Official Proceedings of the Stutsman County Commission – August 20th, 2013

At 7:00 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.

Ernie Williams, Township Board President, received a phone call from Fritz Fremgen, State's Attorney with concerns about ditch mowing. Williams is proposing a new law for ditch mowing for the State of North Dakota. Currently, the townships can only charge what it costs to mow a ditch which is approximately $80-120/mile. The township would need to post the information 20-30 days prior to mowing a ditch. The township would need to advertise for a meeting and send a landowner a letter stating the township will be charging the landowner to mow the ditches if it is not done by the deadline date of October 10th of every year. Ernie is proposing each township to adopt an individual policy for mowing ditches at the township's annual meeting where the individual landowners will vote on the policy. Each township can then charge what they decide on to charge the landowners and will be able to apply the special assessments to the individual landowner.

Casey Bradley, Auditor/COO presented the 2014 Stutsman County initial budget, 2014-2018 Stutsman County Capital budget, and the 2014 Stutsman County initial budget supplemental budget information to the commissioners. Bradley, Auditor/COO, presented a summary of significant changes by department; for the most part the three percent COLA will be affecting departments that have staff, implement one-third of the Springsted compensation study, the remainder of the Hay Study, two percent of the retirement will become the obligation of the employee, and the health insurance changes. The changes are listed as the following: County Commission – COLA adjustment, travel expense, and dues; Auditor Office – COLA, cell phone broken out, decrease in travel and professional development; Treasurer's Office – COLA, dues; State's Attorney's Office -- $80,000.00 added for additional staff attorney, increased transcript costs, publishing and printing, also added temporary employee for scanning in non-departmental as well as intern; Recorder's Office – COLA, decrease in micro film costs; District Court – Decrease of $14,000 in legal fees (transferred to state); Juvenile Court – Decrease of jury and witness fees; Building Maintenance department – COLA, transfer for projects; Non-Departmental – Attorney intern and temporary employee, membership increases, transfer increases for LEC projects; Sheriff's Department -- $30,000.00 added for two FTE staff at 25% cost share, COLA, $10,000 overtime increase for new staff, $5,000 natural growth, range costs, training, office equipment, uniforms, investigative supplies, ammo/safety equipment, $12,500 fuel for new staff, $34,500 for 25% match on new staff vehicles, COLA; Emergency Management – COLA, one-third of copier purchase (Veterans, 9-1-1); Primary/General Election – 2015 is an election year; Gackle Ambulance – requesting a $100 increase to help cover paper work; FICA/Automation Levy – Increased by 1.38 mills to cover increased costs (new hires and COLA); Road and Bridge – COLA, moving six staff from seasonal to full-time, possibly proposing a cap of 30% on the health insurance for the employees who want to remain part time, 18 miles north of Medina, Kensal, new back shop, new outlying shop; Social Service Fund – previously reviewed as part of the Social Service board; Parks – deficit spending for major projects; Emergency Fund – no major projects pending (possible carryover of projects), only 2013 ER project will be completed under the federal project north of Medina; Corrections – slight positive budget, have budgeted 60,000 staff hours only 53,768 are authorized, E-911 has two additional night dispatchers included in this budget; Historical Society – requesting an additional $3,000 in funding, this would leave the Historical Fund short by $1,248; Veterans – COLA, travel, one-third of printer; Extension – half-time staff being moved to a full-time staff position; Health Insurance Levy – 1.89 mill increase; Matching Federal – transfers for Federal Aid project; Courthouse Building Fund – significant increase in capital project (see capital projects budget); Data Processing – payback not included for the Tyler system because other increases were significant, delaying until Computer Professionals contract is satisfied in 2014 then leaving payments constant for repayments, increase in wages, capital budgeting (see capital projects budget); Document Preservation – propose utilizing $10,000 for the joint purchase of shared large format printer/scanner (see capital projects budget IT). The City of Jamestown is looking at sharing the cost of the printer/scanner. The printer will be utilized by the Law Enforcement, the Engineering Staff at the city, Recorder's Office, and E/9-1-1. Bradley, Auditor/COO, presented an analysis of the health insurance changes. The monthly family premium is $1249.70, Stutsman County contributes 80% or $999.76 per month and the employee contributes 20% or $249.94 per month for a full-time employee (forty hours per week). The monthly single premium is $517.26, Stutsman County contributes 90% or $465.54 per month and the employee contributes 10% or $51.72 per month for a full-time employee (forty hours per week). For Part-time employees the county's contribution would be prorated based on their FTE status. A .8 FTE (80% employee) on a single plan would pay the $51.72 employee portion and

