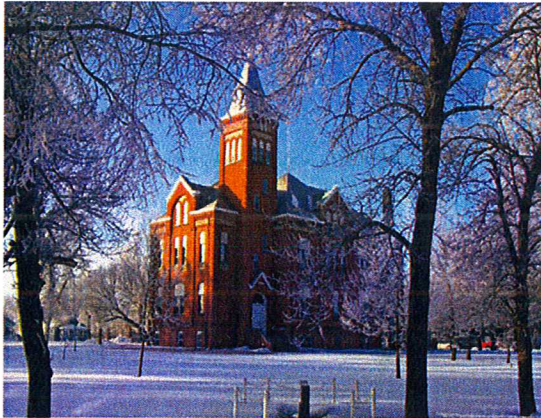


# GRIGGS COUNTY COOPERSTOWN, NORTH DAKOTA

## County Commissioners

John Wakefield 1<sup>st</sup> Dist.  
Binford  
Shawn Steffen 2<sup>nd</sup> Dist.  
Cooperstown  
Ron Dahl 3<sup>rd</sup> Dist.  
Cooperstown  
Troy Olson 4<sup>th</sup> Dist.  
Cooperstown  
Dale Pedersen 5<sup>th</sup> Dist.  
Luverne  
Griggs County Courier  
Official Newspaper



## County Officers

Cynthia M. Anton Auditor  
Connie Eslinger Treasurer  
Kelly Vincent Recorder & Clerk of Court  
Jayme Tenneson State's Attorney  
Cia Gronneberg Director of Social Services  
Robert S. Hook Sheriff  
Wayne Oien Road Supt  
Rick Cushman Coroner  
Dennis Kubischta Veterans Service Officer  
Tax Director  
Robert S. Hook DES Coordinator

April 17, 2014

1:00 Call to order & Pledge of Allegiance-roll call  
1:05 Approval of Agenda  
1:10 Pages 2-7 Read and approve April 4, 9 & 9, 2014 minutes  
1:25 Pages 8 Bills –approval to pay  
1:45 Pages 9-16 R/COC Kelly Vincent  
2:00 Page 17 Emily Wigen  
2:15 Pages 18-19 John Eickhof & Jon Steen from Construction Engineers  
2:30 Page 20-18 ITD Travis on fibrotic locator - updating two computers - cost on updating SSL  
Certificate - VSO estimates  
2:45 Pages 19-25 21-27 Sheriff on grant request  
3:00 Gabe Ultig Engineers 701-280-8571  
3:15 SA-Jayme Tenneson

### INFO TO BE ADDRESSED WHEN TIME ALLOWS

Pages <sup>26-30</sup> 28-32 New courthouse - Office relocations  
Pages <sup>31-30</sup> 33-38 City of Cooperstown – abatement of taxes  
Existing Courthouse  
Pages <sup>37-38</sup> 39-40 St Alexius Quarterly Report

Meeting adjourned @                      pm and next meeting date May 2, 2014 @ 1pm

The Board of County Commissioners met in regular session on Friday, April 4, 2014 at 1:00 pm.

Chairman Troy Olson opened the meeting and asked everyone to stand for the Pledge of Allegiance.

Chairman Troy Olson took roll call and present were Commissioners Shawn Steffen, Dale Pedersen and Troy Olson. Commissioners John Wakefield and Ron Dahl were absent. Also present were Treasurer Connie Eslinger, Road Superintendent/911 Coordinator Wayne Oien, State's Attorney Jayme Tenneson and Citizens Loren Alfson, Marcia Beglau, Doug Beglau and Dennis Halvorson.

Chairman Troy Olson opened discussion on the presented agenda. There was discussion on adding requests by Sheriff and State's Attorney. Motion by Shawn Steffen to approve the agenda as amended, second by Dale Pedersen and called for discussion three times with all ayes, no nays and carried.

Chairman Troy Olson opened the floor for discussion on March 21, 2014 minutes. There was an amendment on courtroom grant being through Griggs County and not the Building Authority. Motion by Shawn Steffen to dispense with the reading of the above minutes and approve the amended meeting minutes, second by Dale Pedersen and called three times for discussion with all ayes, no nays and carried.

Chairman Troy Olson opened the floor for discussion on the presented Monthly Office Reports. There was discussion on a name change on Farmers & Merchants to Farmers & Merchants Bank of ND and is there a way to receive a year to date report on real estate revenue collected. Motion by Shawn Steffen to approve the presented Monthly Office Reports, second by Dale Pedersen and called three times for discussion with all ayes, no nays and carried.

Chairman Troy Olson opened the floor on discussion on presented bills and they reviewed Dell Financial Services, Ellefson Sales & Excavating, Citizens State Bank, Ottertail and payroll. Motion by Shawn Steffen to approve the April bills as presented, second by Dale Pedersen and called three times for discussion with roll call vote: Shawn Steffen-aye, Dale Pedersen-aye and Troy Olson-aye and carried.

6191-6224	Payroll	29,469.06
17905	Aberdeen Finance	351.98
17906	Avesis	177.26
17907	Colonial Life Insurance	641.76
17908	VOID	
17909	Healthplan Services, Inc.	1,092.50
17910	NDPEA	100.22
17911	Griggs County	11,804.15
17912	Griggs County	15,716.44
17913	Almklov's	2.38
17914	Ameripride Services	60.43
17915	Andel's Auto Body	83.40
17916	James Anderson	25.00
17917	Aneta Ambulance	9.50
17918	Cynthia Anton	48.86
17919	Arrowwood Prairie Coop	1,241.00
17920	Barnes County Correctional Facility	1,040.00
17921	Bauer Built, Inc.	1,128.96
17922	Cardmember Services	424.45
17923	City of Cooperstown	248.12
17924	Coachman Inn	4.70
17925	Cole Papers	90.77

17926	Community Medical Center Hospital	1,144.92
17927	Community Medical Center Hospital	911.93
17928	Cooperstown Ambulance	199.04
17929	Cooperstown True Value	346.83
17930	Dell Financial Services	10,788.35
17931	Ellefson Sales & Excavating	360.00
17932	Connie Eslinger	129.50
17933	HE Everson	688.13
17934	Garrison Conservancy District	233.18
17935	Grainger	133.50
17936	Great America Financial	149.10
17937	Griggs County	188.97
17938	Griggs County	17,303.86
17939	Griggs County Historical Society	57.22
17940	Griggs County Job Development Authority	235.08
17941	Griggs County Library	863.10
17942	Griggs County Soil Conservation	244.91
17943	Griggs County Telephone Co	1,567.17
17944	Griggs County Treasurer	9,917.36
17945	ITD	568.75
17946	Inter Community Tele Co.	150.00
17947	Rod Iverson	299.33
17948	John Deere Financial	23.75
17949	Kadmas, Lee & Jackson, PC	57,765.45
17950	Dennis Kubischta	174.80
17951	Marco Inc	744.15
17952	Matthew Bender & Company	114.10
17953	McHenry Ambulance	20.61
17954	Miller Fresh Foods	26.95
17955	Miller Fresh Foods	22.16
17956	Office of Attorney General	515.00
17957	NDACO	2,242.56
17958	ND Sheriff's and Deputies Assn	50.00
17959	ND State Radio	120.00
17960	ND State Radio	3,652.74
17961	ND County Treasurer Assoc.	200.00
17962	Nelson-Griggs Health District	538.99
17963	Netcenter Supply	40.12
17964	New Century Press	1,092.98
17965	Ottertail Power Co.	2,045.11
17966	Reiten, Inc.	163.52
17967	Secap	150.00
17968	State Treasurer	266.95
17969	Stutsman County Correctional Center	3,455.00
17970	TJ's Electronics	535.00
17971	Town & Country Coop	4,781.32
17972	Verizon	535.35
17973	Wallwork Truck Center	233.02
17974	Watch Guard	158.00
17975	Water Management Board	758.22
17976-990	Human Services	4,983.99
17991-996	Schools	66,215.96

Chairman Troy Olson opened the floor to Road Superintendent/911 Coordinator Wayne Oien and he let the Board know that Craig Briss has resigned as of April 4, 2014 and he was a very valuable resource for Griggs County. RS/911C Wayne Oien handed out and reviewed a comparison of wages and benefits between Griggs, Steele and Nelson Counties and he requested at least a \$2/hour raise for his employees with the Commission asking him to bring a proposal to a Commission meeting. RS/911C Wayne Oien was also looking for direction on what wage to hire new employees at. RS/911C Wayne Oien let the Commission know that the Road Department has an incentive plan after so many years of service of employees and it needs to be updated. RS/911C Wayne Oien presented to the Commission the request to transfer Craig Briss's sick leave to another employee and it was discussed when an employee terminates employment, it is no longer the employee's to give and the Commission decided to have it on the next agenda. RS/911C Wayne Oien reviewed the NDDOT letter regarding the award of Project SC-2000(014) to Morris Sealcoats and Trucking, Inc. RS/911C Wayne Oien reviewed the letter that needs to be sent to Bryon Fuchs from NDDOT to reimburse Griggs County 90% on engineering costs. Motion by Shawn Steffen to submit a request to NDDOT for reimbursement on engineering costs, second by Dale Pedersen and called three times for discussion with roll call vote: Shawn Steffen-aye, Dale Pedersen-aye, Troy Olson-aye and carried. The Commission reviewed Employee policy, Citizen Loren Alfson asked if a motion could be made and Commission did not want to do that at this time; Citizen Marcia Beglau discussed with the Commission that when she was an employee that the employee had to be out of leave before donation was made; PTO was brought up; the Commission would like more information. RS/911C Wayne Oien reviewed with the Commission about the Sutton project; county to put detours up; cost for white lines along the edges had been added with extra cost; rumble strips at stop signs; drawings of culvert; email sent on bids for Sutton project that needs to be published three times; and discussion on culverts and hydraulic study.

Chairman Troy Olson opened the floor on discussion for voting for an individual on the NDIRF Board; Commission could attend their annual meeting and the Commission decided to let Auditor Cynthia Anton to take care of voting on individual for NDIRF Board.

Chairman Troy Olson opened the floor for discussion on Custodian salaries. Errors were made beginning in 2011 and they have been fixed.

