

Minutes of the Board of Ward County Commissioners  
July 5, 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: Ryan Kamrowski, Kerriane Tyler, Roza Larson, Amanda Schooling, and Devra Smestad.

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

Moved by Comm. Wepler, seconded by Comm. Walter to approve the minutes of the Tax Equalization Meeting on June 1, 2016, the Special Commission Meeting on June 17, 2016 and the Regular Commission Meeting on June 21, 2016. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad then presented the bills. Moved by Comm. Nybakken, seconded by Comm. Walter to approve regular bills totaling \$2,607,832.46 and the Social Welfare Fund of \$22,262.50. Roll call: all voted yes; motion carried.

Doug Larson, JLG Architects, appeared with updates on various projects. Comm. Walter requested separate meeting with each of the three main contractors to address problems in the Administration Building and determine beginning date for warranty items.

Larson presented Change Order 6 in amount of \$4,075.02 for Juvenile Detention fire alarm system connections and electrical receptacles. Moved by Comm. Wepler, seconded by Comm. Walter to approve request. Roll call: all voted yes; motion carried.

Finally, Larson presented Mattson Construction proposal for correction to sloping of shower bays in Juvenile Detention area. Moved by Comm. Wepler, seconded by Comm. Louser to approve Mattson Construction move forward with work and authorize Chairman sign Change Order when completed. Roll call: all voted yes; motion carried.

Adolfson & Peterson Construction will coordinate with contractors to obtain access to water lines located between Jail and Juvenile Probation area to prevent delays in Jail Expansion Project.

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

1. Application for plat approval by Michael Vollmer for the following described property:

Outlots 8 & 9 Being Outlot 1 & Unplatted Portions of the SW ¼ NW ¼ & NW ¼ SW ¼, Section 35-155-81, Surrey Township

The application is for two lots of 2 and 2.05 acres respectively adjacent to County Road 23. The Surrey 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 subject property is (a) developed or subdivided or (b) if an application is made for a building permit; and that no development as a result of this plat should obstruct watercourses or divert surface water flows.

Roll call: all voted yes; motion carried.

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

1. Escaped Assessment:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Hanson, Shannon & Angela	BU09005U020000 E2NW S9-154-84	2016	\$131,700	\$523,000	\$6,175	\$23,880

2. Assessment on building removed, owner demolished single family residence based on structural engineering report and court documents:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Cederstrom, Gerard & Luann	MI06D930100100 The Bluffs 2 <sup>nd</sup> Addition Lot 10 Block 1	2015	\$333,000	\$90,000	\$14,985	\$4,500

3. Assessor reviewed home after City Board request:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
CDR Properties LLC	MI191310000360 R/A of Green Valley Addition Lot 36	2016	\$271,000	\$260,000	\$12,195	\$11,700

4. Property is Church Exempt:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Dakota Conference Corp. of Seventh Day Adventist	MI151140700140 Garden Home Addition Lot 14 Block 7	2016	\$126,500	\$0.00	\$5,693	\$0.00
Oppen Family Guidance Institute Inc.	MI119530400120 Unplatted S11- 155-83 Port N of 22 <sup>nd</sup> Ave NW & S of Northdale W Olt 1 E Olt 3	2016	\$1,282,000	\$0.00	\$64,100	\$0.00

5. Parcel did not transfer to Sunguard / Navaline:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Minot Area Development Corp.	MI17E32000020 Minot Ag Complex 7 <sup>th</sup> Addition Lot 2	2016	\$0.00	\$15,000	\$0.00	\$750
Minot Area Development Corp.	MI17E32000010 Minot Ag Complex 7 <sup>th</sup> Addition Lot 1	2016	\$0.00	\$121,000	\$0.00	\$6,050

6. Property is exempt – hospital / charitable:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Trinity Health	MI192882520292 Olt, S19-155-82 East 75' of Olt 29 Olt 27 Olt 28	2016	\$444,000	\$0.00	\$22,200	\$0.00

7. Property Purchased by the City of Minot May-2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI243130400071 Ramstads 2 <sup>nd</sup> Addition East 50' of Lots 6 & 7 Block 4	2016	\$18,000	\$8,000	\$900	\$400
City of Minot	MI234970000030 Withams S/D Olt 12 S23-155-83 Lot 3	2016	\$267,000	\$111,000	\$12,015	\$4,985
City of Minot	MI192130000410 Lenox Park Addition Lot 41	2016	\$111,000	\$37,000	\$4,985	\$1,665
City of Minot	MI232120600061 Lee & Jacobson's 1 <sup>st</sup> Addition East 5' Lot 5 & West 25' Lot 6 Block 6	2016	\$111,000	\$37,000	\$4,985	\$1,665
City of Minot	MI300070000490 Belview Addition Lot 49	2016	\$202,000	\$84,000	\$9,090	\$3,780

8. Property was valued with basement finish, after a recent review there is no basement finish:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Franks, William & Angelica	MI221150600021 Garden Valley Addition Lots 1& 2 Less West 75' Block 6	2016	\$225,000	\$200,000	\$10,125	\$9,000

9. House is in poor condition reduce assessed value:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
RTB Consulting LLC	MI253940300030 Summit Park Addition Lot 3 Block 3	2016	\$250,000	\$135,000	\$11,250	\$6,075

10. Land assessed, building is exempt on Pilot tax:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Washington North LLLP	MI25D230100010 South Park Terrace 18 <sup>th</sup> Addition Lot 1 Block 1	2016	\$0.00	\$680,000	\$0.00	\$34,000
Washington Townhouses LLLP	MI25D230100020 South Park Terrace 18 <sup>th</sup> Addition Lot 2 Block 1	2016	\$0.00	\$751,000	\$0.00	\$37,550

Roll call: all voted yes; motion carried.

