

AGENDA FOR THE BOARD OF WARD COUNTY COMMISSIONERS
Tuesday, January 07, 2020
9:00 a.m. – Regular Commission Meeting

Pledge of Allegiance
Call to Order – Chairman Fjeldahl
Order of Business

1. Approve Agenda
2. Review and Approve the Minutes from the Regular Commission Meeting on December 17, 2019 and Special Meeting Minutes on December 30, 2019
3. Review and Approve the Regular Bills totaling \$27,846.24
4. Devra Smestad-Special Presentation
5. Darin Langerud & Mark Schneider Atmospheric Resource Board
 - A.) Final report
6. Jeff Hoverson
 - A.) Vacate of Section Line
7. Myron Knutson-PFM
 - A.) Refinance Tax Sales Bond
8. Sheriff Bob Roed
 - A.) Approval to Request bid for Department Vehicles
9. Paul Olthoff- Jail Supervisor
 - A.) Jail Service Agreement Amendment
10. Ryan Kamrowski- Director of Tax Equalization
 - A.) Tax Roll Corrections
 - B.) Award bid- real estate broker
11. Planning & Zoning
 - A.) Memorandum 1 Plats
12. Human Resources
 - A.) HR Director-Transfer of leave time
 - B.) Payroll Amendments: B. Hamilton- Veteran's Services; L. Dugger- Veteran's Services; K. Bini- Sheriff's Department/ IT (level 19 step 3); T. White Owl- Sheriff's Department (level 13 step 1); N. Barton- Tax Equalization (level 24 step 1)
13. Devra Smestad-Auditor/Treasurer
 - A.) Receive and File the following Correspondence: Department Head Minutes December 18 & 23, 2019, ND Department of Human Services-letter; Progress Report on Implementation of Credited Plan; S&P-Sales Tax Revenue Bond Rating
 - B.) Approve Contracts for 2020
 - C.) Approve Contract for Mental Health Legal Services
 - D.) Resolution of Necessity for Improvement
 - E.) Request Duplicate Warrant
 - F.) JP Morgan Purchase Cards-Highway Department
 - G.) Auditor/Treasurer Position-when to advertise/hire
 - H.) Year-End budget Amendments/Transfers

Minutes of the Board of Ward County Commissioners

January 7, 2020

The regular meeting of the Ward County Commission was called to order by Chairman Fjeldahl, at 9:00 a.m. with Commissioners, Rostad, Walter, Pietsch and Weppler present. Also present were department heads: Betty Braun, Dana Larsen, Devra Smestad, Jason Blowers, Leona Lochthowe, Robert Roed, Roza Larson, Ryan Kamrowski.

Moved by Comm. Pietsch, seconded by Comm. Weppler to approve the Agenda. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Walter, to approve the Minutes from the Regular Commission Meeting December 17th, 2019 and the Special Commission Meeting December 30th, 2019. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Pietsch, to approve Regular bills totaling \$27,846.24. Roll call; all vote yes; motion carried.

