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REGULAR MEETING OF CASS COUNTY BOARD OF COMMISSIONERS JUNE 2, 2025

MEETING CALLED TO ORDER

Chairman Tony Grindberg called the meeting to order at 3:30 PM with all members present as follows: Tony Grindberg, Duane Breitling, Jim Kapitan, Tim Flakoll, and Joel Vettel.

MINUTES APPROVED

2.

PLEDGE OF ALLEGIANCE
Jim Kapitan led the Pledge of Allegiance.

MOTION, passed

Mr. Breitling moved and Mr. Kapitan seconded that the minutes of the previous meeting be approved as written. Motion carried.

AGENDA, <u>Order approved</u> *MOTION*, passed 4.

Mr. Flakoll moved and Mr. Vettel seconded to approve the order of the agenda. Motion carried.

CONSENT AGENDA APPROVED

Mr. Kapitan moved and Mr. Breitling seconded to approve the consent agenda as follows: On roll call vote, the motion carried unanimously.

Receive monthly financial statement from the Finance Office for month ended April 30, 2025. Grant site authorization permit to conduct games of chance under license issued by the North Dakota Attorney General's Office for the period of July 1, 2025, through June 30, 2026, for Kindred High School Booster Club Association at the Knickerbocker Liquor Locker in Hickson, North Dakota; and grant site authorization permit to conduct games of chance under license issued by the North Dakota Attorney General's Office for the period of July 1, 2025, through June 30, 2026, for Red River Valley Fair Association in West Fargo, North Dakota.

Authorize Human Resources Director to sign the contract for Mental Health First Aid at Work Training in the

Authorize Human Resources Director to sign the contract for Mental Health First Aid at Work Training in the amount of \$8,775 for 30 participants and \$250 per person thereafter.

Authorize the Director of the Human Service Zone to purchase two Chrysler Voyager LX Minivans from Corwin Chrysler Dodge Jeep in Fargo under account number 202-5010-401.74-06 in the amount of \$83,912

\$83,912.

Accept the findings and recommendations of the Cass County Planning Commission and staff and grant final plat approval for Erickson-Bekker Subdivision, Voigt Subdivision, Griffin Subdivision, Keys Subdivision, and Andrew Baasch Subdivision as the proposals meet the goals and objectives of the Cass County Comprehensive Plan, Cass County Highway Access Plan, the Flood Damage Prevention Ordinance, Cass County Subdivision Ordinance, and all other applicable regulations. Contract approval -

-Houston Engineering contract documents for hydraulic sizing of Highway 11 Bridge over the lower Rush

-Houston Engineering contract documents for hydraulic analysis and roadway design of the grade raise locations on Highway 31.

PUBLIC COMMENT

Mr. Grindberg asked for public comment and hearing none, moved on to the regular agenda items.

County Information Technology Director, Bob Henderson, present to discussed a plan to transition the State's Attorney's Office from physical files to digital files. He said due to increasing case volumes and digital evidence, it is no longer feasible for the State's Attorney's Office to continue with its current evidence and file management practices. Mr. Henderson said the Information Technology and State's Attorney's Offices worked together to establish a plan based on two digital platform and includes a three-phase approach. He said the first phase includes a digital evidence management system with Axon Justice that would digitalize reviewing, categorizing, sharing, and managing digital evidence including body and squad camera footage, cell phone data, and surveillance footage. Mr. Henderson said phase two includes implementing a digital case management software with Prosecutor by Karpel to allow for the State's Attorney's Office to quickly and efficiently process cases in conjunction with the Axon software. He said phase three includes the State's Attorney's Office implementing policies and procedures for the retention, organization, and destruction of files critical to the office and the digital software's from and procedures for the retention, organization, and destruction of files critical to the office and the digital software's from

