Official Proceedings of the Stutsman County Commission – October 7th, 2014

At 4:00 p.m., Chairman Klose called the regular meeting of the Stutsman County Commission to order. Dale Marks, David Schwartz, Craig Neys, Dennis Ova, and Mark T. Klose answered the roll call.

Neys made a motion, seconded by Marks to approve the minutes of the September 2014 meeting. Motion carried.

Casey Bradley, Auditor/COO, requested approval of the Juvenile Detention Service Contract which is provided by the State of North Dakota Department of Corrections and Rehabilitations (DOCR) and Youth Correctional Center (YCC). The contract is a renewal for 36 months at the per diem rate of $185.85 per juvenile per day. Marks made a motion, seconded by Schwartz to approve the contract as presented. Motion Carried.

Schwartz made a motion, seconded by Neys to approve canceling the November 4th, 2014 Commission meeting, changing the time of the November 18th, 2014 Commission meeting to 4:00 p.m., and giving permission to pay bills when they come due. A report will be submitted to the commissioners. Motion Carried.

Ova made a motion, seconded by Schwartz to accept the Hazardous Materials Emergency Preparedness (HMEP) Grant Award. The grant is in the amount of $14,800 with $3,700 being the county share for a grand total of $18,500. Motion Carried.

Bradley, Auditor/COO, received a letter from the North Dakota Township Officers Association requesting consideration of supporting the organization with voluntary dues contribution for the unorganized townships in Stutsman County. It is $125.00 per township and Stutsman County has two unorganized townships. Ova made a motion, seconded by Neys to approve the request as presented. Motion Carried.

Ova made a motion, seconded by Schwartz to appoint Craig Neys to be the delegate for the North Dakota State Fair. Motion Carried.

Schwartz made a motion, seconded by Ova to set the date of October 21, 2014 at 8:02 a.m. for the appraisal hearing for the property tax foreclosure. Motion Carried.

Casey Bradley, Auditor/COO, presented the commission with the personnel policy changes. The change for Chapter four is amending the vacation and sick leave policies as well as the policy for the implementation of the new evaluation process in Chapter nine. Ova made a motion, seconded by Schwartz to approve the policy changes as presented. Roll call vote: Ova, Marks, Schwartz, Neys, and Klose voted aye.

Chad Kaiser, Sheriff, presented his monthly report. Kaiser stated the Sheriff's Office is at approximately 6,000 calls for service to date which is on average compared to last year. Kaiser requested acceptance of COPS Hiring Program (CHP) Grant in the amount of $125,000 over a three year period. The CHP received 1,296 applicants; 215 applicants received the grant with only four applicants being from North Dakota. The local cash match is $72,642. This grant program is to hire one officer position and retain the position for four years. Kaiser proposed to hire one officer with the COPS grant and train in Truck Regulatory due to the increase in traffic with CHS building at Spiritwood and moving toward a 24 hour operation. The fiscal impact of the COPS grant for Stutsman County is $63,012 in 2015, $3,579 in 2016, and $17,626 in 2017. Ova made a motion, seconded by Marks to approve accepting the COPS Hiring Program grant as presented. Roll call vote: Marks, Schwartz, Neys, Klose, Ova voted aye.

Schwartz made a motion, seconded by Marks to approve to hire and purchase the equipment for the one new position. Roll call vote: Schwartz, Neys, Klose, Ova, Marks voted aye.

Mickey Nenow, County Highway Superintendent, presented his monthly report. The Road Department is continuing to gravel roads, putting in culverts where needed, and hoping to start rocking once the crops come off.

Bradley, Auditor/COO, attended a pre-construction meeting. Due to the time sensitive nature of the CHS

project Bradley is requesting authorization for him to approve the change orders on behalf of the county for the CHS road. Bradley will coordinate with CHS since they are payers on the contract; if CHS approves the change orders then Bradley will approve the change orders. Neys made a motion, seconded by Schwartz to authorize Casey Bradley to approve written change orders for the CHS road. Motion Carried.

