Minutes of the Board of Ward County Commissioners

January 7, 2014

The regular meeting of the Ward County Commissioner was called to order by Chairman Gruenberg at 9:00 a.m. with Comm. Fjeldahl, Nybakken, Walter, and Weppler present. Also present were Department Heads: Dana Larsen, Roza Larson, Devra Smestad, Steve Kukowski, Amanda Schooling, Betty Braun, Amber Turnquest, Mark Schrader, Pam Axtman, Dale Braun and Leona Lochthowe.

Moved by Comm. Fjeldahl, seconded by Comm. Weppler to approve the agenda with additions. Roll call: all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Walter to approve the minutes of the December 17, 2013 regular meeting and the January 6, 2014 special meeting. Roll call: all voted yes; motion carried.

Smestad then presented the bills. Moved by Comm. Walter, seconded by Comm. Nybakken to approve the 2013 Social Welfare bills of $55,671.50, 2013 year end bills totaling $426,088.91 and the January regular bills with a correction on one bill totaling $817,827.55. Roll call: all voted yes; motion carried.

Highway Engineer Dana Larsen appeared.

Larsen led a walkthrough of the courthouse basement where the future juvenile detention center will go with Architect Don Davison, Architectural firm BRBW and Construction Manager at Risk Firm, Adolfson & Peterson. Davison recommended that the Departments located in the basement be relocated as soon as possible so that they could begin demolition. Discussion was held where those offices would be relocated.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to request that Larsen contact the Director of Social Services, Sylvia Annan, and inquire if there is still a location to temporarily house the departments in the basement until the new administrative building is complete. Larsen is to report back at the next regular Commission Meeting on January 21, 2014 if additional requirements would be needed. Roll call: all voted yes; motion carried.

Larsen presented the recommendation by the selection committee for engineering services for Preliminary Engineering on ER site 17 located on County Road 9, five miles south of the City of Makoti, ND. The project will consist of 1 mile of roadway and inslope repairs consisting of roadway widening, riprap, shoulder graveling, bituminous paving, approach culvert and mainline culvert. Moved by Comm. Walter, seconded by Comm. Weppler to select KLJ to perform the preliminary engineering for the 2013 ER site 17 located on County Road 9 , five miles South of the City of Makoti, ND, and authorize the chairman to sign the contract. Roll call: all voted yes; motion carried.

Planning/Zoning Administrator Amber Turnquest appeared.

Moved by Comm. Fjeldahl, seconded by Comm. Weppler to approve the plat applications for the following:

Applicant	Legal Description	Township
Warren Anderson	Outlot 42 of All of Outlot 35, NE ¼ NW ¼, Section 14-154-82	Sundre

The application is for a 4.34 acre lot. The Sundre Township Board has recommended approval. The Ward County Water Resource Board had no objection to the plat, but recommended that a storm water management plan (SWMP) be required if the property is developed or subdivided, or if an application is made for a building permit.

Applicant	Legal Description	Township
BACE, LLP c/o Jon W. Backes	Outlot 1 of NW ¼, Section 8-159-89	Spencer

The application is for a 20 acre lot that has grain bins on it. The Spencer Township Board has recommended approval. The Ward County Water Resource Board had no objection to the plat, but recommended that a SWMP be required if the property is developed, subdivided or if an application is made for a building permit.

Applicant	Legal Description	Township
BACE, LLP c/o Jon W. Backes	Outlot 4 of SW ¼, Section 5-159-89	Spencer

The application is for 35 acre lot that has a house on it. The Spencer Township Board has recommended approval. The Ward County Water Resource Board had no objection to the plat, but recommended that a SWMP be required if the property is developed, subdivided or if an application is made for a building permit.

Applicant	Legal Description	Township
Fred & Michelle Washek	Outlots 12 & 13, Being Outlots 2 & 3, Section 25-156-84	Kirkelie

The application is for two outlots sized 3.96 and 10.72 acres respectively. The Kirkelie Township Board has recommended approval. The Ward County Water Resource Board had no objection to the plat, but recommended that a SWMP be required if the property is developed, subdivided or if an application is made for a building permit.

Roll call: all voted yes; motion carried.

Director of Tax Equalization Pam Axtman appeared.