Mr. Henderson said the cost of phase 1 is \$20,000 for implementation costs for Axon Justice and \$27,250 for software rate, with a total 2025 cost of \$47,250. He said the cost of phase 2 is \$42,065 for implementation one-time costs and \$98,750 for annual support and maintenance for Karpel, a total 2025 cost of \$140,815. County State's Attorney, Kim Hegvik was present and said the intent is for the initial costs to come from the State's Attorney Asset Forfeiture fund that currently has approximately \$425,000 and grows at an annual rate of \$30,000 to \$60,000. Mr. Flakoll said if the two systems work well together, in the future, could the County choose to use one software and not the

other. Mr. Henderson said yes, each system is independent and the Axon Justice software is a quote for 120 months locking in the price with an inflationary amount. Ms. Hegvik said she and her staff met with several companies and believes the products presented are the best solutions to meet the County's needs. Mr. Breitling asked if there will be any further budget savings. Ms. Hegvik said she believes there will be approximately

20% of staff time savings once all solutions are implemented leading to a slower request for additional staff and reduction in temporary workers. She said there will also be a decrease in costs for file folders, labels for the files, paper and copier maintenance and supplies. Mr. Henderson said the request today is to approve phase one and a request will come back for consideration of phase two later this fall.

MOTION, passed

Mr. Breitling moved and Mr. Kapitan seconded to authorize the Information Technology Director and State's Attorney to begin implementation of the digital transformation plan with the purchase of Axon Justice for 2025 in the amount of \$47,250. On roll call vote, the motion carried

CORONER, Kriste Ross Re-Appointed as County Coroner for a five-year period

County Administrator, Robert Wilson was present and said North Dakota Century Code dictates county coroners are appointed by the county commission for five-year terms, there are no limits to the number of terms a successful incumbent can serve, and an appointed coroner can be unappointed at any time. He said Kriste Ross was appointed as the Cass County Corner on November 1, 2020, and the request today is to reappoint Ms. Ross as the County Corner for another five-year term. He said Ms. Ross has displayed outstanding professionalism and service to Cass County and overall done an exemplary job throughout the last five years.

MOTION, passed

Mr. Flakoll moved and Mr. Kapitan seconded to re-appoint Kriste Ross as Cass County Coroner for a five-year term effective June 2, 2025, to June 2, 2030. On roll call vote, the motion carried

unanimously.

Ms. Ross said she had a great mentor, previous County Coroner, Dr. John Baird to help her grow and take over as County Corner. She thanked her staff and local law enforcement agencies for their collaboration. She said it is an honor and privilege to serve Cass County.

Mr. Vettel said it is obvious that Ms. Ross is passionate about her job and thanked Ms. Ross for her service. Mr. Flakoll said Ms. Ross is not just good at her job, she enables her staff to do their best and does a lot with a little. He said Ms. Ross often deals with people on their worst days and is kind and easy to work with.

9. COST OF LIVING ADJUSTMENT, 2.4% approved for budgeting purposes

Mr. Wilson said on May 28, 2025, County Department Heads recommended a cost of living adjustment (COLA) of 2.4% for County employees for 2026. He said the County has a long-standing practice of Department Heads making a COLA recommendation for the following budget year based on Midwest size B/C³April to April consumer price index (CPI).

Mr. Grindberg said adopting a preliminary figure for the COLA at this point in the budgeting process allows departments to build their budget and then during budget hearings the Commission has the opportunity to review the budget and make changes as needed.

MOTION, passed

Mr. Breitling moved and Mr. Kapitan seconded to adopt a 2.4% COLA for use in developing the 2026 Cass County Budget. On roll call vote, the motion carried unanimously

10. TAX EQUALIZATION BOARD, Convened for 2025

Chairman Tony Grindberg convened the Cass County Board of Equalization for 2025. County Director of Equalization, Matt Stanger was present and discussed the 2025 annual report. He said the projected taxable value for Cass County for 2025 is \$1,386,159,020, up 3.2% from 2024. Mr. Stanger said the purpose of today's meeting is for the board of equalization to hear appeals and gather information. He said after today's meeting, the county and city assessing offices will review the presented information and make a recommendation at the follow up meeting on June 16, 2025.

