

AGENDA FOR THE BOARD OF WARD COUNTY COMMISSIONERS
Tuesday, April 2, 2019

8:45 a.m. – Executive Session- Collection Lawsuit Issue

9:00 a.m. – Regular Commission Meeting

Pledge of Allegiance

Call to Order – Chair Wepler

Order of Business

1. Approve Agenda
2. Review and Approve the Minutes from the Regular Commission Meeting on March 19, 2019
3. Review and Approve the Regular Bills totaling \$197,514.36 and Social Services Bills totaling \$16,158.35
4. Cindy Sessions: Requesting local oversight for North Prairie Rural Water
5. Paul Olthoff- Detention Center
 - A.) Contracts for Housing Prisoners
 - B.) Guardian RFID Proposal
6. Nancy Simpson- Planning and Zoning Administrator
 - A.) Memorandum 2: Plat Applications (3)
7. Dana Larsen- County Engineer
 - A.) Rushville Township Road
 - B.) Approval of Annual Materials, Supplies and Services Bids
8. Ryan Kamrowski-Director of Tax Equalization
 - A.) Correction to Tax Roll Memorandum A
9. Human Resources- Robin Finneseth
 - A.) Payroll Amendments: N. Wersal-State's Attorney; C. Nelson-State's Attorney; E. Lee- State's Attorney; N. Metzgian- Tax Equalization; P. Braaten-Highway Department; N. Kaylor- NDSU Extension; T. Schimt- Highway Department; K. Weber-Emergency Management
 - B.) New Position
10. Auditor/Treasurer – Devra Smestad
 - A.) Receive and File Correspondence: Liaison Committee Minutes; Department Head Meeting Minutes; NDDOT US- Highway 2 Project; City of Minot- Renaissance Zone Development letter; OMB-Memorandum; City of Minot Assessor- letter; Highway Department-2014 FEMA Event Memorandum
 - B.) Receive and File Annual Reports: Auditor/Treasurer; Emergency Management; 9-1-1 Coordinator's; Facilities Management; NDSU Extension; Library; Social Services; Recorder's Office; Sheriff's Department; Superintendent of Schools; Tax Equalization; Weed Control Office
 - C.) Approval of 2 Deeds for foreclosed properties sold by Realtor
 - D.) Approval of Liquor License: Apple Grove 6, LLC.
 - E.) Approval of Gaming Site- Hostfest-Heritage Foundation; ND State Fair Foundation
 - F.) Transfer of Court Cases-City of Minot
 - G.) Purchase Cards
11. Executive Session- Right of Way Lawsuit

Minutes of the Board of Ward County Commissioners

April 2, 2019

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to move into Executive Session regarding Collection Lawsuit at 8:47AM. Roll call; all voted yes; motion carried.

In attendance was Chair. Wepler, Commissioners Fjeldahl, Rostad and Pietsch, Roza Larson and Devra Smestad.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to close Executive Session at 9:02 AM. Roll call; all voted yes; motion carried.

The regular meeting of the Ward County Commission was called to order by Chair Wepler at 9:04 AM with Commissioners Fjeldahl, Rostad, and Pietsch present. Also present were department heads Betty Braun, Dana Larsen, Derrill Fick, Devra Smestad, Jason Blowers, John Crosby, Leona Lochthowe, Melissa Bliss, Roza Larson, Robin Finneseth, Ryan Kamrowski, Robert Roed, Kris Weber and Travis Schmit.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to gather more information to answer complaint discussed in the Executive Session and have State's Attorney Roza Larsen answer the complaint. Roll call; all voted yes; motion carried.

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

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve and amend motion from March 19, 2019 meeting to state Kris Weber and Travis Schmit will coordinate together as Co-Interm Emergency Management Administrators. Roll call; all voted yes, except for Comm. Pietsch voted no; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Rostad to approve the minutes from the Regular Commission Meeting on March 19, 2019 with the correction and following change:

Last Paragraph on last page change the wording from "passed on" to "shared." Roll call; all voted yes, motion carried.

Moved by Comm. Rostad, seconded by Comm. Fjeldahl to approve the Regular Bills totaling \$194,465.36 and Social Service Bills totaling \$16,158.35. Roll call; all voted yes motion carried.

Moved by Comm. Rostad, seconded by Comm. Pietsch to approve the bill from A&P for \$86,546.00. Roll call; all voted yes; motion carried.

Cindy Sessions, property owner at 800 Harmony St Minot appeared before the Commission with a request that County codes be changed to include local oversight of North Prairie Rural Water. Her concern was that the proper steps and documentation when water lines are constructed are not being followed. After some discussion the commission recommended that she speak with the City of Minot regarding her concerns.

Moved by Comm. Fjeldahl, seconded by Comm. Rostad to Receive and File the information presented by Cindy Sessions. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Rostad to approve the Contracts for Housing Prisoners for the City of Kenmare and Mountrail County and the Contract with Burleigh County to house inmates for Ward County. Roll call; all voted yes; motion carried.

Paul Olthoff and Chris Ray, County Jail appeared with a request to purchase Guardian RFID system using funds from the Inmate Betterment Fund. This system would help staff with the security and control of inmates.

