

Minutes of the Board of Ward County Commissioners

June 5, 2018

The regular meeting of the Ward County Commission was called to order by Chairman Walter at 9:00 a.m. with Comms. Fjeldahl, Louser, Rostad and Weppler present. Also present were department heads: Amanda Schooling, Bob Barnard, Dana Larsen, Derrill Fick, Devra Smestad, John Crosby, Kerriane Boetcher, Leona Lochthowe, Mark Schrader, Melissa Bliss, Roza Larson, Ryan Kamrowski.

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

Moved by Comm. Weppler, seconded by Comm. Rostad, to approve the regular Commission meeting minutes from the May 15th meeting. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Louser, to approve regular bills as amended with additions totaling \$363,921.10 and Social Services bills totaling \$13,917.92. Roll call; all voted yes; motion carried.

Travis Schmit appeared with a request to purchase the following properties for future flood control, 1900 72<sup>nd</sup> St, NW, Minot, ND, 11 Kittleson Dr., Burlington, ND, 510 Parkway Dr., Burlington, ND. Emily Huettl appeared to clarify the properties will be owned by the city of Burlington and purchased with State Water funds.

Moved by Comm. Fjeldahl, seconded by Comm. Louser to purchase the following properties, using State Water Funds for flood control, 1900 72<sup>nd</sup> St, NW, Minot, ND, 11 Kittleson Dr., Burlington, ND and 510 Parkway Dr. Burlington, ND. Roll call: all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Rostad, to open the public hearing at 9:14 a.m. Roll call: all voted yes; motion carried.

Leo Schmit appeared with a moving permit for Daren Sandstrom. No one appeared on the behalf of Mr. Sandstrom.

Moved by Comm. Rostad, seconded by Comm. Fjeldahl, to close the public hearing at 9:15 a.m. Roll call: all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Weppler, to approve moving permit for Daren Sandstrom. Roll call: all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Rostad, to recess the Commissioner Meeting at 9:15 a.m. for Board of Equalization Meeting and reconvene at 9:23 a.m. Roll call: all voted yes; motion carried.

Leona Lochthowe from Facilities Management appeared with an update regarding the auction of items in the County North Building. She presented research on local auction houses. Devra Smestad provided information on the public surplus program.

Moved by Comm. Fjeldahl, seconded by Comm. Louser, to ask Korslin Auction to perform the auction July 11, 2018. Roll call: all voted yes; motion carried.

Nancy Simpson, Planning & Zoning Administrator presented approved items from the Planning Commission on May 17, 2018 for a first reading at the County Commissioners Meeting. Recommended amendments to Zoning Resolution No. 6 to regulate the locations of medical marijuana facilities and recommended update to Zoning Resolution No. 6 to remove the fee schedule from the Electrical Wind Towers zoning ordinance. By doing so, wind towers will be issued a building permit and the fees will be calculated from a fee schedule that is separate from the zoning ordinance.

Moved by Comm. Wepler and seconded by Comm. Fjeldahl to accept recommended ordinance update to include Medical Marijuana as written. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler and seconded by Comm. Louser to accept recommended update to the Wind Farm ordinance. Roll call; all voted yes; motion carried.

Nancy Simpson, Planning & Zoning Administrator appeared with an application for a **variance** for JoAnne Rademacher for the following described property:

Outlot 2 lying in the SW ¼ SW ¼, 31-157-84, St. Mary's

The application is for a variance to Ward County Zoning Resolution No. 6 Article 24. F.1.c. Pertaining to right of way dedication for an outlot. The reason for the variance is a hardship due to unique preexisting conditions. 128th Ave NW deviates from the section line on the southern bound and County Road 11 deviates from the section line on the western bound due to NDDOT regulations. Therefore, neither of the aforementioned roads follow the section line.

Moved by Comm. Fjeldahl seconded by Comm. Wepler, to accept the variance application for Joanne Rademacher. Roll call; all voted yes; motion carried.

Nancy Simpson, Planning & Zoning Administrator appeared with plat applications on behalf of JoAnne Rademacher, Dennis Andreson, Rick or Denver Haugen, and Brian Bonness.

Application for a **plat by JoAnne Rademacher** for the following described property:

Outlot 2 lying in the SW ¼ SW ¼, 31-157-84, St. Mary's

The plat application is for an outlot to be created to construct a single-family residence. The St. Mary's Township has verbally recommended approval. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation.

Application for a **plat by Dennis Andreson** for the following described property:

Outlot 4 SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , 12-154-81, New Prairie

The plat application is for outlot to be created to correct a remnant from the platting of outlots 2 & 3 that were platted in 2014. When outlots 2 & 3 were platted there was a remnant of less than 2 acres left. The New Prairie Township has responded with a recommendation for approval and with no further comments. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation.