Fritz Fremgen, State's Attorney, presented his monthly report. Fremgen informed the commissioners the scanning project will be completed by October 16, 2014 and will use approximately 95% of the authorized funding. The State's Attorney's Department is having trouble with looking up the scanned information. They learned if the file is not organized when it was scanned then it is harder to organize the information after it has been scanned. The State's Attorney's office will be working on implementing a protocol for scanning the documents in the future.

Casey, Auditor/COO, presented the 2013 audit report to the commissioners. Bradley reported the audit went well overall with the exception of two noted areas of concern: the county had overspent some fund budgets and the Pledge of Securities had a slight shortfall of the 110% coverage. The auditors did make a verbal notation regarding the challenges with the fixed assets. The county had a $646,000 adjustment where departments disposed of items but the Auditor's Office was still carrying the assets on the books. A Capital Asset Acquisition/Disposition form has been created for the departments to use.

Jim Fettig, Maintenance Supervisor, updated the commission board on the Senior Citizen Center Building. The Stutsman County Social Service Office, the Extension Agent's Office and some other people expressed interest in the building. The parking and the zoning may become an issue if an entity wanted to do anything structurally to the building. On the east side of the building there is nine parking spots available and there are a few parking spots on the north side of the building. The libraries employees' park there currently. Fettig stated the building has a new roof and a heating system; it is in good condition. It was recommended for the county to fill out an application with the City of Jamestown for rezoning the property. The application fee is $200. Ova made a motion, seconded by Schwartz to approve the request to fill out the application with the city to have the property rezoned as presented. Motion Carried. It was suggested the Extension Office look at the building to see if it will meet their needs.

At 4:59 p.m., the Stutsman County Commission Meeting recessed for the County Park Board Meeting.

Official Proceedings of the Stutsman County Park Board – October 7th, 2014

At 5:03 p.m., Chairman Klose called the regular meeting of the Stutsman County Park Board to order. Denny Ova, David Schwartz, Robert Woodward, Dale Marks, Craig Neys, Jason Houge and Mark T. Klose answered the roll call.

Houge made a motion, seconded by Ova to approve the minutes of the September meeting. Motion Carried.

Commissioner Klose questioned Dennis Lorenz if the Park Department still needs a landline at the shop. Lorenz stated he does receive quite a few people calling on the landline. Houge made a motion, seconded by Woodward to approve the monthly bills. Roll call vote: Neys, Klose, Houge, Woodward, Ova, Marks, Schwartz voted aye.

	COUNTY PARK FUND				
67661	AT&T MOBILITY	$43.56	67742	MCGRUDER CONSTRUCTION	$17,379.03
67676	CALIFORNIA CONTRACTORS SUPPLIES INC	$459.40	67746	MICHEL'S AUTO SALES & PARTS LLC	$50.00
67681	CENTRAL DAKOTA SANITATION INC	$1,060.76	67752	NAPA AUTO PARTS-PARK	$178.71
67682	CENTURYLINK	$52.65	67763	NORTHERN PLAINS ELECTRIC	$1,689.55
67690	DAKOTA RENTAL CENTER LLC	$49.78	67767	O'REILLY AUTOMOTIVE INC	$54.72
67706	FRUETEL,LAURA BETH	$310.97	67772	PRAXAIR DISTRIBUTION INC	$32.07
67713	HOBBY TIRE	$20.00	67796	STUTSMAN COUNTY GLASS	$508.00
67717	INFINITY BUILDING SERVICES	$663.66	67798	STUTSMAN RURAL WATER DISTRICT	$475.80
67731	JOHN DEERE FINANCIAL	$10.72	67804	TRUE VALUE (PARK DEPT)	$61.98
67735	MAC'S INC	$485.33	67819	WALMART COMMUNITY BRC_137	$67.52
67738	MARKS, NIK	$700.00	67824	WEST END HIDE & FUR	$63.00

Darin Peterson, Cabin Owners Association Road Committee, informed the commission the committee would

like to pave the 290 feet of road from Agricover to the cabins. The bid price for paving the road came in at $12,400. The county allots $10,000 each year for the committee to use for the roads. The road also needs some repair due to the road washing out near the culvert. The committee is requesting to pave the 290 feet of road down to the cabins and to have the remaining funds carried over to the next year. For 2014, the road committee has $5300 left because $4,600 was used for dust control. Schwartz made a motion, seconded by Houge to approve the remaining road funds carryover request into the next year as presented. Motion Carried.