Chairman Troy Olson opened the floor for review of vacation/sick leave end of quarter report and there were no questions.

Chairman Troy Olson opened the floor for discussion on wording for combining offices on ballot with the wording being presented to the Commission and there were questions on what will happen after the June Primary Election.

Chairman Troy Olson opened the floor for discussion on 2014 County Extension Budget. Motion by Shawn Steffen to nullify any previous motions made on the 2014 County Extension Budget and to decrease the secretary salary line item in that budget by \$18,000.00, second by Dale Pedersen and on roll call vote: Shawn Steffen-aye, Dale Pedersen-aye, Troy Olson-aye and carried.

Chairman Troy Olson opened the floor on new digital requirements for VSO office. VSO Dennis Kubischta talked about changes to be implemented and that the new courthouse has the capabilities to handle the new digital requirements. VSO Dennis Kubischta presented to the Commission that Steele and Griggs Counties having the same amount of veterans; dollar amount spent on veterans in the county; if things left the way they, are he would continue his job; need a modern office; has to have a certain setup for computer; every county is required to have a VSO; need to go through ITD for setup and price; his FBI background check is done; veterans are made by the Federal government, not the county; Commission will facilitate VSO new needs but he needs to discuss with Steele County Commission; maybe use a smart phone; needs to know what costs

are before any deals can be made; there is electronic training; and start this year and have it done by this time next year.

Chairman Troy Olson opened the floor for discussion on New Courthouse issues. Chairman Troy Olson brought up the lease on the new courthouse because the State DES has a problem with the County leasing their own building. State's Attorney Jayme Tenneson has written a letter addressed to the Building Authority asking for cooperation on changing the lease agreement. The Bank of North Dakota will have to be included in any changes. Shawn Steffen moved to approve and sign the letter written by SA Jayme Tenneson to the Building Authority, second by Dale Pedersen and called three times for discussion with all ayes, no nays and carried. Chairman Troy Olson had called several insurance companies and didn't get answers on what entity could insure the new courthouse. The insurance companies (Citizens Insurance Agency, Insure Forward and Nodak) will get together with the NDIRF to determine who can insure what. Auditor Cynthia Anton will check with State Fire & Tornado.

Chairman Troy Olson opened the floor for discussion on options study on existing courthouse. He believes that the Commission cannot do anything with the existing courthouse and would like to get supporting documentation from Sheriff/DES Coordinator Robert Hook regarding whether the existing courthouse has to be kept up or can be torn down. The question came up regarding an Attorney General's opinion on the existing courthouse as it pertains to the EOC Grant. State's Attorney Jayme Tenneson joined the meeting and was asked whether he had requested an Attorney General's opinion and he had not. SA Jayme Tenneson asked for cooperation from the Auditor and Sheriff to get all the documents regarding the existing courthouse and the EOC Grant.

Auditor Cynthia Anton showed SA Jayme Tenneson the wording for the combination of the Auditor and Treasurer offices. SA Jayme Tenneson has had several discussions with the Attorney General's office about the results of the election if the voters choose to combine the office. The Attorney General's office has been researching that question and has not gotten back to SA Jayme Tenneson yet. The two options could be taking the top two people from each office after the June Election and run them off against each other or hold a special election at the November election for the new specific position. SA Jayme Tenneson feels the Attorney General's office is favoring the second option. This is a new issue so the answers are hard to come by.

Chairman Troy Olson brought up the added agenda item of the grant award for a new radar unit for the Sheriff's office. The cost of the new equipment is \$2002.50 and the grant would cover \$1500.00. The local match of \$502.50 would come out of the Sheriff's budget. This agenda item was tabled until the April 17 meeting.

Motion by Shawn Steffen to adjourn meeting at 3:28 pm and meet again in regular session on Thursday, April 17, 2014, at 1 pm, second by Dale Pedersen and called three times for discussion with all ayes, no nays and carried.

ATTEST: Cynthia M. Anton  
Auditor

Troy Olson  
Chairman

The Board of County Commissioners met in special session on Thursday, April 9, 2014 at 2:09 pm.

Chairman Troy Olson opened the meeting and asked everyone to stand for the Pledge of Allegiance.

Chairman Troy Olson took roll call and present were Commissioners Shawn Steffen, Dale Pedersen, John Wakefield, Troy Olson and Ron Dahl was absent. Also present were Treasurer Connie Eslinger and Citizen Dennis Halvorson.

Chairman Troy Olson opened the floor for discussion on Tax Director Position. The County received two applications. After discussion of both applicants' qualifications, John Wakefield moved to offer the position as advertised to Emily Wigen, second by Shawn Steffen and called three times for discussion with roll call vote: Shawn Steffen-aye, Dale Pedersen-aye, John Wakefield-aye and Troy Olson-aye and carried. Commissioner Troy Olson will call her.

Chairman Troy Olson opened the floor to discuss the supplier for propane for the new courthouse. Construction Engineers will purchase the first fill for testing the equipment and wanted to know where they should order the fill from. Motion by Shawn Steffen to purchase propane for the new courthouse from Arrowwood Prairie Coop, second by Dale Pedersen and called three times for discussion with roll call vote: Shawn Steffen-aye, Dale Pedersen-aye, John Wakefield-aye and Troy Olson-aye and carried.

Chairman Troy Olson had thought that the audio visual equipment for the new courtroom would be on the agenda, but it was not put on the agenda. A special meeting was called to be held immediately following this meeting.

Motion by Shawn Steffen to adjourn meeting at 2:25 pm and meet again in special session on Thursday, April 9, 2014, at 2:35 pm, second by Dale Pedersen and called three times for discussion with all ayes, no nays and carried.

ATTEST: Cynthia M. Anton  
Auditor

Troy Olson  
Chairman

The Board of County Commissioners met in special session on Thursday, April 9, 2014 at 2:30 pm.

Chairman Troy Olson took roll call and present were Commissioners Shawn Steffen, Dale Pedersen, John Wakefield, Troy Olson and Ron Dahl was absent. Also present were Treasurer Connie Eslinger and Citizen Dennis Halvorson.

Chairman Troy Olson opened the floor for discussion on New Courthouse and the two letters received from the Building Authority. Regarding the first letter about an agreement, the Commission cannot take public money and pledge it to an entity. There was further discussion about the flow of the money coming back to the county and how that can be used. There was also discussion about changing the lease agreement regarding the EOC portion of the building. The Commission will not respond to the first letter.

The second letter from the Building Authority about the audio visual equipment for the new courthouse was brought up for discussion. There was a question about the equipment being mandatory for court and the statement was made that the Building Authority cannot dictate public policy. The Commission thought this had been settled at a prior meeting when Travis Palm had been present and this was finalized. Motion by John Wakefield to write a check for \$17,889.00 to Tj's Electronics for the audio visual equipment to go in the new courtroom of the courthouse to be held until the County receives the 25% match from the bond money, second by Shawn Steffen and called three times for discussion with roll call vote: Shawn Steffen-aye, Dale Pedersen-aye, John Wakefield-aye and Troy Olson-aye and carried.

Motion by Shawn Steffen to adjourn meeting at 3:10 pm and meet again in regular session on Thursday, April 17, 2014, at 1 pm, second by John Wakefield and called three times for discussion with all ayes, no nays and carried.

ATTEST: Cynthia M. Anton  
Auditor

Troy Olson  
Chairman

COMMISSIONERS PROCEEDINGS

AUDITOR'S WARRANTS

6225-6260	34,443.98	Payroll	GEN-10839.74,CWB-5649.47,IR-83.71 HWY-12318.78,CA-631.76,VSO-267.03 911-262.50,RC-4223.00,WD-167.99
18001	17,093.35	Griggs County	DED-13214.44,SS-3367.95,T125-510.96
	51,537.33	<b>Total</b>	

MARCH VOUCHERS

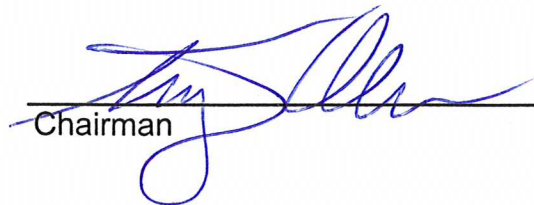
9.13	Almklov's	GEN-election supplies
60.43	Ameripride Services	GEN-CH
100.00	Bank of the West	Emergency Fund-Rent
12,097.39	Citizens State Bank	Emergency-loan for cwb bldg
701.78	Griggs County-Job Service	GEN-300.89,RD-232.80,CWB-151.01 WD-3.15,CA-7.85,VSO-6.08
40.00	Griggs County Courier	CAS-paper
72,522.30	John Deere Credit	RD-motor graders
10,703.29	Kadrmass, Lee & Jackson, PC	FAR-chip seal, sutton road overlay
100.00	McLean County Recorder	GEN-recorder registration fee
26.59	Millers Fresh Foods	CAS-supplies
329.67	New Century Press	GEN-P&P
52.47	Ottertail	RD-electric
250.00	St Alexius	SS-health prem
1,000.00	US Postal Svc	GEN-900.00,RD-50.00,WD-50.00

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97,993.05 Total

ATTEST:

  
Auditor/Deputy

  
Chairman





SALLY HOLEWA  
STATE COURT ADMINISTRATOR

State of North Dakota  
OFFICE OF STATE COURT ADMINISTRATOR

SUPREME COURT  
Judicial Wing, 1st Floor  
600 E Boulevard Ave Dept 180  
Bismarck, ND 58505-0530  
701: (701) 328-4216  
Fax: (701) 328-2092

April 11, 2014

Cindy Anton  
Griggs County Auditor  
PO Box 511  
Cooperstown, ND 58425-0511

RE: Funding Agreement for Clerk of District Court Services

Dear Ms. Anton:

Enclosed is the funding agreement reflecting the option your county selected for providing clerk of district court services. The funding amount reflects the number of FTEs considered necessary to provide clerk services in your county. The FTE determination is based on a recently completed state-wide workload assessment of clerk duties. The assessment used a two-year average of court cases in the county to analyze clerk workload. Funding under the agreement also includes an amount for general clerk operating expenses.

