

Minutes of the Board of Ward County Commissioners
March 15, 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, Betty Braun, Dale Braun, Kerrienne Tyler, Leona Lochthowe, Melissa Bliss, and Mark Schrader.

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

Moved by Comm. Wepler, seconded by Comm. Louser to approve the minutes of the Special Commission Meeting on February 29, 2016 and Regular Commission Meeting on March 1, 2016. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad then presented the bills. Moved by Comm. Walter, seconded by Comm. Nybakken to approve regular bills totaling \$4,100,677.38, and the Social Welfare Fund of \$9,567.35. Roll call: all voted yes; motion carried.

Tom Rafferty, Minot Area Chamber of Commerce, extended an invitation to host next Governmental Affairs Committee Meeting at 11:45 a.m. April 15, 2016. Moved by Comm. Wepler, seconded by Comm. Walter to host meeting in Rooms 106 and 108 of Administration Building, with lunch catered in. Chairman Fjeldahl and Commissioner Walter will provide update on building projects and host tour of the building. Roll call: all voted yes; motion carried.

Jerome Gruenberg appeared to protest Ward County Office Building Change Order G7, which deducts \$3,000.00 from Mattson contract for delays incurred by

movers. AAction Moves submitted a bill for lost income due to changes in building access. Comm. Walter stated there were several delays to actual building completion date, and department move-in times/dates were coordinated with all contractors involved. Moved by Comm. Walter, seconded by Comm. Nybakken to approve Change Order G7. Roll call: all voted yes, motion carried.

Gruenberg also provided updates on other projects. Construction will begin on Juvenile Probation project once occupants are moved out; exterior of skywalk is finished; landscaping prep work has begun around Administration Building; and ceiling tiles in Commissioner’s Chamber and Atrium will be replaced at no cost to the county due to manufacturer’s defect.

Highway Engineer Dana Larsen appeared with bids for materials, supplies and services for highway projects. Moved by Comm. Walter, seconded by Comm. Weppeler to approve recommendations as shown on the March 5, 2016 Bid List which includes bids for both metal and concrete culvert, hot mix (HBP) cold mix, equipment rental and gravel crushing.

MATERIAL/SUPPLIES/SERVICES
 BID LIST
 MARCH 5, 2016

<u>Firm</u>		<u>Recommend</u>
True North Steel	Culvert	Accept
Forterra Concrete Products	Culvert	Accept
Hancock Concrete	Culvert	Accept
Minot Paving	Paving Mat (Hot Mix)	Accept
Bechtold Paving	Paving Mat (Hot Mix)	Accept
Northern Improvement	Paving Mat (Cold Mix)	Accept
Team Laboratory	Paving Mat (Cold Mix)	Accept
Brock White	Paving Mat (Cold Mix)	Accept

Minot Paving	Equipment Rental	Accept
Gravel Products	Equipment Rental	Accept
Sundre Sand & Gravel	Equipment Rental	Accept
Bechtold Paving	Equipment Rental	Accept
Dig It Up Backhoe	Equipment Rental	Accept
Quality Construction	Equipment Rental	Accept
Excavating, Inc.	Equipment Rental	Accept
On Point Construction	Equipment Rental	Accept
Donn Brown Construction	Equipment Rental	Accept
Hanson's Excavating	Equipment Rental	Accept
DL Barkie	Equipment Rental	Accept
Butler Machinery	Equipment Rental	Accept
RDO Equipment	Equipment Rental	Accept

Gravel – Greely Township Area	Sundre Sand & Gravel	Accept
	Gravel Products	Reject

Gravel – Inter CR 13 & CR 20	Sundre Sand & Gravel	Accept
	Edwards Gravel	Reject
	Aggregate Construction	Reject

Roll call: all voted yes; motion carried.

