Official Proceedings of the Stutsman County Commission – September 13th, 2012

At 8:00 a.m., Chairman Klose called the special meeting of the Stutsman County Commission to order. Denny Ova, Dale Marks, David Schwartz, Craig Neys, and Mark T. Klose answered the roll call.

Casey Bradley, Auditor/COO, presented a spreadsheet summary of budget changes since the last budget hearing. The changes were to remove $25,000.00 from the drug grant match, remove $22,000.00 from maintenance and repairs line item in county park fund, and to remove $170,000 from purchase of assets line item in the road department. Stutsman County received the comprehensive position questionnaire from The Archer Company. Bradley presented a breakdown of all the positions. The Deputy Administrator position in the LEC department was revised. That position came back at a grade 15 instead of a 14. The secretarial support staff positions stayed the same. The equipment operator positions in the highway department all went up one grade. The assistant emergency manager position went from a grade ten to a grade thirteen. The road foreman position went up one grade. The biggest change in the road department is the shop foreman position; it went from a grade ten to a grade thirteen. Bradley updated the wage information that was suggested by Archer, took out Fritz's request of an additional employee, and move the transfer into the general fund for health insurance in the budget. The general fund has a surplus of $11,000.00 and the road department fund has a deficit of $100,000.00. Some of the transfers were changed; the matching federal transfer was increased. It can come out of county highway aid or the matching federal. Either one will qualify for the federal projects that Stutsman County will be doing next year.

Chad Kaiser, Sheriff, received a 50/50 matching federal grant which needs to be expended by September 28, 2012. Kaiser is purchasing two trailers –one is for the ROV and the other is for the Zodiac, two computers and software, and a pickup truck. The county has been trying to replace the lighting around the exterior of the courthouse and going to a higher efficiency lights that project downward. The current lights are using approximately 60 watts and the new lights are using 13 watts of power; which the county is seeing a reduction in electrical costs. The old pickup truck will be purchased by the highway department. These items are in the budget for this year. The extra money will go towards the purchase of lights at the courthouse.

By vote of the county voters the federal matching aid is enacted at five mills; which the county is levying. In the current budget, the county would have enough to do a project based on the federal matching funds. Anything that is left over and above that, the board can use for maintenance on federal aid roads if the commission board passes a resolution to do this. Depending on how the county utilizes the federal transfers next year, Stutsman County could have available money there to help with the shortfall in the highway department.

The State's Attorney requested to add another full-time assistant attorney position. Bradley informed the board on the staffing breakdown. Since the home rule charter was adopted in 2004, the auditor's office went from six employees to five and a half employees, the treasurer's department went from three staff to two staff, the tax director's department went from one and a half employees to two employees, the recorder's department went from three employees to two and a half employees, and the IT department went from one and a half employees to two employees; however one of the positions in the IT department is paid through the contracts the county has picked up. Prior to 1993, the State's Attorney was part time. In 1993, the State's Attorney's office added an assistant attorney position, one and a half secretarial positions, and one victim witness position. In 1994, another assistant attorney's position was added. In 1996, the half-time secretary became a full-time position. In 2001, a third full-time secretary was hired. It was suggested to possibly contract for some of the services. It was suggested to put the surplus of $11,000.00 under non-departmental contracted services just in case a department may need it. Currently, there is $6,000.00 in the line item. Bradley has $10,000.00 in the budget for a marketplace salary survey. The salary survey would address where in the marketplace our pay grade grid should be. The comprehensive position questionnaire (CPQ) addresses where an employee would fall in the pay grade. Stutsman County is looking at phasing in the marketplace salary survey with the CPQ process. The $10,000.00 is a quote from Springstead. Bradley is looking at changing vendors. The county sent the CPQ's off in May and it was supposed to be finished in three to four weeks. The CPQ's were received in September after a phone call. One of the department head positions was moved down two grades. Some

of the CPQ's were sent back and the county requested reevaluations of several positions. The results were sent to the personnel committee and to all of the supervisors that were involved and everyone concur with the reclassifications from Archer. It is the consensus of the board not to add another full-time assistant attorney position and to add the $11,000.00 in the contracted services line item.

The request from the wage and benefit committee were discussed. The health insurance is expected to increase by 16% for the 2013 biennium. The request from the wage and benefit committee is for the county to pick up the health insurance cost for the single policy plans and to split the increase of the family plan which is a projected increase of $16.00. The wage and benefit committee also requested to pick up the extra one percent increase for retirement for each the employee and employer portion, to have a two percent cost of living allowance, and a two percent step increase. In order to stay in the black, the board thought to go with the eight percent health insurance, pick up the two percent retirement, two percent step increase, and one percent cost of living allowance instead of two percent. Stutsman County is at the maximum cap for the health insurance capacity for the levy. The only increase in the mills is due to the health insurance, retirement, Social Security, and Medicare expenses. Stutsman County will need to look at other options that are available for health insurance. A good portion of the increase is due to the Hays Study which is a mandate from the state of North Dakota. Neys made a motion, seconded by Schwartz to approve a one percent cost of living allowance, a two percent step increase, for the county to pick up the one percent increase of retirement for both the employee and employer portion, and to pick up the 16% increase for the single policy plan and to pick up an eight percent increase for the family health insurance plan. Roll call vote: Ova, Marks, Schwartz, Neys, Klose voted aye.

Schwartz made a motion, seconded by Ova to accept the proposed CPQ reclassifications from Archer effective January 1, 2013 as presented. Roll call vote: Marks, Schwartz, Neys, Klose, Ova voted aye.

Marks made a motion, seconded by Ova to pass a resolution to authorize the utilization of excess federal matching funds for road projects on federal aid roads. Bradley has in the budget a transfer from the matching federal aid and transferring approximately $1.4 million into the emergency fund for the federal ER projects next year and another $1.1 million coming out of county highway state aid fund and transferring that to the emergency fund to pay for federal ER projects next year as well. Roll call vote: Schwartz, Neys, Klose, Ova, Marks voted aye.

For the commission meeting held on Tuesday, September 18th, 2012, Bradley will make the adjustments that were decided on today, finalize the mill levies, whatever the changes in the general fund will be added to the unallocated general government that can be used for contracting. Bradley will show the net effect of the decisions that were made today and establish the public hearing for the budget adoption on October 2nd, 2012. The board will plan on having their normal meeting with the budget public hearing to be held at 6:00 p.m.

Dale Marks requested to have $500.00 put back in the Park department budget for upkeep of the Ypsilanti Park if he finds someone to take care of it.

Chad Kaiser requested approval of two grants that the Sheriff's Department received from the Department of Transportation in the amount of $9,500.00 for the impaired driving grant and $2,000.00 for the seatbelt grant for wages. Ova made a motion, seconded by Neys to accept the grants as presented. Motion Carried.

The Stutsman County Commission Board would like to acknowledge and express their appreciation to Great River Energy and JSDC for the time and effort it took to work on the negotiation process with the new anhydrous plant that is coming to Stutsman County.

At 8:47 a.m., a motion to adjourn was made by Marks, seconded by Schwartz. Motion Carried.

ATTEST:

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Casey Bradley
Auditor/COO

Mark T. Klose
Commission Chairman