

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

The regular meeting of the Ward County Commission was called to order by Chairman Fjeldahl at 9:05 a.m. with Comm. Louser, Walter, Wepler, and Nybakken, present. Also present were Department Heads: Ryan Kamrowski, Kerriane Tyler, Betty Braun, Dana Larsen, 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. Walter, seconded by Comm. Wepler to approve the minutes of the Special Commission Meeting on July 18, 2016, the Special Commission Meeting on July 19, 2016 and the Regular Commission Meeting on July 19, 2016. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad then presented the bills. Moved by Comm. Wepler, seconded by Comm. Walter to approve regular bills totaling \$3,524,142.19 and the Social Welfare Fund of \$14,696.14. Roll call: all voted yes; motion carried.

Brian Kunz, Adolfson & Peterson Construction, appeared with project updates. Their goal is to have entire Jail Building fully enclosed by end of year and Phase I of Courthouse Renovation completed by first week of September.

Doug Larson, JLG Architects, appeared with updates on various projects. He hopes to receive Certificate of Occupancy for Juvenile Probation later this week.

Captain Randy Stahl, Representative from Salvation Army appeared with request to permanently store Canteen Truck in County North Building. The truck is no longer needed by City of Bismarck and would be great asset to area in case of

emergency. Discussion ensued and Chief Deputy Barnard offered to work with Stahl to find solution for storage of truck.

Highway Engineer Dana Larsen appeared with Planning and Zoning Memorandums. Moved by Comm. Walter, seconded by Comm. Louser to approve Memorandum 1 as follows:

1. Application for plat approval by Linda and Gerald Nordberg for the following described property:

Outlot 5 of the SW ¼ NW ¼ NW ¼ SW ¼, Section 32-157-82, Tatman Township

The application is for an 8.19 acre outlot adjacent to US Highway 83. The Tatman Township Board has recommended approval; the Minot Air Force Base did not have any objections to the plat. 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.

2. Application for a variance by Northern States Power Company for the following described property:

Outlot 6 of Gov't Lot 1 and a Portion of Gov't Lot 2, Section 2-154-82, Sundre Township

The application is for a 48.31 acre outlot adjacent to 37th Ave SE and 86th St SE. The Sundre 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.

Larsen then presented Memorandum #2, Amendment to Ward County Zoning Ordinance. Moved by Comm. Walter, seconded by Comm. Nybakken to approve on 1st reading the following:

After a second reading and public hearing, the Ward County Planning Commission forwarded the recommendation to remove references of Carbondale and Freedom townships from Chapter 4- Ward County Zoning Ordinance. The new section would read as follows:

DISTRICT BOUNDARIES

The boundaries of the base floodplain district shall be the areas of special flood hazard identified by the Federal Emergency Management Agency (FEMA) through a scientific and engineering report entitled "The Flood Insurance Study for Ward County, North Dakota" dated January 19, 2000 with accompanying Flood Insurance Rate Maps and Flood Boundary and Floodway maps and any revision thereto are hereby adopted by reference and declared to be a part of this ordinance. The boundaries shall include areas shown on the County Floodplain Management Map as County Floodplain Management Areas. Said maps are kept on file in the office of the Ward County Auditor at the time of the adoption of this ordinance, and shall be available for public inspection during the established County office hours. Said flood hazard areas may be changed periodically through additional floodplain maps derived from studies by federal, state and local officials. This new information for updating the flood insurance study and supplementary documents shall be forwarded to FEMA immediately. The area subject to the authority of the Ward County Floodplain Zoning Ordinance will be comprised of all unorganized areas located within the boundaries of Ward County, and those townships which have filed written relinquishments of their zoning authority to Ward County at the Ward County Auditor's office. The townships which have filed their written relinquishments of zoning authority to Ward County pursuant to North Dakota Century Code, Chapter 11-33, are: Baden, ~~Carbondale~~, Carpio, Harrison, Foxholm, ~~Freedom~~, Kirkelie, Nedrose, New Prairie, Sawyer, Sundre, and Willis.

Roll call: all voted yes; motion carried. Comm. Walter requested map be brought to next meeting for township reference.