The funding agreement is to be signed by the chair of the Board of Commissioners and then returned to this office for signature. Please ensure that the funding agreement is signed and returned to this office no later than June 1. Doing so will ensure that the funding agreement amount is reflected in the judicial branch's appropriation request to the 2015 Legislative Assembly.

If you have any questions about the funding agreement, please contact me at your earliest convenience.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sally Holewa".

Sally Holewa  
State Court Administrator

SH/rb

Enclosure

cc w/o enclosure: County Commission Chair, Griggs County Board of Commissioners

1 FUNDING AGREEMENT  
2 FOR  
3 CLERK OF DISTRICT COURT SERVICES

4 This AGREEMENT is made between the North Dakota Supreme Court (STATE) and  
5 the Board of Commissioners for Griggs (COUNTY).

6 Subject to legislative appropriation, Section 27-05.2-02(6), N.D.C.C., authorizes the  
7 STATE to enter into an agreement with a COUNTY to provide funding for the provision of  
8 clerk of district court services by the COUNTY. In accordance with Section 27-05.2-02(7),  
9 N.D.C.C., the COUNTY has notified the STATE of its election to enter into such an  
10 agreement. In consequence of that election and notification, the STATE and COUNTY agree  
11 as follows:

12 A. The STATE will provide funding to the COUNTY for the provision of clerk of  
13 district court services. For purposes of this agreement, "clerk of district court  
14 services" means those duties and services, as provided by statute or rule of the  
15 Supreme Court, that directly serve the judicial system and the provision of  
16 effective and efficient judicial services to the public.

17 1. Funding under this AGREEMENT for personnel will equal the amount,  
18 based on COUNTY compensation levels as of January 1, 2014, necessary  
19 for the number of full-time employees or fraction thereof needed to

1 provide clerk of district court services. For purposes of this  
2 AGREEMENT, "compensation" includes salary and fringe benefits.

3 2. Based on staffing standards approved by the Supreme Court, the  
4 COUNTY requires .48 full-time equivalent employees to provide clerk  
5 of district court services.

6 3. The STATE will provide funding for personnel in the amount of \$2,078  
7 per month and funding for general clerk operating expenses in the  
8 amount of \$208 per month. Total funding under this AGREEMENT is  
9 \$2,286 per month. Payments under this AGREEMENT will be made  
10 before the seventh day of each month, beginning August 1, 2015, for the  
11 preceding month.

12 4. In accordance with Section 27-05.2-02(6), N.D.C.C., funding will be  
13 provided under this AGREEMENT to defray the cost of technology-  
14 related equipment considered necessary for the delivery of adequate clerk  
15 of district court services. For purposes of this AGREEMENT, "funding"  
16 consists of reimbursement made to the COUNTY for technology-related  
17 equipment costs or provision of equipment by the STATE to the  
18 COUNTY. Reimbursement of costs or provision of equipment is  
19 governed by Judicial System Administrative Policy 202, which is  
20 attached to this AGREEMENT and incorporated by reference.

21 B. The COUNTY will provide clerk of district court services in a manner consistent  
22 with standards and procedures established by the Supreme Court.

- 1                    1.     For purposes of this AGREEMENT, "standards and procedures" consist  
2                    of:
  - 3                    a.     Supreme Court procedural rules.
  - 4                    b.     Supreme Court administrative rules, orders, and policies.
  - 5                    c.     Clerk of Court Manual procedures.
  - 6                    d.     Odyssey, if applicable to the COUNTY.
  - 7                    e.     Trial court administrative policies adopted by the Administrative  
8                    Council.
- 9                    2.     The STATE will timely advise the clerk of district court of any changes  
10                    in standards and procedures governing clerk of district court services.
- 11                    3.     The STATE will provide periodic training to the clerk of district court to  
12                    ensure awareness of and proficiency in complying with applicable  
13                    standards and procedures.
- 14                    4.     The STATE will reimburse, at state rates, travel and lodging expenses  
15                    incurred by the clerk of district court when attending training sessions  
16                    provided by the STATE regarding clerk of district court services,  
17                    standards, and procedures.

1 C. To provide adequate public access to judicial and clerk of district court services,  
2 the COUNTY will ensure the office of clerk of district court is open during all  
3 normal courthouse hours, unless the clerk and staff are unavoidably absent. In  
4 the absence of the clerk of district court, the COUNTY will provide clerk of  
5 district court services through alternative personnel.

6 D. The COUNTY will provide legal representation for the clerk of district court in  
7 any action founded upon any act or omission arising out of the clerk's  
8 performance of an official duty.

9 E. The clerk of district court and staff providing services under this AGREEMENT  
10 are employees of the COUNTY for all purposes.

11 F. If the COUNTY fails to fulfill the terms of this AGREEMENT, the STATE will  
12 provide for clerk of district court services in the county in any manner it  
13 considers appropriate.

14 G. The term of this AGREEMENT is from July 1, 2015, through June 30, 2017,  
15 subject to available legislative appropriation. This AGREEMENT cannot be  
16 terminated before June 30, 2017, except as provided in Section F.

17



UNIFIED JUDICIAL SYSTEM

Policy 202

September 22, 2004

**TECHNOLOGY RELATED EQUIPMENT FOR PROVIDING  
CLERK OF COURT SERVICES IN COUNTIES  
CONTRACTING WITH THE STATE**

**Definition:**

Technology related equipment is covered equipment required to perform the following functions:

- provide information to the public, parties and their lawyers
- provide information to district court judges or referees required for performance of their duties
- provide state judicial offices with data or statistics in a format which requires the use of enhanced technology

**Covered Equipment:**

The following items constitute technology related equipment:

- personal computers and required software
- printers
- fax machines or modems
- scanners

**Procedure:**

Prior to procurement of equipment under this policy, approval must be obtained from the state court administrator. Requests should be sent to the unit administrative office which will forward the request to the state court administrator. If approved, the state will provide the equipment through the following options:

1. Provide the needed equipment if available from state judicial equipment. The equipment will be transferred to the county through the state surplus property program. Surplus property fees paid by the county will be reimbursed by the state judicial branch.
2. Authorize reimbursement to the county for the requested equipment. Reimbursement will be made based on receipt of an invoice copy indicating the date the county received the equipment.
3. Purchase the requested equipment and place the equipment in the clerk's office for the clerk's use. Ownership of the equipment purchased in this option will be retained by the state judicial branch.

**Technical Support:**

Ownership and technical support for equipment received through options 1 or 2 above remains with the county.

Approved by the Supreme Court 09/22/04



# Emily Wigen

207 Roosevelt Av  
Finley, ND 58230 United States  
818-321-8481  
Emzer75@live.com

## Professional Experience

Steele County Finley North Dakota United States

Tax Director October 2010 - March 2014

- Equalization properties through out the county. Meeting state margins for sales ratio. Ensuring compliance with state detailed soils program. Overseeing township/city assessors and assessments.

UsAirways Denver Colorado United States

Ground Operations Supervisor February 1997 - October 2010

- Managing daily station operations including ticket agents, gate agents, flight crews and baggage handlers. Payroll for all station personnel Ensuring company goals for on time performance, baggage and customer service were met.

## Education

Central HS North Dakota United States

- General Studies

University of Phoenix Arizona United States

- General topics/credits related to airline industry and management

North Dakota State Tax Department North Dakota United States

- Tax courses and classes related to Tax Director certificate.

## Additional Skills

- Proficient with computers and phone systems. Great customer service skills.

## References

- Available upon request

Tjs Electronics  
 405 Main Ave W  
 Unit 2A  
 West Fargo, ND 58078

# Estimate

Phone: 701.212.4585  
 Email:  
 Sales@tjselectronics.com

Date	Estimate #
3/27/2014	1647

Name / Address
Griggs County Attn: Cindy Anton Po Box 511 Cooperstown, ND 58425

Project

Description	Qty	Rate	Total
Windows 7 Professional SP1 64bit (OEM) System Builder DVD 1 Pack	2	150.00	300.00
Standard Labor Rate	6	90.00	540.00
labor to update two system from Windows XP to Windows 7			
<b>Subtotal</b>			\$840.00
Material must be paid in full prior to Tjs Electronics ordering equipment. Labor must be paid by end of each work week (amount to date) and upon completion of job.			<b>Sales Tax (6.5%)</b> \$0.00
Down Payment Amount \$ _____			<b>Total</b> \$840.00

# SHERIFF GRIGGS COUNTY

BOX 574, COOPERSTOWN, ND 58425  
OFFICE/ADMIN: 701-797-3911 FAX: 701-797-3311  
SHERIFF ROBERT S. HOOK UNIT #4330  
[robert.hook@griggscountynd.gov](mailto:robert.hook@griggscountynd.gov)

**Griggs County Commission:**

**April 4<sup>th</sup>, 2014**

The attached Grant Award is for a new radar unit. This funding through the ND DOT & Nat'l Highway Safety Program has been used to buy our In-Car Cameras and other Radar Units over the past 10 years by agencies all across ND.

<b>The Radar Unit Cost</b>	<b>\$2,003.00</b>
<b>Grant Award</b>	<b>-\$1,500.00</b>
<b>Local / Sheriff Match</b>	<b>-\$503.00</b>

The match (\$503.00) will come from my budget (24/7 fees & Equipment).

Please sign as indicated by the signature tab and Cindy, please return all paperwork to the Sheriff's Office.

Sheriff Bob Hook

# STALKER radar

applied concepts, inc.

