

**OFFICIAL PROCEEDINGS OF THE LAMOURE COUNTY COMMISSION MEETING  
March 1, 2016**

At 8:30 a.m. Chairman Victor Weigel called the meeting to order and opened with the pledge to the flag. Commissioners Keith Heidinger, Lee Miller, Bruce Klein and Robert Flath were also present. Attending the meeting were Lauren Worrel and Tim Geinert, LaMoure County Highway Department; Cindy Worrel, LaMoure County Treasurer; Karin Boom, Clerk of Courts; Jan Meidinger, Tax Director; Robert Ehler and Ryan Ehli, Vanguard Appraisals; Kimberly Robbins, DES/911 Coordinator; Gerald Harris, LaMoure Chronicle; Patty Wood Bartle, The Edgeley Mail; and Verleen Shear.

Chmn Weigel asked for additions to the agenda. State Radio meeting and changes to medical leave in Employee Handbook were added. Motion to accept the additions and approve the agenda by Comm Klein, seconded by Comm Miller. Motion carried.

No February minutes presented for approval.

Motion to pay Social Services bills \$843.54 by Comm Heidinger, seconded by Comm Klein. Motion carried.

Lauren Worrel reported that the road crews have finished insulating the Kulm shop and are servicing the semi-trailers. Worrel stated that the crews are also busy rebuilding grizzly on feeder for the crusher, building a front rake attachment for the blades, and replacing discs on the shoulder retriever.

Worrel stated that he would be running an ad for two part-time seasonal job openings from April through November.

Worrel stated that it was time to set pricing for the County equipment and materials. Worrel recommended the following prices: gravel \$5.25/yd loaded, all materials raised \$.25, crusher dust \$3.25 with equipment rates to be 50/50 split = 10% increase = \$100/hr or 5% increase = \$96/hr. Worrel stated that 2/3 of the blading done is for the townships with \$525,000 of work done for the townships and cities in 2015. Motion to increase gravel and sand to \$1.50/material, \$.75 for loading, and pit run increase \$.25 to \$2.70 by Comm Flath, seconded by Comm Miller. Motion carried.

Motion to increase equipment rates 10% per hour = \$100.10 by Comm Flath, seconded by Comm Miller. Amend motion to round numbers to even dollars. Motion carried.

Next on the agenda were bid openings for culverts 9:15am, road oil 9:30am and blade 9:45am.

Steel culvert bids were: 1) True North Steel 15" \$8.58/ft; 18" \$10.21/ft; 24" \$13.39/ft Bands 15" \$24.68; 18" \$29.36; 24" \$38.51 and 2) Con Tech 15" \$9.48/ft; 18" \$11.50/ft; 24" \$15.01/ft Bands 15" \$23.70; 18" \$28.75; 24" \$37.53. Motion to accept bid on True North Steel metal culverts by Comm Heidinger, seconded by Comm Miller. Motion carried.

There was a one bid from Prinsco for plastic culverts at 15" \$8.50/ft; 18" \$12.25/ft; 24" \$19.10/ft. Motion to accept bid from Prinsco for plastic culverts by Comm Heidinger, seconded by Comm Klein. Motion carried.

There was one bid for cement culverts from Forterra which was formerly Cretex. Motion to accept bid from Forterra by Comm Flath, seconded by Comm Klein. Motion carried.

Road oil bids were from Columet \$552/ton and Flint Hills \$498.25/ton. Motion to accept the road oil bid from Flint Hills by Comm Heidinger, seconded by Comm Flath. Motion carried.

There were two bids for a grader which both had bid bonds submitted with them. RDO submitted a bid for JD772GP \$349,000 with lease option and 2004 JD trade of \$45,000

Net \$304,000 Guaranteed Buyback \$156,300 7 years/7500 hours 275 HP complete with wing, plow, and lift. Butler Machinery submitted a bid for CAT 140M3 \$317,800 trade \$45,000 Net \$272,800 Guaranteed buyback \$138,000 7 years /7500 hours complete with wing, plow, and lift. This was tabled until the next meeting.

State reimbursement for 2011 flood was discussed. Motion to return funds to townships by Comm Klein, seconded by Comm Heidinger. Motion carried.

Karin Boom presented a letter from the State for Clerk of Court funding for 2017-2019 to be renewed. Comm Heidinger asked how much they reimburse. Boom stated that it is over \$3,000 per month. Motion to renew contract with the State for Clerk of Court services in 2017-2109 by Comm Heidinger, seconded by Comm Flath. Motion carried.

Comm Weigel presented a letter from the ND Highway Patrol asking if LaMoure County would like continued assistance with weight restrictions. Motion to request assistance with weight restriction enforcement year round by Comm Klein, seconded by Comm Heidinger. Motion carried.