Moved by Comm. Weppler, seconded by Comm. Walter to approve the following properties qualify for the homestead credit:

Property Owner	**Description**	**Valuation Year**	**Exemption %**
Perrie Benton	1505 5th Ave NW, MI14487000060	2013	40%
Morris Ronde	202 Souris Dr, MI191310000410	2013	20%
Lowell J Morris	516 24th Ave NW, MI112510400080	2013	60%
George Hanson	1008 34th Ave SW, MI357170200042	2013	60%

Debra Huber	410 20th Ave NW MI11133600082	2013	100%
Henry Guillen, Jr	2816 1st Ave SW MI220610600170	2013	20%
Eilene Emly	3603 13th St SW MI359300500032	2013	20%
Linda McKinzie-Lee	603 13th St NE MI130160000980	2013	100%
Fred Bauer	1936 3rd St NW MI111710000050	2013	10%
Mildred Edwards	611 18th Ave SW MI264090400200	2013	60%
Betty Friesen	909 Timberwood Ave SE MI25A450200110	2013	80%
Leo Schafer	2120 1st Ave SW MI225000100330	2013	40%
Pamela Robertson	2042 California Dr MI110330200170	2013	80%
Myron Nilsen	909 27th St NW MI15A940000050	2013	60%
Angline Goldade	800 17th Ave SW MI263630000160	2013	10%
Marion Evenson	2905 1st Ave SW MI220610500190	2013	100%
Ilene Allen	4801 Unity Dr MI5105160	2013	100%
Laurene Bohlender	1852 16th St SW #5 MI5103390	2013	100%
Wayne & Roberta Luckenbach	201 3rd St SE, Surrey SY190160000090	2013	100%
Barbara Bethel	412 19th St NW MI150181300210	2013	100%
Dale LeGrand	4805 18th Ave SE MI5105203	2013	100%

The following properties qualify for the Disabled Veterans Exemption:

Property Owner	Description	Valuation Year	Exemption %
William Christen	116 36th Ave SE MI363100800021	2013	100%
William Christen	116 36th Ave SE MI363100800021	2012	100%
Eric Price	2701 Heritage Dr NW MI15C470300770	2013	80%
Robert Thompson	2035 4th St NW MI111330600030	2013	100%
Barbara Bethel	412 19th St NW MI150181300210	2013	90%

The following property qualifies for the blind exemption:

Property Owner	Description	Valuation Year

Gregory Bechtold	1124 12th St NW MI140850100070	2012
Gregory Bechtold	1124 12th St NW MI140850100070	2013

The following property qualifies for the two year new construction discount:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full
Diana Staskywicz	9 Elm St, Burlington BN010140000040	2013	$144,600	$69,600
Mary Jo Bahl	3309 Spruce Ln SE MI31C340100100	2013	$580,300	$505,300

The following properties have been annexed to Minot City and assessed as just land value:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full
Minot Properties, LLC	710 74th St SE MI23C540100030	2012	$52,800	$131,000
Minot Properties, LLC	710 74th St SE MI23C540100030	2013	$88,000	$178,000

The following property was given more value to basement than was actually there:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full
Calvin Davy	604 Valley St MI241450000321	2013	$186,800	$165,000

The following property had fire damage:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full
Thomas Tibbs	1121 1st St NW MI133830100060	2012	$110,400	$105,100
Thomas Tibbs	1121 1st St NW MI133830100060	2013	$141,200	$74,200

Remove the Disabled Veterans Discount as of sale date of June 7, 2013:

Property Owner	Description	Valuation Year	Old Taxable Value	New Taxable Value
Dale & Colleen Folven	1504 35th Ave SW MI359300100020	2013	$15,750	$17,438

A portion of the following property was sold and value was not adjusted:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full
Joel & Jay Newman	212002 111th St SE, Sawyer SE31005U010000	2013	$99,000	$49,600

Remove the value for a garage that burned down in 2012:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full
Jamie Olson	1004 55th St SE NE210990000352	2013	$65,600	$57,000

Home was flooded in 2011 and removed for 2013:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full
Joyce Clark, et al	2600 75th St NW BT120110000060	2013	$71,000	$18,400

The following properties were entered incorrectly, reduce values:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full
Jacob Solper	801 Hilltop St NW HA161070100040	2013	$583,600	$307,700
Dean & Sandy Flemming	12451 90th St SE, Sawyer WI010020000100	2013	$299,800	$261,600

Roll call: all voted yes; motion carried.

Sheriff Captain Bob Barnard appeared.