would also have to contribute an additional $93.10 per month (465.54 x 20%). The total contribution would be as follows for the employee, Stutsman County contributes $372.44 per month and the employee contributes $144.82 per month. The estimates above include 19 current employees or vacant positions that have been identified as having the possibility of changing into a family plan, this variable accounts for $121,801.40 of the proposed increase. The county share of health insurance is projected to increase by $196,000. Bradley, Auditor/COO, presented an analysis of the 2014 Retirement and FICA changes. The proposed changes are as follows: Employees will be required to contribute two percent of their income into retirement and Stutsman County's contribution will remain the same at 13.26%; the remainder of the Hay Group Study for Merit System employees will be implemented, a one-third implementation of the Springsted Salary Survey, a three percent COLA; staffing increases for the State's Attorney's request (represents $16,728), Sheriff's request (represents $7,319, 25% wage and overtime), as well as an increase in six Highway Department employees changing from seasonal to full-time (partially offset by decrease in unemployment liability). In 2013, one mill generated $72,731; for 2014 one mill will generate $75,844. The tax implication of the proposed mill rate on a $75,000 home is as follows: the taxable value is $3,375, in 2013 the taxes were $378.64, and in 2014 the taxes are projected to be $389.68 less $46.76 due to a House Bill discount for a total of $342.92 which is a decrease of $35.73 compared to 2013 year. The value of a mill increased by $3100 per mill, state aid will increase approximately $3000, and $675 in new revenue.

Bradley, Auditor/COO presented the 2014-2018 Stutsman County Capital Budget. Starting in 2014, the capital expenditure guideline will be raised to $5,000 or higher. The countywide summary is as follows: Equipment, $1,579,500; Fleet, $476,743; Parks, $18,000; Public Facilities, $1,228,455; Road and Bridge, $7,700,000; Technology, $87,380. The total funding by source for 2014-2018 is as follows: Bond Proceeds, Special Assessment Districts, $2,360,000 in federal grants; $1,589,000 in Fund Balance; $13,500 in local grant/donation; $1,802,463 in property tax; $5,325,115 in state grants for a grand total of $11,090,078. The 2014 proposed capital investment is comprised of the following: 79% for Road and Bridge; 11% for Public Facilities; eight percent for Equipment; one percent for Fleet, and one percent for Technology. The proposed funding sources are split out by 39% from State Grants, 30% from Federal Grants, 19% from Fund Balance, 12% from Property Tax. A summary and itemized description was submitted from each department.

Bradley, Auditor/COO presented the 2014 Stutsman County initial budget presentation. A special meeting will be held on Thursday, August 29th at 7:00 a.m. It is the consensus of the commissioners to visit with the following departments on their budget: Road Department, Maintenance, Sheriff's Department, State's Attorney's Department, and Historical Society.

Robin Iszler, Central Valley Health Department (CVHD) presented her 2014 budget and the various state and federal programs. The overall budget for CVHD is approximately $2.2 million. The revenue for Stutsman County is projected to be $888,096 and the expenditures are projected to be $945,500. Ova made a motion, seconded by Schwartz to approve Casey Bradley, Auditor/COO, to jointly approve the 2014 budget for Central Valley Health Department and Logan County as presented. Motion Carried.

A public hearing for a Community Development Block Grant (CDBG) for James River Senior Center was held to obtain citizen views and to respond to proposals and questions related to the proposed CDBG application for refurbishing of the James River Senior Center Project, community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program; and the performance of Stutsman County in carrying out its community development responsibilities. No comments were heard. Ova made a motion, seconded by Schwartz to close the public hearing. Motion Carried.

Delyte Koropatnicki and Kristie Kinzell, DKK Guardianship Services, Inc. requested termination of their contract with Stutsman County. During the last legislative session, the legislature agreed to pick up the cost of the guardianship programs if the county would terminate the contract with our existing provider, DKK Guardianship Services. DKK Guardianship Services is already a contracted service provider for the State of North Dakota. Stutsman County would be able to continue with the same provider for guardianship services and cost share with the Association of Counties. Neys made a motion, seconded by Marks to approve terminating the contract with DKK Guardianship Service, Inc. as presented. Roll call vote: Ova, Marks, Schwartz, Neys, Klose voted aye.

Schwartz made a motion, seconded by Marks to approve the joint powers agreement for purchasing of public administrator support services with the Association of Counties as presented. Motion Carried.

The ND Association of Counties will be holding its 2013 annual conference on October 6th -8th. Commissioner Schwartz, Commissioner Marks, Commissioner Neys, and Commissioner Ova will be attending the conference. The county's federal aid priority roads are listed as nine miles at I-94 north of Medina, eight miles at Spiritwood South mill and overlay which is Highway 62 South, nine miles of sliver widening of hot bituminous overlay on ND 6 South; seven miles of widening overlay from CMC 47 to Highway 46. It is the consensus of the board to add one mile of paving at 62 South through Spiritwood.