Application for a **plat by Rick or Denver Haugen** for the following described property:

Outlot 12 being a portion of Outlot 10, 13-155-85, Des Lacs

The plat application is for an outlot to be created to move a home onto the new outlot. The Des Lacs Township has responded with a recommendation for approval and with no further comments. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation.

Application for a **plat by Brian Bonness** for the following described property:

Proposed Outlot 1 of Gov't Lot 2 & SE  $\frac{1}{4}$  NW  $\frac{1}{4}$ , 12-154-81, Eureka

The plat application is for creating an outlot surrounding an existing farmstead to be transferred to a relative. The New Prairie Township has responded with a recommendation for approval and with no further comments. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation.

Moved by Comm. Rostad seconded by Comm. Louser, to accept plat applications as presented. Roll call; all voted yes; motion carried.

Nancy Simpson presented an update on the progress of the Comprehensive Plan and flyer and dates of public input meetings for proposed wind farm. Research completed by the Building Inspector regarding fee structure for Electrical Wind Towers was also presented.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to Receive and File Comprehensive Plan flyer. Roll call; all voted yes; motioned carried.

Moved by Comm. Wepler, seconded by Comm. Rostad, to create a task force to create a resolution to create a recommended fee structure for Electrical Wind Towers. Task force to create a recommended fee structure and requirements will consist of Comm Wepler, Comm. Fjeldahl, Nancy Simpson, Leo Schmit, Dana Larson to be coordinated by Ryan Kamrowski. Roll call; all voted yes; motioned carried.

Dana Larsen, County Engineer, presented three items for consideration. The first are quotes for maintenance on the Minot and Sawyer Shops.

TY Wall Systems	Sawyer Shop	Walls and roof prime and paint	\$18,200
TY Wall Systems	Minot Shop	Stucco Repair and Resurface	\$14,210
Tecta America	Minot Shop	Roof Maintenance and Repair	\$19,723

Moved by Comm. Rostad, seconded by Comm. Louser, to approve the quotes from TY Wall Systems and Tecta America as presented. Roll call; all voted yes; motion carried.

Mr. Larsen also presented a bid to reshape and gravel forty-three miles of county road from WM Scepaniak Inc. for \$1,013,038.66. Projects are on County Road 21, 22 and 24 located east of US 83 and south of Highway 52.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to approve the bid of \$1,013,038.66 from WM Scepaniak for the graveling projects on County Road 21, 22, and 24. Roll call; all voted yes; motion carried.

Lastly, Larsen presented on FIRM Map Appeal Funding. The City of Minot has requested the county consider budgeting for a FIRM appeal in 2019. The City is considering filing an official appeal once the updated maps have been released and has asked if the county would share in the estimated \$150,000 cost.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to budget \$50,000, 1/3 of \$150,000 for FIRM Map Appeal Funding. Roll call; all voted yes; motion carried.

Kerriane Boetcher presented an application for Library Board.

Moved by Comm. Wepler, seconded by Comm. Louser, to accept Library Board application. Roll call; all voted yes; motion carried.

Ryan Kamrowski present the following Tax Roll Corrections:

1. Prorate the 2017 values for 2 months the property was purchased on 2-2017 to an exempt entity:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Souris River Joint Water Resource Board	SR130990000141 Lot A of Olt 14 Less Hwy S13-154-82	2017	\$157,000	\$26,000	\$7,100	\$1,175
Souris River Joint Water Resource Board	BT120990000090 Olt 9 of NWNE S12-155-84	2017	\$136,000	\$23,000	\$6,120	\$1,035

2. Prorate the 2017 values for 3 months the property was purchased on 4-2017 to an exempt entity:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Souris River Joint Water Resource Board	BT010990000010 Olt 1 Por. SWSE Less RD S1-155-84	2017	\$239,000	\$59,000	\$10,755	\$2,655
Souris River Joint Water Resource Board	BT010990000128 Lot 1 of Replat of Olt 12 SWSE Less S123' S1-155-84	2017	\$11,000	\$3,000	\$550	\$150

3. Prorate the 2017 values for 10 months the property was purchased on 11-2017 to an exempt entity:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Souris River Joint Water Resource Board	KK360090000020 Lot 2 Valley Meadow Addn. S36-156-84	2017	\$300,000	\$250,000	\$13,500	\$11,250
Souris River Joint Water Resource Board	KK360900000030 Lot 3 Valley Meadow Addn. S36-156-84	2017	\$21,000	\$19,000	\$1,050	\$950
Souris River Joint Water Resource Board	Kk360900000040 Lot 4 Valley Meadow Addn. S36-156-84	2017	\$308,000	\$283,000	\$13,860	\$12,735

4. Prorate the 2017 values for 4 months the property was purchased on 5-2017 to an exempt entity:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Souris River Joint Water Resource Board	KK360900000100 Lot 10 Valley Meadow Addn. S36-156-84	2017	\$359,000	\$119,000	\$16,155	\$5,355

5. Prorate the 2017 values for 9 months the property was purchased on 10-2017 to an exempt entity:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Souris River Joint Water Resource Board	SR100990000260 Olt 26 Being A portion of Olt 6 of the NE S10-154-82	2017	\$169,000	\$126,400	\$7,605	\$5,688

6. Property was annexed into the City of Minot for 2015 remove the values from the tax roll:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Struksnes, Robert	NE210990000600 Olt 60 of NWSE	2015	\$269,000	\$0.00	\$12,105	\$0.00
Struksnes, Robert	NE210990000600 Olt 60 of NWSE	2016	\$269,000	\$0.00	\$12,105	\$0.00
Struksnes, Robert	NE210990000600 Olt 60 of NWSE	2017	\$240,000	\$0.00	\$10,800	\$0.00

7. The value was not converted over to SY190480100060 when the conversion was done, was not billed:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Precision Plus Construction Inc.	SY190480100060 Myers 6 <sup>th</sup> Addn. Lot 6 Block 1	2017	\$0.00	\$15,000	\$0.00	\$750

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

Mr. Kamrowski also presented a contract for GIS maintenance Services for Sidwell. Contract is for two years and to be invoiced annually for the amount of \$12,650 per year.

Moved by Comm. Wepler, seconded by Comm. Louser, to approve Sidwell contract for \$25,300 for two years. Roll call; all voted yes; motion carried.

Mr. Kamrowski also presented a Pictometry Agreement. Agreement is for the licenses for the GIS Imaging. The full license agreement is \$1,650 and split equally between the County and City of Minot.

Moved by Comm. Wepler, seconded by Comm. Louser, to approve license agreement for \$825. Roll call; all voted yes; motion carried.

Lastly, Kamroswki presented 2018 Valuations and New Growth.

Moved by Comm. Wepler, seconded by Comm. Rostad, to receive and file 2018 Valuations and New Growth. Roll call; all voted yes; motion carried.

Devra Smestad appeared:

Moved by Comm. Wepler, seconded by Comm. Rostad, to Receive and File the following correspondence: International Souris River Board – Public Meeting; Assiniboine River Basin Initiative – Along the 49th, Transboundary Water Issues; First International Bank & Trust – Annual Report; NDSU Extension Services – Achievement Days; City of Minot – Water Quality and Storm Water News; ND Water – Education Foundation 2018 Tours; Rath & Mehrer – Audit Report. Roll call; all voted yes; motion carried.

Devra Smestad presented recommendation to make the IT Department a stand-alone department effective July 1, 2018. The Grades for the department personnel be graduated based on certification, experience and training.

Moved by Comm. Rostad seconded by Comm. Wepler, to support the IT Department as a stand-alone department effective July 1, 2018. IT/GIS Director appointment pending interview with Commissioners, approve tiered grades for support staff and advertis for a GIS Specialist. Roll call; Comm. Rostad, Comm. Wepler and Chairman Walter voted yes; Comm. Fjeldahl and Comm. Louser voted no; motion carried.

Ms. Smestad requested budget input form the Commissioners on several items. After discussion the following budget recommendations were made: Health insurance cost increase of 20%, employee salary increase of 2%, Commissioner salary increase of 2%, zero NDIRF conferment of benefits, 2019 office building improvements account will be increased to \$200,000, Commissioner's Contingency fund \$125,000, Pictometry fly in 2020 will be split \$75,000 in 2019 and \$75,000 in 2020, FIRM Map Appeal Funding \$50,000 to \$150,000, salary study budget will be determined by new HR Director, employee recognition will come out of Commissioner's Contingency.

Moved by Comm. Wepler, seconded by Comm. Louser, to approve the following payroll amendments: Batteiger, D. – Sheriff's Department (Level 18); Bosh, E. – Highway Department (Level 15); Burch A. – Juvenile Detention (Level 18); Butler, J. – Social Services (Level 23); Clouse A. – Social Services (Level 28); Filkins, K. – Social Services (Level 23); Finneseth, R. – Human Resources (Level 30); Greenwell, Z. – Highway Department (Level 15); Malnaa, P. – Highway Department (Level 15); Powell, S. – Juvenile Detention (Level 18); Salazar, S. – Juvenile Detention (Level 18); Thurman, K. – Social Services (Level 25)Roll call; all voted yes; motion carried.

At 10:35 a.m. with no further business, the meeting was adjourned.