There are concerns for security around the outside of the Ward County Jail and the Sheriff Department and IT staff would like to call for bids for four outside security cameras. These cameras would be placed so that they can cover the back door of the courthouse, the north, the south and the east side of the jail. They cameras will be wired into a new DVR which is being purchased through a grant. Moved by Comm. Weppler, seconded by Comm. Fjeldahl to approve the purchase of four outside cameras to be installed around the jail for an estimated $10,000 to come out of the Commissary Fund. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Nybakken to authorize the Ward County Sheriff's Department to bid four vehicles meeting bid specifications as required by the Sheriff's Department and bring estimates to the regular Commission Meeting on

January 21, 2014. Funds will come from the Sheriff's Department's 2014 budget. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared.

Swanson & Warcup would like to extend the deadline for participation in the Ward County Voluntary Acquisition Program for property owners who have made a timely appeal by December 31, 2013. Moved by Comm. Fjeldahl, seconded by Comm. Weppler to extend the Ward County Voluntary Acquisition Program for property owners who have made an appeal offer on or before December 31, 2013 be granted an additional 14 days to complete the second stage appeal. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Nybakken to receive and file the following correspondences: ND Industrial Commission – Geophysical exploration permit; Materials Testing Services – Excavation Observations on administrative building site; ND National Guard – two areas of support (ERF & TAPS); ND Dept. of Transportation– Traffic Counts 2014; City of Minot – Annexation; ND Dept. of Health – Permit for corrective action; State of ND – Enbridge Pipelines Siting Application. Roll call: all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Nybakken to approve the Duplicate Warrant request: A-1 Evans Septic Tank Service - $200. Roll Call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Weppler to approve the February 2, 2014 Sunday Event Alcohol Beverage Permit for Minot VFW Club Post 753, Inc. Roll call: all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to request Human Resources Director Colleen Houmann meet with the Personnel Committee to address annual base raises of new hires within the year and bring a recommendation to the next Commission meeting on January 21, 2014. Roll call: all voted yes; except Comm. Nybakken who voted no; motion carried.

Moved by Comm. Walter, seconded by Comm. Nybakken to approve the 2014 payroll. Roll call: all voted yes; motion carried.

Smestad informed the Commission of the state mileage rate reimbursement decrease consistent with the federal GSA rate. Description of change is as follows:

Description	**Old Mileage Reimbursement**	**New Mileage Reimbursement**
Travel in City of Employment	56.5¢ per mile	56¢ per mile
Use of Personal Vehicle	56.5¢per mile	56¢ per mile
Charter, Lease, or Rental of Aircraft	85¢ per mile	84¢ per mile
Moving Expenses	24¢ per mile	23.5¢ per mile

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to acknowledge the mileage reimbursement rate as described by the State effective January 1, 2014. Roll call: all voted yes; motion carried.

At the December 17, 2013 regular Commission Meeting, Smestad presented a proposed Joint Powers Agreement (JPA) for Extraterritorial Area from the City of Minot for assessments for clean-up which would be certified and forwarded by the City to Ward County. The Commission requested clarification from States Attorney Roza Larson. After discussion, the Commission requested Larson rewrite the JPA for the Extraterritorial Area before making a final decision.

Moved by Comm. Nybakken, seconded by Comm. Walter that the following payroll amendments be approved: Devon Sweeney – Correctional Officer – Sheriff's Department (Level 18); Charisse Heim – Auditor/Treasurer – Accounting Technician (Level 18); Darice Burdick – Auditor/Treasurer – Administrative Assistant (Level 16); Brian Szablewski – Juvenile Detention – Juvenile Detention Officer (Level 18). Roll call: all voted yes; motion approved.

At 10:22 a.m., with no further business, the meeting was recessed.

At 10:27 a.m. an executive session for attorney consultation went into session.

At 11:20 a.m. the executive session was closed.

At 11:21 a.m. the regular meeting of the Ward County Commission reconvened.

Moved by Comm. Walter, seconded by Comm. Weppler to accept North Dakota Insurance Reserve Fund (NDIRF) offer to share equally in the cost of settling Rolling Green Township's claim. The NDRIF will pay 50% of the loss of $255,100 or $127,555 and Ward County will also pay $127,555 to come out of the Emergency Fund. Additionally, NDRIF will obtain all releases necessary from Rolling Green Township so that the claim is extinguished. Roll call: all voted yes; motion carried.

At 11:24 a.m., with no further business, the meeting was adjourned.

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