Official Proceedings of the Stutsman County Commission – December 15th, 2015

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

Dell Horn, Community Correction Program, requested approval of agreement between Jamestown Community Correction Program and Stutsman County. Horn asked for an increase of 25%. The asking amount is $1.25. There have been questions as to whether the program is successful and doing what it's supposed to do. Numbers are down for a variety of factors, but biggest is due to electronic home monitoring and level of crime is changing in Stutsman. Not as many misdemeanors and more felony cases; less alcohol charges and more drug problems. Horn indicated the increase is needed to help make up the budget shortfall from over the last 4 years. Auditor/COO Bradley gave statistics about the reduced utilization of the program. Jail Administrator Chad Jackson, indicated that the courts are the ones who dictate who is using the program because they are charging the cases. We currently pay $1.00 per hour when the program is utilized. Jackson indicated if the courts are putting people in community service vs. jail, we are definitely saving money; however, we don't know whether that is deterring people from offending again. Ova made a motion to pay the increase for a year, seconded by Schwartz. Roll call vote: Ova, Marks, Schwartz, Neys, Klose voted aye. Motion carried.

Horn indicated there will be a recidivism study throughout the state that will be broken down by region. He should have numbers next year as to how many people have reoffended and indicated he would be able to present some statistics on how successful the program is.

Connie Ova, JSDC, requested a JSDC Airport Lease and Sublease to UTC. JSDC owns the Goodrich II building, formerly owned by Dynamics Marketing and have been leasing it to Goodrich/UTC since that time. UTC has put in over a $1 million in renovating the building. The request is to renew the lease for another five years and then have the option for another two terms of five years. There is an option to purchase it for $350,000.00; which is what JSDC paid for it initially. UTC pays 100% of lease to Jamestown Airport and all property taxes. This lease also provides that they pay $3,000 monthly to JSDC. This was unanimously passed by the JSDC board of directors December 14, 2015. Schwartz made a motion to approve the lease of the building, and seconded by Marks. Motion carried.

Mickey Nenow, County Highway Superintendent, discussed the consideration of Overweight Self-propelled Construction Equipment Policy. Tyler Michel, Assistant Highway Superintendent, updated the commissioners on this policy based on changes suggested at the previous board meeting and also through discussion with Sheriff Kaiser. Michel also discussed this at the Township Meeting with no feedback. The Road Department would have the permits and forms for the drivers. The permitted driver would have to sign the permit before obtaining it. Seasonal ($150.00) and single trip ($35.00) permits would be available. Roads will have to be identified on the permits, so that the Road Department is able to track the no-haul routes. There are similar provisions as the oversize load permits regarding road damage. There was discussion regarding County fees and whether they were adequate to cover expenses. Commissioner Klose suggested reviewing all County fees that are charged to see what should be adjusted. Schwartz made a motion to adopt the policy as written for one years' time and revisit all the fees charged by the County and determine whether they need to be adjusted, seconded by Marks. Motion carried.

Nenow also requested an approval of construction engineering services for County Route 67, 38, and 37 which are 2016 projects. Interstate Engineering was the only company that submitted a proposal for the RFP. These projects are South of Cleveland, East of Ypsilanti, and North of Montpelier. Projects should go to bid soon. The two-mile stretch of County Road 40 in Spiritwood was discussed and the limited

options that are available to the County. Schwartz made a motion to approve awarding construction engineering services to Interstate Engineering, seconded by Neys. Motion carried.

Tyler Perleberg, Tax Director, updated the Commission Board on assessment contracts. Surveys were sent out to local township assessors to see if they plan to take on the new education requirements that are in Century Code 57-02-01.1. Stutsman County Tax Equalization would provide assessment services for free if any of the townships want to contract. Gerber, Lenton, Wadsworth, and Rose Townships have already signed contracts and Perleberg needs approval by the board to enter into the contracts. Neys made a motion, seconded by Ova to approve the Township Assessor Contracts as presented. Motion carried.

Chad Jackson, Jail Administrator, requested an addition for FTE. An Administrative Sergeant position was discussed. The shift would be Monday through Friday, 40 hour work week. Position would take on the responsibility of the 10-15% of the job loads that the shift staff are trying to maintain but not managing properly due to shift responsibilities. Biggest issue is Attendant Care and Jackson hopes this will help the scheduling issues that are occurring. Position would also be added as an additional PREA investigator which is a federal law; if we don't comply we would lose our federal contract. In addition Bradley indicated, Sargent Barnes would move up to a Lieutenant position and would be the supervisor of this position. Basis for that is Barnes is handling a lot of policies, and this position would work under one of those policies he is responsible for (PREA). Bradley reviewed the budget numbers through the end of November. The budget would allow for the additional staff member and also allows for jail nursing services that are being reviewed. The position will be opened up internally. Schwartz made a motion, Marks seconded to approve an additional FTE for the LEC. Motion carried.

