Official Proceedings of the Stutsman County Commission

November 1, 2011

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 roll call.

A motion to approve the minutes from the October meetings was made by Ova and seconded by Schwartz. Motion carried.

Jacki Lindell, County Treasurer, presented a list of outstanding checks that have been outstanding for a period of over one year.

Treasurer Check Number	Payee's Name	Department	Date of Issue	Amount of Check
38478	Joanne Roux	Co. Treasurer	4/05/2010	$25.49
38606	AgCountry FCS	Co. Sheriff	6/30/2010	$25.00
			Grand Total	$50.49

Motion by Neys and seconded by Schwartz to authorize Lindell to cancel the two outstanding checks. Motion carried.

Lindell requested that the commission authorize adding Renee Valenta, Audit Support Assistant, as a signatory on the Stutsman County Bank accounts located at Unison Bank. Motion by Schwartz and seconded by Neys. Motion carried.

Mickey Nenow, County Highway Superintendent, presented proposals from Lightowler Johnson Associates and Interstate Engineering in response to the County's request for RFP's for multiple 2012 Emergency Relief Projects. It was the consensus of the board to wait until the midmonth commission meeting to select one of these firms for the projects.

Nenow presented a proposal from Braun Intertec Corporation for geotechnical services (Proposal FA-11-06783) in response to the County's requests for these services in conjunction with the Great River Energy (GRE) road reconstruction project in Spiritwood Township. It was discussed that the proposed cost of $5,190 would be reimbursed by the Special Assessment District that was established previously; Steve Thompson of Interstate Engineering confirmed that these costs would be reimbursed. Schwartz made a motion seconded by Marks to accept the Braun Intertec proposal for geotechnical service. Roll call vote - Ova, Marks, Schwartz, Neys, and Klose voted aye.

At 4:10 p.m. the commission held the hearing to review the appraisals for tax foreclosures 2008 through 2010. Each member of the commission had reviewed and established an appraisal price for the properties presented. Klose opened the meeting for comments or questions from City Auditors, Township Board members, or the general public; no comments were made. Ova made a motion seconded by Marks to set the sale date and time for these properties at 10:00 a.m. November 15, 2011 at the Stutsman County Auditor's Office. Motion carried.

Casey Bradley, County Auditor/COO, presented a Gaming Site Authorization request from Arrowwood Ducks Unlimited. The request is to conduct games of chance at the 281 Stop, Pingree. The activities would take place November 10, 2011. Klose indicated that this was an annual event that they apply for each year. Schwartz made a motion seconded by Ova to approve the Gaming Site Authorization request for November 10, 2011. Motion carried.

Bradley informed the Commission that Benefits/Accounts Coordinator, Norma Kaiser, has given her notice of retirement effective December 1, 2011. Ms. Kaiser has been employed by Stutsman County for the past 22 years. Bradley explained that this position is responsible for the all payroll and accounts payable functions of the county. It is the recommendation of the Stutsman County Personnel Committee as well as Auditor/COO Bradley that this position be filled as soon as possible. A motion was made by Ova and seconded by Schwartz to authorize Bradley to fill the vacancy in the Benefits/Accounts Coordinator position. Motion carried.

Commissioner Schwartz and Chairman Klose updated the board on the Personnel Committee meeting that took place earlier in the day. It is the recommendation of the Personnel Committee that Auditor/COO Bradley be added, as an official member, to the Personnel Committee as well as the Grievance Committee. A motion was made by Schwartz and seconded by Marks to add Auditor/COO Bradley as a member of the County Personnel and Grievance Committees. Motion carried.

Bradley presented two potential names for nomination consideration for the upcoming vacancy on the Jamestown Regional Airport Authority Board. Jim Boyd, Chairman Airport Authority, forwarded a list of potential nominations. Of that list Keith A. Veil, local business owner and avid flyer, and Arnold Siefken, local business owner and avid flyer, responded to the County Auditor's Office to express their interest in serving on the board. Clarice Liechty also provided a letter of endorsement for Mr. Veil to serve on the board. Klose commented that he was aware of others that might also be interested and suggested that official nominations be made at the November 15th board meeting to allow other parties time to submit their interest to the board. It was the consensus of the commissioners to make official nominations at the November 15th board meeting.