Mickey Nenow, Highway Superintendent, received a request for a drainage easement in Section 14 of Homer Township from Duane Anderson, Woodbury Township. Jim Rexin and Anderson are requesting to put in subsurface drainage in Section 14 of Homer Township. The drain tile will be installed with the outlet in a grass waterway. The water will run into a natural drain through a 24" culvert in a county road which flows into the James River. K2S Engineering performed a Hydrological Study; in a 25 year rainfall event of 3.9 inches of rain in a 24 hours period the drain tile would add one half inch to water level to the culvert which still leaves eight and a half inches headway. Duane Anderson will be getting a permit through the water board. Schwartz made a motion, seconded by Marks to approve the request for drainage easement as presented. Motion Carried.

Bids were opened for Sinclair Township, Site 1, permanent grade raise, FEMA Ref. No. SnSinBCG1, PW-289(1). The bids are as follows: Graber Earthmoving for $62,000; Guthmiller Earthmoving, Inc. for $70,689.00; and RTS Shearing, LLC for $85,621.00. The estimate for this project was approximately $100,000. Nenow will take the bids, review the bids, tabulate the bids, and deliver the information to Sinclair Township. Sinclair Township will award the bid.

Fritz Fremgen, State's Attorney, presented information for the 2014 budget. Fremgen kept track of his hours worked. Fremgen stated he worked 370 extra hours in 2012 which is from the double murder trials and an assistant attorney left employment. Fremgen is continuing on training Kate Naumann, Assistant State's Attorney. She still continues to ask questions on fundamental things which she is still learning. Fremgen stated he has not looked at the issues concerning Aspen Construction. The North Dakota Insurance Reserve Fund has taken this case over. Fremgen stated he has not yet logged the issues with the Joint Library Board. Fritz informed the commissioners he just finished five terminations of parental rights cases. These cases have increased. It is of Fremgen's opinion he has filed "habitual offender" more lately in the last two years; this is where the offender has two or more felonies. The State's Attorney's office has seen quite a few DUS and DUI cases. A light week is approximately ten cases where a heavy week is 20 to 30 cases. Fremgen stated there are less non-sufficient fund cases; however stealing credit card information or identity crimes are increasing. Fritz stated his department has reduced 140-150 mental health cases by having Dalsted & Ryan take on the out of county cases. The intern was instrumental in helping Fritz reduce the caseload down from eight to one case waiting. Fremgen is willing to compromise; if the department cannot receive a full-time attorney then he would like to have at least the internship to continue and hire an employee to scan documents. Fritz will get the information on the mental health cases he has sent to Dalsted & Ryan.

There were no bids received for the Caterpillar Model RM-300 Reclaimer.

Casey Bradley, Auditor/COO, presented the personnel handbook policy to the commissioners. The Personnel Committee comprises of Mickey Nenow, Gerry Bergquist, Linda Chadduck, Sandy Bendewald, and Casey Bradley, Auditor/COO. They worked on the personnel handbook policy for approximately one and a half years. Payroll procedures will be added later after the county has had four or five payrolls completed with the new software system. Bradley, Auditor/COO, presented the significant changes to the board. Marks made a motion, seconded by Ova to accept and replace the personnel handbook policy as presented. Roll call vote: Schwartz, Neys, Klose, Ova, Marks voted aye.

