

Minutes of the Board of Ward County Commissioners

May 1, 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 Wepler present. Also present were department heads: Betty Braun, Bob Barnard, Dana Larsen, Derrill Fick, Devra Smestad, Ellen Bjelland, John Crosby, Leona Lochthowe, Melissa Bliss, Roza Larson, Ryan Kamrowski.

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

Moved by Comm. Rostad, seconded by Comm. Louser, to approve the regular Commission meeting minutes from the April 17th meeting. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to approve regular bills totaling \$235,689.96 and Social Services bills totaling \$7,884.70. Roll call; all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Wepler to open the public hearing for a moving permit at 9:05 a.m. Roll call: all voted yes; motion carried.

Leo Schmidt, Building Inspector, presented an application for a moving permit for Rick and Denver Haugen to move a single family home with attached garage to 1801 156th Street in Burlington. The home is in the flood reduction area northwest of Burlington. No one appeared on behalf of the applicants.

Moved by Comm. Louser, seconded by Comm. Rostad to close the public hearing at 9:06 a.m. Roll call: all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Wepler to approve the moving permit for Rick and Denver Haugen. Roll call: all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Fjeldahl to open the public hearing to approve Resolution No. 1-2018 at 9:07 a.m. Roll call: all voted yes; motion carried.

Roger Mazurek, Executive Director of the YMCA appeared and notified the Commissioners that the rate for the bond has changed and so would like to table approval until May 15th when information has been confirmed from the Bond Council. Comm. Fjeldahl asked if we have to start over with the notification process. Devra Smestad will check with the Bond Council to determine the correct procedure.

Moved by Comm. Wepler, seconded by Comm. Rostad to close the public hearing at 9:10 a.m. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to table the approval of Resolution No. 1-2018 until the May 15th meeting. Roll call: all voted yes; motion carried.

Brian Kunz from Adolfson & Peterson Construction came forward with the monthly update on the construction of the Ward County Jail. The demolition of the core is complete as of May 1st. A total of 550 tons of concrete was removed and took four months. Structural steel installation will be starting on Monday, May 7th. All floors should be set and complete by the end of May. Fire sprinklers are about 85% complete. The master control will be moved the second week in June and completion is on target for July 25th.

Leona Lochthowe from Facilities Management appeared with three items to be approved. The first item is a rework of the existing anti-freeze loop in the generator room in the office building. The low bidder was RFS in the amount of \$2,074.00.

Moved by Comm. Wepler, seconded by Comm. Louser, to approve the bid from RFS for \$2,074.00 to rework the existing anti-freeze loop. Roll call; all voted yes; motion carried.

Ms. Lochthowe also requested approval for an auction to be conducted at a date to be determined, for items that have been stored in the County North Building during the construction and remodel projects.

Moved by Comm. Louser, seconded by Comm. Rostad, to approve an auction for the items being stored in the County North Building with the date to be determined. Roll call; all voted yes; motion carried.

And finally, Lochthowe, asked for an approval of a bid in the amount of \$62,250.00 from Jesson Roofing to repair the Courthouse lower level roof. Roof drains have not been included as that item cannot be determined until the roofers have an opportunity to evaluate the situation and may be an additional cost. The last time the roof was repaired was in 1994.

Moved by Comm. Rostad seconded by Comm. Wepler, to approve the bid from Jesson Roofing in the amount of \$62,250.00 to repair the Courthouse lower level roof. Roll call; all voted yes; motion carried.

Jason Blowers from the IT Department presented a bid from Marco for a CISCO Maintenance Agreement in the amount of \$12,648.73. This agreement covers immediate software updates and hardware replacement on a next day basis. Funds for the agreement would come from the current budget that were allotted for the replacement of network switches. This item can be postponed at the current time.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to approve the CISCO Maintenance Agreement in the amount of \$12,648.73. Roll call; all voted yes; motion carried.

