

Official Proceedings

August 5, 2014
8:00 am

Chairman Hoff called the meeting of the Stark County Board of Commissioners to order. All members present.

Agenda

Chairman Hoff asked for any additions or deletions to the agenda. Commissioner Zander added human resources. Commissioner Hoff added a road mowing policy.

MOTION BY: Commissioner Elkin **SECOND BY:** Commissioner Kuntz

To approve the agenda as presented with the additions.

DISPOSITION: Motion carried

Minutes

The minutes of the July 1, 2014 Board of County Commissioners meeting were presented.

MOTION BY: Commissioner Kuntz **SECOND BY:** Commissioner Wolf

To approve the minutes of the July 1, 2014 Board of County Commission minutes as presented.

DISPOSITION: Motion carried

Accounts Payable

The Commission raised a question in regards to a charge from Electronic Communications to the Sheriff's Department. Sheriff Tuhy advised this was for installation of equipment in the vehicles. Also questioned a charge from the West River Striping Company. This was for the parking lot at the courthouse, Social Services, and County Extension office. A question was raised regarding the match for grants listed. Auditor Haag advised that the grant match varies based on each individual grant.

MOTION BY: Commissioner Wolf **SECOND BY:** Commissioner Elkin

To approve the accounts payable with the supplement as presented.

DISPOSITION: Roll call vote. All voted aye. Motion carried

General: Payroll: \$225,068.66; Patricia Garrity: \$402.50; BW Fargo Doublewood Inn: \$149.40; Grand Hotel: \$179.90; NDACO Resources: \$80.00; Linda L Gingery: \$80.50; Gina R Wariner: \$77.00; Matthew Bender: \$528.51; West Payment Center: \$655.38; Dakota Water Treatment: \$21.75; SBM Inc: \$717.62; Xerox Corporation: \$442.99; Diane Brines: \$98.00; Natalie Wandler: \$98.00; Cynthia Terry: \$300.00; West River Striping: \$3,460.00; Consolidated: \$426.49; MDU: \$2,562.83; Roughrider Electric: \$150.00; SW Water Authority: \$51.48; Berger Electric: \$401.70; Braun Distributing: \$469.97; City of Dickinson: \$13,480.08; Dakota Farm Equipment: \$100.64; JB's Window Cleaning: \$1,980.00; Menards: \$439.34; Newby's Ace Hardware: \$115.36; NW Tire Inc: \$11.99; Otis Elevator Co: \$826.50; Quality Xterminators: \$295.00; Steffan's Saw & Bike: \$16.49; T-Rex Conoco Inc: \$899.38; Viking Glass of ND: \$48.00; Visa: \$3,831.87; Walmart: \$417.35; Dickinson Press: \$2,443.04; NDPers: \$34,961.06; Keogh Law Office: \$300.00; Mackoff Kellogg: \$3,600.00; Myhre Law Office: \$491.95; Cenex

Fleet Card: \$7,228.61; Wex Bank: \$589.12; Brightside Services: \$300.00; Clean Sweep Vacuum: \$99.42; US Postal Service: \$68.23; AT&T Mobility: \$1,639.94; Century Link: \$487.00; Dacotah Paper Co: \$468.09; Service Printers: \$174.20; Forsgren Associates: \$17,853.84; ND Youth Correctional Center: \$5,203.80; Burleigh County Sheriff's Dept: \$39.00; Elks 1137: \$102.50; ND Dept of Trust: \$135.79; Dickinson Parks & Rec: \$68.64; ND State Radio Corporation: \$1,500.00; Expressway Inn: \$597.60; Dickinson Police Dept: \$150.00; Dean Franchuk: \$40.00; Connie Monson: \$45.00; ND Fraternal Order of Police: \$40.00; NDPOA: \$920.00; Terry Oestreich: \$75.00; ND Post: \$25.00; Alan Fehr Psychologist LLC: \$300.00; Great Plains Clinic: \$601.00; Westwind Consulting: \$425.00; Quality Quick Print: \$259.00; Rudy's Lock & Key: \$33.20; Advanced Business Methods: \$370.28; Uniform Center: \$1,774.92; Chief Law Enforcement: \$1,628.44; Dan's Body Shop: \$393.51; Dickinson Tire: \$602.92; Electronic Communications: \$1,650.78; Just In Glass: \$278.31; Parkway Ford Sales: \$578.32; Positive Concepts: \$159.95; Total Safety US: \$119.28; Farmers Union Oil of Richardton: \$55.06; Tri-Energy Cooperative: \$753.24; Balco Uniforms: \$17.38; Brownells: \$277.35; Taser International: \$3,151.40; Motorola: \$369.90; LEC Maintenance: \$10,324.57; Stark County Auditor (Federal Deposit): \$734.76; Laural Mattson: \$12.32; Verizon Wireless: \$90.38; Dakota's Best Coffee: \$17.75; Sax Motor Co: \$44.47; AED Everywhere: \$59.00; Hewlett-Packard: \$2,187.31;

