

Official Proceedings

September 4, 2018
8:00 am

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

Agenda

Chairman Elkin asked for any additions or deletions to the agenda. Commission table and B&K Electric were removed. Sioux County MOU and Zeller Construction were added.

MOTION BY: Commissioner Hoff **SECOND BY:** Commissioner Kuntz

To approve the agenda as presented with the changes.

DISPOSITION: Motion carried

Minutes

The minutes of the August 7, 2018 Board of County Commissioners meeting were presented.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Hoff

To approve the minutes of the August 7, 2018 Board of County Commission minutes as presented.

DISPOSITION: Motion carried

Accounts Payable

MOTION BY: Commissioner Kuntz **SECOND BY:** Commissioner Hoff

To approve the accounts payable with the supplement as presented.

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

An invoice for Jurgen's Trucking was presented in the amount of \$19,332.50 for road department projects and hauling.

MOTION BY: Commissioner Kuntz **SECOND BY:** Commissioner Hoff

To pay the Jurgen's Trucking invoice as presented.

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

General: \$660,137.92;

10 Mil: \$71,743.17;

County Road: \$204,834.71;

Highway Tax Distribution: \$170,818.30;

Social Welfare: \$291,148.43;

Capital Improvement: \$257,930.80;

County Jail: \$130,612.07;

VSO Fund: \$11,998.26;

County Agent: \$8,027.76;

Weed Control: \$18,460.77;

9-1-1: \$27,012.69;

OT Grant PHSTOP: \$309.75;

Security Reimb: \$278.98;

SW Victim Witness Program: \$9,527.68;

State Reimbursements: \$125.00;

Siren Contingency: \$529.00;

24/7 Fund: \$9,257.39;

Other Reimbursements: \$8,990.21;

BCI-Asset Forfeiture: \$5.50;

Judgment Execution: \$2,071.44;

911 Equipment: \$173.33;

Sheriff Oestreich

Sheriff Oestreich provided his monthly report which included the following:

- 1011 calls for service were reported with 391 additional courtroom security hours.
- 158 criminal papers were received, 114 were served, and 5 were DNF/Returned;
- There were a total of 239.5 hours of overtime at a cost of \$8,950.43;
- The arrest tally included 142 stops, 7 accidents, 83 citations, and 52 warnings for a total of 142;
- The Sheriff Sales and foreclosures received 2 executions, 1 Sheriff Sale, and revenue of \$1,360.80;
- The truck reg. program had a total of 4 stop with a total of \$0.00 in fines;
- 143 civil papers were received and 83 were served: 415
- Transports included 2 for other counties, 16 criminal, 12 daily court, 0 medical, 12 mental health, and 2 juveniles;
- The monthly income included \$4,265.50 for civil, \$30,760.50 for truck reg, and \$61.00 for fingerprints. 24/7 had expenditures of \$200.00.

Mr. Oestreich attended a meeting in Washington DC and will provide an information packet from the meeting to the Commission. The Commission also requested additional patrol of Lake Patterson.

Rescind

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Hoff

To rescind previous motion to move the department head position of the Tax Director and Planning and Zoning Director under the county Auditor.

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

Road Superintendent - Al Heiser

Mr. Heiser provided his monthly report to include hauling and blending gravel, replacing old pipes, and installing culverts. The Enchanted Highway micro-surfacing project should start next week.

Capital Asset Policy

Ms. Haag presented an updated version of the Capital Asset Policy as recommended by the State Auditor's.

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

To accept the updated Capital Asset Policy as presented.

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

Cancelled Checks

Ms. Haag presented four checks for cancellation that are over one year old totaling \$87.67.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Franchuk

To cancel the checks as presented in the total amount of \$87.67.

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

Out-of-State Travel

An updated Out-of-State travel policy was presented to include all out-of-state travel for employees attending training, conferences, and conventions needs to be approved by the Stark County Commission.

MOTION BY: Commissioner Franchuk **SECOND BY:** Commissioner Zander

To approve the out-of-state travel policy update as presented.

DISPOSITION: Motion carried

Executime Automated Time Keeping System

Ms. Haag advised the county has reviewed two employee time tracking systems and is making the recommendation to proceed with Executime from Tyler Technologies. This system will be incorporated with the existing payroll system.

MOTION BY: Commissioner Kuntz **SECOND BY:** Commissioner Hoff

To approve the presented proposal from Tyler Technologies and fund out of the IT Budget.

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

Sioux County MOU

Mr. Fahlsing presented a memorandum of understanding between Stark and Sioux counties for emergency assistance during disaster declarations and requested the Chairman's signature.

MOTION BY: Commissioner Hoff

SECOND BY: Commissioner Kuntz

To authorize the Chairman's signature on the presented memorandum of understanding.

DISPOSITION: Motion carried

County Engineer – Justin Hyndman

Mr. Hyndman provided the following monthly report:

- Green River Bridge Structure 45-123-3.0 Replacement – Swingen, 2018 Construction with a completion of October 5, 2018;
- 47th Street SW Structure 129-19.0 and 130-19.0 Replacement and 104th Ave SW Structure 128-25.0 Replacement – Shep's Welding. Completion of October 19th, 2018;
- 35th Street SW Green River Bridge Low Water Crossing – Martin, 2018 Construction with a completion of October 19th, 2018;
- 119th Ave SW Structure 45-113-20.0 Replacement – Bid Nov. 9, 2018 thru the NDDOT, 2019 Construction;
- CMC4537 Structure 45-138-21 Replacement – Bid Nov. 13, 2020 thru the NDDOT, 2021 Construction;
- 112th Ave SW (30th to 32nd) – KLJ will complete wetland monitoring in June.