Equalization of Assessment Rolls

Mr. Stanger said at the city board of equalization, the City of Arthur passed a motion to table the review of the assessment roll until a county assessor could be present for further explanation. He said no county assessor was available for a follow-up meeting in April and no subsequent meeting was held to finalize the equalized assessments for the City of Arthur. He said it is the duty of the city board of equalization to approve an equalized assessment roll, even if that requires making changes to the roll produced by the assessor (N.D.C.C § 57-11-07) and since no approved roll was submitted when the county assessor is the default roll of record, says for any individual. by City of Arthur, the assessment roll as produced by the county assessor is the default roll of record, save for any individual assessments later determined to have been valued in excess or levied unjustly.

Mr. Stanger said at the city board of equalization, the City of Casselton made a motion to approve the 2025 assessment rolls but was rejected by the board. He said the board questioned the methodology used to calculate the assessed values. Mr. Stanger said following the failed motion, no subsequent motions were made and no subsequent meeting was held. He said it is the duty of the city board of equalization to approve an equalized assessment roll, even if that requires making changes to the roll produced by the assessor (N.D.C.C § 57-11-01(1), § 57-11-02, § 57-11-07) and since no approved roll was submitted by City of Casselton, the assessment roll as produced by the county assessor is the default roll of record, save for any individual assessments later determined to have been valued in excess or levied unjustly.

Equalization of Cities
The following appellants reserved their right to appeal from the City of Fargo.

Jennifer Carruth of Property Tax Resources was present and said 300 NP Avenue in Fargo is a class b multi tenancy office building which is 66% occupied. She said the Fargo Assessor's Office provided comparable properties that the appellant does not believe are comparable and recommends the value utilize the income approach. Ms. Carruth said the property has above market vacancy and request additional review of the property based on the information she provided in the income

NetREIT Fargo, LLC

An appeal was submitted prior to the hearing by Property Tax Resources for two parcels located at 51 Broadway North and 424 5 Street North in Fargo. Jennifer Carruth of Property Tax Resources was present and said the subject properties are 46% occupied and consist of multiuse office space. She said the Fargo Assessor's Office provided comparable properties that the appellant does not believe are comparable and recommends the value utilize the income approach. Ms. Carruth said the property has above market vacancy and requests additional review of the property based on the information she provided in the income approach and sales data.

Sterling Properties LLC
An appeal was submitted prior to the hearing for Foxtail Creek Townhomes located at 3720 42nd Street South in Fargo. No appellant was present at the meeting.

Walmart Inc

An appeal was submitted prior to the hearing by Walmart Stores, Inc. for two properties located at 4731 13th Avenue Southwest and 3757 55th Avenue South in Fargo. Kyle Kennett of Walmart Stores, Inc. was present via Microsoft Teams and said the Fargo City Assessors Office utilizes a mass appraisal system which is inaccurate due to lack of supporting data for similar properties. Mr. Kennett said he worked with a third-party appraiser to see what comparable property sales would look like and had to look wider than Fargo and found a sale in Minneapolis and the appraisal came in at \$65 a square foot. He said he provided information from the sale and data to support a reduced value. He said he would like to work to find a compromise to be a good partner; in the community. compromise to be a good partner in the community.

An appeal was submitted prior to the hearing by APM for properties located at 1900 Dakota Drive North, 1820 Dakota Drive North, 341 7th Avenue North Suite D and Suite E, 750 34th Street North Suite F1, F3, G, K, L, M, N, O, P, Q R, and S, 1809 43th Street North, 1801 43th Street North Unit 1B, 1C, 1D, 1E, and 1F, 1817 43th Street North, and 21 8th Street North in Fargo. No

appellant was present at the meeting. Gary Parsons
Gary Parsons was present to submit an appeal for a property located at 2302 33rd Avenue South in Fargo. He said there have been no improvements to his home, there are increasing police calls in his neighborhood, and his value continues to increase

Dana Woodruff
Dana Woodruff was present to submit an appeal for a property located at 746 Elm Street North Unit 8 in Fargo. She said the property is located in a building with eight units and is 50 years old. She said there are not many sales in the building and without the sales data, there is a satististical error. Ms. Woodruff said she purchased the property in 2021 and another unit sold via private sale last year for the same sale price

Mr. Splonskowski said the Fargo Assessor's Office will review the properties discussed today and will share a recommendation analysis for each for the next meeting

The following appellants reserved their right to appeal from the City of West Fargo.

