

Minutes of the Board of Ward County Commissioners

March 5, 2019

The regular meeting of the Ward County Commission was called to order by Chair Wepler at 9:00 a.m. with Commissioners Fjeldahl, Rostad, Walter and Pietsch present. Also present were department heads Amanda Schooling, Betty Braun, Dana Larsen, Derrill Fick, Ellen Bjelland, Jason Blowers, John Crosby, Kerriane Boetcher, Leona Lochthowe, Melissa Bliss, Roza Larson, Robin Finneseth, Ryan Kamrowski and Robert Roed.

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

Moved by. Comm. Fjeldahl, seconded by Comm. Pietsch to approve the Minutes from the Regular Commission Meeting on February 19, 2019. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Rostad to approve the Regular bills totaling \$492,507.59 and Social Service bills totaling \$12,237.06. Roll call; all voted yes; motion carried.

Renaee Keller of OMB addressed the commission via conference call and gave an overview of the OMB Purchasing Card Program. The program is contracted through JP Morgan and is no cost to the county. The county would receive yearly rebates based on the total spent of all participating entities.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the Auditor to pursue the OMB Purchasing Card Program and give recommendation to the commission. Roll call; all voted yes; motion carried.

Rusty Klabunde from Sakakawea Fence Stretchers, Inc, appeared before the commission requesting a formal letter of approval for Sakakawea Fence Stretchers, Inc to establish groomed snowmobile trails in Ward County. The trail consists of 150 miles with an estimate of 75 miles being in Ward County.

Moved by Comm. Rostad, seconded by Comm. Walter to approve the request contingent on the approval of the highway department, the State's Attorney's Office and Sheriff. Roll call; all voted yes; motion carried.

Kerriane Boetcher, Ward County Library administrator and Janet Anderson, Minot Public Library administrator, gave a presentation to the commission from the Library Merger Committee regarding the 10 year forecast and cost projections of the merger. Kerriane also presented the commissioners with a letter of concern regarding the merger from Priscilla Starks resident of Ryder, ND. Tami Ware; Member of the Merger Committee shared her concerns to the commission. Lisa Olson; Minot City council informed the commission that the city gave approval for the committee to continue working toward an implementation plan. There was a lengthy discussion regarding the county's interest in the merger.

Moved by Comm. Walter, seconded by Comm. Rostad to approve authorizing the continuing work toward an implementation plan. Roll call; all voted no, except Comm. Walter and Comm. Rostad voting yes, motion failed.

Dana Larsen, County Engineer appeared with a bid for the Rice Lake Flexible Farm Lease. Moved by Comm. Pietsch, seconded by Comm. Fjeldahl to approve the bid of \$5000.00/year, to lease the

county property located in Section 2-152/85 (Rice Lake Township), as described in the Flexible Farm Lease, from Robert Magandy of Minot, ND. Roll Call; all voted yes; motion carried.

Dana Larsen also requested the commission to approve the bid for \$14,082.65 from Minot paving to fog seal County Road 23 and County Road 25 in Sawyer. Moved by Comm. Walter, seconded by Comm. Pietsch to approve bid. Roll call; all voted yes; motion carried.

Nancy Simpson, Planning and Zoning Administrator appeared regarding the following Plat requests:

1. Richard & Shannon Schaefer

Application for a **plat** for the following described properties:

Proposed Outlot 1, N ½ NE ¼, 20-155-85, Des Lacs Township

The plat application is for creating an outlot encompassing an existing farmstead to be sold as a single family residence. Des Lacs Township has responded with approval with no further comment. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation. The Planning & Zoning Commission has recommended approval.

2. Norman Sollid on behalf of Judith Hanson

Application for a **plat** for the following described property:

Proposed Outlot 3 SW ¼ SE ¼, 22-157-85, Mayland Township &

Proposed Outlot 5 N ½, 27-157-85, Mayland Township

The plat application is for creating outlots that encompass an existing pasture with the intention to sell the entire fenced in area. The outlots cannot be sold separately and is stated on each plat. Mayland Township has responded with approval with no further comment. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation. The Planning & Zoning Commission has recommended approval.