2609 Technology Dr.  
Plano, TX 75074  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER  
Presented by Larry Fuqua Ext: 133

## Quotation

Page-1 of 1  
Date: 04/02/14

Acct Rep: Paul Spano  
972-489-6701

Quote #: 106096

Effective From: 04/02/14

Valid Through: 07/01/14

<b>Bill To:</b> Griggs County Sheriff's Department 808 Rollin Avenue SW Cooperstown, ND 58425	015987 ATTN: Accounts Payable	<b>Ship To:</b> Griggs County Sheriff's Department 808 Rollin Avenue Cooperstown, ND 58425	ATTN: Deputy Justin Wallerich 701-797-3911
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Line	Qty	Part Number	Description	Price	Ext Price
1	1	200-0808-05	DUAL-SL Counting Unit	\$1,985.00	\$1,985.00
2	1	200-0802-80	Dual Display, Lumex, High Temp		\$0.00
3	2	200-0326-35	Dual Ka-band Antenna		\$0.00
4	1	200-0920-00	Dual SL Remote Control w/Screw latch		\$0.00
5	1	200-0769-00	25 MPH KA Tuning Fork		\$0.00
6	1	200-0770-00	40 MPH KA Tuning Fork		\$0.00
7	1	200-0243-00	Counting/Display Tall Mount		\$0.00
8	1	200-0244-00	Antenna Dash Mount		\$0.00
9	1	200-0245-00	Antenna Tall Deck Mount		\$0.00
10	1	200-0648-00	Display Sun Shield		\$0.00
11	1	155-2055-04	Antenna Cable, 4 Ft		\$0.00
12	1	155-2055-16	Antenna Cable, 16 Ft		\$0.00
13	1	155-2283-50	CAN/VSS Power Cable		\$0.00
14	1	200-0820-00	Dual Manual Kit		\$0.00
15	1	200-0324-00	Shipping Container		\$0.00
16	1	060-1000-36	36 Month Warranty		\$0.00
17	1	006-0541-00	Stalker Dual Accessories Brochure		\$0.00

COPY

Pmnt Terms: Net 30 days

Lead Time is 21 business days  
after receipt of order.

Product	1,985.00	Sub-Total:	1,985.00
Discount 0.00%	0.00	Sales Tax 0.00%	0.00
Trade-in:		Shipping & Handling:	17.50
		<b>Total:</b>	<b>2,002.50</b>

Farm Rev 6

NOT A Bill



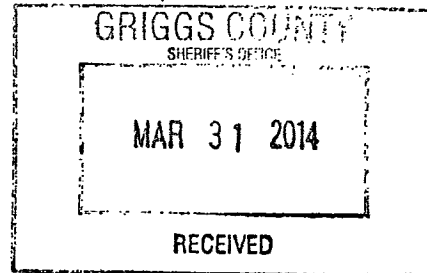
# North Dakota Department of Transportation Safety Division

Grant Levi, P.E.  
*Director*

Jack Dalrymple  
*Governor*

March 28, 2014

Sheriff Robert Hook  
Griggs County Sheriff's Department  
Post Office Box 574  
Cooperstown, ND 58425



TRAFFIC SAFETY CONTRACT NO. 12131668, AMENDMENT A

The amendment to the above contract is enclosed.

1. The amendment must be signed by a person with contracting authority.
2. A witness must sign to the left of the contractor's signature.
3. Return the signed amendment.
4. A complete and fully-executed copy will be returned to you.

If you have any questions, please call me at 328-2402.

LORY HARSCHÉ – CONTRACT MANAGER

12/kf  
Enclosure

**North Dakota Department of Transportation**  
**AMENDMENT TO CONTRACT NO. 12131668**  
**Project No. NOT APPLICABLE; CFDA No. 20.600**

THIS AMENDMENT to the above-referenced contract is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter known as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and the Griggs County Sheriff's Department, hereinafter known as the Contractor, whose address is Post Office Box 574, Cooperstown, North Dakota 58425.

WHEREAS, the parties entered into a contract on October 1, 2013; and


WHEREAS, the Contractor requested funding to purchase radar equipment; and

WHEREAS, funding is available; and

WHEREAS, the Contractor will perform the scope of work in Attachment 1, a copy of which is attached hereto and made a part hereof; and

WHEREAS, the contract will be increased by \$1,500; and

NOW THEREFORE, the Contractor and NDDOT agree that effective April 1, 2014, the contract will be increased by \$1,500 for Project No. PHSPSC1407-02-15 for the purchase of radar equipment; the Contractor will perform the scope of work shown on Attachment 1; and the total contract amount for this project is \$1,500.

  
*This what ND DOT will  
reimburse Griggs County.*



All other terms and conditions of the above-referenced contract are incorporated herein by reference and remain in full force and effect.

EXECUTED the date last below signed.

WITNESS:

CONTRACTOR:

NAME (TYPE OR PRINT)

COMPANY NAME

SIGNATURE

OFFICER'S NAME (TYPE OR PRINT)

To be signed by Owner; Partner; Corp. Pres., Vice Pres., or other authorized Corp. Officer. (If signed by other authorized Corp. Officer, please attach copy of Power of Attorney or other documentation showing authority to sign.)

SIGNATURE

TITLE

DATE

WITNESS:

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

NAME (TYPE OR PRINT)

DIRECTOR (TYPE OR PRINT)

SIGNATURE

SIGNATURE

DATE

APPROVED as to substance by:

*Karin Margeon*  
DIVISION DIRECTOR (TYPE OR PRINT)

*[Signature]*  
SIGNATURE

*3-28-14*  
DATE

CLA 52494 (Div. 06)  
L.D. Approved 5-19-00; 5-03



AGREEMENT FOR PARTICIPATION  
IN THE NORTH DAKOTA  
HIGHWAY SAFETY PLAN

**RADAR/LIDAR EQUIPMENT**

**PROJECT NO. PHSPSC1407-02-15**

SCOPE OF WORK

The Contractor will be responsible to:

- Order the approved radar or LIDAR equipment by **September 30, 2014**. *The equipment must also be received on or before September 30, 2014.*
  - *At the close of the state fiscal year, which is June 30, vouchers must be submitted no later than July 15 for any services or purchases that took place prior to June 30. Vouchers received after July 15 will not be reimbursed.*
  - *Note: This contract will reimburse 75% of the cost, up to \$1,500 per unit. Individual equipment costs over \$2,000 must be paid by the Contractor.*
- Assure the radar or LIDAR unit purchased is certified and included in the International Association of Chiefs of Police (IACP) Consumer Product List. The purchased unit must meet or exceed NHTSA/IACP model specifications.
- Install the radar equipment at the expense of the Contractor.
- Maintain the equipment in good working order and make the equipment available for inspection upon request.
- Any equipment purchases required to be maintained on equipment inventory should be available for inspection.
- Assure that all officers are trained in the correct operation of equipment and procedures for securing quality, evidentiary digital files.

An emphasis must be placed on speed enforcement, impaired driving, and safety belt use. The Contractor is encouraged to follow the guidelines for vehicular pursuits issued by the IACP that are currently in effect.

**Reporting**

The Contractor will submit an evaluation report to the TSO by **November 14, 2014**.

The evaluation report will contain data specific to the use of the radar unit and must include the number of speed citations, safety belt citations, and related citations from the time the radar unit is installed through September 30, 2014. Information and statistics regarding citations must be retained for up to a year after the purchase of the unit for further evaluation.

Failure to meet the terms herein may result in the Contractor having to return the equipment to the NDDOT or reimbursing NDDOT for the cost of the equipment, not to exceed the amount of the budget listed in this contract.



AGREEMENT FOR PARTICIPATION  
IN THE NORTH DAKOTA  
HIGHWAY SAFETY PLAN

**RADAR/LIDAR EQUIPMENT BUDGET**

**PROJECT NO. PHSPSC1407-02-15**

DIRECT COSTS

Radar/LIDAR Unit      \$2,000

**PROJECT TOTAL**                      \$2,000

Participation

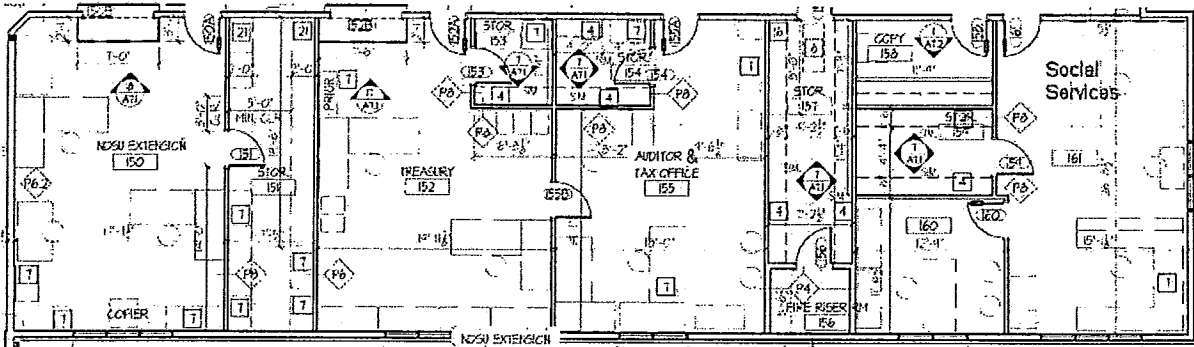
Federal	75%	\$1,500
State	-	
Local	25%	\$ 500

This is a possibility for the Office Relocations. The changes are:

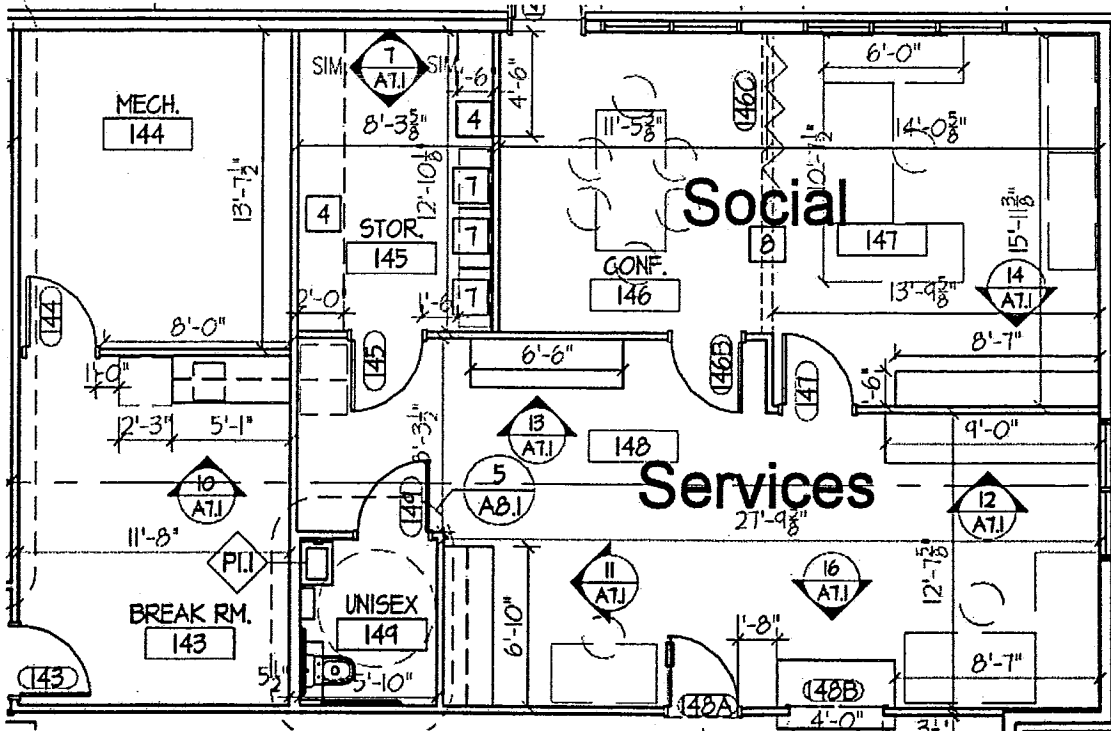
1. Auditor moved from room 150 to 155.
2. NDSU Extension moved from rooms 160 and 161 to room 150.