Bill List - January 7, 2020

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
180370	CLUTE OFFICE EQUIPMENT INC	MAINTENANCE AGREEMENT 11/25-12/24--TAX EQUALIZATION	\$66.50
180371	ENERBASE FARMERS UNION/CENEX	GAS FOR TRACTOR AND CANS--FACILITY MGT	\$64.63
180372	FASTENAL COMPANY	HP FILTERS--FACILITY MGT	\$1,769.14
180373	FERGUSON ENTERPRISES - 3093	OLD JAIL PLUMBING PARTS--FACILITY MGT	\$30.84
180374	G & P COMMERCIAL SALES	TOILET PAPER--FACILITY MGT	\$2,770.56
180375	GEM FEDERAL CREDIT UNION	FUEL 34.08-16.11 OVERPMT--SHERIFF	\$17.97
180376	GENERAL TRADING CO	BELTS FOR RADON MOTORS--FACILITY MGT	\$14.34
180376	HOFFARTH SANITATION	TRASH SERVICE--FACILITY MGT	\$550.00
180378	HP INC	HP SPEAKERBARS PO 2355--IT	\$140.00
180379	KADRMAS LEE & JACKSON INC	COMP PLAN INV 10124872 --PLANNING/ZONING	\$7,114.16
180379	KADRMAS LEE & JACKSON INC	COMP PLAN INV 10126717--PLANNING/ZONING	\$2,735.39
180380	MIDCONTINENT COMMUNICATIONS	CABLE BILL 12/16-01/15--JUVENILE DETENTION	\$78.79
180380	MIDCONTINENT COMMUNICATIONS	JUVENILE PORTION OF CABLE BILL--JUVENILE DETENTION	\$20.00
180381	MINOT CITY OF, WATER DEPT	OFFICE/JAIL BUILDING--FACILITY MGT	\$2,346.95
180381	MINOT CITY OF, WATER DEPT	WATER COURTHOUSE--FACILITY MGT	\$253.75
180381	MINOT CITY OF, WATER DEPT	ADMIN OFFICE WATER USAGE--FACILITY MGT	\$291.60
180382	MINOT DAILY NEWS INC	PUBLISHING PRINTING COMM MTG 12/03--GENERAL	\$355.68
180383	NORTH PRAIRIE RURAL WATER	WATER COUNTY NORTH--FACILITY MGT	\$55.00
180384	SCHOCKS SAFE & LOCK INC	KEYPAD, CYLINDER KEYED FOR YOUTH WORKS--FACILITY MGT	\$536.90
180384	SCHOCKS SAFE & LOCK INC	TRIFLOW-JAIL OLD DOOR LOCKS, PADLOCKS--FACILITY MGT	\$38.90
180385	SRT	TELEPHONES --GENERAL	\$1,785.64
180385	SRT	TELEPHONES- EMERG MGT--FACILITY MGT	\$88.41
180385	SRT	TELEPHONES--FACILITY MGT	\$472.46
180386	STEINS INC	SCRUBBER VAC MOTOR & HOSE--FACILITY MGT	\$266.90
180387	TRINITY HOSPITAL	TRANSPORT BODIES --GENERAL	\$1,927.85
180388	UNITED MAILING SERVICES INC	MAIL SERVICE 12*16-12/27--EXTENSION SERVICE	\$54.26
180388	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$4,000.00
Total General Bills			27,846.62

Auditor/Treasurer Devra Smestad recognized Deputy Auditor/Treasurer Marisa Haman for completing the leadership program through the National Professional Development Academy. Ms. Haman was presented with a completion certificate.

Darin Langerud of the Atmospheric Resource Board appeared and presented the Commission with the North Dakota Cloud Modification 2019 Final Report.

Moved by Comm. Wepler, seconded by Comm. Pietsch to Receive and File the final report and information as presented. Roll call; all voted yes; motion carried.

Jeff Hoverson, Ward County property owner appeared with a request to vacate a section line located on his property in Kirkelie Township. A brief discussion occurred regarding this and the process for which this can be held.

Moved by Comm. Pietsch, seconded by Comm. Walter to postpone this decision until the February 4, 2019 meeting at which time a public hearing will be held. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Pietsch to receive and file the letter from Kirkelie Township chairman. Roll call; all voted yes; motion carried.

Myron Knutson from PFM appeared before the Commission with information regarding the refinancing of the 2013 & 2015 County Sales Tax Bonds. Mr. Knutson informed the Commission that refinancing of the bonds would save the County \$441,500.00.

WARD COUNTY, NORTH DAKOTA
**RESOLUTION PROVIDING FOR THE SALE OF
\$18,555,000* LIMITED TAX BONDS, SERIES 2020**

BE IT RESOLVED by the Board of County Commissioners of Ward County, North Dakota (the "County"), as follows:

Section 1. Authorization; Refunding. The County previously issued its \$21,640,000 General Obligation Correction Center Bonds, Series 2015 and \$33,440,000 Sales Tax Revenue Bonds, Series 2013 (together, the "Prior Bonds") for the purpose of financing construction of an office building, correction center and courthouse renovation. The Prior Bonds are subject to optional redemption and prepayment on April 1, 2020. The Prior Bonds will be outstanding in the aggregate principal amount of \$20,235,000 on April 1, 2020. The County is authorized pursuant to North Dakota Century Code Chapter 57-47 (the "Act") to finance primary governmental functions through the issuance of limited tax bonds payable from a pledge of the general fund and otherwise under the terms and conditions set forth in the Act. The Board of County Commissioners determines it to be in the best interest of the County to refund the Prior Bonds through the issuance of limited tax bonds pursuant to the Act.

Section 2. Sale. Pursuant to the provisions of the Act, the County shall proceed to offer at public sale upon sealed bids its Limited Tax Bonds, Series 2020, in the estimated principal amount of \$18,555,000 (the "Bonds"). The governing body shall meet at a subsequent date to consider the bids and take such action regarding the Bonds as shall then be deemed necessary and expeditious. In consultation with PFM Financial Advisors LLC, the County Auditor/Treasurer is hereby authorized and directed to cause notice of the sale of the Bonds to be published at least once in the official newspaper of the County not less than ten days nor more than thirty days before the sale date, as determined by this Board.