Marks made a motion, seconded by Woodward to approve the transfer of Cabin Lot 7 East side from Doug Schlager to John and Susie Brandt contingent upon the paperwork being completed. Motion Carried.

The Campground Committee interviewed three applicants for the Concessionaire at Pelican Point Landing and Campground. The applicants were: Charles Wright/Lindsey Rowell; Alexa Kelley; Jeff and Christy Douty/Dean and Wanda Alber. The Campground Committee recommended the Douty/Alber group as the new concessionaire for Pelican Point. This is a five year contract and the county did not receive a request for revisions. The building needs a lot of cleaning as well as the inside grill top. It was suggested to do a walk through and create a checklist of what needs to be taken care of for the new concessionaires. Neys made a motion, seconded by Houge to approve the Campground Committee's concessionaire recommendation as presented. Roll call vote: Klose, Houge, Woodward, Ova, Marks, Schwartz, Neys voted aye. A meeting time will be set up to do a walkthrough of the building.

Sandra Eckelberg, Account/Property Coordinator, updated the commission on the FLAP program. The ND FLAP engineers still want to proceed with the access road to Pelican Point and they are trying to bid it out yet this fall; and give the contractors a notice to proceed on October 13th through October 20th. The engineers contacted Casey Bradley regarding the viability of when they could start construction. The engineers hope the project would be completed by June 1st. This may not happen. It depends on if road restrictions are still on in the spring. Only three contractors will be able to bid on the project because they meet the MATOC requirements.

Dennis Lorenz, County Park Superintendent, spoke last month regarding some troubles with a few campers at Spiritwood Lake and since there is not an ordinance in place the rules cannot be enforced. Lorenz and Sandra Eckelberg used the Bureau of Reclamations rules and regulations for Jamestown Reservoir as a guideline to create an ordinance for all Stutsman County Parks and managed lands. The goal is to try to cover all of the park lands in Stutsman County with one ordinance. Houge made a motion, seconded by Schwartz to approve Lorenz to direct Fritz Fremgen, State's Attorney, to draft a park ordinance by January 1, 2015. Motion Carried.

Dennis Lorenz presented his monthly report. Lorenz informed the board of a right-of-way fence issue. A person cut the fence line; the Park Department fixed the fence line and put a sign up stating the fence is property of the Bureau of Reclamation. The issue was brought up because the homeowner thought the fence line was on their property. According to the boundary markers the fence was not on their property. A walk gate was installed so the homeowners can access the park.

Lorenz informed the commission the Park Department is working on cutting and moving trees, pulling docks out of the water, and winterizing the concessionaire buildings.

The Bureau of Reclamation has started the evaluation process on their land and doing the market study on the cabin lots. The bureau is doing the study on all of the Bureau of Reclamation's properties.

At 5:43 p.m., a motion to adjourn the Stutsman County Park Board meeting was made by Neys, seconded by Woodward. Motion Carried.

At 5:43 p.m., the Stutsman County Commission Meeting reconvened.

Bradley, Auditor/COO, presented a budget review to the commissioners.

Bradley informed the commissioners the county received eight applications for the Deputy Treasurer position and interviewed five applicants. Bradley stated they did offer the position to one of the applicants

but it didn't work out. Bradley is requesting authorization to go up to a Grade 8, Step 13 of the Stutsman County pay scale. Schwartz made a motion, seconded by Ova to approve the request as presented. Roll call vote: Ova, Marks, Schwartz, Neys, Klose voted aye.