If there is special shelving in either rooms 150 or 155 for the Treasurer or Tax Office it could remain in place. These changes should be approved before anyone starts moving anything into these offices.

I will ask that it be placed on the agenda for the April 17<sup>th</sup> meeting and we can begin discussion.



Social Services moved to rooms 146, 147 and 148.







Cindy Anton &lt;cindy.anton@griggscountynd.gov&gt;

---

**Re: Office Relocations**

1 message

---

**Connie Eslinger** <connie.eslinger@griggscountynd.gov>

Mon, Apr 14, 2014 at 2:02 PM

To: Cindy Anton &lt;cindy.anton@griggscountynd.gov&gt;

Cc: {All Griggs County} &lt;AllGriggsCounty@griggscountynd.gov&gt;

After viewing these plans, I can see a few problems that will need to be addressed. The main one is the privacy issue. I believe Social Services would need one more wall built so as to maintain the confidentiality that is so important in their offices. I would also think that the Extension Office would need an office built into their space. I know Jill does a lot of teleconferencing and computer seminars that require concentration on her part and that her staff wouldn't necessarily want to be listening in on. The confidentiality issue is also important for the Tax Director. So I would think that office would need to have a couple of walls added to make office space for the TD. And, if the combination of offices goes down in June, then you'll have to fit 2 desks into the space after an office is built. There is definitely not enough storage space in 155 for the Auditor's records. These are just things to consider before final decisions are made.

Connie E. Eslinger  
 Griggs County Treasurer  
 701-797-2411  
 701-797-3587 (Fax)

On Fri, Apr 11, 2014 at 1:07 PM, Cindy Anton <cindy.anton@griggscountynd.gov> wrote:

This is info from Ron Dahl. Cindy

----- Forwarded message -----

From: **Ron Dahl** <rondahlnd@yahoo.com>

Date: Fri, Apr 11, 2014 at 12:25 PM

Subject: Office Relocations

To: Troy Olson <tolson@mcvillestatebank.com>, Cindy Anton <cindy.anton@griggscountynd.gov>

Troy,

I would like to have the following attachment put on the agenda for the April 17th meeting.

We can modify it as needed and then decide on approving it.

Thanks,  
 Ron

—  
 Cindy Anton  
 Griggs County Auditor



Cindy Anton &lt;cindy.anton@griggscountynd.gov&gt;

---

**Re: Office Relocations**

1 message

---

**Cindy Anton** <cindy.anton@griggscountynd.gov>

Fri, Apr 11, 2014 at 1:06 PM

To: Ron Dahl &lt;rondahlnd@yahoo.com&gt;

Bcc: Cindy Anton &lt;Cindy.Anton@griggscountynd.gov&gt;

Thanks.....this way you will get feedback for things you do not know about. Like in my office I need to store 25 years of assessment and tax books, election equipment, newspapers, etc. When they introduced the new plan ...I told them that I did not have enough storage as is....oh well.....and if you cut back on help and people have to run to the old courthouse....I do not know how they will do it. It will not be my problem.....just letting you know.  
Cindy

On Fri, Apr 11, 2014 at 12:49 PM, Ron Dahl <rondahlnd@yahoo.com> wrote:

Just make sure to tell everybody that these are only my ideas. I'm sure the other four commissioners and everyone else will have a lot of very different ideas. I just want to get the discussion started.

Ron

---

**From:** Cindy Anton <cindy.anton@griggscountynd.gov>**To:** Ron Dahl <rondahlnd@yahoo.com>**Sent:** Friday, April 11, 2014 12:38 PM**Subject:** Re: Office Relocations

Hi Ron

Can I email this to everyone....so they know what is going on. Thanks. Cindy-Griggs

On Fri, Apr 11, 2014 at 12:25 PM, Ron Dahl <rondahlnd@yahoo.com> wrote:

Troy,

I would like to have the following attachment put on the agenda for the April 17th meeting.

We can modify it as needed and then decide on approving it.

Thanks,  
Ron

--  
Cindy Anton  
Griggs County Auditor  
PO Box 511



Cindy Anton &lt;cindy.anton@griggscountynd.gov&gt;

---

**RE: Office Relocations**

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Haakenson, Jill &lt;jill.haakenson@ndsu.edu&gt;

Tue, Apr 15, 2014 at 8:38 AM

To: Connie Eslinger &lt;connie.eslinger@griggscountynd.gov&gt;, Cindy Anton &lt;cindy.anton@griggscountynd.gov&gt;, "Troy.Olson@griggscountynd.gov" &lt;Troy.Olson@griggscountynd.gov&gt;

Cc: {All Griggs County} &lt;AllGriggsCounty@griggscountynd.gov&gt;, "Flage, Lynette" &lt;Lynette.Flage@ndsu.edu&gt;

Thank you, Connie. You are correct. There are several reasons the Extension Office was designed the way it was and placed in the location it was in the new courthouse. I will be happy to share the reasons at the Thursday commissioner meeting, should office relocations be discussed. Chairman Olson, if this proposal is on Thursday's agenda, I request NDSU Extension be placed on the agenda under the topic and Extension personnel allowed to address the commission during any discussion that may take place regarding Extension Office space. I assume all departments with office relocations proposed will be afforded this opportunity?

Thank you,

Jill Haakenson

Griggs County Extension Agent

808 Rollins Ave SW

Cooperstown, ND 58425

Tel: 701-797-3312

Fax: 701.797.3587

jill.haakenson@ndsu.edu

<http://www.ag.ndsu.edu/griggscountyextension/>

**NDSU** NORTH DAKOTA  
STATE UNIVERSITY

**From:** allgriggsextension@griggscountynd.gov [mailto:allgriggsextension@griggscountynd.gov] **On Behalf**

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota Assessment District CITY OF COOPERSTOWN  
County of Griggs Property I.D. No. 21-4001-04882-010  
Name City of Cooperstown Telephone No. (701) 797-3613  
Address PO Box 712

Legal description of the property involved in this application:

POSS INT IN NORTH 93' LOT 21, ALL LOTS 22, 23 AND 24 BLOCK 60 (604 10TH ST NE)

Total true and full value of the property described above for the year <u>2011</u> is:		Total true and full value of the property described above for the year <u>2011</u> should be:	
Land	\$ <u>4134.00</u>	Land	\$ <u>0</u>
Improvements	\$ <u>41552.00</u>	Improvements	\$ <u>0</u>
Total	\$ <u>45,686.00</u>	Total	\$ <u>0</u>
	(1)		(2)

The difference of \$ \_\_\_\_\_ true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- 6. Duplicate assessment
- 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit according to N.D.C.C. § 57-02-08.1. Attach a copy of Homestead Credit Application.
- 10. Other (explain) City does not pay property tax

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ yes/no Estimated value: \$ \_\_\_\_\_

2. Has the property been offered for sale on the open market? \_\_\_\_\_ yes/no If yes, how long? \_\_\_\_\_  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_

3. The property was independently appraised: \_\_\_\_\_ yes/no Purpose of appraisal: \_\_\_\_\_  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_

4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_

5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Applicant Nancy Lunde, Auditor Date 4-7-14

**Recommendation of the Governing Body of the City or Township**

Recommendation of the governing board of City of Cooperstown  
 On April 7, 2014, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be approved.

Dated this 7th day of April, 2014. Nancy Smole, City Auditor  
 City Auditor or Township Clerk

**Action by the Board of County Commissioners**

Application was \_\_\_\_\_ by action of \_\_\_\_\_ County Board of Commissioners.  
 Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ 12,285 to \$ 0 and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ 1,052.20. The Board accepts \$ 0 in full settlement of taxes for the tax year 2011.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached.

Dated \_\_\_\_\_

County Auditor \_\_\_\_\_ Chairperson

**Certification of County Auditor**

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor \_\_\_\_\_ Date \_\_\_\_\_

**Application For Abatement  
Or Refund Of Taxes**

Name of Applicant \_\_\_\_\_

County Auditor's File No. \_\_\_\_\_

Date Application Was Filed With The County Auditor \_\_\_\_\_

Date County Auditor Mailed Application to Township Clerk or City Auditor \_\_\_\_\_

(must be within five business days of filing date)



# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota Assessment District CITY OF COOPERSTOWN  
County of Griggs Property I.D. No. 21-4001-04882-010  
Name City of Cooperstown Telephone No. (701) 797-3613  
Address PO Box 712

Legal description of the property involved in this application:

POSS INT IN NORTH 93' LOT 21, ALL LOTS 22, 23 AND 24 BLOCK 60 (604 10TH ST NE)

Total true and full value of the property described above for the year 2012 is:

Land \$ 9600<sup>00</sup>  
Improvements \$ 44600<sup>00</sup>  
Total \$ 54,200.<sup>00</sup>  
(1)

Total true and full value of the property described above for the year 2012 should be:

Land \$ 0  
Improvements \$ 0  
Total \$ 0  
(2)

The difference of \$ \_\_\_\_\_ true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- 6. Duplicate assessment
- 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit according to N.D.C.C. § 57-02-08.1. Attach a copy of Homestead Credit Application.
- 10. Other (explain) City does not pay property tax

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ yes/no Estimated value: \$ \_\_\_\_\_
2. Has the property been offered for sale on the open market? \_\_\_\_\_ yes/no If yes, how long? \_\_\_\_\_  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ yes/no Purpose of appraisal: \_\_\_\_\_  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant Nancy Lundquist

Date 4-7-14

**Recommendation of the Governing Body of the City or Township**

Recommendation of the governing board of City of Coopersburg  
 On April 7, 2014, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be approved

Dated this 7<sup>th</sup> day of April, 2014 Nancy Jundt - City Auditor  
 City Auditor or Township Clerk

**Action by the Board of County Commissioners**

Application was \_\_\_\_\_ by action of \_\_\_\_\_ County Board of Commissioners.  
 Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ 2710 to \$ 0 and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ 1214.97. The Board accepts \$ 0 in full settlement of taxes for the tax year 2012.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached.