Jim Fettig, Courthouse Maintenance Supervisor, requested an approval of quotes for carpeting the Courthouse basement. Fettig budgeted $25,000.00 for carpeting of the basement this year. The corner of the Juvenile Court area will be covered through a Courthouse grant, which has an estimated cost of $6,000. The two bids that Fettig received were $17,546.74 from Schubert's Carpet One and $16,630.83 from Smitty's Carpet Shop. Neys made a motion to approve the quote from Smitty's Carpet Shop, seconded by Ova. Motion carried.

Nicole Meland, Administrative Staff Officer, answered the questions received from the prior commission meeting regarding Dalsted & Ryan mental health payments and cases. Dalsted & Ryan bills the County at a rate of $95 per hour. The 2015 payments were lower than 2014. Meland informed the commission that all of the money is reimbursed from the respective county. None of the cases are Stutsman County cases. State's Attorney Fremgen, indicated that it is very difficult to staff these cases because attorney's need to block their time and be available to take these cases. Attorneys are coming from Fargo to staff these and are charging hourly rates along with mileage. Fremgen indicated that the dollar amounts may be increasing again.

Klose questioned Fremgen about the Open Records Rule because the County is continuously receiving records requests and taking up large amounts of staff time. Fremgen indicated we have to play by the parameters of the Open Records Rule and if someone is specific enough we have to provide the records. Larson Law Firm has recently requested all County related business that was conducted through text messaging for Casey Bradley, Sheriff Kaiser, Chief Edinger, Jeff Fuchs, Jay Sveum, Mark Klose, Dale Marks, Denny Ova, Craig Neys, Dave Schwartz, Fritz Fremgen, and BCI Director Dallas Carlson from November 1, 2015, through December 9, 2015. Bradley told the Attorney General's Office that he's never had any issues with board members conducting County business through texts and wasn't aware of it. AT&T's retention policy is no retention, so if a message is sent and deleted there is no record of it. Verizon's retention is three to five days. The only way for the records to exist, is if anyone has any texts

on their phone. If they do, they should give them to Bradley by the end of the day and if not we will respond that we have no records because the provider doesn't have the records. All commissioners responded that they do not have any text messages related to county business for that time period.

Casey Bradley, Auditor/COO, informed the commission of nominations and appointments of board members. The current board appointments are as follows: Human Services Board: Sandy Bendewald, the only applicant; Park Board: Jason Houge and Robert Woodward have submitted their applications as well as Robert Martin; Water Resource Board: Joel Lees and Arlyn Schmidt, both submitted applications; Weed Control Board: Dale Reimers, the only applicant; and Social Services Governing Board: Lynne Tally, the only applicant. The commission chose Jason Houge and Robert Woodward for the Park Board. Marks made a motion to accept the appointment of board members, seconded by Neys. Motion carried.

Bradley requested approval of Beer Applications. The only application was for the 281 Stop in Pingree. Motion was made by Schwartz to approve the beer application, seconded by Ova. Motion carried.

Bradley updated the commission on the Sharlow Township road payment plan proposal. Sharlow Township currently owes $74,593.48. Bradley proposed a payment plan where the amount would be paid off March of 2018. Stutsman County will only do work for Sharlow Township if they pay for it. If payments fall behind, Stutsman County will stop all work for them. Agreements and terms of the proposal were read. Stutsman County has not received a formal acceptance from Sharlow Township, but they did receive a $20,000.00 check at the initial meeting. Sharlow's current balance is $54,593.48. A breakdown of the revolving loan fund was requested by Klose. Schwartz made a motion, seconded by Marks to approve the proposal pending acceptance by Sharlow Township. Motion carried.

Commission was updated on the Weed Board Lease by Casey Bradley. Questions and concerns that were discussed at the Weed Board meeting were brought up. Schwartz made a motion to approve the lease with the changes discussed, seconded by Ova. Motion carried.