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

	GENERAL REVENUE FUND			**SOCIAL SERVICES FUND TOTAL**	$39,990.55
67657	A & B BUSINESS INC	$153.67		**EMERGENCY**	
67658	AAF INTERNATIONAL	$418.44	67755	ND DEPT OF TRANSPORTATION	$179.72
67663	BAKKEN,DUSTIN	$112.00		**COUNTY CORRECTIONAL CENTER**	
67666	BERGQUIST,JERRY	$120.00	67662	ATTORNEY GENERAL OFFICE-1250	$6,605.00
67668	BLUMER, MARK T.	$3,885.12	67669	BOB BARKER CO	$448.15
67670	BOB'S PLUMBING & HEATING INC	$3.95	67670	BOB'S PLUMBING & HEATING INC	$51.36
67673	BROWN & SAENGER	$546.23	67673	BROWN & SAENGER	$198.47
67679	CENEX FLEET FUELING	$3,731.67	67677	CAPITAL CITY RESTAURANT SUPPLY INC	$291.19
67680	CENTRAL BUSINESS SYSTEMS INC	$825.32	67678	CBM FOOD SERVICE	$10,932.07
67682	CENTURYLINK	$795.69	67680	CENTRAL BUSINESS SYSTEMS INC	$304.94
67683	COLE PAPERS INC	$302.52	67682	CENTURYLINK	$118.51
67689	DACOTAH PAPER CO	$624.78	67683	COLE PAPERS INC	$650.31
67693	DEWAN,MADELEINE A	$7.24	67689	DACOTAH PAPER CO	$1,304.50
67695	DS SOLUTIONS	$150.00	67694	DIAMOND DRUGS INC	$3.62
67700	ELECTION SYSTEMS & SOFTWARE	$5,454.12	67699	ECKROTH,BRONSON	$18.00
67701	ESGATE,MARYANNE J	$190.33	67702	EXTREME CLEANING	$400.00
67704	FETTIG,JAMES D	$112.00	67705	FRITZ,JARED	$20.00
67709	GRAYBAR	$168.48	67708	GODFREY,JEFFREY	$17.50
67711	HAROLDSON'S A & B BUSINESS	$327.12	67710	GUN & REEL SPORTS INC	$184.00
67712	HILLERUD CONSTRUCTION	$150.00	67717	INFINITY BUILDING SERVICES	$11.79
67714	HOME OF ECONOMY	$76.15	67721	JAMESTOWN CITY WATER DEPT.	$3,242.22
67720	JAMESTOWN AMBULANCE	$1,250.00	67723	JAMESTOWN ELECTRIC	$1,417.81
67721	JAMESTOWN CITY WATER DEPT.	$1,386.92	67724	JAMESTOWN PLUMBING & HEATING	$22.99
67726	JAMESTOWN SUN	$1,860.19	67728	JARLAND,CHRISTI	$289.66
67729	JENKINS, CONNIE	$16.80	67730	JETSTREAM CAR WASH	$399.03
67730	JETSTREAM CAR WASH	$78.91	67740	MARTELL,MIRANDA & RHONDA TOMPKINS	$125.00
67743	MDU	$80.10	67741	MCDOUGALL/DR KENNETH	$1,279.00
67745	MEDINA AMBULANCE SERVICE	$791.00	67744	MEDICINE SHOPPE	$1,094.02
67747	MIDWEST MANAGEMENT	$72.00	67756	ND STATE RADIO COMMUNICATIONS	$1,440.00
67749	MORRIS,EVAN & JANIE	$19.56	67766	NOVA FIRE PROTECTION LLC	$214.00
67750	MYHRE LAW OFFICE	$708.02	67770	OTTER TAIL POWER CO	$6,785.68
67751	NAPA AUTO PARTS	$238.00	67771	PHARMCHEM INC	$1,216.00
67756	ND STATE RADIO COMMUNICATIONS	$480.00	67773	PRIMARY PRODUCTS COMPANY	$1,950.00