3. Mary Hansen

Application for a **plat** for the following described property:

Proposed Outlot 1 SE ¼, 29-157-85, Mayland Township

The plat application is for creating an outlot to encompass an existing farmstead. Mayland Township has responded with approval with no further comment. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation. Minot Air Force Base has no objection due to the use not changing. The Planning & Zoning Commission has recommended approval.

4. Brian Keller- Tabled at Last Meeting

Application for a **plat** for the following described property:

Proposed Outlot 19, SE ¼ SW ¼ & SW ¼ SE 1/4, 2-156-85, Foxholm Township

The plat application is for creating an outlot to be purchased by an adjacent landowner. Foxholm Township has recommended approval with the understanding that if this outlot is developed, the developer is responsible for building the road to minimum standards and the owner is responsible for creating a maintenance agreement with the Township. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation. The Planning & Zoning Commission has recommended approval with the condition that when the outlot is developed the developer is responsible for building the road to minimum standards and the owner is responsible for creating a maintenance agreement with the Township.

Moved by Comm. Fjeldahl, seconded by Comm. Walter to approve the plat requests as presented. Roll call; all voted yes; motion carried.

Ryan Kamrowski, Director of Tax Equalization, appeared with two items the first item is the Corrections to Tax Roll Memorandum A.

1. Property purchased by tax exempt entity, prorate value from date of purchase (12/10/18):

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Souris River Joint Water Resource Board	BT120990000210 Olt. 21 Including Lot A of Olt. 8 & Olt. 8 of NWNE	2018	\$243,000	\$229,000	\$10.935	\$10.305

2. Qualified for Farm Residence Exemption:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Vollmer, Keith & Brenda	SU350990000020 Olt. 2 of SWSW S35-155-81	2018	\$242,000	\$1,000	\$10,890	\$50
Burtch, Richard & Nellie	ML250010000000 NE S25-156-81	2018	\$242,000	\$92,900	\$11,360	\$4,645

3. New owner qualifies for exemption on licensed mobile home dealer while held for resale :

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
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Liechty Homes	MI5101070 Jefferson MHP Lot 3	2019	\$21,000	\$0.00	\$945	\$0.00
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4. Recent Inspection resulted in reduction of 2nd floor square footage. Adjusting 2018 valuation for updated square footage:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Grigsby, Guy & Kelly	HA070860000090 Evergreen S/D Lot 9	2018	\$477,000	\$465,000	\$21,465	\$20,925

5. Requesting adjustment to lot value for drainage easement and topographical obsolescence.

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Leier, Deborah	NE261390000020 Leier 3 rd Addn. Lot 2 Being Lot 2 Leier 2 nd Addn.	2018	\$24,000	\$11,000	\$1,200	\$550

6. Moved Property to Real Estate for 2019, removing 2019 MH taxes:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Jensen, Jacqueline	EE5100063 Battleground Addn. Lot 4	2019	\$7,000	\$0.00	\$315	\$0.00

7. Removed MH from MH tax as it will be taxed as Real Estate on Parcel # BD2101104000400 for 2019:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
United Agronomy LLC	BD5103150000000 Walthers 3 rd Addn. Lots 1-4 Block 4	2019	\$36,000	\$0.00	\$1,620	\$0.00

8. Removed MH from MH tax as it will be taxed as real estate on parcel
NE230520001040 for 2019:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Raciborski, Mark	NE510259600000 Minot Mobile Estates Lot 104	2019	\$13,000	\$0.00	\$585	\$0.00

9. Home was estimated during review cycle. Recent inspection revealed that home is in less condition than it was estimated to be. Basement finish is also not as estimated.