Section 3. Official Statement. The County Auditor/Treasurer, in cooperation with PFM Financial Advisors LLC, the County's financial advisor, is directed to prepare on behalf of the County an official statement to be distributed to potential purchasers of the Bonds and take such other actions as may be necessary to the sale. The official statement shall contain a notice of bond sale and other information as shall be deemed advisable and necessary to adequately describe the County and the security and terms of the Bonds. The County Auditor/Treasurer shall examine the official statement prior to its distribution

Moved by Comm. Wepler, seconded by Comm. Walter to approve and sign the Resolution Providing for the Sale of \$18,555,000 Limited Tax Bonds, Series 2020. Roll call; all voted yes; motion carried.

Sheriff Bob Roed appeared with a request for approval to advertise for bids for Department Vehicles. Moved by Comm. Walter, seconded by Comm. Rostad to approve the Sheriff to proceed with requesting bids for department vehicles. Roll call; all voted yes; motion carried.

Paul Olthoff, Jail Supervisor appeared with an Amendment to the Jail Service Agreement with TurnKey Corrections. Moved by Comm. Wepler, seconded by Comm. Walter to approve the Jail Service Agreement Amendment with TurnKey Corrections to offer access to Fastcase Law Library. Roll call; all voted yes; motion carried.

Director of Tax Equalization Ryan Kamrowski appeared with two agenda items for the Commissioners' approval. The first item for consideration is the following tax roll corrections.

1. Property owner qualifies for the New Single Family 2 year partial property exemption:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Hanson, Geraldine & Clayton	BN130560200140 Highlands Ranch 3 rd Addn. Lot 14 Block 2	2019	\$626,000	\$476,000	\$28,170	\$21,420
Hanson, Geraldine & Clayton	BN130560200140 Highlands Ranch 3 rd Addn. Lot 14 Block 2	2018	\$516,000	\$366,000	\$23,220	\$16,470

2. Correcting Land use classification from cropland to non - cropland

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Axness, Michael	SH10005U030000 W2NE S10-154-87	2019	\$29,000	\$10,000	\$1,450	\$500

3. Outbuilding classified as Ag use Exemption:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Morey, Brent & Victoria	SR35005U010000 S2NESE S35-154-82	2019	\$237,000	\$177,000	\$10,710	\$8,010

4. MFH was moved to Dealership on 12/23/19:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
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North Star Community CU	MI5104783 Jefferson MHP Lot B32B	2020	\$40,000	\$0.00	\$1,800	\$0.00
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5. MFH burnt down 12/18/19:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Hutton, Charlotte	NE5100686 Colony MHP Lot 27	2020	\$2,000	\$0.00	\$90	\$0.00

6. MFH was moved out of the county on 4/22/19:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Braasch, Lori	MI5105634 Western Village Lot 89	2020	\$44,000	\$0.00	\$1,980	\$0.00

7. Properties combined, new value not transferred to County Tax System:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Schnaible Properties LLC	MI354420000060 Thompsons 2 nd Plat Lot 5 & 6 Plus ½ Adjacent Vacated Rd Less E 35' for Hwy & Less 102 Square Feet for Hwy	2019	\$259,000	\$647,000	\$12,950	\$32,350

8. Property being used for church purposes, pro rate 5 months from date of sale 5/30/2019:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Open Gate Church	MI111330300030 Goheens Addn. Lot 3 Block 3	2019	\$113,000	\$47,000	\$5,650	\$2,350

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the tax roll corrections as presented. Roll call; all voted yes; motion carried.

Mr. Kamrowski continued with the only proposal received from Century 21 Action Realtors for Ward County Real Estate Broker Service for 2020. Moved by Comm. Walter, seconded by Comm. Rostad to approve and award the bid for County Real Estate Broker Service to Century 21 Action Realtors. Roll call; all voted yes; motion carried.

County Highway Engineer Dana Larsen appeared representing the Planning and Zoning Commission with four plats for the Commission approval. Moved by Comm. Pietsch, seconded by Comm. Walter to approve the plats as presented. Roll call; all voted yes; motion carried.

Gary Wood Application for plat for the following described property: Proposed Outlot 4, Lying in N2NW4, Sec 12-159-89, Spencer Township.

The plat application is for a 46.04 acre parcel for future residential/agricultural use. Spencer Township approves the plat as presented. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation. Planning Commission Recommends approval of the Plat Application for Gary Wood based on finding of facts and staff recommendations.

Reed Nerem Application for plats for the following described property: Proposed Outlot 2, Lying in NW4NE4, Sec 12-157-81 , Margaret Township.

The plat application is for a 5.04 acre parcel for residential use. Margaret Township approves the plat as presented. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation. Planning Commission Recommends approval of the Plat Application for Reed Nerem based on finding of facts and staff recommendations.