67760	NEOFUNDS BY NEOPOST	$5,445.31	67774	PROBUILD	$375.64
67763	NORTHERN PLAINS ELECTRIC	$134.00	67776	QUICK LANE	$43.56
67764	NORTHERN SAFETY TECHNOLOGY INC	$38.92	67784	SANFORD FARGO	$243.00
67768	OFFICE OF THE STATE AUDITOR	$21,500.00	67785	SANFORD NORTH	$1,000.00
67770	OTTER TAIL POWER CO	$4,337.32	67787	SIMPLEXGRINNELL	$260.00
67774	PROBUILD	$37.66	67789	SKEEL'S PAINTING & DECORATING	$200.00
67777	QUILL CORPORATION	$249.51	67799	THOMPSON,WENDY OR DALE	$329.70
67781	RTS SHEARING	$1,040.00	67802	TRANE U.S. INC	$2,558.75
67783	SANDNESS LAW OFFICE	$495.00	67809	VERIZON WIRELESS	$123.44
67786	SCHUBERT'S CARPET ONE	$426.88	67812	VISA EMS 1790	$202.00
67789	SKEEL'S PAINTING & DECORATING	$342.42	67813	VISA LEC 1949	$247.80
67792	SOMSEN,STEVE	$16.80	67821	WALMART COMMUNITY BRC_894	$319.26
67793	STEIN'S INC	$226.26	67826	WESTERN DETENTION	$5,027.10
67809	VERIZON WIRELESS	$974.36	67828	WORLD MEDICAL GOVERNMENT SOLUTIONS INC	$899.13
67811	VISA AUD 1683	$534.91		**WEED CONTROL FUND**	
67812	VISA EMS 1790	$202.00	67682	CENTURYLINK	$8.46
67815	VISA SO 1840	$19.80	67692	DEUTSCHER,DAVID	$71.68
67818	VOLK,GREG	$1,624.00	67734	LEES,KIM	$28.00
67822	WALMART COMMUNITY SO	$33.75	67770	OTTER TAIL POWER CO	$43.42
67825	WEST GROUP PAYMENT CENTER	$499.99	67780	ROUGHRIDER SIGNS & DESIGNS	$180.00
	RESTORATIVE JUSTICE FUND TOTAL	$72.00	67798	STUTSMAN RURAL WATER DISTRICT	$52.92
	E 911 PHONE SYSTEM FUND			**VETERANS SERVICE FUND**	
67673	BROWN & SAENGER	$14.28	67667	BEST WESTERN DOUBLEWOOD INN	$149.40
	COUNTY ROADS FUND		67682	CENTURYLINK	$16.93
67660	AMERIPRIDE SERVICES	$337.79	67800	TOBIN,WARREN J	$294.00
67671	BORDER STATES PAVING INC	$232,790.30		**COUNTY AGENT FUND**	
67674	BUTLER MACHINERY CO	$326.04	67673	BROWN & SAENGER	$35.99
67687	CREATIVE ENERGY	$2,817.44	67680	CENTRAL BUSINESS SYSTEMS INC	$165.60
67690	DAKOTA RENTAL CENTER LLC	$246.10	67758	NDEAFCS	$115.00
67691	DALLMANN SERVICES	$12,544.80	67759	NDSU	$45.00
67703	FARMERS UNION OIL CO-CENEX	$5,661.02		**COMMISSARY FUND**	
67714	HOME OF ECONOMY	$223.00	67675	CABLE SERVICES	$47.31
67719	INTERSTATE ENGINEERING	$1,792.50	67805	TURNKEY CORRECTIONS	$288.64
67721	JAMESTOWN CITY WATER DEPT.	$12.85	67813	VISA LEC 1949	$37.60
67722	JAMESTOWN COMMUNICATIONS INC	$133.00	67821	WALMART COMMUNITY BRC_894	$37.76