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

1. Parcel should have been historied at time of splits in 2014:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Colton Lee Communities ND	HA19005U030000 Por of NWSW Olts 3,4,17 & Highlands Ranch S19-155-83	2016	\$1,900	\$0.00	\$95.00	\$0.00
Colton Lee Communities ND	HA19005U030000 Por of NWSW Olts 3,4,17 & Highlands Ranch S19-155-83	2015	\$1,800	\$0.00	\$90.00	\$0.00
Colton Lee Communities ND	HA18005U030000 SESE SWSE & NWSE SW of SOO RW Less Por to HWY Olts 3&4 & Highlands Ranch S18-155-83	2016	\$3,200	\$0.00	\$160	\$0.00
Colton Less Communities ND	HA18005U030000 SESE SWSE & NWSE SW of SOO RW Less Por to HWY Olts 3&4 & Highlands Ranch S18-155-83	2015	\$3,000	\$0.00	\$150	\$0.00

2. Duplicate parcel MH taxes paid under a different parcel number:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
ERA LLLP	MI5105633 Wheatland Village MHP Lot 152	2015(2016MH)	\$12,000	\$0.00	\$540	\$0.00
Zillmer, Shaine	MI5100828 North Star MHP Lot 310	2013(2014MH)	\$13,528.90	\$0.00	\$608.80	\$0.00
5 Musketeers	MI5105615 Robindale MHP Lot 39	2015(2016MH)	\$52,000	\$0.00	\$2,340	\$0.00

3. MH Moved from Odd's MHP in 11-2015 Duplicate parcel:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Fladeland, Ricky Jr.	MI5104784 Odd's MHP Lot 104	2015(2016MH)	\$60,300	\$0.00	\$2,713.50	\$0.00

4. MH was moved to Parcel CP300020200080 assessed as Real Estate for 2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Johnson, Arthur	CP5105337 N2NW S29-157-86	2015(2016MH)	\$80,800	\$0.00	\$3,636	\$0.00

5. MH is Farm Exempt:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Novak, Lee	FR5104123 E2SW Lots 6 & 7 Less Olt 1 S6-153-83	2015(2016MH)	\$24,700	\$0.00	\$1,111.50	\$0.00

6. MH sold to new owner in 2015 and registered under new parcel for 2016, prior parcel and values for 2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Osteroos, Kimble	NE5105556 Holiday Park Lot A9	2015(2016MH)	\$3,800	\$0.00	\$1,431	\$0.00

7. Remaining Acreage of Parcel is Hwy ROW Parcel should have been historied in 2011:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Peterson Farm Property	HA160040000000 SE Less Olt 6,7,8,17,18 Hilltop, Hilltop 2 nd , 3 rd & 4 th Addition West Hills Acres Addition & Hwy S1 & S16-155-83	2016	\$1,900	\$0.00	\$95	\$0.00
Peterson Farm Property	HA160040000000 SE Less Olt 6,7,8,17,18 Hilltop, Hilltop 2 nd , 3 rd & 4 th Addition West Hills Acres Addition & Hwy S1 & S16-155-83	2015	\$1,800	\$0.00	\$90	\$0.00

Peterson Farm Property	HA160040000000 SE Less Olt 6,7,8,17,18 Hilltop, Hilltop 2 nd , 3 rd & 4 th Addition West Hills Acres Addition & Hwy S1 & S16-155-83	2014	\$1,700	\$0.00	\$85	\$0.00
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Continuation of #7: Remaining Acreage of Parcel is Hwy ROW, Parcel should've been historied in 2011:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Peterson Farm Property	HA160040000000 SE Less Olt 6,7,8,17,18 Hilltop, Hilltop 2 nd , 3 rd & 4 th Addition West Hills Acres Addition & Hwy S1 & S16-155-83	2013	\$1,500	\$0.00	\$75	\$0.00
Peterson Farm Property	HA160040000000 SE Less Olt 6,7,8,17,18 Hilltop, Hilltop 2 nd , 3 rd & 4 th Addition West Hills Acres Addition & Hwy S1 & S16-155-83	2012	\$1,400	\$0.00	\$70	\$0.00
Peterson Farm Property	HA160040000000 SE Less Olt 6,7,8,17,18 Hilltop, Hilltop 2 nd , 3 rd & 4 th Addition West Hills Acres Addition & Hwy S1 & S16-155-83	2011	\$1,100	\$0.00	\$55	\$0.00

8. Property purchased by Ward County on October 2015:

Property	Description	Valuation	Old True	New	Old	New
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Owner		Year	& Full	True & Full	Taxable Value	Taxable Value
Ward County	SR240070000010 Waldref's Addition Logan Olt A	2015	\$92,800	\$0.00	\$4,176	\$0.00
Ward County	SR240070000010 Waldref's Addition Logan Olt A	2016	\$92,800	\$0.00	\$4,176	\$0.00

9. Remaining Acreage of Parcel is Hwy ROW-Parcel should've been historied in 2006:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2016	\$4,800	\$0.00	\$240	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2015	\$4,500	\$0.00	\$225	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2014	\$4,300	\$0.00	\$215	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2013	\$3,900	\$0.00	\$195	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2012	\$3,700	\$0.00	\$185	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2011	\$2,900	\$0.00	\$145	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2010	\$2,800	\$0.00	\$140	\$0.00

