060171 289.70 JAMESTOWN IMPLEMENT;0060184 279.00 LIFESTYLE APPLIANCE;0060185 32.38 MAC'S, INC;0060193 32.18 NAPA AUTO PARTS;0060204 2,436.50 NORTHERN PLAINS ELECTRIC;0060234 308.90 STUTSMAN RURAL WATER DISTRICT;0060238 32.34 TRACTOR SUPPLY CREDIT PLAN;0060243 74.45 TRUE VALUE HARDWARE;0060245 121.00 TWO RIVERS PRINTING;0060264 190.00 WILLEYS SEPTIC TANK SERVICE

EMERGENCY

0060168 2,060.14 INTERSTATE ENGINEERING;0060197 21,423.15 ND DEPT OF TRANSPORTATION

COUNTY CORRECTIONAL CENTER

0060107 142.28 A & B BUSINESS INC;0060111 310.42 APOTHECARY PRODUCTS INC;0060116 2,616.00 BEHAVORIAL INTERVENTIONS;0060118 955.07 BOB'S PLUMBING & HEATING INC;0060120 255.44 BROWN & SAENGER;0060125 6.38 CARQUEST AUTO PARTS;0060127 17,778.22 CBM FOOD SERVICE; 0060130 259.20 CENTRAL BUSINESS SYSTEMS, INC;0060132 377.50 CENTRAL DAKOTA MECHANICAL INC; 0060133 120.56 CENTURYLINK;0060137 2,295.96 CITY OF JAMESTOWN;0060139 695.66 COLE PAPERS INC;0060145 150.00 CUMMINS NPOWER,LLC;0060146 343.05 CURTIS ELECTRIC;0060147 2,317.66 DACOTAH PAPER CO;0060148 224.20 DAKOTA RENTAL CENTER LLC;0060155 500.00 ESSENTIA HEALTH; 0060158 14.10 FASTENAL CO;0060160 531.63 GRAYBAR;0060161 2,368.00 GUN & REEL SPORTS INC;0060163 6.15 HOME OF ECONOMY;0060177 826.74 JETSTREAM CAR WASH;0060187 141.00 MCDOUGALL/DR KENNETH;0060200 480.00 ND STATE RADIO COMMUNICATIONS;0060207 100.00 PETROLEUM TANK RELEASE COMP;0060208 90.42 PLASTOCON INC;0060211 68.26 PROBUILD;0060212 1,108.61 PSS WORLD MEDICAL, INC;0060214 13.50 REDWOOD TOXICOLOGY LABORATORY, INC;0060216 69.75 RENAISSANCE RECYCLING;0060218 32.61 RM STOUDT, INC;0060225 120.00 SKEEL'S PAINTING & DECORATING;0060226 1,136.14 STEIN'S, INC;0060230 45.00 STUTSMAN COUNTY CORRECTIONAL CENTER;0060237 59.96 THRIFTY DRUG-WHITE DRUG;0060242 23.78 TRUE VALUE HARDWARE;0060248 126.09 VERIZON WIRELESS;0060250 45.00 VISA EMS 0622;0060251 109.01 VISA LEC 4635;0060257 113.22 WALMART COMMUNITY BRC;0060259 222.04 WALZ PHARMACY;0060260 47.50 WENZEL'S LOCK & KEY;0060262 941.99 WESTERN DETENTION

WEED CONTROL

0060133 25.83 CENTURYLINK

COUNTY AGENT

0060120 34.11 BROWN & SAENGER;0060130 165.54 CENTRAL BUSINESS SYSTEMS, INC;0060198 39.00 ND FARMERS UNION;0060233 166.40 STUTSMAN COUNTY 4-H FUND

EMPLOYEES HOSPITAL INS

0060201 102,577.44 NDPERS

COMMISSARY

0060123 47.31 CABLE SERVICES;0060151 160.00 DEVILS LAKE JOURNAL;0060156 152.50 FARGO FORUM;0060185 3.58 MAC'S, INC;0060215 600.00 RELIANCE INMATE SYSTEMS, INC;0060216 25.00 RENAISSANCE RECYCLING;0060244 625.00 TURNKEY CORRECTIONS;0060251 31.50 VISA LEC 4635

DRUG PROGRAM FUND TOTAL 7,615.32

DATA PROCESSING

0060128 2,424.42 CDW GOVERNMENT;0060133 17.22 CENTURYLINK;0060142 2,681.12 COMPUTER PROFESSIONAL,ULTD,INC;0060162 66.60 HEANEY/CHRISTOPHER