10 Mill: Kadrmas, Lee & Jackson: \$37,585.14; Border States Pavin: \$26,055.90; Outback Lumber Supply: \$392.26;

County Road: Kadrmas, Lee & Jackson: \$84,313.67; Jurgen's Trucking: \$29,550.00; Northern Improvement Inc: \$309,941.45; Edward Schwartz Construction: \$42,545.00; Outback Lumber Supply: \$495.65; Ty Newton Fencing: \$1,799.90; General Steel: \$1,821.10; MGM Rural Sanitation: \$195.00; Quality Xterminators: \$120.00; AT&T Mobility: \$110.86; City of Belfield: \$23.25; City of Dickinson: \$98.85; City of Richardton: \$75.90; Consolidated: \$49.83; MDU: \$291.40; Roughrider Electric: \$817.00; SW Water Authority: \$49.05; Century Link: \$56.03; Dakota Filter Supply: \$441.69; Dickinson Supply: \$35.16; Energy Systems Inc: \$20.85; J & J Operating: \$38.09; Laker Chemical Inc: \$190.50; Prairie Auto Parts: \$20.07; Runnings Supply: \$167.21; Stone Mill Inc: \$20.00; Total Safety US: \$72.00; Diamond Truck Equipment: \$196.74; Krebs Machine: \$147.50; Larry's Alignment: \$383.98; Nelson International: \$301.97; NW Tire Inc: \$1,366.45; Road Equipment Parts: \$42.31; United Truck & Equipment: \$4,207.09; Wallwork Truck Center: \$95.88; Westlie Truck Center: \$3,018.22; Butler Machinery: \$1,881.97; George's Tire Shop: \$124.00; Just In Glass: \$855.00; RDO Equipment Co: \$2,037.62; SW Grain Inc: \$44,337.18; West Dakota Oil: \$6,964.76; Charbonneau Car Center: \$4.64; JP Steel & Supply: \$32.40; Val's Sanitation: \$180.00; Viking Glass: \$192.50; Steffan Feeds: \$248.25; Husky Oil Market: \$8,520.60; Trimac Transport: \$3,394.64; Western Emulsion: \$101,288.50; Lyle Signs Inc: \$2,081.67; Dickinson Press: \$326.04; ND Insurance Department: \$350.00; Norman G Jensen: \$286.80; Dakota Resources: \$305.00; 3D Specialties: \$868.49; Morton Co Hwy Dept: \$7,199.06;

Highway Tax Distribution: Payroll: \$117,239.90; ND Pers: \$28,673.11; Job Service ND: \$1,101.00;