Comm Miller gave a report on the State Radio meeting in Jamestown, and the company was going to recommend trunking equipment to enhance availability of State Radio. There are some gaps in service, but this should help. Comm Miller stated that they are asking counties to commit their assets for their proposals to include frequencies, radios and tower space. Comm Miller said that LaMoure County uses a tower west of Grand Rapids, so we would have no assets to include. Your assets would stay with you if the program dissolves. The cost depends on how many participants there would be. Comm Miller stated that most of the counties present reported that most of their personnel rely on cell phones more than they do the State radios. Comm Miller said that Lauren Worrel said that the road shop employees use their cell phones rather than State radios. Comm Miller stated that the company would need the radio models and serial numbers of our equipment, and Kimberly Robbins stated that the radios in LaMoure County are old and would need to be replaced. Comm Miller stated that LaMoure County is not committed to this and can do something else. However, if the legislatures pass this, the counties will be required to participate.

Comm Weigel opened land bids which were submitted for farmland rental of W1/2W1/2 of 2-136-63W containing 150 acres, more or less. The bids were: \$10,000/year Blake Naze; \$4,500/year Jerome & Gretchen Barnick; and \$3,200/year Cody Peterson. Comm Weigel stated that the highest bid was \$10,000 and would increase in increments of \$500. Comm Weigel took bids for \$10,500 by Barnick and \$11,000 by Naze; then \$11,500 by Barnick and \$12,000 by Naze. Barnick did not want to go to \$12,500. Comm Weigel called for more bids with none being made. Comm Weigel awarded the bid to Blake Naze at \$12,000/year. Comm Weigel instructed Blake Naze to contact the County Auditor Marlene White to sign the contract that she would draw up.

Treasurer Cindy Worrel gave a tax refund update to the Commissioners. Worrel stated her office is done with the refunding of the mill adjustment. Worrel said that she is going back and rechecking everything as there is still \$3,300 left with \$2,417 which is a computer error. Worrel explained that when the new tax statements were rolled over, the system could not understand partial payments. Worrel stated that there is actually \$915 left to refund. Comm Heidinger asked how much originally needed to be refunded. Worrel stated that \$142,404.54 was the amount to be refunded. Worrel stated that she knows what represents the \$2,417. Worrel stated that Ana is going through each receipt to see where the error may be. Worrel said that she will check with the State auditors to see what kind of adjustment can be made for correcting this. Worrel reported that her office was done with mill adjustments on February 8, 2016. Worrel stated that she knew the Commissioners were concerned with how much this would cost, and so far it was just salary in her department. Worrel kept Gloria for 3 weeks to complete the refund process which is covered in her budget. Worrel explained that there was a postage expense for remailing the statements as well as possibly a cost from Computer Professionals. Worrel presented a list of Treasurer's checks for Board approval. Worrel presented a list of checks refund overpayments and the mill

adjustment checks for approval as well. Worrel stated that this was definitely a learning experience.

Bob Ehler and Ryan Ehli from Vanguard Appraisals attended the meeting with Tax Director Jan Meidinger to discuss mass appraisals with the Commissioners. Ehler stated that Vanguard is contracted with LaMoure County to do countywide commercial appraisals this year. Ehler explained the process of matching legal descriptions to the maps and property cards. Ehler stated that every building is inspected by taking a walk inside, measure outside, and use comparables from the region. Ehler stated that they are currently doing appraisals in Emmons and Sargent counties. At the end of the year, Vanguard will submit their findings to Meidinger by the end of this year. Next year Meidinger should have equalization meetings early and pre-equalization meetings with property owners which Vanguard would attend.