Larsen then provided copy of March 10, 2016 bid tabulation for 16.3 mile mill and overlay project on County Road 10. Moved by Comm. Louser, seconded by Comm. Weppeler to approve Mayo Construction's \$2,572,926.18 bid project starting on east side of Berthold at intersection of 9A and continuing east through City of Des Lacs, ending at intersection of US 2 & 52. Roll call: all voted yes; motion carried.

Larsen also provided summary of annual average values for agricultural land in Plaza area. Mountrail County hired an appraisal company to put together land values and shared information with Ward County. Moved by Comm. Walter, seconded by

Comm. Louser to approve rates equivalent to those of Mountrail County or Ward County's rates if values are lower.

Average Land Values

	Annual Average			5 Year Averages		Average Last 3 Yrs	3 Yr High
	2016	2015	2014	2010-2014	2009-2013		
Ag Land	\$2,500.00	\$1,963.00	\$2,066.00	\$1,316.00	\$1,077.00	\$2,176.33	\$2,500.00

	Value	15% Above Value	Signing Bonus (10% Value)	Total Offer With Signing Bonus
Ag Land	\$2,500.00	\$2,875.00	\$250.00	\$3,125.00

**Prepared for Ward County 20
Reshaping, Graveling, and Hot Bituminous Pavement
CP-2009(16):
Offering Price Recommendation**

Research was conducted on large unplatted agricultural parcels. The project will be taking strips of land from the larger parcels and the take will not affect the highest and best use of larger parcels. The recommended valuation is range based on the average of these land values.

The recent sales and research for Ag land property would produce a price recommendation of \$2,875.00/acre.

It is recommended that Temporary Construction Easement payments will be a fraction of the Right of Way Fee acquisitions. All Temporary Construction Easements will be paid 5% of the fee acquisition for duration of 2 years, making it 10% of the Fee acquisition.

It is recommended that the a minimum payment of \$600.00 will be paid for any Temporary Construction Easements and/or Right of Way Fee acquisitions for each owning entity.

Property owners that sign the fee acquisition within the first 30 days of offering by the right of way negotiator will be offered the 10 percent signing bonus.

Roll call: all voted yes; motion carried.

Larsen then presented DOT County Agreement for Construction of Federal Aid Project (Safety Program) for proposed installation of new railroad signal east of Douglas on CR 24. This is first of three locations with other two crossings on CR 9 south of Makoti and CR 22 west of Ryder. Additional signal installations will be scheduled as federal funds become available. Moved by Comm. Weppler, seconded by Comm. Walter to approve project and authorize chairman to sign agreement. Roll call: all voted yes; motion carried.

Finally, Larsen presented list of used property the Highway Department would like to sell at the Northwest Auction this spring. Moved by Comm. Walter, seconded by Comm. Nybakken to approve request.

- 2003 Ford F250 4x4
- 1999 Patchman Oil Distributor
- 1987 Felling Skid Steer Trailer
- Homemade Trailer
- 1998 30' Tandem Trailer
- (2) 5000 Watt Honda Generators
- Lincoln Portable Welder

Roll call: all voted yes; motion carried.

Planning/Zoning Administrator Amber Turnquest appeared. Moved by Comm. Weppler, seconded by Comm. Louser to approve Memorandum 1 as follows:

1. Application for plat approval by Jan and Sally Severance for the following described property:

Outlot 1 of SE ¼ SE ¼, Section 33-152-86, Anna Township

The application is for 4.52 acre outlot. The Anna Township Board has recommended approval and 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.

Director of Tax Equalization Ryan Kamrowski appeared with information on Insurance Services Office, Inc (ISO) Report. The resulting change from Class 5 to Class 6 is used by insurers to offer insurance premium discounts to eligible properties in Ward County. Kamrowski informed Board he plans to develop program to regain Class 5 status. Moved by Comm. Wepler, seconded by Comm. Walter to receive and file ISO Report. Roll call: all voted yes; motion carried.