Social Welfare: Payroll: \$184,741.56; AT&T Mobility: \$45.16; Advanced Collision Center: \$250.00; Menards: \$152.96; NDCSW: \$30.00; ND Dept of Human Services: \$9,330.33; NDPers: \$50,580.57; GAND: \$125.00; Wrap Around Checks: \$768.64; Safety Works: \$105.00; Braun Distributing: \$139.38; City of Dickinson: \$229.27; Comfort Suites: \$74.00; Consolidated: \$969.88; DJ's Tesoro: \$85.99; Eastgate Funeral Home: \$1,950.00; Bertie Gustafson: \$650.00; Kelly Inn: \$423.50; MDU: \$1,013.11; Newby's Ace Hardware: \$120.04; Quality Xterminators: \$80.00; Best West Plus: \$597.60; Record Keepers: \$25.00; SBM Inc: \$2,066.72; Visa: \$240.53; Walmart: \$499.00;

County Poor: ND Dept of Human Services: \$41,145.07;

IT-Computer/Updates: NDACO Resources: \$6,915.17; Consolidated: \$269.26; Information Technology Dept: \$801.75; Xerox Corporation: \$187.34; Avenet LLC: \$1,850.00;

Capital Improvement: Kadrmas, Lee & Jackson: \$2,264.90;

Fair Association: Stark County Fair Board: \$162.19;

County Jail: SWMCCC: \$103,425.00; St Joseph's Hospital: \$104.00;

Insurance Reserve: American Insurance Center: \$348.00;

Comp Health Care: NDPers: \$34,837.72; Blue Cross Blue Shield: \$414.80;

VSO Fund: Payroll: \$8,512.49; Leslie Ross: \$1,491.00; SBM Inc: \$213.98; Consolidated: \$12.34; Verizon Wireless: \$40.03; Xerox Corporation: \$54.27;

Social Security: Stark County Auditor (Federal Deposit): \$39,747.79;

Advertising: ND Newspaper Association: \$247.20;

County Agent: Payroll: \$5,179.59; NDPers: \$544.67; Samantha Roth: \$1,032.40; Kurt Froelich: \$35.00; Consolidated: \$166.28; SBM Inc: \$510.32; Xerox Corporation: \$226.18; Pitney Bowes Inc: \$277.02;

Weed Control: Payroll: \$24,376.21; NDPers: \$4,432.47; Leland Brand: \$200.00; AT&T Mobility: \$123.36; Walmart: \$36.09; Crop Production: \$51,990.18; Menards: \$718.06; George's Tire Shop: \$25.00; 3rd Ave Floral: \$69.00; East End Auto: \$300.00; Country Motors: \$165.00; Stark County (Federal Deposit): \$219.71;

9-1-1: Payroll: \$4,813.52; NDPers: \$1,725.48; Stark County Auditor (Federal Deposit): \$341.74; City of Dickinson: \$11,275.83; Excell 911 Inc: \$377.00; Century Link: \$1,616.45; Consolidated: \$539.00;

Adult Education: Sandford Bismarck: \$1,069.13;

Domestic Violence: State Treasurer: \$1,540.00;

Traf Safety Grant: Payroll: \$1,819.31;

NDBCI-Oil 3518: Electronic Communications: \$9,492.97;

Criminal Justice/Oil Impact Grant: Motorola: \$3,329.10; Stark County Auditor (Federal Deposit): \$288.81; NDPers: \$1,441.66; Payroll: \$3,755.30;

Cops Grant 2011: Payroll: \$4,172.56; NDPers: \$1,065.47; Stark County Auditor (Federal Deposit): \$309.43;

Misc Grants: Uniform Center: \$680.00; Dickinson Ambulance: \$101,342.98;

Security/Transfer DJS Reimb: Cenex Fleetcard: \$150.22;

SW Victim Witness Program: Payroll: \$5,082.89; NDPers: \$1,154.44; AT&T Mobility: \$84.67; Consolidated: \$40.08; Stark County Auditor (Federal Deposit): \$372.51; Verizon Wireless: \$40.01;

DVRCC: Domestic Violence: \$1,038.32;

Preservation Fee: SBM Inc: \$474.00; Underground Vaults: \$238.50;

State Reimbursements: Mike Hanson: \$25.00; Jayden Peters: \$25.00; Brandon Stockie: \$25.00; Travis Leintz: \$25.00; Lauren Asheim: \$25.00; Jason Wallace: \$50.00; Casey Brosten: \$25.00;