A motion was made by Ova and seconded by Marks to pay the bills as presented. Roll call vote - Marks, Schwartz, Neys, Klose and Ova voted aye.

Fund	Warrant No	Amount	Vendor Name
GENERAL			
	0057201	44.88	A T & T MOBILITY
	0057202	46.00	BAKKEN/DUSTIN
	0057203	1,323.00	BALCO UNIFORM CO. INC
	0057207	374.62	BERGE/LINDA
	0057209	18.95	BOB'S PLUMBING & HEATING INC
	0057214	274.53	BROWN & SAENGER
	0057225	1,766.78	CDW GOVERNMENT
	0057226	248.13	CDW GOVERNMENT INC
	0057227	1,514.80	CENEX CREDIT CARD DEPT
	0057228	218.00	CENTRAL BUSINESS SYSTEMS, INC
	0057230	65.00	CENTRAL DAKOTA MECH INC
	0057231	774.66	CENTURYLINK
	0057234	1,821.11	COLE PAPERS INC
	0057239	457.87	DACOTAH PAPER CO
	0057249	250.00	EDDY FUNERAL HOME
	0057260	46.99	HAROLDSON'S A & B BUSINESS
	0057264	108.00	HESS/KEITH
	0057265	22.55	HOME OF ECONOMY
	0057269	84.00	HOYT/DAMIAN T
	0057276	1,250.00	JAMESTOWN AMBULANCE
	0057278	183.24	JAMESTOWN IMPLEMENT
	0057280	54.00	JAMESTOWN REGIONAL MEDICAL CENTER
	0057281	63.24	JAMESTOWN SUN
	0057283	363.19	JETSTREAM CAR WASH
	0057285	75.00	KAISER/CHAD
	0057289	47.44	KOMROSKY/PAUL
	0057290	150.00	KROPP LAW OFFICES PC
	0057292	60.20	LISA HULM REPORTING INC
	0057296	84.34	M D U
	0057301	790.00	MEDINA AMBULANCE SERVICE
	0057305	30.00	MILLER/KEVIN
	0057314	11.50	N D DEPT OF MOTOR VEHICLE
	0057316	315.00	NATIONAL DISTRICT ATTNY ASSN
	0057318	1,500.00	NEOFUNDS BY NEOPOST
	0057324	196.93	NORTHERN SAFETY TECHNOLOGY INC
	0057329	48.00	ONE-HOUR MARTINIZING
	0057331	705.14	OTIS ELEVATOR COMPANY
	0057338	157.05	PRO BUILD
	0057340	17.99	QUILL CORPORATION
	0057342	759.00	RAMKOTA HOTEL
	0057350	52.50	SANDNESS LAW OFFICE
	0057357	116.62	STOUDT INC/R M
	0057361	6.00	STUTSMAN COUNTY CORRECTIONAL CENTER
	0057366	50.00	TEWEY'S TAVERN
	0057372	176.00	U S POSTMASTER
	0057373	787.25	VERIZON WIRELESS
	0057377	973.33	VISA SO
	0057379	109.14	VOLK/TODD
	0057380	94.90	WALMART
	0057384	476.28	WEST GROUP PAYMENT CENTER
	0057386	10,194.00	WILHELM CHEVROLET BUICK GMC
	0057390	84.00	YUNCK/CASEY
	0057392	41.49	5 STAR EXPRESS LUBE
		29,482.64	Final Total
911 EMERGENCY PHONE SYSTEM			
	0057214	107.76	BROWN & SAENGER
		107.76	Final Total
ROAD FUNDS			
	0057199	126.99	A & B BUSINESS INC
	0057210	3,203.40	BORDER STATES PAVING INC
	0057214	6.40	BROWN & SAENGER
	0057216	24.00	BUFFALO CITY DIESEL
	0057218	96.00	BUTLER MACHINERY CO
	0057222	138.97	CARQUEST AUTO PARTS
	0057233	116.84	CNH CAPITAL
	0057238	2,516.10	CREATIVE ENERGY
	0057241	26.49	DAKOTA SANITATION