Travis Schmit, Assistant County Engineer, brought a request for purchase from the property owner of Lot 20 in Robinwood Estates who was previously approached to sell their property as part of the flood acquisition agreement between Ward County and the Souris River Joint Board. The owner is now willing to sell. The offer amount of \$27,500.00. Mr. Schmit is seeking approval to extend a purchase offer to the property owner.

Moved by Comm. Wepler, seconded by Comm. Louser, to approve the acquisition of Robinwood Lot 20 per the existing Memorandum of Agreement between Ward County and Souris River Joint Board. Roll call; all voted yes; motion carried.

Mr. Schmit also asked that Cobi Hood, a Rice Lake property owner come forward with a request to extend the time to secure a letter of credit for the Rice Lake Structure Elevation/Relocation Project. Mr. Hood requested a two week extension to complete the paperwork. Stephanie Williams from HDR Engineering appeared and said that this extension would work with their schedule.

Moved by Comm. Fjeldahl, seconded by Comm. Louser, to extend the timeframe for Cobi Hood to May 21, 2018. Roll call; all voted yes; motion carried.

Nancy Simpson, Planning & Zoning Administrator appeared with an application for a **plat** by Thomas Gasmann for the following described property:

Outlot 1, NW ¼ NW ¼, 22-152-83, Gasman Township

The plat application is for creating an outlot to construct a single family residence. The Gasman Township Chairman spoke with staff on April 9th and said the Township approves the plat. The Ward County Water Resource Board returned the plat without objection, and with the usual recommendation noting that:

1. A storm water management plan may be required if the subject property has applied for a special use permit, and,
2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to approve the plat application for Thomas Gasmann. Roll call; all voted yes; motion carried.

Comm. Fjeldahl asked Ms. Simpson about the status being made by KLJ on the Comprehensive Plan. She has received a spreadsheet of the next steps and what has been accomplished. A final draft will be provided to the Commissioners when available.

Director of Tax Equalization Ryan Kamrowski presented Memorandum A – Tax Roll Corrections for review and approval:

1. Property was assessed under 57-02-08 (43) Owner has not paid this Pilot Tax for 2015-2017. Property is recommended to go back on the tax roll:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Neighborhood Development Enterprises INC	MI132580000060 2 nd S/D Lot 31 Nordstrom & Hanson S/D Lots 17-31 Lots 3,4,5,6 & 7 Less N32	2017	\$0.00	\$728,000	\$0.00	\$36,400
Neighborhood Development Enterprises INC	MI132580000060 2 nd S/D Lot 31 Nordstrom & Hanson S/D Lots 17-31 Lots 3,4,5,6 & 7 Less N32	2016	\$0.00	\$866,000	\$0.00	\$43,300
Neighborhood Development Enterprises INC	MI132580000060 2 nd S/D Lot 31 Nordstrom & Hanson S/D Lots 17-31 Lots 3,4,5,6 & 7 Less N32	2015	\$0.00	\$864,000	\$0.00	\$43,200

2. Continuation of #1:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Neighborhood Development Enterprises INC	MI11A980000020 Northdale 4 th Addn. Lot 2	2017	\$0.00	\$476,000	\$0.00	\$23,800
Neighborhood Development Enterprises INC	MI11A980000020 Northdale 4 th Addn. Lot 2	2016	\$0.00	\$708,000	\$0.00	\$35,400
Neighborhood Development Enterprises INC	MI11A980000020 Northdale 4 th Addn. Lot 2	2015	\$0.00	\$815,000	\$0.00	\$40,750
Neighborhood Development Enterprises INC	MI144700000021 S/D of Blocks 5 & 6 Valli Hai Addn. Lot 1 & E50 Lot 2	2017	\$0.00	\$201,000	\$0.00	\$10,050
Neighborhood Development Enterprises INC	MI144700000021 S/D of Blocks 5 & 6 Valli Hai Addn. Lot 1 & E50 Lot 2	2016	\$0.00	\$270,000	\$0.00	\$13,500
Neighborhood Development Enterprises INC	MI144700000021 S/D of Blocks 5 & 6 Valli Hai Addn. Lot 1 & E50 Lot 2	2015	\$0.00	\$307,000	\$0.00	\$15,350
Neighborhood Development	MI11A980000030 Northdale 4 th Addn.	2017	\$0.00	\$508,000	\$0.00	\$25,400