Dated \_\_\_\_\_  
 County Auditor \_\_\_\_\_ Chairperson \_\_\_\_\_

**Certification of County Auditor**

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

\_\_\_\_\_  
 County Auditor Date

**Application For Abatement  
 Or Refund Of Taxes**

Name of Applicant \_\_\_\_\_

County Auditor's File No. \_\_\_\_\_

Date Application Was Filed With The County Auditor \_\_\_\_\_

Date County Auditor Mailed Application to Township Clerk or City Auditor \_\_\_\_\_

(must be within five business days of filing date)

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF COOPERSTOWN

County of Griggs

Property I.D. No. 21-4001-04882-010

Name City of Cooperstown

Telephone No. (701) 797-3613

Address PO Box 712

Legal description of the property involved in this application:

POSS INT IN NORTH 93' LOT 21, ALL LOTS 22, 23 AND 24 BLOCK 60 (604 10TH ST NE)

Total true and full value of the property described above for the year 2013 is:

Land	\$	<u>9,600<sup>00</sup></u>
Improvements	\$	<u>44,600<sup>00</sup></u>
Total	\$	<u>54,200<sup>00</sup></u>

(1)

Total true and full value of the property described above for the year 2013 should be:

Land	\$	<u>0</u>
Improvements	\$	<u>0</u>
Total	\$	<u>0</u>

(2)

The difference of \$ \_\_\_\_\_ true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- 6. Duplicate assessment
- 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit according to N.D.C.C. § 57-02-08.1. Attach a copy of Homestead Credit Application.
- 10. Other (explain) City does not pay property tax

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ Estimated value: \$ \_\_\_\_\_  
yes/no
2. Has the property been offered for sale on the open market? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
yes/no  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ Purpose of appraisal: \_\_\_\_\_  
yes/no  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that \_\_\_\_\_

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant Nancy Junde, Auditor

Date 4-7-14

**Recommendation of the Governing Body of the City or Township**

Recommendation of the governing board of City of Cooperstown  
 On April 7, 2014, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be approved.

Dated this 7<sup>th</sup> day of April, 2014. Nancy Amick, City Auditor  
 City Auditor or Township Clerk

**Action by the Board of County Commissioners**

Application was \_\_\_\_\_ by action of \_\_\_\_\_ County Board of Commissioners.  
 Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ 2710 to \$ 0 and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ 938.01. The Board accepts \$ 0 in full settlement of taxes for the tax year \_\_\_\_\_.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. \_\_\_\_\_

Dated \_\_\_\_\_

County Auditor

Chairperson

**Certification of County Auditor**

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

**Application For Abatement  
Or Refund Of Taxes**

Name of Applicant

County Auditor's File No.

Date Application Was Filed With The County Auditor

Date County Auditor Mailed Application to Township Clerk or City Auditor

(must be within five business days of filing date)

April 3, 2014

CINDY ANTON  
GRIGGS COUNTY  
P.O. BOX 511  
COOPERSTOWN, ND 58425

Dear Cindy:

The St. Alexius Employee Assistance Program provides quarterly Utilization Reports. During the first quarter of 2014, your organization did not have any activity relative to utilization; therefore, we have omitted providing the Utilization Report. However, we are enclosing an Employee Assistance Program Utilization Summary.

Thomas Olson, LPCC, will be traveling throughout North Dakota in May 2014 providing leadership and employee training as part of our Enhancing Excellence in the North Dakota Workplace series. The leadership seminar in this series will be on "Substance Abuse & the Workplace: The Role of the Supervisor," this presentation will address signs and symptoms of substance abuse along with providing supervisory guidelines for effective intervention. Tom will also offer a presentation for all employee levels entitled "Self-Esteem" This presentation will provide skills to improve our self-esteem and self-worth. A flyer was sent to you in April detailing presentation dates and locations. These presentations are being provided as a courtesy of the Employee Assistance Program at no charge to your organization or to the personnel who attend. No registration is necessary.

St. Alexius Medical Center has had a strong tradition of providing EAP services. On behalf of the staff of the EAP, I would like to express our appreciation for your support of our program. We look forward to the ongoing relationship between our organizations.

Sincerely,



Paul D. Millner, Director  
Employee Assistance Program

aec

enclosure

**Utilization Summary for:** 99000319

Printed: 4/3/2014

GRIGGS COUNTY

Reporting Period	Current Employee Count	# of Clients	Annualized %	Calendar Year %	Contract to Date %
4/1/2012 to 6/30/2012	30	3	40.11	20.05	40.11
7/1/2012 to 9/30/2012	30	0	0.00	13.32	13.27
10/1/2012 to 12/31/2012	30	1	13.22	13.30	17.70
1/1/2013 to 3/31/2013	30	1	13.52	13.52	16.67
4/1/2013 to 6/30/2013	30	1	13.37	13.44	16.01
7/1/2013 to 9/30/2013	30	0	0.00	8.91	13.32
10/1/2013 to 12/31/2013	30	0	0.00	6.67	10.00
1/1/2014 to 3/31/2014	30	0	0.00	0.00	10.00

*Page 38*

Effective Jan. 1, 2006, we implemented a new program for the management and reporting of our Employee Assistance utilization data. All previous data has been consolidated to reflect total program utilization through Dec. 31, 2005. All historical data remains intact and has been archived. Please call our office at 1-800-327-7195 if you have any questions.



-ii-

**LEASE AGREEMENT**

**THIS LEASE AGREEMENT** (this "Lease") is made and entered into as of May 1, 2013, by and between **GRIGGS COUNTY BUILDING AUTHORITY**, a North Dakota nonprofit corporation (the "Authority"), and **GRIGGS COUNTY, NORTH DAKOTA**, (the "County").

**WITNESSETH:**

**WHEREAS**, the Authority has been established under and in pursuance of the provisions of the North Dakota Nonprofit Corporation Act for the purpose of aiding, assisting and fostering the planning, development, construction, renovation and improvement of public buildings, furnishings, fixtures and equipment, other capital improvements and related facilities for the County; and

**WHEREAS**, the County desires that the Authority acquire and construct the Facility (as hereinafter defined) pursuant to the Ground Lease and lease the same to the County, and the Authority is willing to acquire and construct the Facility and lease the same to the County; and

**WHEREAS**, the Authority, by its Bond Resolution adopted April 2, 2013 (the "Bond Resolution"), did determine, subject to the conditions set forth therein, to issue its revenue bonds to finance the construction and equipping of the Facility for the County and to pay the Costs of Issuance in connection with the issuance and sale of the Bonds; and

**WHEREAS**, the acquisition and construction of the Facility by the Authority for use by and lease to the County as a County courthouse facility is necessary in order for the County to carry out necessary governmental functions and enterprises and to provide necessary services to the citizens of the County; and

**WHEREAS**, the execution and delivery of this Lease has been in all respects duly and validly authorized and approved by the Authority and by the County;

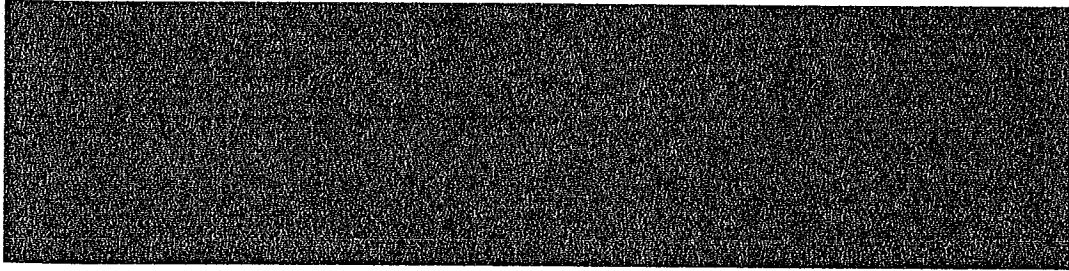
**NOW, THEREFORE**, in consideration of the premises and of the covenants and undertakings herein expressed, the parties hereto agree as follows:

*(Remainder of this page intentionally left blank.)*

-i-


**ARTICLE I**





IN WITNESS WHEREOF, the Authority and the County have caused this Lease Agreement to be executed and attested by their duly authorized officers, all as of the date first above written.