Siren Contingency: Roughrider Electric: \$192.00;

Other Reimbursements: Advanced Collision Center: \$1,390.76; Dan's Body Shop: \$1,747.31; Visa: \$17.05; Wex Bank: \$7.70; Consolidated: \$178.16; Alcopro Inc: \$75.00; Pharm Chem Inc: \$2,751.00; Office of Attorney General: \$9,186.00; Brandon Dutchuck: \$85.00;

Judgment Execution: Bosch Lumber Co: \$1,951.61; Dickinson Press: \$63.14; Stark County Sheriff's Dept: \$65.00; Tamra Kaye Dukart: \$6,962.67;

BCI-Task Force Grants: Payroll: \$11,435.94; NDPers: \$3,279.08; Stark County Auditor (Federal Deposit): \$834.96; Datrue: \$1,171.97; Consolidated: \$66.91; Verizon Wireless: \$612.48; Tim Josephson: \$603.50; Christopher Kimmerle: \$230.00;

911 Equipment: Electronic Communications: \$90.00; Consolidated: \$57.14;

Sheriff Tuhy

Sheriff Tuhy provided his monthly report. The dollar amount listed in the overtime section does not include the truck reg overtime. The truck reg overtime is taken out of the road department budget. Sheriff Tuhy advised that Captain Franchuck, Renea, and a deputy went to Rapid City to look at a new records management system. Hoping to present additional information on the new system at the next County Commission meeting. Shawn Kessel, City of Dickinson administrator advised that the Dickinson Police Department is also looking at the same records management system. Sheriff Tuhy provided a proposal for courthouse security. Mr. Henning advised he would like to invite the engineering firm previously involved to bring forth a proposal or implementation plan. Mr. Henning will contact the engineering firm and ask them to prepare this information. Commissioner Zander also asked KLJ to attend the next County Commission meeting to do a needs assessment to expand the existing courthouse to include a justice wing.

Road Superintendent - Al Heiser

Mr. Heiser advised they have placed a speed board near the county shop on Highway 10. The average daily count of vehicles traveling east bound is 4,177. The average west bound count is 3,248 vehicles. The average speed is between 35 and 50 mph. Mr. Heiser advised that he would like to convert the first bay in the cold storage unit to a sign shop. Would need to add a wall and insulation to complete this. Grading of the road is currently being conducted on 38th St SW. Going to start adding class 3 to highway 10 and then grind, re-profile and pave. Stark County Road Department had some blades out the last couple of days touching up. Going to start the mill work on the racetrack road.

It was stated that the road mowing policy is pretty vague. Commissioner Kuntz feels we should place the height of the stubble at a maximum of 5 inches and the width going off of the road to at least 5 feet.

County Engineer – Tim Kelly

Mr. Kelly provided his monthly engineer's report and provided the following updates:

- Green River Bridge northeast of Dickinson – Project is completed in the field. DBE issues and contractor agreed for price deduct for deck grind issues.
- 38th Street from gas plant to Billings County – Surface is milled, installing pipes, and grading.
- Highway 10 from Gladstone to Southwest Grain – Project striped and corrective grinding complete.
- 115th Avenue SW Paving – Northern plans to pave in August.
- Taylor Road Overlay – Paving complete.
- 39th Street SW Norwegian Creek Box – PS&E plans submitted to Stark County. September 2nd bid opening.

Shawn Kessel – ETZ Boundary

City of Dickinson Administrator Shawn Kessel discussed Extraterritorial Zoning boundary changes with the County Commission. Mr. Kessel provided a map to the

Commission outlining the existing City limits, existing ETZ boundary, and the proposed or anticipated ETZ boundary. Mr. Kessel advised that the City of Dickinson is considering expanding the ETZ boundary to match the growing City limits. This will only affect zoning and will not have an impact on the taxing boundaries. Expanding the ETZ boundary requires two readings of the ordinance for the city to adopt the new boundary and changes may be made up to the second reading.