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

	GENERAL REVENUE FUND			**COUNTY ROADS FUND CONT'D**	
63830	A & B BUSINESS INC	$153.67	63874	MAC'S INC	$66.72
63834	BAKKEN,DUSTIN	$158.50	63876	MDU	$101.61
63836	BLUMER, MARK T.	$8,265.84	63877	MEDINA CITY AUDITOR	$18.15
63841	CELLULAR COMMUNICATIONS INC	$21.99	63879	NAPA AUTO PARTS	$1,241.48
63844	COMFORT INN BISMARCK	$69.00	63880	ND DEPT OF TRANSPORTATION	$38,571.85
63846	CREATIVE ENERGY	$631.35	63887	PRAXAIR DISTRIBUTION INC	$95.52
63850	DAVIS, BRIAN	$50.00	63896	STRATA CORP AGGREGATE DIVISION	$7,622.61
63851	DRY DOCK SPORTS	$2,800.00	63897	STUTSMAN COUNTY GLASS	$30.00
63852	ECOLAB PEST ELIMINATION DIV	$188.95	63899	TDS METROCOM	$8.44
63854	FARMERS UNION OIL CO-CENEX	$55.18	63901	TRUCKS OF BISMARCK, INC	$447.70
63857	HANSON TIRE SERVICE	$896.68	63905	WALLWORK INC,W W	$55.59
63859	HOME OF ECONOMY	$271.41	63907	WEST END HIDE & FUR	$70.73
63861	INFORMATION TECHNOLOGY DEPT	$66.10	63909	WOODWORTH FARMERS GRAIN CO	$2,891.70
63867	JAMESTOWN I-94 CLARK	$1,117.09	63910	YPSILANTI EQUITY ELEVATOR	$3,051.00
63868	JAMESTOWN SUN	$2,284.44		**Foster Care Trust Fund Total**	$584.00
63872	LEXISNEXIS MATTHEW BENDER	$939.93		**SOCIAL SERVICES FUND TOTAL**	$581.67
63875	MAILFINANCE	$931.74		**COUNTY PARK FUND**	
63876	MDU	$383.57	63843	CENTURYLINK	$111.56
63878	MILLER,KEVIN	$20.00		**COUNTY CORRECTIONAL CENTER**	
63881	ND SHERIFFS & DEPUTIES ASSOCIATION	$75.00	63838	BROWN & SAENGER	$97.98
63885	OTTER TAIL POWER CO	$81.52	63843	CENTURYLINK	$451.68
63886	OTTMAR & OTTMAR PC	$1,161.00	63870	JARLAND,CHRISTI	$118.65
63892	ROAD RUNNER REPAIR	$1,235.56	63876	MDU	$474.40
63893	SANDNESS LAW OFFICE	$927.00	63899	TDS METROCOM	$108.05
63894	SCHERBENSKE & SON, INC.	$29.64		**WEED CONTROL FUND**	
63895	STOP N GO FARGO	$714.56	63829	5 STAR EXPRESS LUBE	$55.99
63899	TDS METROCOM	$139.02	63840	CDW GOVERNMENT INC	$498.99
63900	TRAUTMAN,RUSSELL	$40.00	63860	INFINITY BUILDING SERVICES	$53.45
63904	VOGEL,JASON	$20.00	63862	INGSTAD FAMILY MEDIA	$273.00
63908	WILHELM CHEVROLET BUICK GMC	$139.10	63863	J & L SERVICE	$350.00
	E 911 PHONE SYSTEM FUND		63865	JAMESTOWN CITY BALER	$7.85
63843	CENTURYLINK	$1,326.24	63874	MAC'S INC	$232.39
63847	DAKOTA CENTRAL TELECOMMUNICATIONS	$653.00	63879	NAPA AUTO PARTS	$64.92
63848	DAKOTA CENTRAL TELECOMMUNICATIONS JMTN_1	$222.41	63882	ND WEED CONTROL ASSOCIATION	$323.13
63899	TDS METROCOM	$18.93	63883	NORTH AMERICAN INVASIVE SPECIES	$240.00
	COUNTY ROADS FUND		63884	ORR"IGINALS	$252.00
63831	ALLEGIS CORPORATION	$285.52	63885	OTTER TAIL POWER CO	$91.36
63832	AMERIPRIDE SERVICES	$371.28	63890	RENTAL STORE,THE	$53.50
63833	ANDERSON,CHARLES	$333.35	63898	STUTSMAN RURAL WATER DISTRICT	$64.36
63835	BARNES COUNTY EQUIPMENT	$410.22	63903	VERIZON WIRELESS	$105.52
63837	BORDER STATES PAVING INC	$29,821.67	63906	WALMART_1688	$696.72
63839	CARQUEST	$32.11		**VETERANS SERVICE FUND**	
63842	CENTRAL BUSINESS SYSTEMS INC	$69.00	63899	TDS METROCOM	$9.51
63848	DAKOTA CENTRAL TELECOMMUNICATIONS JMTN_1	$161.92		**COUNTY AGENT FUND**	
63849	DAKOTA VALLEY ELECTRIC	$8.00	63848	DAKOTA CENTRAL TELECOMMUNICATIONS JMTN_1	$112.08
63853	FACTORY MOTOR PARTS CO	$134.78	63899	TDS METROCOM	$12.57
63854	FARMERS UNION OIL CO-CENEX	$1,982.40		**DRUG PROGRAM FUND**	$27,120.81
63856	GRUENSTEIN,LARRY	$76.28		**WITNESS ADVOCACY PROGRAM FUND**	$75.00
63858	HOBBY TIRE	$151.90		**DATA PROCESSING FUND**	
63859	HOME OF ECONOMY	$185.97	63845	CPS TECHNOLOGY SOLUTIONS	$287.40
63866	JAMESTOWN COMMUNICATIONS INC	$234.00	63861	INFORMATION TECHNOLOGY DEPT	$604.70
63869	JAMESTOWN SUN_4235	$131.84	63889	QUILL CORPORATION	$314.97
63871	KOLLMAN,LLOYD	$108.48	63902	TYLER TECHNOLOGIES INC	$16,609.92
63873	LYLE SIGNS, INC.	$42.29			

At 9:27 a.m., a motion to adjourn was made by Schwartz, seconded by Marks. Motion Carried.

ATTEST:

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Casey Bradley
Auditor/COO

Mark T. Klose
Commission Chairman