**GRIGGS COUNTY  
BUILDING AUTHORITY**

  
\_\_\_\_\_  
President

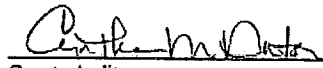
ATTEST:

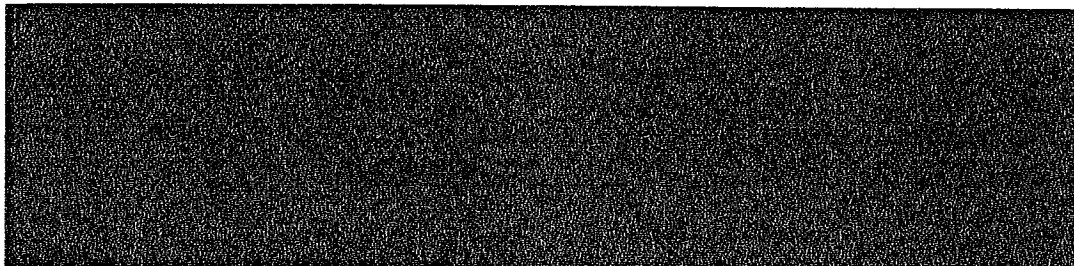
  
\_\_\_\_\_  
Secretary

**GRIGGS COUNTY, NORTH DAKOTA**

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
County Auditor



# **SHERIFF GRIGGS COUNTY**

BOX 574, COOPERSTOWN, ND 58425  
OFFICE/ADMIN: 701-797-3911 FAX: 701-797-3311  
SHERIFF ROBERT S. HOOK UNIT #4330  
[robert.hook@griggscountynd.gov](mailto:robert.hook@griggscountynd.gov)

**Griggs County Commission:**

**April 4<sup>th</sup>, 2014**

**The attached Grant Award is for a new radar unit. This funding through the ND DOT & Nat'l Highway Safety Program has been used to buy our In-Car Cameras and other Radar Units over the past 10 years by agencies all across ND.**

<b>The Radar Unit Cost</b>	<b>\$2,003.00</b>
<b>Grant Award</b>	<b>-\$1,500.00</b>
<b>Local / Sheriff Match</b>	<b>-\$503.00</b>

**The match (\$503.00) will come from my budget (24/7 fees & Equipment).**

**Please sign as indicated by the signature tab and Cindy, please return all paperwork to the Sheriff's Office.**

**Sheriff Bob Hook**



applied concepts, inc.

2609 Technology Dr.  
Plano, TX 75074  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER  
Presented by Larry Fuqua Ext: 133

# Quotation

Page-1 of 1  
Date: 04/02/14

Acct Rep: Paul Spano  
972-489-6701

Quote #: 106096

Effective From: 04/02/14

Valid Through: 07/01/14

<b>Bill To:</b> Griggs County Sheriff's Department 808 Rollin Avenue SW Cooperstown, ND 58425	015987 ATTN: Accounts Payable	<b>Ship To:</b> Griggs County Sheriff's Department 808 Rollin Avenue Cooperstown, ND 58425	ATTN: Deputy Justin Wallerich 701-797-3911
---	-------------------------------------	--	--

Line	Qty	Part Number	Description	Price	Ext Price
1	1	200-0808-05	DUAL-SL Counting Unit	\$1,985.00	\$1,985.00
2	1	200-0802-80	Dual Display, Lumex, High Temp		\$0.00
3	2	200-0326-35	Dual Ka-band Antenna		\$0.00
4	1	200-0920-00	Dual SL Remote Control w/Screw latch		\$0.00
5	1	200-0769-00	25 MPH KA Tuning Fork		\$0.00
6	1	200-0770-00	40 MPH KA Tuning Fork		\$0.00
7	1	200-0243-00	Counting/Display Tall Mount		\$0.00
8	1	200-0244-00	Antenna Dash Mount		\$0.00
9	1	200-0245-00	Antenna Tall Deck Mount		\$0.00
10	1	200-0648-00	Display Sun Shield		\$0.00
11	1	155-2055-04	Antenna Cable, 4 Ft		\$0.00
12	1	155-2055-16	Antenna Cable, 16 Ft		\$0.00
13	1	155-2283-50	CAN/VSS Power Cable		\$0.00
14	1	200-0820-00	Dual Manual Kit		\$0.00
15	1	200-0324-00	Shipping Container		\$0.00
16	1	060-1000-36	36 Month Warranty		\$0.00
17	1	006-0541-00	Stalker Dual Accessories Brochure		\$0.00

COPY

Pmnt Terms: Net 30 days

Lead Time is 21 business days  
after receipt of order.

Product	1,985.00	Sub-Total:	1,985.00
Discount 0.00%	0.00	Sales Tax 0.00%	0.00
Trade-in:		Shipping & Handling:	17.50
		<b>Total:</b>	<b>2,002.50</b>

NOT A Bill



# North Dakota Department of Transportation Safety Division

Grant Levi, P.E.  
*Director*

Jack Dalrymple  
*Governor*

March 28, 2014

Sheriff Robert Hook  
Griggs County Sheriff's Department  
Post Office Box 574  
Cooperstown, ND 58425



TRAFFIC SAFETY CONTRACT NO. 12131668, AMENDMENT A

The amendment to the above contract is enclosed.

1. The amendment must be signed by a person with contracting authority.
2. A witness must sign to the left of the contractor's signature.
3. Return the signed amendment.
4. A complete and fully-executed copy will be returned to you.

If you have any questions, please call me at 328-2402.

LORY HARSCHÉ – CONTRACT MANAGER

12/kf  
Enclosure

**North Dakota Department of Transportation**  
**AMENDMENT TO CONTRACT NO. 12131668**  
**Project No. NOT APPLICABLE; CFDA No. 20.600**

THIS AMENDMENT to the above-referenced contract is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter known as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and the Griggs County Sheriff's Department, hereinafter known as the Contractor, whose address is Post Office Box 574, Cooperstown, North Dakota 58425.

WHEREAS, the parties entered into a contract on October 1, 2013; and


WHEREAS, the Contractor requested funding to purchase radar equipment; and

WHEREAS, funding is available; and

WHEREAS, the Contractor will perform the scope of work in Attachment 1, a copy of which is attached hereto and made a part hereof; and

WHEREAS, the contract will be increased by \$1,500; and

NOW THEREFORE, the Contractor and NDDOT agree that effective April 1, 2014, the contract will be increased by \$1,500 for Project No. PHSPSC1407-02-15 for the purchase of radar equipment; the Contractor will perform the scope of work shown on Attachment 1; and the total contract amount for this project is \$1,500.

  
*This what ND DOT will  
reimburse Griggs County.*



All other terms and conditions of the above-referenced contract are incorporated herein by reference and remain in full force and effect.

EXECUTED the date last below signed.

WITNESS:

Cynthia M Daton  
NAME (TYPE OR PRINT)  
Cynthia M Daton  
SIGNATURE

CONTRACTOR:

Griggs County  
COMPANY NAME  
Troy Olson  
OFFICER'S NAME (TYPE OR PRINT)  
Troy Olson  
SIGNATURE  
Chairman, Griggs County Commissioners  
TITLE  
4-17-14  
DATE

To be signed by **Owner; Partner; Corp. Pres., Vice Pres., or other authorized Corp. Officer.** (If signed by other authorized Corp. Officer, please attach copy of Power of Attorney or other documentation showing authority to sign.)

WITNESS:

\_\_\_\_\_  
NAME (TYPE OR PRINT)  
\_\_\_\_\_  
SIGNATURE

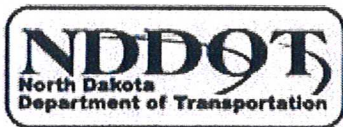
NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
DIRECTOR (TYPE OR PRINT)  
\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
DATE

APPROVED as to substance by:

Karin Manganon  
DIVISION DIRECTOR (TYPE OR PRINT)  
Karin Manganon  
SIGNATURE  
3-28-14  
DATE

CLA 52494 (Div. 06)  
L.D. Approved 5-19-00; 5-03



AGREEMENT FOR PARTICIPATION  
IN THE NORTH DAKOTA  
HIGHWAY SAFETY PLAN

**RADAR/LIDAR EQUIPMENT**

**PROJECT NO. PHSPSC1407-02-15**

SCOPE OF WORK

The Contractor will be responsible to:

- Order the approved radar or LIDAR equipment by **September 30, 2014**. *The equipment must also be received on or before September 30, 2014.*
  - *At the close of the state fiscal year, which is June 30, vouchers must be submitted no later than July 15 for any services or purchases that took place prior to June 30. Vouchers received after July 15 will not be reimbursed.*
  - *Note: This contract will reimburse 75% of the cost, up to \$1,500 per unit. Individual equipment costs over \$2,000 must be paid by the Contractor.*
- Assure the radar or LIDAR unit purchased is certified and included in the International Association of Chiefs of Police (IACP) Consumer Product List. The purchased unit must meet or exceed NHTSA/IACP model specifications.
- Install the radar equipment at the expense of the Contractor.
- Maintain the equipment in good working order and make the equipment available for inspection upon request.
- Any equipment purchases required to be maintained on equipment inventory should be available for inspection.
- Assure that all officers are trained in the correct operation of equipment and procedures for securing quality, evidentiary digital files.

An emphasis must be placed on speed enforcement, impaired driving, and safety belt use. The Contractor is encouraged to follow the guidelines for vehicular pursuits issued by the IACP that are currently in effect.

***Reporting***

The Contractor will submit an evaluation report to the TSO by **November 14, 2014**.

The evaluation report will contain data specific to the use of the radar unit and must include the number of speed citations, safety belt citations, and related citations from the time the radar unit is installed through September 30, 2014. Information and statistics regarding citations must be retained for up to a year after the purchase of the unit for further evaluation.

Failure to meet the terms herein may result in the Contractor having to return the equipment to the NDDOT or reimbursing NDDOT for the cost of the equipment, not to exceed the amount of the budget listed in this contract.

AGREEMENT FOR PARTICIPATION  
IN THE NORTH DAKOTA  
HIGHWAY SAFETY PLAN

**RADAR/LIDAR EQUIPMENT BUDGET**

**PROJECT NO. PHSPSC1407-02-15**

**DIRECT COSTS**

Radar/LIDAR Unit            \$2,000

**PROJECT TOTAL**                    \$2,000

**Participation**

Federal            75%            \$1,500

State                -

Local                25%            \$ 500





Connie Eslinger &lt;connie.eslinger@griggscountynd.gov&gt;

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**Fwd: Information for Mr. Peterson for his 8:30 Meeting w/ Griggs County S.A. Jayme Tenneson**

1 message

---

**Robert Hook** <robert.hook@griggscountynd.gov>

Thu, Apr 17, 2014 at 8:21 AM

To: Connie Eslinger &lt;Connie.Eslinger@griggscountynd.gov&gt;, "Haakenson, Jill" &lt;jill.haakenson@ndsu.edu&gt;

Here is what I sent to State Auditor...Bob

----- Forwarded message -----

From: **Robert Hook** <robert.hook@griggscountynd.gov>

Date: Thu, Apr 17, 2014 at 8:01 AM

Subject: Information for Mr. Peterson for his 8:30 Meeting w/ Griggs County S.A. Jayme Tenneson

To: swahl@nd.gov

Mr. Peterson, Please find the two attached documents and review prior to your meeting with the Griggs County States Attorney at 8:30 today.