	0057242	375.00	DAKOTA VALLEY ELECTRIC
	0057252	69.44	FARGO TRAILER CENTER
	0057254	42.08	FARMERS UNION OIL CO-CENEX
	0057266	115.72	HOME OF ECONOMY
	0057278	164.95	JAMESTOWN IMPLEMENT
	0057281	172.36	JAMESTOWN SUN
	0057284	680.16	JOBS HQ
	0057288	271.83	KOLLMAN/LLOYD
	0057291	84.00	LINDSAY SOFT WATER
	0057298	70.00	MARGIE HANDY WORK
	0057309	165.10	N A P A AUTO PARTS
	0057317	27.40	NELSON INTERNATIONAL
	0057322	130.90	NEWMAN SIGNS
	0057325	843.51	NORTHWEST TIRE INC
	0057328	1,439.56	O'REILLY AUTOMOTIVE INC.
	0057336	282.70	POWER PLAN
	0057339	92.26	QUALITY SERVICE & REPAIR
	0057354	179.52	SINCLAIR/JOHN
	0057357	169.20	STOUDT INC/R M
	0057359	2,792.00	STREETER COOP OIL
	0057363	45.00	STUTSMAN RURAL WATER DISTRICT
	0057373	90.23	VERIZON WIRELESS
	0057374	3,192.60	VINING OIL CO.
	0057382	193.29	WALMART COMMUNITY BRC
	0057386	9.32	WILHELM CHEVROLET BUICK GMC
		17,953.32	Final Total
SOCIAL SERVICES			
		40,239.93	Final Total
EMERGENCY			
	0057275	114,191.11	INTERSTATE ENGINEERING
		114,191.11	Final Total
COUNTY CORRECTIONAL CENTER			
	0057200	142.28	A & B BUSINESS INC
	0057205	1,339.20	BEHAVORIAL INTERVENTIONS
	0057208	1,110.22	BOB BARKER CO
	0057214	129.32	BROWN & SAENGER
	0057224	209.10	CASAVANT/LARAE
	0057226	963.59	CDW GOVERNMENT INC
	0057228	244.50	CENTRAL BUSINESS SYSTEMS, INC
	0057231	115.37	CENTURYLINK
	0057236	60.04	COUNTY MARKET
	0057239	1,034.81	DACOTAH PAPER CO
	0057240	1,629.00	DAKOTA CAULKING INC
	0057244	2,169.77	DEAN FOODS NC, INC
	0057250	25.00	EMERGENCY TRAINING ASSOCIATES ND
	0057251	500.00	ESSENTIA HEALTH
	0057253	627.53	FARMER BROTHERS COFFEE
	0057274	769.00	INNOVIS HEALTH
	0057277	632.49	JAMESTOWN ELECTRIC
	0057280	5,995.28	JAMESTOWN REGIONAL MEDICAL CENTER
	0057281	186.00	JAMESTOWN SUN
	0057283	588.10	JETSTREAM CAR WASH
	0057284	412.20	JOBS HQ
	0057300	242.00	MCDOUGALL/DR KENNETH
	0057306	760.70	MOORE MEDICAL CORP
	0057310	50.00	N D APCO ASSOCIATION
	0057320	887.59	NETWORK CENTER COMMUNICATIONS
	0057332	578.99	PAN-O-GOLD BAKING CO.
	0057335	558.52	PLUMBMASTER
	0057337	160.00	PRETZER/BECKY
	0057344	46.00	REDWOOD TOXICOLOGY LABORATORY,INC
	0057353	641.50	SIMPLEXGRINNELL
	0057356	887.39	STEIN'S, INC
	0057358	328.03	STOUDT INC/R M
	0057360	152.00	STUTSMAN COUNTY CORRECTIONAL CENTER
	0057365	7,015.63	SYSCO FOOD SERVICES OF ND
	0057367	1,162.79	THRIFTY DRUG-WHITE DRUG
	0057369	102.00	TRAPP/TRACEY A
	0057371	4,215.48	U S FOOD SERVICE INC
	0057373	125.57	VERIZON WIRELESS
	0057375	838.39	VISA LEC
	0057376	169.06	VISA EMS
	0057381	40.54	WALMART COMMUNITY BRC
	0057383	101.07	WALZ PHARMACY
	0057385	184.50	WILDSIDE CREATIONS,INC
		38,130.55	Final Total
WEED CONTROL			
	0057231	24.72	CENTURYLINK
		24.72	Final Total
VETERANS SERVICE			
	0057368	162.00	TOBIN/WARREN J
	0057376	5.20	VISA EMS
		167.20	Final Total
COUNTY AGENT			