Moved by Comm. Pietsch, seconded by Comm. Rostad to approve the bid of \$41,921.65 to purchase the Guardian RFID system for the Jail. Roll call; all voted yes; motion carried.

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

1. Base Utilites

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

Unplatted Portion of NW ¼ SW ¼ & NE ¼ SW ¼, 12-157-83, Waterford Township

The plat application is for creating an outlot that is being purchased by the applicant from the current owner. Waterford 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 not responded as of the date of this agenda.

Planning Commission recommends approval.

2. Nick Hulberg

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

Proposed Outlot 9 SW ¼ SW ¼, 2-153-35, Freedom Township &

Proposed Outlot 10 SW ¼ SW ¼, 2-153-35, Freedom Township

The plat application is for creating two outlots, Outlot 9 will encompass an existing farmstead, Outlot 10 will be for moving/constructing a single family residence. Freedom 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.

Planning Commission recommends approval.

3. Jay & Karen Hennessy

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

Outlot 1, NE ¼, SE ¼, 6/154-85, Rolling Green Township

The plat vacation application is for vacating and existing outlot. The applicant built a farmstead when the outlot was first platted, however, some of the farmstead was built across the property line into broad acres. Rolling Green 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.

Planning Commission recommends approval.

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

County Engineer, Dana Larsen appeared with two agenda items the first being a proposed plat in Rushville township. Mr. Larsen stated that there are no homes along this section of road way and one concern he has is if a new home is constructed would be the request for snow removal. There are sections along the road way that would make snow removal a challenge.

Moved by Comm. Rostad, seconded by Comm. Fjeldahl to recommend approval of the plat with the condition that the plat applicant sign a maintenance agreement with the county. Roll call; all voted yes; motion carried.

Mr. Larsen's second item was a request to approve annual materials, supplies and service bids. Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approved the bids as presented on the March 18, 2019 Bid List: Culvert- True North Steel, Forterra Concrete and Hancock Concrete; Paving Materials- Minot Paving, Bechtold Paving, Northern Improvement and Team Laboratory; Equipment Rental- Minot Paving, Gravel Products, Sundre Sand & Gravel, Hanson's Excavating, Bechtold Paving, Dig It Up Backhoe, Quality Construction, Excavating Inc, Farden Construction, Donn Brown Construction, RDO Equipment and Swanston Equipment; Aggregate Construction with a bid of \$4.79/cy for 70,000 CY of gravel for Spring Lake Township and Aggregate Construction with a bid of \$5.93/cy for 40,000 CY of gravel for Sawyer Township. Roll call; all voted yes; motion carried.

Ryan Kamrowski, Director of Tax Equalization presented the following Tax Roll Corrections:

1. After review, property required adjustment to reflect market value, basement unfinished:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Olson, Joel & Barbara	MI131520300021 Hendrecksons 2 nd Addn. W43' Lot 1 & W43' of N50' Lot 2 & S10' of W43' of Lot 2 Block 3	2018	\$138,000	\$107,000	\$6,120	\$4,815

2. Previously estimated in 2017, inspection showed overall condition was less than previously estimated, no basement finish:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Hergstad, James & Karen	MI240720800050 Eastwood Park Addn. Lot 5 Block 8	2018	\$219,000	\$140,000	\$9,855	\$6,300

3. Property damaged by water line break Dec. 2017, is now starting to be repaired :

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Smestad, Leroy	MI143750100110 Somers Land Co. Addn. to N Minot Lot 11 Block 1	2018	\$222,000	\$75,000	\$9,990	\$3,375

4. A recent inspection indicated a reduction from previous estimate:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Seven One Five LLC	MI142591000061 North Minot Addn. E85' of N50' Lot 6 Block 10	2018	\$99,000	\$73,000	\$4,455	\$3,285
Pederson, Bradley	MI142591000061 North Minot Addn. E85' of N50' Lot 6 Block 10	2017	\$111,000	\$85,000	\$4,995	\$3,825

5. Property was estimated during 2015 review area. A recent inspection revealed basement finish was not at amount or level as previously estimated. Overall condition was also less than previously estimated:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Van Winkle, Joey	MI142591200101 North Minot Addn. Block 12 S ½ Lot 10 Less W95' & North Minot Addn. S/D of Lot 11 Block 12 Lot 1 Less W95'	2018	\$249,000	\$209,000	\$11,205	\$9,405
Van Winkle, Joey	MI142591200101 North Minot Addn. Block 12 S ½ Lot 10 Less W95' & North Minot Addn. S/D of Lot 11 Block 12 Lot 1 Less W95'	2017	\$261,000	\$221,000	\$11,745	\$9,945

6. Retire parcel, combined with adjoining parcel MI01D140400160 house built over lot line:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Dangerfield, Daniel & Sara	MI01D140400150 Stonebridge Farms 4 th Addn. Lot 15 Block 4	2018	\$30,000	\$0.00	\$1,500	\$0.00

7. Combined with adjoining parcel MI01D140400150, house built over lot line:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Dangerfield, Daniel & Sara	MI01D140400160 Stonebridge Farms 4 th Addn. Lot 16 Block 4	2018	\$299,000	\$324,000	\$13,455	\$14,580