Continuation of #9:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2009	\$2,300	\$0.00	\$115	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2008	\$2,200	\$0.00	\$110	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2007	\$2,200	\$0.00	\$110	\$0.00
Castleman, Vance & Arlene	HA16005U010000 SESW Less Westridge Estates S16-155-83	2006	\$2,200	\$0.00	\$110	\$0.00

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10. Family Residence damaged in fire 7-13-2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Billehus, Brent & Gefroh, Marla	MI230213800120 Brooklyn Addition Lots 11 & 12 Block 38	2016	\$93,000	\$67,000	\$4,185	\$3,015

11. Property Purchased by the City of Minot in May & June 2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
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City of Minot	MI234680000130 Amended Plat of Westwood R/A of Vallie Lot 13	2016	\$283,000	\$142,000	\$12,735	\$6,390
City of Minot	MI131510100082 Hendreckson's 1 st Addition West 64' Lot 8 Block 1	2016	\$54,000	\$18,000	\$2,430	\$810
City of Minot	MI232120600030 Lee & Jacobson's 1 st Addition Lot 3 Block 6	2016	\$35,000	\$15,000	\$1,575	\$675

12. Single Family residence repairs not complete from 2011 flood:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Kochel, Robert	MI232810000130 Oak Park Addition Lot 13	2016	\$197,000	\$95,000	\$8,865	\$4,275

13. Property has no basement finished:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Odland, Jonathan	MI225000200200 Westfield Addition Lot 20 Block 2	2015	\$225,000	\$202,000	\$10,125	\$9,090

14. Parcel purchased by the City 6-2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI131922400012 East 75' North 50' Lot 1 Block 24	2016	\$100,000	\$42,000	\$4,500	\$1,890

15. Remove property from 2015 tax roll, annexed into city February 2015:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Ashley, Robert & Lori	MI206940100060 Morning Side Addition Lots 5 & 6 Block 1	2015	\$236,000	\$0.00	\$10,620	\$0.00

16. Property sold to the City of Minot June–July 2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI131922400031 Lakeview Addition North 55' of West 80' & North 50' of East 70' of Lots 2 & 3, Block 24	2016	\$149,000	\$75,000	\$6,705	\$3,375
City of Minot	MI192130000630 Lenox Park Addition Lots 63 & 64	2016	\$44,000	\$22,000	\$1,980	\$990
City of Minot	MI131922400011 Lakeview Addition West 75' of North 50' of Lot 1 Block 24	2016	\$128,000	\$65,000	\$5,760	\$2,925
City of Minot	MI232120700020 Lee & Jacobsons 1 st Addition Lot2 Block 7	2016	\$115,000	\$19,000	\$5,175	\$855

17. Property sold to City of Minot 2/16 Pro-rate 2 months, remove & pro-rate 60% HSC & 100% DV Exemptions:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Collins, Audrey	MI144870200080 West Minot Addition S/D Portion Block 13 Lot 7 & 8 Block 2 Less 256 SF Parcel 1-9	2016	\$172,000	\$29,000	\$7,740	\$1,305

18. Parcel was assessed as a Hospital / Charitable Exempt property is error:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
DOC-2111	MI0E340000020 Northern States Development 4 th Addition Lot 2	2016	\$6,778,000	\$15,764,000	\$305,010	\$709,380

19. Property owner qualifies for Blind Exemption (50% interest) for 2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Hanson, Wendell	MI35A110000120 City Center South Condominiums On lot 2 Replat Olt 17 NE ¼ S35-155-83	2016	\$260,000	\$147,000	\$11,700	\$6,615

20. S/F has numerous items in need of repair, S/F is in need of a new foundation:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable	New Taxable
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					Value	Value
CPI LLC	MI263910200012 Suburban Homes Addition Center 50' of West ½ of Lot 1 Block 2	2016	\$112,000	\$44,000	\$5,000	\$1,980

21. Parcel no longer qualified for Wheelchair Exemption, pro-rated 5 months sale date 5/2016:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Thom, Randy & Beverly	MI35A110000170 City Center South Condominiums on Lot 2 Replat Olt 17 NE ¼ S35-155-83 Unit 17	2016	\$231,000	\$289,000	\$10,395	\$13,005

Roll call: all voted yes; motion carried.

Veterans Service Officer John Crosby appeared with request to allocate 2016 funds for hotel, registration fee and flight for National Association of County Veterans Service Officers (CVSO) Training. This training ensures accreditation with the Veterans Administration and is required of all North Dakota CVSOs. Moved by Comm. Weppler, seconded by Comm. Walter to approve request. Roll call: all voted yes; motion carried.