	0057228	148.73	CENTRAL BUSINESS SYSTEMS, INC
	0057348	222.64	RITTENBACH/CHRISTINA
		371.37	Final Total
EMPLOYEES HOSPITAL INS			
	0057315	99,804.00	N D P E R S
		99,804.00	Final Total
TAX REFUND			
	0057351	864.42	SIEGLE/HULDA
	0057352	868.29	SIELGE/HULDA
		1,732.71	Final Total
COMMISSARY			
	0057220	47.31	CABLE SERVICES
	0057243	199.97	DCR DISTRIBUTORS
	0057256	520.26	FRANK MCKONE CANDY CO
	0057257	687.05	FRITO LAY
	0057286	353.80	KEEFE COFFE & SUPPLY
	0057299	1,705.26	MAXIMA SUPPLY LLC
	0057333	1,072.88	PEPSIAMERICAS
	0057334	484.50	PIZZA CORNER FROZEN PIZZA
	0057338	16.11	PRO BUILD
	0057347	4,100.00	RELIANCE INMATE SYSTEMS INC.
	0057381	41.21	WALMART COMMUNITY BRC
		9,228.35	Final Total
DRUG PROGRAM			
		218.71	Final Total
COURTHOUSE BUILDING			
	0057209	4,687.88	BOB'S PLUMBING & HEATING INC
		4,687.88	Final Total
DATA PROCESSING			
	0057231	16.48	CENTURYLINK
	0057234	859.32	COLE PAPERS INC
	0057237	695.98	CPS TECHNOLOGY SOLUTIONS
	0057311	49.00	N D ASSOCIATION OF COUNTIES
	0057355	163.20	SMAAGE/JOSH
		1,783.98	Final Total
CO EXTENSION FUND			
	0057213	150.00	BROWER/LANCE
	0057261	7.53	HATLEWICK/DEBRA
	0057271	5.35	HUGO'S 9
	0057370	30.00	TWO RIVERS PRINTING
		192.88	Final Total
FEMA FUNDS			
	0057295	26,105.44	LOWERY TOWNSHIP #31
	0057362	907.50	STUTSMAN COUNTY ROAD DEPT
	0057387	314.00	WILLEYS SEPTIC TANK SERVICE
		27,326.94	Final Total
WAGES			
	9859-10048	467,835.46	WAGES (10-25-2011)
		467,835.46	Total Wages

Jerry Bergquist, 9-1-1 Coordinator/Emergency Manager, presented a draft copy of the "Agreement to Jointly Operate the Stutsman County Communications Center". Bergquist explained that this agreement was drafted at the request of the Law Enforcement Center Board's request. It attempts to capture the current operations of the Stutsman County Communications Center, which has never operated with an agreement despite having operated since its inception as a joint effort between Stutsman County and the City of Jamestown. This document was created by County Sheriff Chad Kaiser, Emergency Manager Bergquist, and City of Jamestown Council Member Ramone Gumke. Mr. Bergquist stated that this was a preliminary draft and was not the final product; neither the City nor the County's legal staff has had the opportunity to review this document. He also stated this document was intended to only establish current operations and not bind either entity into future changes that might take place. A motion was made by Schwartz and seconded by Ova to send a copy of the draft agreement to State's Attorney Fritz Fremgen for review. Motion carried.