KLJ is working on a study in the west Dickinson area and future plans. They are finalizing the collection phase. This study may be found at www.dickinsonplan.com. Following the public meeting, the next step is identifying alternatives. Mr. Heiser has a concern with the roads being only partially annexed leaving part of the road in County jurisdiction and part in City jurisdiction and requested that this process be resolved.

SW District Health – Sherry Adams

Sherry Adams presented a request for mill levy funding in the amount of \$38,000.

MOTION BY: Commissioner Elkin **SECOND BY:** Commissioner Wolf

To allow the chairman to sign the request for funding for the Southwest District Health Unit.

DISPOSITION: Motion carried

Ms. Adams also advised of a board meeting to be held on August 26th and need 3 Stark County Commissioners present at this meeting.

John – KLJ Building Space Needs

John with KLJ provided a building space needs report and overview along with cost estimates. John also provided an additional option of moving social services into a new building and relocating additional county agencies into the existing social services building. KLJ will put together another proposal for a new building including the identification of a site.

Alan – NRG/IT Budget

Alan Ibach with NRG presented the 2015 Information Technology Annual Budget. Mr. Ibach provided an overview of the increase or decrease of the line items.

Rod Landbloom

Mr. Landbloom presented information to the Commission regarding a home rule charter. Different structures of the home rule charter were discussed however no decision was made by the Commission.

Kris – Best Friends Mentoring

Kris with Best Friends Mentoring program provided an overview of operations for the past few years. So far this year they were able to help 57 children and have a waiting list of approximately 20 children. Staff has decreased to half of what they have had in the past. Last year Stark County provided \$20,000.

Sanford Health

Mike Christianson with Sanford Health advised that they will be moving a fixed wing aircraft to Dickinson and should be operational this fall. Sanford is still interested in a membership program for Stark and the surrounding counties. Mr. Christianson provided an overview of the benefits of fixed wing compared to a helicopter including the ability to fly in adverse weather conditions and providing emergency care to patients in-flight.

Darianne – Domestic Violence/Family Connection

Darianne Johnson provided a letter to the Commission regarding the 2015 budget funding. Ms. Johnson introduced her staff. Stated that Domestic Violence/Family Connection has seen a 74% increase since 2011. Dunn County has provided \$11,000, Billings \$10,000, Bowman \$4,000, and Golden Valley \$2,500.

Rita Enneen – Library

Ms. Enneen provided a handout outlining statistics on the library for 2013. Ms. Enneen advised that specific line items have increased for the 2015 budget such as salaries. Ms. Enneen is requesting 4 mills for the 2015 budget.

eCivis Grants

Mr. Fahlsing and Ms. Haag provided an overview on eCivis, a grant research and management system. Mr. Fahlsing, Ms. Haag, and Ms. Mattson all attended a web conference overview of the system. The eCivis system is a repository of both government and private grants available. A request was made to the Commission for approval to accept the pre-award service access for an annual amount of \$3,420 which includes 3 users access to the program.

MOTION BY: Commissioner Elkin **SECOND BY:** Commissioner Kuntz

To approve the request in the amount of \$3,420 to be taken out of the general fund for 1 year of access.

DISPOSITION: Roll call vote. All voted aye. Motion carried

Distracted Driving Policy

An updated distracted driving policy including the policy for the Road Department was presented to the commission for adoption.

MOTION BY: Commissioner Kuntz **SECOND BY:** Commissioner Zander

To adopt the distracted driving policy.

DISPOSITION: Motion carried

Ambulance Impact Grant

Stark County received 2 grant reimbursements of which Stark County is a pass through agent. The first request is for \$3,124.98 and the second is \$98,218.00.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Wolf

To allow the chairman to sign both grant reimbursement requests.

DISPOSITION: Motion carried

Zoning

A request for a zoning change from Agriculture to Rural Residential on a parcel located in the SE4 of Section 6, Township 140, Range 97 containing approximately 6.4 acres for Kevin and Rita Burwick for a residential home for themselves.