PetSmart, Inc.

An appeal was submitted prior to the hearing by Pivotal Tax Solutions on behalf of PetSmart Inc. for a property located at 1630 13th Avenue East in Fargo. No appellant was present at the meeting.

NetREIT West Fargo, LLC

An appeal was submitted prior to the hearing by NetREIT for two properties located at 617 13th Street Northeast and 625 13th Street Northeast in Fargo. Jennifer Carruth of Property Tax Resources was present and said the subject properties were valued using a mass appraisal system and she provided information utilizing the income approach and comparable sales. Ms. Carruth said she would like additional review on the properties.

The following appellants reserved their right to appeal from the City of Horace.

Connor and Devin McGovern
Connor McGovern was present to submit an appeal for a property located at 7224 64th Avenue South in Horace. Mr. McGovern said construction on his home was completed in 2024 and the 2024 value was \$1.82 million and the 2025 value was \$4.1 million. He said he wants to be a good community member and pay his fair share and is requesting for the property to be reviewed further to be considered for fair value. He said the home's square footage is largely made up of a workout area and garage. He said he was not able to get a loan for the property for \$3 million dollars due to a federal law since no homes have been sold near this price in the area. He said the loan he received was for \$2 million and the basement is not yet finished.

There were no additional appeals from cities.

Equalization of TownshipsThe following appellants reserved their rights to appeal from Townships.

Watson Township-Howard and Olive Rasmusson

Watson Township-Howard and One Hashiussori
Howard Rasmusson was present to submit an appeal for a property located at 5225 148th Avenue Southeast in Watson
Township, Mr. Rasmusson said his home was built in the late 70s out of used lumber and he is concerned with the rising taxes
on his property. He discussed a dispute regarding the square footage his parcel is valued for which he discussed with the
state last fall during their state board of equalization review. He said 2.5 acres were sold for a drainage ditch. Mr. Grindberg said the information will be reviewed by the County Assessor's Office for discussion at the next meeting.

Darren and Kasara Klinger- Tower Township
Brett Kapaun, local assessor, was present to submit an appeal for a property located at 3135 134th Avenue Southeast in Tower
Township. He said a new building on the property was valued at \$325,200 and a bid received from a contractor for a similar building is \$157,800.

Greg and Sara Pfaff- Clifton Township
Brett Kapaun, local assessor, was present to submit an appeal for a parcel 30-0000-02473-010 located in Clifton Township.
He said the parcel is agriculture land and the value increased from \$90,000 in 2024 to \$146,200 in 2025 and no other agriculture land values in his 14 jurisdictions increased. He said the value should remain at \$90,000.

There were no additional appeals from Townships

Mr. Stanger said appeals not made at the local level, prior to the County, will not be heard at the State Board. He said appeals made at the local and county board may be brought to the State board for further appeal.

MOTION, passed

Mr. Vettel moved and Mr. Breitling seconded to move all appeals presented today into a pending status. On roll call vote, the motion carried unanimously.

MOTION, passed

Mr. Flakoll moved and Mr. Kapitan seconded to approve the values for the City of Arthur and City of Casselton as assessed, for which no assessment rolls were approved by the city boards of equalization. On roll call vote, the motion carried unanimously. MOTION, passed

Mr. Kapitan moved and Mr. Breitling seconded to approve all other valuations. On roll call vote, the motion carried unanimously.

VOUCHERS, <u>Approved</u>
MOTION, passed
Mr. Breitling moved and Mr. Kapitan seconded to approve Voucher No. 350094 through Voucher

No. 350242 for a total of \$975,794.52. On roll call vote, the motion carried unanimously

MEETING UPDATES, Committee reports Commissioners and staff reported on meetings they have attended or will be attending in the upcoming weeks.

Mr. Grindberg said the County will be inviting all state legislators to attend Cass County's budget hearings, specifically the opening budget overview, to give them insight into changes to the County's budget due to legislative decisions made during the last session.