Bergquist informed the board that the 2011 Emergency Management Performance Grant (EMPG) Award has been adjusted as follows: Original grant award accepted by the Commission on July 19, 2011 – $29,819.00; additional funds awarded by letter on October 18, 2011 – $40,327.00; total grant award $70,146.00. Grant comparison from past grants: 2011 EMPG grant = $70,146.00 ($12,472.00 more than 2010 and $21,138.00 more than 2009); 2010 EMPG grant = $57,674.00 ($8,666.00 more than 2009); and 2009 EMPG grant = $49,008.00. After a brief discussion as to why the funding has been increased each year Bergquist indicated that he was not positive as to why but his department certainly welcomed the additional funding.

Bergquist requested permission from the board to begin the process of advertising and hiring two temporary dispatcher positions. He informed the commission that both positions were currently budgeted for in the 2012 budget and would not begin employment until January of 2012. He also informed the board that he intends to stagger the hiring of these positions to ensure the current staff is able to adequately train them on an individual basis. But the overall intent is to only advertise for the position once and use that applicant pool to fill both positions. He also presented

information that illustrated call center demand has increased 23.01% since 2008 with specific increases of 28.90% in the morning shift and 23.76% in the afternoon shift, which are the shifts intended to be covered by these new hires. A motion was made by Marks and seconded by Schwartz to allow Bergquist to begin the process of advertising and hiring the first of two part-time dispatchers in January 2012. Roll call vote - Schwartz, Neys, Klose, Ova and Marks voted aye.

Fritz Fremgen, State's Attorney, presented his monthly report. Fremgen updated the board on the current status of Stutsman County establishing and meeting Title VI compliance standards. Currently, Assistant State's Attorney Heitkamp is working on reviewing county owned facilities and drafting various compliance plans. It is their goal to have all work completed by the middle of December 2011. Fremgen stated that he needed to contact Bryon Fuchs, NDDOT Local Government Unit, to discuss the process of Stutsman County becoming certified as a Title VI compliant county. It is the understanding of all involved that there are new requirements placed on this compliance for future Federal Highway funding. It was the consensus of the board that Auditor/COO Bradley and State's Attorney Fremgen contact Mr. Fuchs as soon as possible to find out the exact requirements and update the board at the next meeting.

Fremgen informed the board that he has been in consultation with staff at the North Dakota Insurance Reserve Fund (NDRIF) regarding payment of a bill related to an Administrative Hearing that was conducted in response to a termination of a Social Service Employee. At this time NDRIF will be looking into the billing to see if it qualifies for reimbursement by their organization.

At 5:10 p.m., the Commission meeting was recessed for the Park Board Meeting.

Stutsman County Park Board Meeting

November 1, 2011

At 5:12 p.m. Chairman Klose called the Stutsman County Park Board meeting to order. Park Board members present were Dennis Ova, Dale Marks, David Schwartz, Craig Neys, Mark Klose, Mark Schlecht and Bob Woodward.

A motion to approve the minutes from the October meeting was made by Schwartz and seconded by Woodward. Motion carried.

A motion to approve the following bills was made by Neys and seconded by Schlecht. Roll call vote - Klose, Woodward, Schlecht, Ova, Marks, Schwartz and Neys voted aye.