MOTION BY: Commissioner Elkin **SECOND BY:** Commissioner Zander

To approve the zoning request for Kevin and Rita Burwick.

DISPOSITION: Roll call vote. All voted aye. Motion carried

County Planner Mr. Josephson proved amendments to the planning and zoning code.

MOTION BY: Commissioner Elkin **SECOND BY:** Commissioner Zander

To approve the zoning amendments as presented.

DISPOSITION: Roll call vote. All voted aye. Motion carried

Commissioner Hoff advised that he has received multiple phone calls regarding businesses and residential development near the South Heart Road. It was discussed that there is a lot of truck traffic on this road. Commissioner Hoff is unsure how this area should be zoned and unclear how to handle these requests. It was discussed that Planning and Zoning should take a proactive approach in this area. It was also suggested that a study be conducted of this area and possibly be included with an existing study of the surrounding area.

Board Appointments

County Weed Board

The County Weed Board has 2 positions up for appointment. These positions are currently held by JoAnn Hoff and Phillip Messer. These are 4 year terms.

MOTION BY: Commissioner Wolf **SECOND BY:** Commissioner Elkin

To reappoint JoAnn Hoff and Phillip Messer to the County Weed Board.

DISPOSITION: Motion carried

Vector Control Board

The Vector Control Board has 2 positions up for appointment. These positions are currently held by Jerry Mayer and Rene Syminow. These are 3 year terms.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Wolf

To reappoint Jerry Mayer and Rene Syminow to the Vector Control Board.

DISPOSITION: Motion carried

Dickinson Public Schools sent the Stark County Commission a letter advising that Mrs. Sarah Ricks was appointed representative of the school board on the Stark County Job Authority Committee.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Wolf

To accept Mrs. Sarah Ricks appointment.

DISPOSITION: Motion carried

Cancel Outstanding Checks

Ms. Haag advised there are outstanding checks totaling the amount of \$142.30 and is requesting the Commission approve the cancellation of these outstanding checks.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Elkin

To cancel the presented outstanding checks.

DISPOSITION: Roll call vote. All voted aye. Motion carried

NRG Policies

Auditor Haag advised that NRG provides a service of policy manual review. During this process they will also make recommendations on new policies. The contract quote is in the amount of \$4,000 and the review can be completed in 2-3 months.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Elkin

To proceed with the agreement outlined by Ms. Haag and the funding be taken out of the general fund.

DISPOSITION: Roll call vote. All voted aye. Motion carried

HR

Commissioner Zander advised he would like to see us move forward with human resources. There have been some questions as to the authority that Linda Krebs currently holds in her HR capacity. Commissioner Zander also feels that the Commission should outline Linda's responsibilities. Commissioner Zander would also like to see Ms. Haag add an HR position into the 2015 budget as either a part-time position or full-time position with split duties shared between the auditor or tax director's office. Further discussion will take place as to the qualifications of the proposed HR position.

The following **Miscellaneous Receipts** were filed: General: \$386,949.30; County Road: \$514,168.74; Highway Tax Distribution: \$266,998.80; Social Services: \$82,126.93; IT-Computer/Updates: \$366.74; Capital Improvement: \$119,457.81; County Park: \$42.06; Veteran's Service Office: \$277.76; Social Security: \$2,461.58; Weed Control: \$73,277.25; 911 Revenue: \$27,778.62; Adult Education: \$18.23; Fingerprint Station: \$184.00; Domestic Violence: \$1,015.00; Cops Grant 2011: \$93.04; Estimate Taxes: \$1,193.21; Game & Fish Licenses: \$29,500.00; SW Victim Witness Program: \$1,923.32; Domestic Violence & Rape Crisis Center: \$1,038.32; Preservation Fee: \$2,226.00; Other Reimbursements: \$114,785.16; Judgment Execution: \$9,042.42; 911 Equipment: \$5,366.20;

MOTION BY: Commissioner Wolf

SECOND BY: Commissioner Elkin

To adjourn the meeting.

DISPOSITION: Motion carried

Kay Haag, Auditor

Russ Hoff, Chairman