Enterprises INC	Lot 3					
Neighborhood Development Enterprises INC	MI11A980000030 Northdale 4 th Addn. Lot 3	2016	\$0.00	\$740,000	\$0.00	\$37,000
Neighborhood Development Enterprises INC	MI11A980000030 Northdale 4 th Addn. Lot 3	2015	\$0.00	\$847,000	\$0.00	\$42,350

3. Continuation of #1:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Neighborhood Development Enterprises INC	MI11A980000040 Northdale 4 th Addn. Lot 4	2017	\$0.00	\$506,000	\$0.00	\$25,300
Neighborhood Development Enterprises INC	MI11A980000040 Northdale 4 th Addn. Lot 4	2016	\$0.00	\$734,000	\$0.00	\$36,700
Neighborhood Development Enterprises INC	MI11A980000040 Northdale 4 th Addn. Lot 4	2015	\$0.00	\$840,000	\$0.00	\$42,000
Neighborhood Development Enterprises INC	MI11A980000050 Northdale 4 th Addn. Lot 5	2017	\$0.00	\$560,000	\$0.00	\$28,000
Neighborhood Development Enterprises INC	MI11A980000050 Northdale 4 th Addn. Lot 5	2016	\$0.00	\$798,000	\$0.00	\$39,900
Neighborhood Development Enterprises INC	MI11A980000050 Northdale 4 th Addn. Lot 5	2015	\$0.00	\$908,000	\$0.00	\$45,400
Neighborhood Development Enterprises INC	MI11A980000060 Northdale 4 th Addn. Lot 6	2017	\$0.00	\$298,000	\$0.00	\$14,900
Neighborhood Development Enterprises INC	MI11A980000060 Northdale 4 th Addn. Lot 6	2016	\$0.00	\$396,000	\$0.00	\$19,800
Neighborhood Development Enterprises INC	MI11A980000060 Northdale 4 th Addn. Lot 6	2015	\$0.00	\$454,000	\$0.00	\$22,700

4. Continuation of #1:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 7	2017	\$0.00	\$297,000	\$0.00	\$14,850
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 7	2016	\$0.00	\$399,000	\$0.00	\$19,950
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 7	2015	\$0.00	\$460,000	\$0.00	\$23,000
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 8	2017	\$0.00	\$297,000	\$0.00	\$14,850
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 8	2016	\$0.00	\$399,000	\$0.00	\$19,950
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 8	2015	\$0.00	\$460,000	\$0.00	\$23,000
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 9	2017	\$0.00	\$298,000	\$0.00	\$14,900
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 9	2016	\$0.00	\$400,000	\$0.00	\$20,000
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 9	2015	\$0.00	\$461,000	\$0.00	\$23,050
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 10	2017	\$0.00	\$304,000	\$0.00	\$15,200
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 10	2016	\$0.00	\$406,000	\$0.00	\$20,300
Neighborhood Development Enterprises INC	Northdale 4 th Addn. Lot 10	2015	\$0.00	\$467,000	\$0.00	\$23,350

5. Continuation of #1:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Neighborhood Development Enterprises INC	MI141170000231 Glacial Point Addn. South 85' Lot 23	2017	\$0.00	\$271,000	\$0.00	\$13,550
Neighborhood Development Enterprises INC	MI141170000231 Glacial Point Addn. South 85' Lot 23	2016	\$0.00	\$347,000	\$0.00	\$17,350
Neighborhood	MI141170000231	2015	\$0.00	\$369,000	\$0.00	\$18,450