Casey Bradley requested approval to pay bills on December 31, 2015. Ova made a motion to approve bills on December 31st, seconded by Marks. Roll call vote: Marks, Schwartz, Neys, Klose, and Ova voted aye. Motion carried.

Bradley asked the commission for approval of ordering about 20 to 25 chairs for offices and the lobby. Governmental pricing would run $350.00 per chair. The final amount would come out to just under $10,000.00. The older chairs would be available for other departments to use or sell at the garage sale. Schwartz made a motion to approve the purchase of chairs, seconded by Marks. Motion carried.

Mid-month bills were reviewed and approved for payment by a motion made by Ova, seconded by Marks. Roll call vote: Schwartz, Neys, Klose, Ova, and Marks. Motion carried.

	General Revenue Fund			**E911 Phone System Fund**	
71660	A & B BUSINESS INC	$293.90		BERGQUIST,JERRY	$45.50
71661	ACTION DIGITAL	$25.00	71668	BROWN & SAENGER	$259.96
71663	BALCO UNIFORM CO INC	$1,491.72	71680	COMFORT INN BISMARCK	$80.00
71664	BEHAVIORAL INTERVENTIONS	$1,294.74	71684	DAKOTA CENTRAL TELECOMMUNICATIONS	$931.38
71665	BLUMER, MARK T.	$189.00		VAN DE VELDE,SARAH	$160.50
71666	BOB'S PLUMBING & HEATING INC	$98.63		**County Roads Fund**	
71668	BROWN & SAENGER	$1,282.23	71662	AMERIPRIDE SERVICES	$354.38
71670	CARQUEST AUTO GA	$173.29		ANDERSON,CHARLES	$184.00
71671	CARROT TOP INDUSTRIES	$528.83	71667	BORDER STATES PAVING INC	$9,103.78