ADJOURNMENT

MOTION, passed
On motion by Mr. Breitling, seconded Mr. Kapitan and all in favor, the meeting was adjourned at

ATTEST:

Brandy Madrigga, County Finance Director Cass County, North Dakota

Tony Grindberg, Chairman Cass County Board of Commissioners

APPROVED:

PAYMENT REGISTER 350094-350242 350094 BRUDVIK, BRADY \$460.00 350095 DIANE LARSON \$38.00 350096 FRONT PATMENT HEGISTER 350094-350242 350094 BRUDVIN, BHADY \$460.00 350095 DIANE LARSON \$36.00 350096 FRONT RANGE LEGAL PROCESS SERVICES INC \$14.00 350097 TONY GRINDBERG \$516.06 350098 LARSEN, JARED \$460.00 350099 MUNICIPAL AIRPORT AUTHORITY OF THE CITY OF FARGO \$4,011.15 350100 PREFERENCE EMPLOYMENT SOLUTIONS, INC. \$49.50 350101 ROERS PROPERTY MANAGEMENT \$46.00 350102 ROERS PROPERTY MANAGEMENT \$30.50 350103 ROERS PROPERTY MANAGEMENT \$31.00 350104 ROERS PROPERTY MANAGEMENT \$34.50 350105 BARKUS LAW FIRM, P.C. \$7,175.00 350106 EMILY FORD \$191.10 350107 LIEN, SAMANTHA \$107.80 350108 NCRAAO '25 \$335.00 350109 NCRAAO '25 \$335.00 350110 PEPERA, REBECCA \$149.10 350111 AMERICAN MAIL HOUSE, INC. BARKUS LAW FIRM, P.C. \$7,175.00 350106 EMILY FORD \$191.10 350107 LIEN, SAMANTHA \$107.80 350108 NCRAAO 25 \$335.00 350109 NCRAAO 25 \$335.00 350110 PEPERA, REBECCA \$149.10 350111 AMERICAN MAIL HOUSE, INC. \$4,778.55 350112 BAKER, ANTHONY C \$113.40 350114 CASS COUNTY ELECTRIC CO-OP \$1,980.59 350115 EZEQUIEL, C LEBARON-CASTRO \$90.99 350116 JOSHUA DEAN KNUTSON \$63.30 350117 MARY ANN MILLER \$38.00 350118 OTTER TAIL POWER COMPANY \$152.42 350119 TYLER EARL MOLLNER \$45.00 350120 CONMY FESTE ATTORNEYS \$80,791.24 350112 JUVENILE COUNT (HENNEPIN COUNTY) \$38.00 350122 POLAR COMMUNICATIONS \$20.00 350123 RAJANIEMI, RENATA \$870.10 350124 ALYSSA NICHOLS \$49.50 350125 BENSON, JASON \$174.80 350126 BINA, LILLY \$711.90 350127 CASS COUNTY ELECTRIC CO-OP \$14.19 350128 CASS COUNTY JAIL \$2,002.00 350129 CITY OF MAPLETON \$7,879.13 350130 FERGUSON, MAKAYLA \$122.40 350131 FRONT RANGE LEGAL PROCESS SERVICE INC \$14.50 350132 HUOVINEN, SHAINA \$122.40 350133 HUTCHINSON, KIRSTEN \$389.80 350134 KEFEL, ALICE \$401.00 350135 MAPLE RIVER TOWNSHIP \$5,617.50 350136 MILLER, DIANE \$415.00 350137 MOORE, NANCY \$399.60 350138 NEWMAN, MICHELLE \$122.40 350139 PROVOST, LEAH \$337.72 350140 RONNIE LEE PHILLIPS \$38.00 350141 CASS COUNTY ELECTRIC CO-OP \$964.29 350142 EVANS HAIGH & ARNDT LLP \$38.00 350143 KANSAS VITAL RECORDS OFFICE \$20.00 350144 MARSH & MCLENNAN AGENCY LLC \$50.00 350145 MARSH & MCLENNAN AGENCY LLC \$50.00 350146 MARSH & MCLENNAN AGENCY LLC \$50.00 350146 MARSH & MCLENNAN AGENCY LLC \$50.00 350145 MARSH & MCLENNAN A 350190 NDHHS \$387.31 350191 NELSON AUTO CENTER \$40,470.00 350192 NMS LABS \$870.00 350193 NORTH CENTRAL INTERNATIONAL LLC - FARGO \$206.43 350194 NORTHERN LATH CO. \$1,094.00 350195 NORTHSTAR SAFETY, INC. \$41.85 350196 NORTHWEST TIRE INC \$1,874.86 350197 OSGOOD CLEANING SERVICES \$448.00 350198 OTIS ELEVATOR \$41.85 350196 NORTHWEST TIRE INC \$1,874.86 350197 OSGOOD CLEANING SERVICES \$448.00 350198 OTIS ELEVATOR COMPANY \$1,409.12 350199 PAGE OIL COMPANY \$126.65 350200 PARSONS GOVERNMENT SERVICES INC. \$16,999.00 350201 PETERSON MECHANICAL \$61,095.26 350202 PETRO SERVE USA \$126.50 350203 PREMIUM WATERS, INC. \$11.00 350204 PRINTER SOLUTIONS \$90.00 350205 RDO EQUIPMENT CO.-FARGO \$13,400.00 350206 RDO TRUCK CENTER \$2,616.89 350207 RICHMAN, MICHAEL J. \$2,896.74 350208 SAFETY-KLEEN SYSTEMS, INC. \$261.76 350209 SANFORD HEALTH \$3,096.00 350210 SANFORD HEALTH CARE ACCESSORIES \$168.00 350211 SANFORD OCCUPATIONAL MEDICINE \$1,768.00 350212 SCHEELS ALL SPORTS \$664.88 350213 SHAVER FOODS LLC \$156.11 350214 SHERIFF, CLAY COUNTY \$59.65 350215 SHORT ELLIOTT HENDRICKSON, INC. \$6,950.00 350216 SHORTPRINTER \$34.95 350217 SOURCINGPRO \$1,350.00 350218 SOUTHPOINT REPAIR CENTER \$376.81 350219 SUMMIT FOOD SERVICE, LLC \$26,429.15 350220 SWANSTON EQUIPMENT CO. \$467.23 350221 THOMSON REUTERS-WEST PAYMENT CENTER \$455.08 350222 TIMEKEEPING SYSTEMS INC \$10,996.56 350223 TITAN MACHINERY \$16.85 350224 VALVOLINE INSTANT OIL CHANGE \$310.01 350225 VICTORY SUPPLY \$3,885.80 350226 WEST CENTRAL REGIONAL JUVENILE CENTER \$44,711.00 350227 SID JAKOTAS \$77.70 350228 CASS COUNTY ELECTRIC CO-OP \$78.54 350229 KENNETH CONOR HENDRICKSON \$38.00 350230 NECHIPORENKO, KATIE \$391.20 350231 OTTER TAIL POWER COMPANY \$125.03 350232 RATWIK ROSZAK & MALONEY PA \$38.00 350233 SC CASS WATER RESOUNCE DISTRICT \$3,447.24 350234 WEX BANK \$15,261.29 350235 CCEL ENERGY \$16,245.33 3502236 XCEL ENERGY \$36.59 350237 XCEL ENERGY \$815.68 350238 XCEL ENERGY \$1,367.49 350239 BOLLINGER. GAIL \$872.10 350240 DOSH, HEATHER \$122.40 350241 HOWARD, RACHEL \$122.40 350242 RAHN, 350239 BOLLINGER. GAIL \$872.10 350240 DOSH, HEATHER \$122.40 350241 HOWARD, RACHEL \$122.40 350242 RAHN, 350239 BOLLINGER. GAIL \$872.10 350240 DOSH, HEATHER \$122.40 350241 HOWARD, RACHEL \$122.40 350242 RAHN, 350239 BOLLINGER, GAIL \$872.10 350240 DOSH, HEATHER \$122.40 350241 HOWARD, RACHEL \$122.40 350242 RAHN, CLARISSA \$401.00 Total \$975,794.52