Facilities Management Administrator Leona Lochthowe appeared with several service contracts for approval. Moved by Comm. Louser, seconded by Comm. Nybakken to approve OTIS Contract for elevators at cost of approximately \$26,000 per year and authorize Chairman sign document. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to approve Nardini Contract for inspection of fire suppression system in amount of \$2,100 per year and authorize Chairman sign document. Roll call: all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Nybakken to approve generator contract with Interstate in amount of \$2,053.42 per year and authorize Chairman sign document. Roll call: all voted yes; motion carried.

Motion tabled for AVI Monitoring Contract pending additional information.

Moved by Comm. Louser, seconded by Comm. Wepler to authorize Chairman sign agreement with Lutron to lock in Silver Package rate of \$1,654 per year for technology support. Lochthowe will add this service to her 2017 budget. Roll call: all voted yes; motion carried.

Lochthowe plans to get bids for window washing and add to her budget.

Lochthowe advised Board County North Building is in need of repairs, and in process of bid proposals, Greenberg Roofing discovered hole in roof which they immediately repaired. She then presented four options from Hight Construction for more extensive repairs to building and asked for recommendation on which ones she should present during upcoming 2017 Budget Hearings. Board recommended she present option #2 and #4, which would remove and replace existing siding on two sides of building.

Finally, Lochthowe presented quotes from Acme Equipment and Gooseneck Implement for small tractor with broom and spreader attachments.

Moved by Comm. Walter, seconded by Comm. Wepler to approve purchase of 2016 John Deere tractor with attachments at cost of approximately \$19,000. 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: Governor's Office – Expenses for Removal Proceedings to be paid by Ward County; Rath & Mehrer – 2015 Annual Audit Report. Roll call: all voted yes; motion carried.

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

Moved by Comm. Wepler, seconded by Comm. Louser to approve Raffle Permit for St. Mary's Church. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Louser to approve the appointment of Shaun Sipma and Kenton Kossan to the Ward County Planning Commission. Roll call: all voted yes; motion carried.

Smestad reminded Board written 30-day notice is needed prior to Attendant Care vacating their current location. Moved by Comm. Walter, seconded by Comm. Louser 30-day written notice be given when time is appropriate as determined by staff. Roll call: all voted yes; motion carried.

Smestad then presented proposed 2017 Budget Schedule. Moved by Comm. Wepler, seconded by Comm. Nybakken to meet at 8:00 a.m. August 17th and 18th for Department Head Budget Hearings. Roll call: all voted yes; motion carried.

Smestad presented information on redemption of Trinity Obligated Group, Series 1996B Bonds.

Moved by Comm. Wepler, seconded by Comm. Louser to approve the following payroll amendments: Danette Krumwiede – Juvenile Detention (Level 18); Leo Schmidt – Tax Equalization (Level 24); Jeanne Dufner – Auditor/Treasurer (Level 18). Roll call: all voted yes; motion carried.

Comm. Nybakken presented various Personnel Committee recommendations for Board to consider. Moved by Comm. Walter, seconded by Comm. Nybakken departments incorporate these changes in 2017 preliminary budget. Roll call: all voted yes; motion carried.

Souris River Joint Board is currently in process of acquiring land and structures located in flood plain thru Structure Acquisition, Relocation and Ring Dike (StAAR) Program. Once purchased, SRJB would like to deed property over to Ward County for upkeep and maintenance. Moved by Comm. Walter, seconded by Comm. Nybakken to invite Ryan Ackerman, Souris River Joint Board Administrator to next meeting to provide more information on each property before Board makes decision. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Wepler to approve Amendment #3 to CBM Managed Services Food Service Contract effective November 1, 2016 through October 31, 2017. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to accept Mattson Construction's Certificate of Substantial Completion date of April 20, 2016 for Administration Building. Roll call: all voted yes; motion carried.

Chairman Fjeldahl asked Highway Engineer Dana Larsen how much longer road construction on County Road #10 would require 40 mph speed limit. Fjeldahl stated limited number of speed limit signs in area causes confusion and many individuals have been cited by Burlington Police for speeding. Larsen stated additional work to sloping of shoulder would not be complete until end of October. Moved by Comm. Walter, seconded by Comm. Wepler to set speed limit at 55 mph but add signs indicating soft shoulder. Discussion ensued and Comm. Wepler withdrew her motion citing increased traffic due to school starting combined with regular speed limits in construction zone are dangerous combination. Comm. Walter withdrew his motion; motion died. Larsen stated Highway Department will add more 40 mph speed limit signs in area.

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