Juvenile Detention Administrator Mark Schrader provided update on Prison Rape Elimination Act (PREA) Audit scheduled August 11, 2016 at cost of \$2,350. Suggested criteria for this audit recommends chain of command in Juvenile Detention Center, therefore, Schrader requested Duty Title change for Kristen Holte to Deputy Administrator. Moved by Comm. Wepler, seconded by Comm. Louser to approve request. Roll call: all voted yes; motion carried.

Comm. Walter then presented Board with preliminary sketch of covered shelter for Library and Social Services Drop Box constructed with bricks retrieved from Poor Farm. Additionally, Walter suggested monument and plaques dedicating "George Chumas Plaza", with street address on front side, building completion date, and names of County Commissioners on backside. Moved by Comm. Wepler, seconded by Comm. Louser to recognize George Chumas Family and move forward with ideas. Roll call: all voted yes; motion carried.

Personnel Committee recommendations from March 10, 2016 meeting were presented to Board.

Moved by Comm. Nybakken, seconded by Comm. Wepler to approve Tobacco Use Policy as recommended by Personnel Committee. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Louser to approve Meeting Room Rental Guidelines for Ward County Administration Building as recommended by Personnel Committee. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared.

Moved by Comm. Walter, seconded by Comm. Wepler to receive and file the following correspondence: Chief Deputy Barnard – February 2016 SO; NDDOT – Hwy 52; Souris River Joint Board – Meeting Minutes; USDA NAD – Use of Facilities; SRF Consulting Group – US 2 & 42nd St SE Project; Apex Engineering – Burdick Expy Project; ND Legendary – Business Incentive Accountability Law Changes. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Nybakken to receive and file monthly reports. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Louser to approve appointment of Marvin W. Wierenga, Jr. to First District Health Unit Board. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Louser to approve Applications for Raffle Permits for North Plains PTA and Apathy Ventures. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to approve Special Event Permit for VFW. Roll call: all voted yes; motion carried.

Smestad presented information on computer program to simplify township annual budget reports. Ward County would pay initial program cost of \$1,000 with copies available for purchase by interested townships. County would also provide assistance and needed tech support. Moved by Comm. Walter, seconded by Comm. Wepler to poll townships for interest and pursue action accordingly. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to approve the following Budget Amendments for invoices ordered in 2015, but not received or invoiced until 2016: (1) Increase States Attorney equipment account 001-5503-414-70-01 from \$10,000 to \$14,340 to cover \$4,340 laptop computers ordered last year; (2) Increase Extension office supply account 001-6101-480-00-00 from \$13,002 to \$18,372 to pay for furniture cost of \$5,370 not invoiced in 2015; (3) Increase Extension equipment account 001-6101-480-70-01 from \$5,925 to \$7,695 to cover \$1,770 printer ordered 2015; (4) Increase Social Welfare Fund account 160-7800-442-8021 in the amount of \$1,594 for state computer tech support in 2015; (5) Increase Social Welfare fund account 160-7800-442-9004 in the amount of \$16,475 for 2015 property taxes from north building. Roll call: all voted yes; motion carried.

Moved by Comm. Nybakken, seconded by Comm. Louser to approve the following payroll amendments: Ashlei Neufeld – States Attorney (Level 29); Nicholas Metzgian – Tax Equalization (Level 21); Kyle Russell – Social Services (Level 21); Amy Lilly – Social Services (Level 17); Tara Kempf – Social Services (Level 17); Carla Thompson – Sheriff’s Dept (Level 18). Roll call: all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Walter to approve \$12,075 bid from AAction Movers for Juvenile Probation move and authorize chairman sign documents. Roll call: all voted yes; motion carried.

Sally Johnson, representative from Senator John Hoven’s office introduced Kaitlyn Klein, local representative from Congressman Kevin Kramer’s office. The Board welcomed her to the area.

Smestad reminded Board of Liaison Committee Meeting on Thursday, March 17, 2016 at 12:00 p.m. in the Minot Municipal Auditorium.

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