Discussion was held regarding 4-5 years' residential appraisals. Ehler stated that LaMoure County records are very poor now. Ehler told the Commissioners that current training would take years, and then appraisals would take more time. Ehler explained that you would need to determine ag-exempt status, and combine parcels where possible to cut down on the cost. Ehler stated that they would need to analyze current sales versus assessed values from 2014-2015 to get a sales ratio. This would be compared to the true & full value from the sales price. Ehler explained that you would take that number and divide it by the number of good sales. Ehler pointed out that the true purpose of a re-evaluation is to ensure that the values are equitable. Ehler stated that under assessment guidelines the PRD should be between \$.98-\$1.03, and ours is currently at \$1.51. This means that higher valued properties are being under assessed and lower valued properties are being over assessed. The estimated cost 4 years ago was \$371,000 based on 2719 parcels, and the new residential estimate based on 1429 parcels would be \$222,615. Price is \$140 improved residential, \$150 rural residence, and \$50 for vacant lot. Ehler stated that budgeting could take place for the next five budget years. Ehler stated that there would be a total of 10-15 people who would work on this project with each property getting looked at twice. Ehler explained the entire process which would start at the beginning of 2020 which would be finished in late 2020. Ehler stated that the equalization hearings would probably be held in March. Comm Miller asked how you maintain a consistency in setting the values with 10-15 setting the values. Ehler stated that the 10-15 people would be collecting the data, but those setting the appraisals would work together after the data is collected. Ehler stated that the idea is not to fix this and just walk away, but to put a process in place for the Tax Director's office to be able to continue with after that. Ehler stated that they would turn over a letter of transmittal explaining how this process was done. Ehler stated that Vanguard is currently working in Sargent and Emmons counties and has finished in Pierce, Hettinger, and McKenzie counties. Comm Klein asked if a mass appraisal would need to be done again. Ehler stated that maybe every 15 years it may need to be done. Chmn Weigel asked about the commercial process. Ehler stated that ND is unique in that empty lots are considered commercial instead of residential. Comm Klein asked about the payment process. Ehler stated that they do not bill until the work begins and is billed monthly with a 10% retainage, and there is an additional fee for the equalization meetings. Ehler stated that Ehli lives in Minot and works closely with training on the program. Meidinger pointed out that there are a lot of properties which are way off. Ehler stated that doing the mass appraisal would bring everything to where they need to be, and the increases far outweigh the decreases in values. Ehler stated that free for a year the citizens will have access to their website to see how things are being assessed. Discussion was held regarding combining parcels. Ehler stated that the price per parcel will remain the same. Ehler will put a contract together and submit it for review by the Commissioners. Ehler stated that his numbers are based on 1200 urban residential @ \$140/parcel \$168,000, 229 rural residential @\$150/parcel \$34,350 (taxable ag/not in city limits), 1351 vacant lots @ \$15/parcel \$20,265 for a total of \$222,615. Meidinger will need to check into combining parcels which will bring down the cost. Discussion was held regarding tax exempt properties.

Tonya Weiler gave the Commissioners a few recommended changes to the Employee Policy Manual to include a new policy on flex time, along with changes to the overtime/comp policy and sick leave. Motion to adopt changes and additions to the

Employee Policy Manual as recommended by Comm Miller, seconded by Comm Klein.  
Motion carried.

CDBG Block Grant applications are due by May 6, 2016 to the Regional Council.

<u>Vendor Name</u>	<u>Amount</u>
AMERICAN SOLUTIONS FOR BUSINESS	297.01
AT&T MOBILITY	16.24
BUILDERS MART	290.16
BUTLER MACHINERY COMPANY	2,703.65
CENTRAL BUSINESS SYSTEMS	180.86
COLEPAPERS	73.23
COMFORT INN	80.00
COMFORT SUITES	80.00
COMMUNITY VOLUNTEER EMS OF LAMOURE	456.00
COMPUTER PROFESSIONALS UNLIMITED INC	1,183.80
COUNTY LINE MACHINE LLC	89.35
DAKOTA CARRIER NETWORK	875.00
DAKOTA DYNAMICS	1,000.00
DICKEY RURAL COMMUNICATIONS	939.97
DUFFY LAW OFFICE	1,793.23
EDGELEY MAIL	287.10
GALLS LLC	40.78
GOOD OIL COMPANY	1,117.82
GRAINGER	153.00
HANSON/LESLIE	365.58
HENRY/ROBERT	140.00
HIWAY SERVICENTER	1,148.27
INFORMATION TECHNOLOGY DEPT	175.00
JOHN DEERE FINANCIAL	13.89
KADRMAS LEE & JACKSON INC	23,754.65
KLEIN/BRUCE	160.20
LAMOURE CHRONICLE	1,753.14
LAMOURE PARTS CENTER	1,116.62
LAMOURE PRINTING COMPANY	10.00
LOOMER/DANIEL	30.00
LUX/JASON	122.50
MARCO INC	397.70
MEIDINGER/JAN	261.50
MERCK SHARP & DOHME CORP	1,813.74
MONTANA DAKOTA UTILITIES	108.30
NARDINI	490.75
OFFICE DEPOT	382.54
OTTER TAIL POWER COMPANY	114.53
PETERSON ENTERPRISE INC	955.97
PFIZER INC	3,040.24
PURCHASE POWER	1,510.00
RACINE/JULIANNE	761.75
RAZORBACK CONTRACTORS SUPPLY INC	456.00
ROBBINS/KIMBERLY	153.36
SANOFI PASTEUR INC	333.76
SECAP FINANCE	351.00
SLYKERMAN/LUANNE	5.94
SOLINGER LUMBER	223.55
ST ROSE CARE CENTER	11,009.47
STUTSMAN RURAL WATER DISTRICT	45.32
THE PROGRESSIVE FARMER	18.00
TOTAL HOME INC	2,674.86
VERIZON WIRELESS	598.18

WASTE MANAGEMENT  
WHITE/MARLENE

386.53  
211.30

Bills were reviewed. Motion to pay the bills by Comm Flath, seconded by Comm Klein.  
Motion carried.

Motion to adjourn by Comm Heidinger, seconded by Comm Flath. Motion carried.

APPROVED THIS 5th DAY OF April, 2016

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LEE MILLER, Vice Chairman

ATTEST:

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MARLENE WHITE, County Auditor