67724	JAMESTOWN PLUMBING & HEATING	$3,883.21		**DRUG PROGRAM FUND TOTAL**	$42.32
67727	JAMESTOWN SUN_4235	$97.98		**COURTHOUSE BUILDING FUND**	
67731	JOHN DEERE FINANCIAL	$145.06	67716	HOUSE OF GLASS INC	$14,750.30
67735	MAC'S INC	$71.32		**COUNTY CORRECTIONAL CENTER CONSTR FUND**	
67737	MARG'S HANDY WORK	$70.00	67664	BDS LAUNDRY SYSTEMS	$3,770.00
67743	MDU	$71.33		**Capital Project Fund**	
67748	MIELKE OIL COMPANY, INC.	$612.20	67808	UPPER PLAINS CONTRACTING, INC	$220,015.85
67751	NAPA AUTO PARTS	$374.68		**COUNTY HAZARDOUS CHEMICAL ACCOUNT TOTAL**	$243.72
67755	ND DEPT OF TRANSPORTATION	$281,676.30		**DATA PROCESSING FUND**	
67762	NEWMAN SIGNS	$88.30	67682	CENTURYLINK	$16.93
67763	NORTHERN PLAINS ELECTRIC	$34.00	67686	COMPUTER PROFESSIONAL ULTD INC	$2,899.91
67765	NORTHWEST TIRE INC	$1,242.37	67707	GIS WORKSHOP	$9,000.00
67770	OTTER TAIL POWER CO	$606.87	67807	TYLER TECHNOLOGIES INC	$1,540.00
67775	QUALITY SERVICE & REPAIR	$219.65	67811	VISA AUD 1683	$81.13
67781	RTS SHEARING	$41,889.78		**Bond Fund**	
67782	SAFETY KLEEN CORP	$262.83	67823	WELLS FARGO CORPORATE TRUST SERVICE	$5,032.50
67788	SINCLAIR,JOHN	$209.44		**FEMA FUND**	
67790	SMOKIE'S FIRE SALES & SERVICE INC	$196.13		IOSCO TOWNSHIP #26 - DD	$3,053.03
67794	STREETER COOP OIL	$2,712.00		NOGOSEK TOWNSHIP #39 DD	$9,979.98
67801	TRACTOR SUPPLY CREDIT PLAN	$111.93		WOODBURY TOWNSHIP #63 - DD	$10,633.28
67803	TRUE NORTH STEEL	$20,354.12		**WAGES**	
67810	VINING OIL CO	$1,163.36		September 25,2014	$573,781.75
67814	VISA RD 1766	$77.88			
67820	WALMART COMMUNITY BRC_2896	$189.20			

At 5:55 p.m., the Stutsman County Commission Meeting recessed for the Stutsman County Budget Hearing.

At 5:59 p.m., Chairman Klose called the 2015 county budget and 2014 property tax levy hearing of the Stutsman County Commission to order.

The hearing was held on the proposed 2015 budget. Casey Bradley, Auditor/COO, reported on the 2015 budget. All information presented to the commissioners was made available to the public through the Stutsman County website under the Auditor's tab in the departments menu.

Schwartz made a motion, seconded by Neys to adopt the 2015 proposed County Budget and 2014 Property Tax Levy. Roll call vote: Ova, Marks, Schwartz, Neys, Klose voted aye.

Neys made a motion, seconded by Schwartz to adopt the 2015 Five Year Capital Plan. Roll call vote: Marks, Schwartz, Neys, Klose, Ova voted aye.

Schwartz made a motion, seconded by Ova to approve the 2015 Budgeted Transfers. Roll call vote: Schwartz, Neys, Klose, Ova, Marks voted aye.

At 6:50 p.m., a motion to adjourn was made by Marks, seconded by Ova. Motion Carried.

ATTEST:

_____ _____

Casey Bradley
Auditor/COO

Mark T. Klose
Commission Chairman