Development Enterprises INC	Glacial Point Addn. South 85' Lot 23					
Neighborhood Development Enterprises INC	MI190920000623 Elmwood Addn. Lots 60 & 61 Plus Sublot A of Lot 62	2017	\$0.00	\$581,000	\$0.00	\$29,050
Neighborhood Development Enterprises INC	MI190920000623 Elmwood Addn. Lots 60 & 61 Plus Sublot A of Lot 62	2016	\$0.00	\$493,000	\$0.00	\$24,650
Neighborhood Development Enterprises INC	MI190920000623 Elmwood Addn. Lots 60 & 61 Plus Sublot A of Lot 62	2015	\$0.00	\$356,000	\$0.00	\$17,800
Neighborhood Development Enterprises INC	MI14470000030 S/D of Blocks 5 & 6 Valli Hai Addn. W20' Lot 2 & All Lot 3	2017	\$0.00	\$164,000	\$0.00	\$8,200
Neighborhood Development Enterprises INC	MI14470000030 S/D of Blocks 5 & 6 Valli Hai Addn. W20' Lot 2 & All Lot 3	2016	\$0.00	\$210,000	\$0.00	\$10,500
Neighborhood Development Enterprises INC	MI14470000030 S/D of Blocks 5 & 6 Valli Hai Addn. W20' Lot 2 & All Lot 3	2015	\$0.00	\$239,000	\$0.00	11,950

6. Property was estimated as part of 2016 neighborhood review. Recent review of property indicates a change is needed to reflect market value:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Burckhard, Marvin & Lorelei	MI300080000010 1 st Addn. To Belview Lot 1	2017	\$255,000	\$237,000	\$11,475	\$10,665

7. A roof covering over the deck included too much footage requiring a small adjustment to value:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Kimball, Landon	MI1187103000040 Royal Suites Condo. On Lot 1 Lakeside 6 th Addn. Unit 4 Bldg. C	2017	\$204,000	\$203,000	\$9,180	\$9,135

8. Land is designated as storm water retention area per water management plan from engineering department:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Southwest Crossing Partners	MI03C870200020 S/W Crossing Addn. Lot 2	2017	\$897,000	\$10,000	\$44,850	\$500
Southwest Crossing Partners	MI03C870200020 S/W Crossing Addn. Lot 2	2016	\$897,000	\$10,000	\$44,850	\$500

9. Parcel was historied for 2014 when Olt. 6 was created but it should have been a split and still have a portion being taxed:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Kolden, Darren & Denise	DG36005U040000 Unpltd. Por. Of Douglas Por. L2 N of R of W Exc. Vg Less Hwy & Olt 6	2018	\$0.00	\$3,000	\$0.00	\$150

Moved by Comm. Rostad, seconded by Comm. Wepler, to approve Memorandum A – Tax Roll Corrections. Roll call; all voted yes; motion carried.

Jason Blowers presented an addendum to the IT Department’s annual report in response to the Commissioners request to understand what the department is responsible for. The department covers numerous items ranging from IT help desk tickets, network infrastructure, security cameras, phones, printers/copiers and cyber security.

Devra Smestad appeared with a recommendation to make the IT Department a stand-alone department, appoint Jason Blowers as the IT/GIS Director and promote the current staff to senior technicians. To cover the GIS needs of the County, a GIS Specialist would be hired. Sheriff Barnard was consulted regarding Kouadjo Bini who works for the Sheriff’s Department and he agreed that a salary increase would be appropriate. Ms. Smestad also suggested that a Technology Committee be established in order to work with IT regarding policies, equipment updates, etc. Comms. Fjeldahl and Louser would like to see that the new HR Director be involved in the process once that person is hired.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl to move IT from the Auditor/Treasurer’s office and create a stand-alone department effective July 1, 2018. Roll call; all voted yes; motion carried.

Ms. Smestad encouraged the group to take a look at the GIS Specialist job description to see if there are any changes. Again, it was suggested that the new HR Director be involved in the hiring of this position.