71672	CBM FOOD SERVICE	$11,330.99	71669	BUTLER MACHINERY CO	$1,406.86
71673	CDW GOVERNMENT INC	$99.93	71684	DAKOTA CENTRAL TELECOMMUNICATIONS	$161.92
71674	CENTRAL BUSINESS SYSTEMS INC	$469.93	71686	DAKOTA VALLEY ELECTRIC	$8.00
71676	CHAMBER OF COMMERCE	$247.50	71687	DALLMANN SERVICES	$6,508.64
71677	CITY OF JAMESTOWN	$1,185.01	71691	EQUIPMENT BLADES INC	$2,360.00
71678	CLASSIC COUNTRY KSJB	$150.00	71692	FACTORY MOTOR PARTS CO	$850.16
71679	COLE PAPERS INC	$1,140.62	71693	FARMERS UNION OIL CO-CENEX	$1,160.00
71681	COMMUNITY CORRECTION PROGRAM	$293.60		GRUENSTEIN,LARRY	$51.75
71682	COMPUTER PROFESSIONAL ULTD INC	$3,015.89	71705	INTERSTATE ENGINEERING	$756.30
71683	CREATIVE ENERGY	$445.37	71712	JAMESTOWN SUN RD	$219.00
71688	DESIGNER CARE CO, LTD	$52.50		KOBLE,RON	$72.45
71689	DR DAWN'S PET STOP LLC	$41.77	71714	JOHN DEERE FINANCIAL	$48.53
71693	FARMERS UNION OIL CO-CENEX	$52.65	71717	MAC'S INC	$54.77
71694	FRANZEN,ELIZABETH	$25.00	71718	MARG'S HANDY WORK	$70.00
71695	FRANZEN,JOSEPHINE	$25.00	71721	MDU	$575.72
	FREMGEN,FRITZ	$115.00		MEDINA CITY AUDITOR	$18.85
71696	GIS WORKSHOP	$14,280.00	71725	NAPA AUTO PARTS	$1,138.32
71697	GRAYBAR	$878.01	71730	NDACE	$300.00
71698	HANSON TIRE SERVICE	$17.00	71731	NEWMAN SIGNS	$144.70
71700	HARTY INSURANCE INC	$50.00	71733	NORTHWEST TIRE INC	$8,325.00
71702	HOME OF ECONOMY	$13.99	71736	OTTER TAIL POWER CO	$399.87
71703	INFORMATION TECHNOLOGY DEPT	$943.70	71749	STREETER COOP OIL	$1,526.46
71704	INSURE FORWARD	$50.00	71751	STUTSMAN COUNTY AUDITOR	$151.20
71706	J & L SERVICE	$69.00	71753	TRACTOR SUPPLY CREDIT PLAN	$4.48
71707	JAMESTOWN AMBULANCE	$2,650.00	71755	TRUE NORTH STEEL	$15,193.81
71709	JAMESTOWN I-94 CLARK	$293.10	71763	WOODWORTH FARMERS GRAIN CO	$1,806.00
71710	JAMESTOWN REGIONAL MEDICAL CENTER	$174.00		**Social Services Fund Total**	$2,146.00
71711	JAMESTOWN SUN	$1,784.77		**County Park Fund**	
71713	JOBS HQ	$148.24	71675	CENTRAL DAKOTA SANITATION INC	$1,060.76
71715	KRAPP,SHANE C	$45.94	71685	DAKOTA RENTAL CENTER LLC	$80.97
71719	MARQUART,ANDREW S	$693.93	71708	JAMESTOWN ELECTRIC	$819.55
71720	MCKESSON MEDICAL SURGICAL	$155.77		LORENZ,DENNIS	$34.73
71721	MDU	$857.01	71716	LULAY,BOB	$800.00
71722	MEDICINE SHOPPE	$1,190.39	71717	MAC'S INC	$31.67
71723	MEDINA AMBULANCE SERVICE	$1,590.00	71725	NAPA AUTO PARTS	$3.99
71726	NAPA AUTO PARTS-LEC	$109.00	71727	ND DEPT OF MOTOR VEHICLE	$10.00
71728	ND SECRETARY OF STATE	$36.00	71734	O'REILLY AUTOMOTIVE INC	$30.36
71732	NORTHERN SAFETY TECHNOLOGY INC	$26.96		**Weed Control Fund**	
71735	OFFICE OF STATE TAX COMMISSIONER	$1,244.49	71684	DAKOTA CENTRAL TELECOMMUNICATIONS	$87.35
71736	OTTER TAIL POWER CO	$9,386.10	71711	JAMESTOWN SUN	$1,033.35
71737	PHARMCHEM INC	$441.00	71717	MAC'S INC	$95.90
71738	PRESS ROOM,THE	$351.13	71729	ND WEED CONTROL ASSOCIATION	$650.00
71739	PROBUILD	-$80.53	71736	OTTER TAIL POWER CO	$30.05
71740	QUILL CORPORATION	$658.16		**VETERAN'S FUND**	
71741	REALVNC LTD	$1,152.00		BRATTON,DAVID	$115.00
71742	RECORD KEEPERS	$479.50		**County Agent Fund**	
71743	SANDNESS LAW OFFICE	$729.00	71668	BROWN & SAENGER	$41.97
71744	SANFORD NORTH	$1,000.00	71674	CENTRAL BUSINESS SYSTEMS INC	$748.72
	SCHAFFER,DIANNE	$50.00	71684	DAKOTA CENTRAL TELECOMMUNICATIONS	$242.42
71745	SCHMIDT,PAUL E	$436.65	71690	ECOLAB PEST ELIMINATION DIV	$110.00
71746	SIRCHIE FINGERPRINT LABORATORY	$137.35	71699	HARSTAD,ALICIA	$424.83
71747	SMITTY'S CARPET SHOP INC	$179.34	71701	HIGH PLAINS WATER	$42.00
71748	SMOKIE'S FIRE SALES & SERVICE INC	$221.00		THOMPSON,WENDY OR DALE	$180.00
71751	STUTSMAN COUNTY AUDITOR	$2,205.50	71724	MORTON COUNTY EXTENSION	$26.00
71752	THOMSON REUTERS	$534.99		**Commissary Fund**	
71754	TRANE U.S. INC	$1,442.92	71756	TURNKEY CORRECTIONS	$96.36
71757	TWO RIVERS PRINTING	$247.00		**Courthouse Building Fund**	
71758	VALLEY PLAINS EQUIPMENT	$51.44	71739	PROBUILD	$243.15
71760	WENCK ASSOCAITES INC	$9,450.00		**County Sheriff Capital Fund**	
71761	WEX BANK	$1,569.92	71759	VIDEORAY, LLC	$20,096.00

71762	WILHELM CHEVROLET BUICK GMC	$77.90		**FEMA**	
71764	ZUERCHER TECHNOLOGIES LLC	$540.00		MANNS TOWNSHIP #33	$1,272.10
			71750	STUTSMAN CO ROAD DEPT	$3,812.76

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

ATTEST:

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Casey Bradley
Auditor/COO

Mark T. Klose
Commission Chairman