CO EXTENSION FUND

0060120 6.99 BROWN & SAENGER;0060202 1,330.00 NDSU EXTENSION SERVICE;0060236 180.00 THOMPSON/WENDY

JOB INCENTIVE FUND

0060176 9,000.00 JAMESTOWN/STUTSMAN DEVELOPMENT CORP

FEMA FUNDS

0060168 18,444.70 INTERSTATE ENGINEERING;0060174 812.32 JAMESTOWN SUN
WAGES
11493-11682 495,107.21 7-25-12

Bids were opened for Griffin Township Sites 201, 213, 214, 208, and 209 grade raises. Reiner Contracting Inc., site 201 with addendum one is $254,000.00 less a $125,000.00 discount if all sites are selected; site 208 is $179,231.22; site 209 is $215,508.23; site 213 is $183,669.38; and site 214 is $106,555.91. Gratech Company, site 201 with addendum one is $318,806.54 less a $50,000.00 discount if all sites are selected; site 208 is $188,570.46; site 209 is $267,795.30; site 213 is $208,866.69; and site 214 is $131,011.28. Naastad Brothers Inc., site 213 is $265,350.65 and site 214 is $128,929.95. R.J. Zavoral, site 201 is $414,248.60 less a discount of $50,000.00 if all sites are selected; site 208 is $286,349.95; 213 is $258,262.05; site 209 is $352,807.65; and site 214 is $143,675.25. Guthmiller Earthmoving, site 201 is $222,335.60 less a discount of $38,560.00 if all sites are selected; site 208 is $134,770.00; site 209 is $161,813.20; site 213's bid was not accepted due to an incorrect bidder's bond; site 214 is $75,066.90. RTS Shearing, site 201 is $268,300.00 less a discount of $7,000.00 for each site for a total of $35,000.00 if all sites are selected; site 208 is $179,375.00; site 209 is $212,200.00; site 213 is $185,150.00; site 214 is $89,275.00. Stutsman County is acting as an agent for Griffin Township. The bids will be forwarded to Griffin Township. Griffin Township will analyze and award the bids.

Jerry Bergquist, 911 Emergency Manager/Coordinator presented information on the award of 911 bids for Richland and Stutsman County. Technology has changed considerably over the years since Stutsman County last purchased 9-1-1 equipment in November 1999. A new requirement that is state law is every 9-1-1 center has to have a backup 9-1-1 location in case of an emergency. Richland County and Stutsman County received two bids. Minnkota Communications/Jamestown Communications did not meet bid specifications. Independent Emergency Services submitted a bid for a total of $351,407.21 with Stutsman County's share being $167,757.69 and Richland County's share being $183,649.52. Jerry stated that it was very hard to determine what the total cost would be, however, it would not exceed the combined total of $351,407.21. The installation of the 911 equipment will hopefully be in December. Schwartz made a motion, seconded by Neys to accept the bid from Independent Emergency Services as presented not to exceed a combined total of $351,407.21. Roll call vote: Marks, Schwartz, Neys, Klose voted aye.

At 4:52 p.m., the Stutsman County commission meeting recessed and will continue in meeting room three in the lower level of the Law Enforcement Center.

At 5:04 p.m., the Stutsman County commission meeting reconvened.

Fritz Fremgen, State's Attorney, presented information on the Gahner mobile home tax case settlement stipulation. The request is to return $2,000.00 to Green Tree Servicing LLC. Marks made a motion, seconded by Schwartz to approve to return $2,000.00 and enter into the stipulation for Settlement/Dismissal with Green Tree Servicing. Roll call vote: Schwartz, Neys, Klose, Marks voted aye.

David Prachar, Jail Consultant, LLC, presented his Jail Staffing Analysis and Operational Assessment. Mr. Prachar toured the facility on May 30, 2012 and found that the facility is clean, quiet, and safe. He commended the Law Enforcement Center staff on this accomplishment. The staffing analysis recommendations are as follows: Define positions and titles as well as having four assigned fixed posts: Control Officer Post, Sergeants Post, Intake/Rover Post, and Housing Unit Post; determine the type of shift the LEC will use – Prachar recommends using an eight hour shift for administration, the medical and maintenance department and the custody department should use a 12 hour shift; determine which standards are applied according to the North Dakota Rules and regulations; determine the shift relief factor for net annual hours worked (NAHW); determine support services delivery and emergency response time in case of emergencies; and lastly, a staff coverage plan would need to be developed. A recommendation is to promote two correctional officer staff to sergeant. Part-time staff would be scheduled or called in only when permanent staff on rotation would be scheduled off for leave, etc. A recommendation of a job-task analysis on the deputy administrator and the administrative assistant position should be completed.

At 6:43 p.m., the Stutsman County commission meeting recessed.

At 6:53 p.m., the Stutsman County commission meeting reconvened.

The operational assessment recommendations are as follows: Update the policy and procedure

manual; increase and maintain supervisory coverage twenty-four hours seven days per week; facility keys – create master interior and exterior keys, communicate via radio with control center; training – assign a staff member to be the Training Coordinator, develop a training plan; establish security posts; and lastly, the visiting area - implement a video visitation system.

Casey Bradley, COO, discussed some of the proposed changes for the LEC Department. Two employees will need to be promoted to Sergeant, establish twelve full-time correctional officers, and to change the status of permanent part-time staff to casual part-time status dependent upon their utilization. Casey made some recommendations to establish part-time pay rates for each potential position, to look at shift differentials to assist in recruiting and retaining staff, adopt a set pay rate for part-time staff, and to create criteria for advancement for part-time staff based on training rather than time in a grade.

At 7:34 p.m., the Stutsman County commission meeting recessed to move the meeting back to the commission meeting room.

At 7:40 p.m., a motion to adjourn was made by Schwartz, seconded by Neys. Motion Carried.

ATTEST:

_____ _____

Casey Bradley
Auditor/COO

Mark T. Klose
Commission Chairman