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Baehm, Todd	MI132102500090 S/D Blocks 23 & 25 Lakeview Addn. Lot 9 Block 25	2018	\$117,000	\$76,000	\$5,265	\$3,420
Baehm, Todd	MI132102500090 S/D Blocks 23 & 25 Lakeview Addn. Lot 9 Block 25	2017	\$113,000	\$95,000	\$5,085	\$4,275

10. Home was estimated during recent review cycle. Recent inspection revealed that home is in less condition than it was estimated to be. Basement finish is also limited. Homestead credit adjusted due to home value adjustment:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Joern, Scott & Bonnie	MI132102500100 Lakeview S/D of Blocks 23 & 25 Lot 10 Block 25	2018	\$144,000	\$91,000	\$6,480	\$4,095
Joern, Scott & Bonnie	MI132102500100 Lakeview S/D of Blocks 23 & 25 Lot 10 Block 25	2017	\$124,000	\$110,000	\$5,580	\$4,950

11. During the 2018 inspection property was found to be in less condition than what was previously determined:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Esterby, Paul	MI132102300030 Lakeview Addn. S/D Blocks 23 & 25 Lot 3 Block 23	2019	\$90,000	\$64,000	\$4,050	\$2,880

12. Property qualified for partial exemption:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Trinity Health	MI192882520292 OUTLOTS SEC 19 155 82 SE1/4SW1/4 EAST 75 OF OUTLOT 29 & OUTLOT 27 & 28	2017	\$417,000	\$175,000	\$20,850	\$8,750

Moved by Comm. Walter, seconded by Comm. Rostad to approve Memorandum A. Roll call; all voted yes; motion carried.

Mr. Kamrowski continued with the request from Afton Township to transfer building permit authority to Ward County. There was a brief discussion regarding the Joint Powers Agreement and similar agreement with other townships among the Commissioners, Mr. Kamrowski and State's Attorney Roza Larsen.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the Joint Powers Agreement with Afton Township. Roll call; all voted yes, except Comm. Walter; motion carried.

Marisa Haman Deputy Auditor/Treasurer appeared.

Moved by Comm. Walter, seconded by Comm. Rostad to Receive and File the following correspondence; Department Head Meeting Minutes; Highway Committee Meeting Minutes; Comprehensive Plan PowerPoint as presented at Planning Commission Feb. 21; Planning Commission meeting Attendance. Roll call; all voted yes; motion carried.

Traynor Law Firm sent a bill to the county in the amount of \$66,475.02 for services rendered. Ms. Haman informed the commissioners that Devra Smestad, County Auditor recommended a budget amendment from 2018 carry over into the commissioners' contingency fund to cover the cost of the bill. Roza Larsen stated she has had a conversation regarding the bill with Troy Sibel at the Governor's office

and he will be talking with the Traynor Law Firm. She further states that she feels the bill is not the county's responsibility but the Governors as he was the one that employed the law firm not the county.

Moved by Comm. Walter, seconded by Comm. Fjeldahl to table the decision on the Traynor Law Firm bill until further information is available from the State's Attorney. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Fjeldahl to approve the six deeds for foreclosed properties sold by realtor and the one deed for foreclosed property purchased by the City of Minot. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the raffle permits for Harley Owners Group ND Chapter #3291 and Souris River Basin Longbeards. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Fjeldahl to approve the following payroll amendment: E. Christianson- Social Services (level 13); L. Degele- Social Services (level 13); L. Ryan- Social Services (level 23); A. Powers- Social Services (level 21). Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve having Human Resources present all payroll amendments to the commission going forward. Roll call; all voted yes; motion carried.

Robin Finneseth, Human Resource Director updated the commission with a time line regarding the salary study/pay plan and requested approval for the bid from Gallagher Benefit Services.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the bid from Gallagher Benefit Services not to exceed \$40,000 and to use funds from the County savings and health insurance costs. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to accept the Resignation of Emergency Management Director Amanda Schooling affective March 15, 2019. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Rostad to approve Human Resource Director Robin Finneseth to review salary level and job description for the Emergency Management Director position and give recommendation to commissioners before advertising the position. Roll call; all voted yes; motion carried.

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