Auditor/Treasurer Devra Smestad appeared;

Moved by Comm. Wepler, seconded by Comm. Louser, to Receive and File the following correspondence: Carlson McCain – Utility Lines. Roll call; all voted yes; motion carried.

Dana Larsen appeared to address his memo regarding preliminary flood insurance rate maps. Mr. Larsen was involved in a meeting with the City of Minot, City of Burlington and the State Water Commission. Based on these entities input, changes need to be made to the final maps delaying completion.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to Receive and File the following correspondence: Dana Larsen – Preliminary Flood Insurance Rate Maps. Roll call; all voted yes; motion carried.

Kris Weber from Emergency Management and Chief Weltikol from the Minot Rural Fire District appeared to discuss the Fire Emergency and Restrictive Burn Ban document. Due to existing drought conditions it is necessary to issue the ban. Citizens can still burn but need to follow the North Dakota fire danger guide.

Moved by Comm. Wepler, seconded by Comm. Louser, to ratify the Fire Emergency and Restrictive Burn Ban issued April 27, 2018. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Louser to deny the offer to purchase Parcel #MI233470000050 from the City of Minot. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Louser to table the offer to purchase Parcel #SR130990000068 from Dave Kohlman to determine if the property can actually be sold or if there is a restriction. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Louser, to approve raffle permits for the Action Agility Dog Training Club and Apathy Ventures, LLC. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Wepler to approve the event permit applications for M & S Concessions. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad, to approve the following payroll amendments with an update to the amendment for S. Richard: Barton, N. – Tax Equalization (Level 23); Filkins, M. – Sheriff's Department (Level 18); Haugen, K. – Sheriff's Office (Level 17); Leddon, A. – Auditor/Treasurer's Office (Level 16); Murray, M. – Sheriff's Department (Level 18); Richard, S. – Facilities Management (Level 16); Voight, T. – ND Extension Service (Level 16); Watson, J. – Sheriff's Department (Level 14). Roll call; all voted yes; motion carried.

Ms. Smestad requested budget input from the Commissioners on several items. The first item is regarding health and dental insurance. She asked Dana Larsen to provide additional comments. Mr. Larsen provided an update from the Blue Cross Blue Shield employee presentations. It was suggested that until a decision is made about health insurance, the amount budgeted be at the current PERS rate and include the dental plan offered by Blue Cross Blue Shield.

Moved by Comm. Fjeldahl, seconded by Comm. Louser to budget health insurance at the higher rate charged by PERS plus include dental through Blue Cross Blue Shield. Roll call; all voted yes; motion carried.

The other budget items requested were tabled until additional time is available for consideration and discussion.

Josh Jenkins from IT appeared with a request that the Commissioners reconsider their decision to put off naming Jason Blowers as IT Director. The IT employees feel it is necessary so that they have more authority when making county-wide decisions and giving recommendations and input. There was considerable discussion regarding how this should be handled and it was suggested that there needs to be more time to discuss the proposal and get input from the new HR Director.

Comm. Wepler thanked Jill Schramm from the Minot Daily News for the very positive article about Ward County Parks. She also thanked Travis Schmit for his assistance with the article. Her recommendation is that all present take some time to visit Ward County's parks.

Moved by Comm. Fjeldahl, seconded by Comm. Louser to open an abatement hearing at 10:53 a.m. Roll call: all voted yes; motion carried.

Ryan Kamrowski, Tax Equalization Director, presented an abatement request from Michael Schiele for a reduction of taxes for Parcel #MI31B310600040 due to the increase for the 2017 tax year. The Tax Equalization Office and the City of Minot recommend denial of the application. No one appeared on behalf of the applicant.

Moved by Comm. Fjeldahl, seconded by Comm. Wepler to close the abatement hearing at 10:55 p.m. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl to deny the abatement request for Parcel #MI31B310600040. Roll call: all voted yes; motion carried.

At 10:57 a.m. with no further business, the meeting was adjourned.