Richard & Donna Walker Application for a plat for the following described property: Proposed Outlot 3, Lying in SW4SE4, Sec 22-156-82, McKinley Township.

The plat application is for a 3.78 acre parcel for agricultural use. McKinley Township approves the plat as presented. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation. Planning Commission Recommends approval of the Plat Application for Richard & Donna Walker based on finding of facts and staff recommendations.

Rodney Vaage Application for a plat for the following described property: Proposed Outlot 3, Lying in NW4NW4, Sec 32-153-82, Willis Township.

The plat application is for a 8.03 acre parcel for construction of a single family residence and a shop/garage. Willis Township approves the plat as presented. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation. Planning Commission Recommends approval of the Plat Application for Rodney Vaage based on finding of facts and staff recommendations.

Moved by Comm. Rostad, seconded by Comm. Wepler to approve the transferring of leave time (100 sick hours and 100 vacation hours) for the new HR Director as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Wepler to postpone approval for the payroll amendments for B. Hamilton and L. Dugger. Roll call all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Walter to approve the following payroll amendments: K. Bini- Sheriff's Department/IT; T. White Owl- Sheriff's Department; N. Barton- Tax Equalization. Roll call; all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared.

Moved by Comm. Wepler, seconded by Comm. Rostad to receive and file the following correspondence: ND Department of Human Services letter; Progress Report on Implementation of Credited plan; S&P Sales Tax Revenue Bond Rating. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to receive and file Department Head Meeting minutes for December 18th & 23rd, 2019 with the changes. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Wepler to approve the following 2020 contracts: Berthold Development Corporation; Kenmare Development Corporation #2; Lake County Historical Society; Minot Area Development Corporation; Ryder Historical Society and Domestic Violence Crisis Center. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the Contract for Mental Health Legal Services with Thomas Law Firm and Timothy C. Wilhelm Law Firm. Roll call; all voted yes; motion carried.

Moved by Comm., Walter, seconded by Comm. Pietsch to approve the following Resolution of Necessity. Roll call; all voted yes; motion carried.

RESOLUTION OF NECESSITY FOR AN IMPROVEMENT
BENEFITTING 19TH AVENUE NW FROM WARD COUNTY ROAD 15 WEST TO
5505 19TH AVE NW & 56TH ST NW TO WHITETAIL RIDGE & 20TH AVE NW CUL-DE-SAC
NO. 2-2018

BE IT RESOLVED by the Board of Ward County Commissioners, that the Commission has received and considered the report of the engineer, as to the general nature, purpose and feasibility of the proposed improvement benefiting 19th Avenue NW from Ward Co Road 15 to 5505 19 Ave NW & 56th St NW to Whitetail Ridge & 20th Ave NW Cul-de-Sac Minot, North Dakota - Paving District No. 1-2020 and an estimate of the probable cost of the work, and has approved said report and directed that it be filed in the County Auditor/Treasurer's office, where any interested person may examine it, and determine that it is necessary to make the improvement to wit:

Place 3 inches of new Aggregate Surface Course class 13 before paving Superpave FAA 42 at a minimum of 3.5 inches

BE IT FURTHER RESOLVED that special assessments for the improvement shall be levied upon properties within the boundaries for the district and heretofore created, to wit:

19th Avenue NW Paving District No. 1-2020.

This roadway begins at the intersection of County Road 15 W to 5505 19th Ave NW and 56th St NW, to Whitetail Ridge and 20th Ave NW Cul-de-Sac in Harrison Township.

BE IT FURTHER RESOLVED that the entire cost to the County shall be paid by the levy of special assessments upon such properties in amount proportionate to and not exceeding the benefits to be received by them from the improvements; and

BE IT FURTHER RESOLVED that this resolution shall be published once each week for two consecutive weeks in the official newspaper, and the County Commission shall during its meeting to be held Tuesday February 4, 2020 which begins at 9:00 am, hear and determine the sufficiency of any written protests which owners of property within the district may file with the county Auditor/treasurer within thirty days after first publication.

Moved by Comm. Pietsch, seconded by Comm. Rostad to appoint Comm. Fjeldahl and Comm. Walter to represent the Commission on the Screening Committee for the proposed paving project. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to approve the Duplicate Warrant Request for Matthew Pappenfus. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Pietsch to approve extending the transition period for implementation of the JP Morgan Purchasing Card until April 2020 for the Highway Department. Roll call; all voted yes; motion carried.

Ms. Smestad reminded the Commission that she will be retiring the end of August and recommends that her replacement be hired at least three months before her retirement date to insure that they would receive adequate training.

Chairman, Ward County Commission

ATTEST:
