

Minutes of the Board of Ward County Commissioners
February 2, 2016

The regular meeting of the Ward County Commission was called to order by Chairman Fjeldahl at 9:00 a.m. with Comm. Louser, Walter, Wepler, and Nybakken, present. Also present were Department Heads: Dana Larsen, Roza Larson, Devra Smestad, Ryan Kamrowski, Amanda Schooling, Leona Lochthowe, Kerrienne Tyler, Betty Braun, Lisa Clute, Melissa Bliss, Mark Schrader, and Dale Braun.

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

Moved by Comm. Wepler, seconded by Comm. Nybakken to approve the minutes of the Regular Commission Meeting on January 19, 2016. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad then presented the bills. Moved by Comm. Walter, seconded by Comm. Wepler to approve regular bills totaling \$374,291.14, the Social Welfare Fund of \$7,444.51. Roll call: all voted yes; motion carried.

On behalf of the Board of Commissioners, Department Heads and employees, Chairman Fjeldahl presented a Letter of Appreciation to Facilities Management Administrator Leona Lochthowe and her staff for exceptional work regarding new Administration Building. Their dedication and commitment to a smooth transition was greatly appreciated by all.

Director of Tax Equalization Ryan Kamrowski appeared. Moved by Comm. Wepler, seconded by Comm. Louser to approve changes to County Tax Roll as follows:

1. Data Entry Error:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Reiner, Roger & Rosalie	BT210990000050 Olt 5 of W2SW S21-155-84	2015	\$28,200	\$10,100	\$1,410	\$505

2. County took 3.59A for 55th Bypass in 2012:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Baumgarten, Gregory	NE210990000750 Olt 75 of NE S-21-155-82	2012	\$22,300	\$11,000	\$1,115	\$550
Baumgarten, Gregory	NE210990000750 Olt 75 of NE S-21-155-82	2013	\$24,100	\$12,000	\$1,205	\$600
Baumgarten, Gregory	NE210990000750 Olt 75 of NE	2014	\$30,100	\$15,000	\$1,505	\$750
Baumgarten, Gregory	NE210990000750 Olt 75 of NE	2015	\$16,700	\$8,000	\$835	\$400

3. Structure is for farm use exemption remove from 2015 assessment role:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Schepp, Karson & Kristen	KK040990000080 Olt 8 S4-156-84	2015	\$256,100	\$71,000	\$12,805	\$355

4. History parcel for 2014-2015:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Anderson, Howard & Linda	HA31005U010000 S2SE NENENE & N2NESENENE Less RD	2014	\$177,800	\$0.00	\$8,001	\$0.00
Anderson, Howard & Linda	HA31005U010000 S2SE NENENE & N2NESENENE Ls Rd	2015	\$181,400	\$0.00	\$8,163	\$0.00

5. Incorrect legal description assigned to property when split in 2014 :

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Behrens, Jeffery	HA07005U040000 SESW Lot 7 & SWSE	2015	\$19,200	\$12,400	\$960	\$620
Behrens, Jeffrey	HA07005U010000 NWNE NENW Less Country Club	2015	\$236,500	\$243,000	\$10,698	\$11,023

6. Omitted Property:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Anderson, Howard & Linda	HA310990000040 Olt 4 of NENE Less ROW	2014	\$24,600	\$201,400	\$1,230	\$9,063
Anderson, Howard & Linda	HA310990000040 Olt 4 of NENE Less ROW	2015	\$26,800	\$207,200	\$1,340	\$9,324
Jost, Brian	BN010600000010 Ask 2 nd Addition Lot 1	2015	\$44,000	\$91,800	\$2,200	\$4,590

7. Property was replatted in 2014, structure should be assessed to new parcel:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Jost, Brian	BN020020000130 Ask Addition Less Por to Kulver Addition & Jost Lot 13 Por Ask 2 nd Addition & Nygaard's Addition	2015	\$77,900	\$29,600	\$3,870	\$1,486

8. Remove Residential valuation, structure resides on different parcel number.

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Kimball, David & Richard	HN250010000000 E2NE S25-151-87	2015	\$198,400	\$59,200	\$9,201	\$2,960

9. Omitted Property :

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Kimball, David & Richard	HN25005U01000 W2NE S25-151-87	2015	\$62,400	\$198,400	\$3,120	\$9,201

10. Remove outbuilding from assessment roll, used for farming activities:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Bohara, Vernon	KK20005U050000 E2SW W2W2SE S20-156-84	2015	\$289,900	\$231,600	\$13,125	\$10,501.50

11. Removal of the Residential Land & Structure value, It is being assessed on NE230990000130:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Glick, Arden & Kari	NE23005U030000 S2SE Less Hwy & Olt 12 & 13	2015	\$133,100	\$4,400	\$6.131	\$220

12. Owner presented recent appraisal with lower valuation, adjust 2015 valuation to reflect current market value of property:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Voight, Mark & Kathryn	BN010240000190 Steen's 3 rd Addition Lot 19	2015	\$139,400	\$115,000	\$6,273	\$5,175

13. Building not started for 2015 assessment:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Hennenfent, Brian & Toni	MI06D930300100 The Bluffs 2 nd Addition Lot 10 Block 3	2015	\$360,000	\$75,000	\$16,200	\$3,750
Hunter-James Construction	MI22D380000020 Napa Valley 11 th Addition Lot 2	2015	\$287,000	\$70,000	\$12,915	\$3,500
Jensen, Jody	MI06D930300110 The Bluffs 2 nd Addition Lot 11 Block 3	2015	\$359,000	\$75,000	\$16,155	\$3,750
Streyle, Roscoe	MI31D910100240 The Bluffs Addition Lot 24 Block 1	2015	\$648,000	\$95,000	\$29,160	\$4,750
Johns. Timothy	MI01D140300480 Stonebridge Farms 4 th Addition Lot 48 Block 3	2015	\$263,000	\$75,000	\$11,835	\$3,750
Kessler, David	MI232120600011 Lee & Jacobsons Addition Lot 1 Less S42 & West 10 Lot 2 Less South 42 Block 6	2015	\$332,000	\$63,000	\$14,940	\$2,835

14. Property replatted for 2015, put on 2015 tax roll:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Minot Area Development Corporation	MI17E320000020 Minot Ag Complex 7 th Addition Lot 2	2015	\$0.00	\$15,000	\$0.00	\$750
Minot Area Development Corporation	MI17E320000010 Minot Ag Complex 7 th Addition Lot 1	2015	\$0.00	\$120,000	\$0.00	\$6,000

15. Property Sold to the City of Minot 8-2015:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI232881530103 OltS S23-155-83 SE1/ 4 NW1/4 West 227' East 363' Olt 10	2015	\$64,000	\$43,000	\$3,200	\$2,150

16. Property Qualifies for Renaissance Zone for 2015-2019 tax years:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Rosenthal Homes LLC	MI14E2700000020 North Minot 5 th Addition Lot 2	2015	\$159,000	\$14,000	\$7,950	\$700
Rosenthal Homes LLC	MI14E2700000010 North Minot 5 th Addition Lot 1	2015	\$159,000	\$14,000	\$7,950	\$700

17. Property Owner bought new home, transferred DV credit at 50% 12-15:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Net Taxable Value	New Net Taxable Value
Stevens, Guy & Ashley	MI10C750600060 Pheasant Run S/D Lot 6 Block 6	2015	\$122,000	\$122,000	\$5,490	\$5,414

18. 2nd Level of building is only a partial mezzanine, was assessed as a finished area:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
W & C LLC	MI242380700070 Original Minot Addition Lot 6 & 7 Block 7	2015	\$510,000	\$425,000	\$25,500	\$21,250

19. Property sold to Ward County by Tax Deed 10-15 taxes not paid:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Ward County	MI1425910000071 North Minot Addition South 105' Lot 7 Block 10	2015	\$47,000	\$39,000	\$2,115	\$1,755

20. Property Owner died 10-15, pro-rate DV 9 months:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Net Taxable Value	New Net Taxable Value
Bader, Jody	MI243970600040 Sunnyside Addition Lot 4 Block 6	2015	\$108,000	\$108,000	\$0.00	\$1,2,15

21. Property parcel retired and replatted for 2015 , remove from 2015 tax roll:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
CTS Properties LLC	MI10E140000020 Lakeside 21 st Addition Lot 2	2015	\$177,000	\$0.00	\$8,850	\$0.00

22. MH moved off Lot last year with no moving permit:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Mosser, Michael & Patricia	RL5101917 RL Twp Sandy Beach Lot 9 Blk 1	2016 (2015 MH)	\$16,500	\$0.00	\$742..50	\$0.00

23. MH moved out of Wheatland Village without moving permit:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Reitenbaugh, Rodney & Norma	MI5105304 Wheatland MHP Lot 118	2015 (2016 MH)	\$16,300	\$0.00	\$733.50	\$0.00

24. MH moved from Spoklies MHP to Douglas:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Usselman, Laurel	MI5101586 Spokelies MHP Lot 14	2015 (2016MH)	\$9,400	\$0.00	\$423	\$0.00

25. Church Parsonage property is exempt:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
First Assembly of God	MI5104616 Prairie Bluffs MHP Lot 115	2015 (2016MH)	\$23,900	\$0.00	\$1,075.50	\$0.00

26. Flooded Properties purchased by Ward County pro-rate from date of sale:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Ward County	HA210990000090 Olt 9 of SWSE	2015	\$1,100	\$0.00	\$55	\$0.00
Ward County	HA180250000330 Country Club Acres W2 L32 All Lot 33	2015	\$101,400	\$0.00	\$4,563	\$0.00
Ward County	HA180250000470 Country Club Acres Por Lot 70 adj on W- N40 Lot 45 & All of Lots 46&47	2015	\$137,800	\$0.00	\$6,201	\$0.00
Ward County	HA180990000130 Olt 13 W2NW	2015	\$3,800	\$0.00	\$190	\$0.00
Ward County	HA180990000120 Olt 12 W2NW	2015	\$2,100	\$0.00	\$105	\$0.00
Ward County	HA210240000200 Tierrecita Vallejo 1st S/D Lot 20	2015	\$24,000	\$0.00	\$1,200	\$0.00

Ward County	HA210240000252 Tierrecita Vallejo 1st S/D W2 Lot 25	2015	\$17,100	\$0.00	\$855	\$0.00
Ward County	HA210240000251 Tierrecita Vallejo 1st S/D Lot 25 Less W2	2015	\$17,100	\$0.00	\$855	\$0.00

27. MH Moved to Renville County in 2015:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Lutz, Roy & Diane	TA5103704 Parkway Estates Lot 82	2015 (2016MH)	\$42,400	\$0.00	\$1,908	\$0.00

28. MH sold to ND State Fair in December 2015 :

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Smokey Cowboy LLC	SR5105411 Riverbend MHP Lot 9	2015 (2016MH)	\$8,900	\$0.00	\$400.50	\$0.00

29. Lot drops off to the North and difficult to build on, no improved street adjacent to the lot:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Jacobson, Lane & Audrey	MI244010100030 S/D of Lot 6 S24-155-83 Lot 3 Block 1	2015	\$54,000	\$45,000	\$2,700	\$2,250

30. Property incorrectly assessed as Commercial Land change class and valuation to agricultural land:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Clouse, Andrew	KK350990000281 Sublot A of Olt 28 of N2SW	2015	\$27,000	\$2,600	\$1,380	\$130

Roll call: all voted yes; motion carried.

First District Health Unit Executive Officer Lisa Clute appeared with request to fill vacant Health Board position and consider increasing number of County Representatives on the Board due to increase in population. Moved by Comm. Walter, seconded by Comm. Wepler to appoint Dawn Mattern to vacant board position. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to increase county representation on FDHU board by one and advertise vacant position for two weeks. Roll call: all voted yes; motion carried.

Assistant City Planner Sybil Tetteh appeared requesting Letter of Support for City of Minot new Renaissance Zone blocks. The Renaissance Zone currently consists of twenty six blocks generally located in the old downtown commercial and residential area of Minot. The expansion would add two additional blocks and help revitalize social activity in the area. Moved by Comm, Walter, seconded by Comm. Nybakken to approve request and authorize chairman sign document. Roll call: all voted yes; motion carried.

Brian Kunz, Senior Project Manager for Adolfson & Peterson Construction appeared with an update on the Ward County Jail Expansion. Bids have been

received and will be awarded to subcontractors shortly. Moved by Comm. Louser, seconded by Comm. Walter to chairman sign documents to move forward with Bid Package #2. Roll call: all voted yes; motion carried. A ground-breaking ceremony is tentatively planned for April 15, 2016, depending on the weather.

Kunz also requested permission to begin draft of Courthouse Renovation Exhibit A, an extension of contract for the board to review. Moved by Comm. Weppler, seconded by Comm. Walter to approve request. Roll call: all voted yes; motion carried. Renovations will begin following abatement and receipt of building permit.

Doug Larson, Principal Architect for JLG Architects appeared with bids for assessment services of asbestos and lead-based paint in Ward County Jail building. Larson recommended awarding bid to Badlands Environmental Consultants, Inc., since they could provide assessment of both products. Moved by Comm. Weppler, seconded by Comm. Walter to approve recommendation. Roll call: all voted yes; motion carried.

Larson also provided an update on the Ward County Office Building, Ward County Juvenile Detention and Ward County Juvenile Probation projects. Larson requested approval of Mattson Construction Company's proposal for completion of all work in lower level of Ward County Courthouse associated with proposed remodel for Juvenile Probation project. Motion tabled pending review of authorized budget.

Highway Engineer Dana Larsen appeared requesting approval of Amendment to current Ward County Ordinance 2015-1, Excavation & Mining of Sand, Gravel, Rock, Stone, Scoria, and Clay. Moved by Comm. Louser, seconded by Comm. Nybakken to approve the following Amendment changes:

1. **Data Submission Requirements, Para 5:** Reduce the bond from a three-tiered system to a flat \$1,000 per acre for reclamation only and any bond pertaining to road use would be tied directly to a haul road agreement.
2. **Permit Requirements, Para 1:** Reduce the setback for excavation or processing of material from 300 to 150 feet from adjacent property without a written agreement.
3. **Permit Requirements, Para 3:** Increase the maximum permit area from 80 acres to 160 acres.
4. **Implementation:** Require existing commercial gravel pits to have a haul road agreement when using county and township roads for haul roads.

Roll call: all voted yes; motion carried.

Larsen also requested approval of Excavation, and Mining of Sand, Gravel, Rock, Stone, Scoria, and Clay Permit Forms. Moved by Comm. Louser, seconded by Comm. Walter to approve forms. Roll call: all voted yes; motion carried.

Larsen then asked for authorization to work with Mountrail County to improve County Road 20, prepare a Joint Powers Agreement between Mountrail County and Ward County and acquire Right of Way along the corridor using the 2015-2017 Oil Impact Funds. Moved by Comm. Walter, seconded by Comm. Louser to approve request. Roll call: all voted yes; motion carried.

Larsen presented 2016-2017 County Federal Aid Construction and Maintenance Agreement approximately \$3.5M for Emergency Relief Projects. Moved by Comm. Walter, seconded by Comm. Wepler to approve the Federal Aid Program and authorize Chairman sign document. Roll call: all voted yes; motion carried.

Additionally, Larsen discussed ND DOT Construction and Maintenance Agreement for County Road 20 Grade Raise. Moved by Comm. Walter, seconded by Comm. Nybakken to approve the request, authorize Chairman sign Agreement and authorize Highway Department advertise for Construction Engineering services. Roll call: all voted yes; motion carried.

Assistant Highway Engineer Travis Schmit appeared with information on additional design costs incurred by Ackerman-Estvold for Riverwood Subdivision project. Moved by Comm. Nybakken, seconded by Comm. Weppler to approve expenditure of \$26,369.10 for engineering associated with eight Change Orders on project. Roll call: all voted yes; motion carried.

Schmit also explained due to slowdown in area housing market, Beyond Shelter is short of funds to make the Burlington Willows Riverwood 2nd Addition sustainable. The North Dakota Department of Commerce and HUD are strongly suggesting that Board contribute all remaining funds from CDBG-DR program to help developer assure successful project for community. Moved by Comm. Weppler, seconded by Comm. Walter to approve all remaining CDBG-DR funds be allocated to Burlington Willows project once all other expenses have been paid out. Roll call: all voted yes; motion carried.

Planning/Zoning Administrator Amber Turnquest appeared. Moved by Comm. Weppler, seconded by Comm. Walter to approve the following:

1. Application for plat approval by Norman Sollid on behalf of Duane and Toni Poynter for the following described property:

Outlot 11 SW¹/₄ SW ¹/₄, Section 8-153-81, Sawyer Township

This application is for an 18.64 acre outlot. The Sawyer Township Board has recommended approval. The Ward County Water Resource Board returned the plat without objection, but with the recommendation that a storm water management plan may be required if the property is (a) developed or subdivided or (b) if an application is made for a building permit; and that any development as a result of this plat should not obstruct watercourses or divert surface water flows.

Roll call: all voted yes; motion carried.

Turnquest then presented plat recommended for denial by the Planning/Zoning Commission. Moved by Comm. Walter, seconded by Comm. Louser to return request to Planning/Zoning Commission for additional information.

1. Application for plat approval by Norman Sollid on behalf of Edward and Jean Heit for the following described property:

Outlot 6 of Outlot 5 of NE $\frac{1}{4}$ SW $\frac{1}{4}$, Section 8-157-81, Margaret Township

This application is for a 2.13 acre outlot. The Margaret Township Board has recommended approval. The Ward County Water Resource Board returned the plat without objection, but with the recommendation that a storm water management plan may be required if the property is (a) developed or subdivided or (b) if an application is made for a building permit; and that any development as a result of this plat should not obstruct watercourses or divert surface water flows.

An approval of this outlot would remove access to the original Outlot 5. The variance request is for Outlot 5 to be by easement only. The Ward County Zoning Ordinance requires that primary access to a lot cannot be by easement only.

This plat was recommended for denial by the Planning Commission. The surveyor who was not able to attend the meeting in which the plat was denied has submitted a letter asking for the plat to be approved.

Roll call: Comm. Wepler voted no; Comm. Walter, Louser, Nybakken, and Chairman Fjeldahl voted yes; motion carried.

Emergency Management Director Amanda Schooling appeared with invitation to attend EOC Activation Drill Thursday, January 4, 2016 at 9:00 a.m. first floor of the Administration Building.

Chief Deputy Barnard appeared with request to purchase ¾ ton Pickup Truck from Westlie Motor Company for \$38,015.00. Moved by Comm. Louser, seconded by Comm. Weppler to approve request. Roll call: all voted yes; motion carried.

Barnard then requested authorization call for bids to purchase sport utility vehicle damaged in accident. Moved by Comm. Louser, seconded by Comm. Walter to approve request. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared.

Moved by Comm. Walter, seconded by Comm. Weppler to receive and file the following correspondence: Minot City Manager Staab – Letter of Thanks; NDSU – Quarterly Highlights/2015 Community Forums; Minot Chamber of Commerce – Eagle Award for Jeanne Dufner. Roll call: all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Walter to receive and file: Coroner Stripe – Annual Report. Weppler also asked letter be sent to Dr. Stripe explaining request to increase yearly fee to \$32,000 be addressed during yearly budget meeting. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Weppler to approve CDBG Financial Award of \$1,359,638.00 for Township Road Grade Raises. Roll call: all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Louser to approve Event Permits for VFW. Roll call: all voted yes; motion carried.

Comm. Walter stated there are no official updates on status of Courthouse Facilities Grant Application.

Moved by Comm. Wepler, seconded by Comm. Walter to approve the following Quit Claim Deeds on Tax Foreclosed Properties:

Name of Purchaser	Description
ERIC BRETHEIM MI23281000090	OAK PARK ADDITION LOT 9 MINOT CITY
LONN & CANDY SATRAN NE340380000210	COUNTRYSIDE VILLAS 3 RD ADDN, LOT 21 NEDROSE TOWNSHIP

Roll call: all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Nybakken to approve the following payroll amendments: Juan Morales – Sheriff’s Department (Level 18); Conrad Kossan – Sheriff’s Department (Level 24); Malik Yahaya – Sheriff’s Department (Level 18). Roll call: all voted yes; motion carried.

Facilities Management Administrator Leona Lochthowe appeared with invoice from Mattson Construction for reimbursement of Ward County Administration Building utilities. During the timeframe in question, Mattson sub-contractors were actively working in the building, and the only occupants were Library, Emergency Management and Social Services. Moved by Comm. Walter, seconded by Comm. Louser to pay only that portion over and above what Mattson was already paying each month. Roll call: all voted yes; motion carried.

Comm. Wepler stated she has conflict with previously scheduled interview date/time for vacant Veteran Service Officer position. Moved by Comm. Wepler, seconded by Comm. Louser to reschedule interview to February 25, 2016 at 10:00 a.m. Roll call: all voted yes; motion carried.

At 10:50 a.m., with no further business, the meeting was adjourned.