8. Property sold to the city, pro rate value 3 months:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI244490300030 Torbensons Addn. Lot 3 Block 3	2018	\$166,000	\$41,000	\$7,470	\$1,845
City of Minot	MI244510100102 Torbensons 2 nd Addn. S ½ Lots 9 & 10 Block 1	2018	\$113,000	\$28,000	\$5,085	\$1,260
City of Minot	MI244510200030 Torbensons 2 nd Addn. Lot 3 Block 2	2018	\$98,000	\$25,000	\$4,410	\$1,125

9. Property sold to Ward County 10/19, pro rate value 9 months:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Ward County	MI232870100100 Ottine Addn. Lot 10 Block 1	2018	\$34,000	\$26,000	\$1,530	\$1,170

10. Owner qualifies for Blind Exemption. Pro-rated 7 months from purchase date of 4/2018:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Quist, William & Jessica Reeb	MI150490500120 Country Club Manor 2 nd Addn. Lot 12 Block 5	2018	\$117,000	\$92,000	\$5,265	\$4,140

11. Infrastructure (water / sewer) to area not complete:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Professional Choice Properties LLC.	MI06D930200180 The Bluffs 2 nd Addn. Lot 18 Block 2	2018	\$400,000	\$300,000	\$20,000	\$15,000
Professional Choice Properties LLC.	MI06D930200170 The Bluffs 2 nd Addn. Lot 17 Block 2	2018	\$400,000	\$300,000	\$20,000	\$15,000

Moved by Comm. Fjeldahl, seconded by Comm. Rostad to approve Memorandum A- Tax Roll Corrections. Roll call; all voted yes; motion carried.

Human Resource Director, Robin Finneseth presented the commission with the following Payroll Amendments: N. Wersal-State’s Attorney; C. Nelson-State’s Attorney; E. Lee- State’s Attorney; N. Metzgian- Tax Equalization; P. Braaten-Highway Department; N. Kaylor- NDSU Extension; T. Schimt-Highway Department; K. Weber-Emergency Management.

Moved by Comm. Rostad, seconded by Comm. Fjeldahl to approve the Payroll Amendments as presented. Roll call; all voted yes; motion carried.

Ms. Finneseth continued with a request to hire a Payroll Technician fulltime in the Human Resource Department. She requested that the funding for a vacated position in the Auditor’s Office be moved to the Human Resource Department.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the Payroll Technician position at a pay level 19 at \$19.23 per hour using the funds from the soon to be vacated Auditor/Treasurers Department position. Roll call; all voted yes; motion carried.

Devra Smestad for Point of Clarification asked the Commissioners if the above motion meant that the Auditor’s Office cannot hire an additional staff personnel in November as she requested. It was determined that she would have to bring that request to the Commission for discussion.

Auditor/Treasurer Devra Smestad appeared.

Moved by Comm. Pietsch, seconded by Comm. Rostad to Receive and File the following Correspondence: Liaison Committee Minutes; Department Head Meeting Minutes; NDDOT US- Highway 2 Project; City of Minot- Renaissance Zone Development letter; OMB-Memorandum; City of Minot Assessor- letter; Highway Department-2014 FEMA Event Memorandum. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Rostad to Receive and File the following Annual Reports: Auditor/Treasurer; Emergency Management; 9-1-1 Coordinator’s; Facilities Management; NDSU Extension; Library; Social Services; Recorder’s Office; Sheriff’s Department; Superintendent of Schools; Tax Equalization; Weed Control Office. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the Deeds for Foreclosed Properties sold by Realtor at the following locations: Org Kenmare LS E65' L11 & 12 B10 Kenmare City and Lot 5 Linnertz S-D of L1 B1 Dierdorffs second add Surrey City. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Pietsch to approve the Liquor License Application for Apple Grove 6, LLC. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the Gaming Site Applications for Hostfest-Heritage Foundation and ND State Fair Foundation. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Rostad to approve the Contract for Transfer of Municipal Court Cases to District Court with the City of Minot. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Pietsch to approve the Purchasing Card policy and program. Roll all; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Pietsch to amend the motion to include a six month transition period and allow Social Service Department to opt out of the program. Roll call; all voted yes; motion carried.

The meeting was recessed at 10:58 AM.

Comm. Pietsch excused himself.

Moved by Comm. Rostad, seconded by Comm. Fjeldahl to move into Executive Session regarding Right of Way Litigation at 11:05 AM. Roll call; all voted yes; motion carried.

In attendance was Chair. Wepler, Commissioners Fjeldahl and Rostad, Roza Larson, Devra Smestad and John Ward from Zuger Kirmis & Smith Law Firm.

Moved by Comm. Fjeldahl, seconded by Comm. Rostad to close Executive Session at 11:30 AM. Roll call; all voted yes; motion carried.

Regular Meeting reconvened at 11:32.

Chair Wepler stated that during the Executive Session a conversation was had regarding an update on Right of Way litigation.

At 11:33 AM with no further business, the meeting was adjourned.