VSO Budget – Jessica

Ms. Clifton presented a report of the Veteran's Service Office and provided an overview of the proposed 2019 budget.

Tax Director – Natalie

Ms. Wandler presented a proposed 2019 budget to include a salary increase for additional work being completed related to tax abatements and abstracts.

Jeremy Wood

CBP-0045(16)05 99TH Ave SW Box Culvert southeast of Lefor – The bid opening was held December 5, 2017 with Martin Construction the low bidder at \$212,822.00. Construction is expected to begin in two or three weeks.

CBP-0045(15)02 and CBP-0045(15)03 47th St SW Box Culverts southwest of Richardton – The bid opening was held May 1, 2018 with Edward H Schwartz Construction the low bidder at \$421,624.00. The box culvert shop drawings have been approved. Construction is expected to begin in September.

34th Street (from ND 22 West 2 Miles) – The project consists of minor grading, graveling, and paving. This project is a joint project between Stark County and the City of Dickinson. We plan on bidding the project as two separate projects – one grading and one paving project. The design is complete for the grading and we are in the process of obtaining temporary easements from landowners to proceed with construction. The paving portion would be bid later in the year for 2019 construction. A Memorandum of Agreement is

being developed between Stark County and the City of Dickinson which outlines the cost share agreement among other things.

30th Street SW (from ND 22 East 3.1 Miles) – We have begun project development to regrade approximately 3 miles of 30th Street SW (along the County line) east of ND 22 to correct steep in slopes and provide added sight distance. This project is a joint project between Stark and Dunn Counties and planned for 2019 construction.

Hydrology Study and 404 Permit Application – We have completed a hydrology study and 404 permit application for an existing bridge located on 84th Ave SW northeast of Richardton. The Army Corps of Engineers has reviewed the application and requested a field archeological report be complete as part of the approval process. The report is complete but has not been approved by the Corps of Engineers at this time.

Zeller Construction

Mr. Fahlsing presented a proposal from Zeller Construction to replace the windows in the Emergency Management area at the Law Enforcement Center in the amount of \$12,399.00.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Hoff

To authorize the project to be paid out of capital improvements.

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

Last Pay Application – Rod Cockeram

Mr. Cockeram advised there was a missed pay application in the amount of \$100,833.22 however this does not change the bottom line of the courthouse expansion project.

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

To close out the account with the payment of \$100,833.22.

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

Elder Care

A representative from the Stark County Council on Aging presented their funding request for the 2019 budget in the amount of one mill.

Quotes – SBM, TMI, Allen's

Ms. Haag advised that the previously submitted quote from Alan's Decoration for new carpet has increased \$800.

MOTION BY: Commissioner Kuntz **SECOND BY:** Commissioner Hoff

To approve the quote from Alan's Decorating for the additional \$800.

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

Ms. Haag also presented a quote from SBM and TMI for new desks as follows:

- SBM - \$14,185.00
- TMI - \$12,589.00

MOTION BY: Commissioner Franchuk **SECOND BY:** Commissioner Zander

To accept the quote from TMI in the amount of \$12,589.00 to be paid out of buildings and grounds.

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

Kurt Froelich

Mr. Froelich advised that NDSU is hiring the Stark County Family and Community Wellness Coordinator position and is requesting that a Commissioner attend the interviews. The NDSU Extension report was provided along with the 2019 budget. NDSU is proposing combining the salary and benefits for a cost share of 60% paid by the State and 40% paid by the county.

Park Board

A park board bill was presented in the amount of \$86,507.15 for payment.

MOTION BY: Commissioner Franchuk **SECOND BY:** Commissioner Zander

To pay the Park Board bill as presented in the amount of \$86,507.15.

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

A request was made from the Richardton Park Board in the amount of \$5,000 for the basketball court project. If additional funds are needed, they may come before the commission in the future.

MOTION BY: Commissioner Hoff **SECOND BY:** Commissioner Franchuk

To authorize payment to the Richardton Park Board in the amount of \$5,000.

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

Source Well – Greg Haglin

Kirk Brockman presented information on the Source Well cooperative purchasing agreement available to counties. The competitive bid process has been completed for items in the agreement so the county may purchase items without going through the bidding process.

Other

Mr. Fahlsing advised he received a quote to survey the County property on Radar Base Hill in the amount of \$1,000 and is requesting approval to proceed.

MOTION BY: Commissioner Hoff **SECOND BY:** Commissioner Kuntz

To authorize Bill and Al to proceed with the survey, cleanup, and fencing of the county property on Radar Base Hill.

DISPOSITION: Motion carried

The following Miscellaneous Receipts were filed: General: \$37,964.43; County Road: \$219,926.97; Highway Distribution: \$251,034.31; Social Services: \$1,393.88; Capital Improvement: \$533,566.99; Weed Control: \$8,611.56; E-911 Funds: \$26,147.26; PHSPOP Grant: \$1,602.60; Victim Witness: \$1,976.47; 24/7 Fund: \$7,121.00; Other Reimbursements: \$27,153.69; Judgment Execution: \$2,071.44; 911 Equipment: \$5,406.30;

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

To adjourn the meeting.

DISPOSITION: Motion carried