Fund	Warrant No	Amount	Vendor Name
COUNTY PARK			
	0057201	44.88	A T & T MOBILITY
	0057221	268.63	CARQUEST
	0057231	182.12	CENTURYLINK
	0057267	9.98	HOME OF ECONOMY
	0057272	108.00	INFINITY BUILDING SERVICES
	0057279	41.38	JAMESTOWN IMPLEMENT
	0057282	1,560.00	JERRY IVERSON CONSTRUCTION INC
	0057294	439.69	LORENZ/DENNIS
	0057297	80.09	MAC'S INC
	0057308	17.94	N A P A AUTO PARTS
	0057317	124.66	NELSON INTERNATIONAL
	0057326	18.97	NORTHWEST TIRE INC
	0057328	37.69	O'REILLY AUTOMOTIVE INC.
	0057341	709.17	R & B MOTORSPORTS
	0057363	190.50	STUTSMAN RURAL WATER DISTRICT
	0057391	100.00	ZUCK/JEFF
		3,933.70	Final Total

Fran Romsdal, President of the Cabin Association, voiced the association's concerns over increasing the permit fees at this time. Mr. Romsdal noted that the incessant flooding has decreased the usability of the properties because of access issues to many of the properties as well as many cabin owners incurring additional costs to correct or mitigate various issues created by the flooding.

Larry Kuntz, Land and Water Manager with the Bureau of Reclamation, indicated that the Bureau did not know for certain why there was a disparity in the current permit fees. It was their intent to have all fees based on the index, with seasonal paying 50% of the fee that is charged to year round permits. He also indicated that the index was used in lieu of the five year appraisal cycle because the appraisals were cost prohibitive at this point in time. He also stated that the board may set a permit fee higher than the index indicated by not lower, as rates currently are.

Commissioner Schwartz pointed out that Stutsman County had received a letter on October 27, 2011 from Joseph Hall, Chief of Resource Management, of the Bureau of Reclamation that directs the county to set year-round rates at $2,360 and seasonal rates at $1,180.

Romsdal requested that any additional revenues generated from the permit fees be designated for riprapping costs along the reservoir on the properties currently occupied by the seasonal and year round permit holders. Klose indicated that this funding could not be used for the benefit of one or two individuals but rather must benefit everyone equally. Kuntz also concurred with this statement. Neys suggested that the association put together some possible uses of the funding and present them at a future Park Board meeting.

Romsdal requested that the Bureau consider looking at more lands being opened for personal and cabin use. Mr. Romsdal suggested that this may be a good option to help generate additional revenues. Kuntz stated that it was his understanding that the Bureau was not interested in opening more land for this type of use.

A motion was made by Schwartz and seconded by Schlecht to approve the 2012 cabin permit rates in accordance with the letter from the Bureau at $2,360 for year-round and $1,180 for seasonal. Roll call vote - Klose-aye; Schlecht-aye; Woodward-nay; Ova-aye; Marks-aye; Neys-aye; and Schwartz-aye. Motion passed 6-1.

Sandy Eckelberg, Accounts/Property Coordinator, presented the Pelican Point Concession Contract for consideration of noncompetitive extension based upon the three previous years of flooding. Ms. Eckelberg informed the board that there was a previous meeting between the Bureau, county officials, and the concessionaire to discuss this possibility. Given the circumstances of the flooding events the concessionaire only had two good operating years out of the five year contract and the Bureau had no objections to extending the contract on a single year basis for up to three years. A motion was made by Ova and seconded by Marks to extend the current contract through 2012 and to reconsider in 2012 to extend for the 2013 season and do so again in 2013 for the 2014 camping season. Roll call vote - Schlecht, Woodward, Ova, Marks, Neys, Schwartz, and Klose all voted aye.

Nellie Degen informed the board that it was her understanding that the board may not use the additional revenues generated by the permit fees to improve the properties occupied by the permit holders. The funding may only be used for the betterment or benefit of all properties.

At 6:50 p.m., a motion was made by Neys and seconded by Woodward to adjourn the Park Board meeting. Motion carried.

At 6:50 p.m., the regular Commission meeting was called back to order with all Commissioners present.

At 6:51 p.m., a motion was made by Schwartz and seconded by Ova to adjourn the commission meeting. Motion carried.

ATTEST:

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Casey Bradley	Mark T. Klose
Auditor/COO	Commission Chairman