Additionally, Kamrowski requested approval of Zone #1 Building Permit to Peter and Lora Friello for home replacement and permit to Leon Huizenga for storage

building. Moved by Comm. Weppler, seconded by Comm. Nybakken to approve both requests. Roll call: all voted yes; motion carried.

Director of Emergency Management Amanda Schooling appeared with Emergency Management Notice of Grant Award. Moved by Comm. Walter, seconded by Comm. Louser to approve award letter and authorize Chairman sign document. Roll call: all voted yes; motion carried.

Chief Deputy Barnard appeared with request to bid for transport van. Moved by Comm. Louser, seconded by Comm. Nybakken to authorize dissemination of bids. Roll call: all voted yes; motion carried.

Barnard then presented bid for two marked patrol vehicles. Moved by Comm. Weppler, seconded by Comm. Walter to approve bid from Westlie Motor Company in amount of \$28,922.10 per unit. Roll call: all voted yes; motion carried.

Facilities Management Administrator Leona Lochthowe appeared with one proposal to paint jail area. She'd hoped to receive one additional bid, but hasn't heard from the business yet; deadline for bid submission is end of business day today, July 5, 2016. Moved by Comm. Weppler, seconded by Comm. Louser to approve lowest bid. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared.

Moved by Comm. Walter, seconded by Comm. Nybakken to receive and file the following correspondence: 2015 Annual Compliance Report for Compression and Spark Ignition Engines; Beyond Shelter – Quarterly Report; ND State Fair – Donation of Food Items; NDIRE – Data Breach Coverage; Garrison Diversion – Grant; NDCCA – Standing Committees. Roll call: all voted yes; motion carried.

Chairman Fjeldahl asked to pull correspondence John Fjeldahl – Letter to Department of Correction requesting suspension of jail monitoring. States Attorney Roza Larson stated based on response from Department of Corrections, monitoring must continue until further notice, with meeting to follow at later date. Moved by Comm. Walter, seconded by Comm. Nybakken to receive and file correspondence. Roll call: all voted yes; motion carried.

Smestad presented information on available funding for Rice Lake cleanup project. All interested parties will meet to discuss ongoing projects and funding.

Moved by Comm. Wepler, seconded by Comm. Louser to approve the following Budget Amendments: (1) Emergency Management – The Sheriff’s Office and Reserves were awarded a grant to purchase safety vests. The request is to increase the budget for the Emergency Management miscellaneous account 001 0014 300 2900 by \$1,680 which is the amount received from the grant for the reserve officers; (2) Highway Department – The Highway Department turned 3 used Cat Blades into Butler Machinery; however purchased new Blades from RDO. The request is to increase the Capital Improvement Account 130 0024 300 2503 by \$450,000 which is the amount received for the trade-in of the old Blades; (3) The Park has received 3 grants for capital improvements in the amount of \$25,000. The request is to increase the Park Capital Improvement Account 001 0016 300 2708 by \$25,000. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Nybakken to approve Personnel Committee’s recommendation for 3.5% COLA salary increase across the board. Roll

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

Moved by Comm. Louser, seconded by Comm. Nybakken to approve refined option to pay 10% of accrued sick leave to employees who retire from Ward County after 10 years of consecutive service in regularly funded position. Roll call: Comm. Walter, Wepler, and Chairman Fjeldahl voted no, Comm. Louser and Nybakken voted yes; motion failed.

Moved by Comm. Walter, seconded by Comm. Louser to approve Personnel Committee's recommendation to budget \$30,000 for 2017 salary study update. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Nybakken that Personnel Committee research IT as stand-alone department with creation of new grades and present recommendation at later date. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Wepler to approve the following payroll amendments: Jennifer Church – Social Services (Level 21); Kouadjo Bini – Auditor/Treasurer IT Support (Level 21). Roll call: all voted yes; motion carried.

Smestad then presented 2017 Budget Topics to the Board for consideration. Moved by Comm. Wepler, seconded by Comm. Walter to approve 3.5% COLA salary increase for county employees and commissioners. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to not budget for NDIRF conferment of benefits in 2017. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Wepler to include budget of \$150,000 in Office Building Improvements account. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Wepler to include budget of \$75,000 in Commissioner's Contingency Fund. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Louser to levy 1 mill for Emergency Fund budget. Roll call: all voted yes; motion carried.

Comm. Walter presented Board with proposal from Mattson Construction for sidewalk replacement under skywalk as well as pads for book return and monument near main entrance of Administration Building. Moved by Comm. Walter, seconded by Comm. Louser to approve bid in amount of \$2,277 with money to come from Building Improvement Fund. Roll call: all voted yes; motion carried.

Smestad reminded Board of NDACo Presidents' Tour scheduled for July 6, 2016 at approximately 10:00 a.m. in Administration Building.

At 10:25 a.m., with no further business, the meeting was adjourned.