Document one is a copy of an Email that shows Griggs County States Attorney Jayme Tenneson is conducting County Business Secretly and Outside the Public's Eyes & Ears. And it also shows that Griggs County Commissioner Ron Dahl is supporting his efforts in doing so and even taking steps to assist him.


Document two is my request on County Letterhead requesting a summary of your meeting today with Mr. Tenneson, whether it be audio recorded, audio visual recorded, a written transcript or a verbal account of the meeting. I am also requesting a copy of any and all documents that are produced today at the meeting or brought to the meeting by Mr. Tenneson or yourself.

**If possible, I am asking that you please forward me any and all of the information from my request back to me by 12:30pm so I have it prior to the Griggs County Board of Commissioner's Meeting today at 1:00pm.**

Sheriff Bob Hook - Griggs County

**"PLEASE CONFIRM RECEIPT OF THIS EMAIL AND THAT IT WAS GIVEN TO Mr PETERSON"**

---

**2 attachments** **Jayme Ron.pdf**  
185K **Reqst St Auditor.pdf**  
297K

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From: "Tenneson, Jayme J." <jjtenneson@nd.gov>  
To: Ron Dahl <rondahlnd@yahoo.com>  
Sent: Tuesday, April 15, 2014 10:22 AM  
Subject: Re: Courthouse

Ron

I have an appointment to meet with Bob Peterson the state auditor at 830 on Thursday morning and I hope to be back in time for the meeting on Thursday afternoon. I'm going to keep me going out there quiet until I talk with him and see if he thinks something should be done.

I could use a little help from you in the next two days putting together the abnormalities that would give us cause for the audit

<https://mail.google.com/mail/u/0/?ui=2&ik=7b8c6bfa45&view=pt&search=Inbox&th=14566530b18e5281&siml=14566530b18e5281>

1/4

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On Apr 15, 2014, at 10:35 AM, "Ron Dahl" <rondahlnd@yahoo.com> wrote:

Okay, let me start working on it. I should have a draft by later tomorrow morning.  
Ron

**GRIGGS COUNTY  
COOPERSTOWN, NORTH DAKOTA**

**County Commissioners**

Ron Halvorson 1<sup>st</sup> Dist.  
Binford  
Ronnie Edland 2<sup>nd</sup> Dist.  
Cooperstown  
Dennis Halvorson 3<sup>rd</sup> Dist.  
Cooperstown  
Keith Monson 4<sup>th</sup> Dist.  
Cooperstown  
Robert Johnson 5<sup>th</sup> Dist.  
Hannaford  
Griggs County Courier  
Official Newspaper



**County Officers**

Cynthia M. Anton Auditor  
Connie Eslinger Treasurer  
Kelly Vincent Recorder & Clerk  
Lee Grossman State's Attorney  
Marina Spahr Asst. State's Attorney  
Robert Hook Sheriff  
Wayne Oien Road Supt.  
Rick Cushman Coroner  
Dennis Kubischta Veterans Service Officer  
Barbara Anderson Tax Director  
Robert Hook DES Coordinator  
Cia Gronneberg Social Service Director

April 17, 2014

Mr. Robert Peterson  
Office of State Auditor  
600 East Boulevard – 3<sup>rd</sup> Floor  
Bismarck, ND 58505-0060

RE: Request for information under the ND Open Meetings & Records laws.


Mr. Peterson. I am writing to request information from your meeting today at 8:30am with Griggs County States Attorney Jayme Tenneson.

I am specifically requesting that an electronic audio or audio/visual recording be taken of your meeting today. I am asking for a transcript to be produced if a recording is not available.

I am requesting copies of all documents produced at the meeting or brought to the meeting by Mr. Tenneson or yourself.

I am asking for a copy of all email correspondence between yourself, members of your office and Mr. Tenneson or Mr. Ron Dahl pertaining to Griggs County Business during the past 12 months.

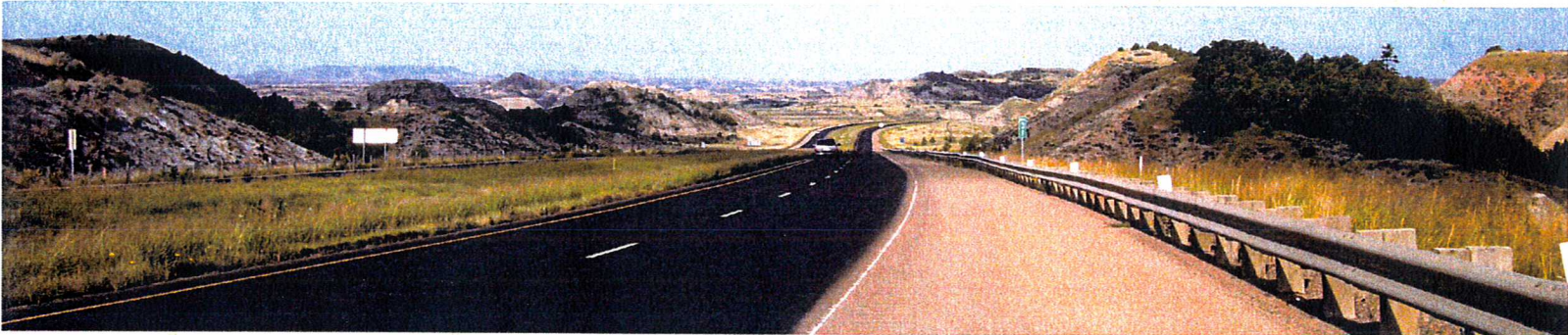
Sincerely,

  
Sheriff Robert S. Hook  
Griggs County




# Qualifications for Government Market

Engineering, Surveying, and Consulting Services



# government market overview



Our first client was a government entity; since 1944, we have expanded our client list to include a number of cities, counties, state and federal agencies, and government programs. Working with a diverse portfolio of clients means we understand how distinctive each project is, and how much a customized approach means to the success of a project.

Our diverse team of professionals encompass a variety of disciplines, including aviation, municipal, planning, environmental, transportation, water, and wastewater. Our employees work together to provide our clients with the best solution to their engineering needs.

Services provided by Ulteig include:

- Aviation planning, design, environmental services, and construction phase services
- Water treatment facilities and water distribution services
- Wastewater collection systems and treatment facilities
- Water resources/environmental — watershed services, floodplain services, stormwater management, and environmental services
- Community planning
- Transportation planning, design, and construction phase services
- Civil site development
- Land surveying
- Right-of-way
- Geographic information systems (GIS)
- LiDAR
- Landscape architecture
- Communication infrastructure
- Substation design
- Protection and control
- Civil engineering
- Structural engineering
- Electrical engineering

## Local Government

Whether you're building roads or an airport runway or conducting planning studies or surveys for new growth and development, we offer the knowledge and experience to handle a variety of projects. Our engineers take the time to understand your needs and challenges to develop a reliable and original solution for your individual project. We have been helping cities and counties manage their resources and budgets for decades,

and we can help you too. We realize that cities and counties are more challenged today to complete projects with less money, so we are prepared to help you locate and use available resources for your individual projects. You can count on us to care about your project because we live and work in the communities we serve.

## State Government

Managing statewide resources requires discipline, focus, and intimate understanding of how various systems work together to provide vital necessities for all people. Whether your project involves water distribution services, transportation design, or land surveying, we offer valuable experience gleaned from working with a variety of state entities. Your individual project needs are important to us because we appreciate the services statewide organizations provide, and we want to work with you to make sure those services continue to be available.

## Federal Government

Our relationship with federal clients stretches back to the first years of our business when we worked for the Rural Electrification Administration (REA), an agency created by President Franklin Roosevelt with the sole purpose of providing electricity to the rural areas of the country. We have expanded our relationship with federal clients to the General Services Administration, the Department of Defense, the Department of Interior, and the Department of Homeland Security.

We have the experience to provide a variety of services for your project, and we understand how crucial it is for federal projects to adhere to standards and regulations. Our professionals serve on a myriad of boards and committees and in organizations that follow and promote the most federal regulations. We know how to be flexible when those regulations change, and we have the capacity to provide services throughout the United States.

# aviation

Ulteig's aviation tradition dates to 1970, with a project that pioneered the application of slipform technology for concrete runway overlays. That same year, we were instrumental in obtaining the first airport development grant awarded in the United States. We provide total aviation engineering and planning services to air carrier airports, general aviation airports, and military installations.

Our team includes engineers, planners, and scientists who provide effective solutions by drawing on each others' strengths. We partner with our clients to leverage their current facilities and future capital improvements to the greatest possible advantage for the communities they serve.

## Planning

- Airport layout plans
- Master plans
- GIS
- Part 77 obstruction studies
- Sign plans
- Site development plans
- Terminal planning

## Environmental

- Environmental assessments
- Categorical exclusions
- Wetland mitigation plans
- Stormwater pollution prevention plans (SWPPPs)
- Surface water management

## Design

- Airside
  - Runways
  - Taxiways
  - Aprons
  - Heliports
  - Apron lighting
  - Airfield lighting
  - Drainage
  - Guidance signs
  - Navigation aids
- Landside
  - Access roads/parking
  - Fueling facilities
  - Hangars
  - Sanitary sewer, water, and storm sewer
  - Security fencing/gates
  - Snow removal equipment buildings
  - Terminals

## Construction

- Construction administration
- Construction observation
- Construction surveying
- AIP grant closeout



# municipal

We will make certain that your community's characteristics and natural resources are preserved, making sure what we do today will serve your community well into the future. As a multidiscipline engineering, planning, and land services firm, we can provide all the services you need across a variety of engineering disciplines. We take the time to understand your needs and put together the best team for your project. We apply that understanding to develop innovative and reliable solutions to meet your needs and your constituents' expectations.

Our goal is not just to help you successfully complete your projects, but to work with you for the long term. We have engineers, surveyors, and technicians who are qualified to serve your city's needs. Taking a project from conception to completion requires specialized knowledge and capabilities. Ulteig provides several specialty services that set us apart and enhance the quality of our work.

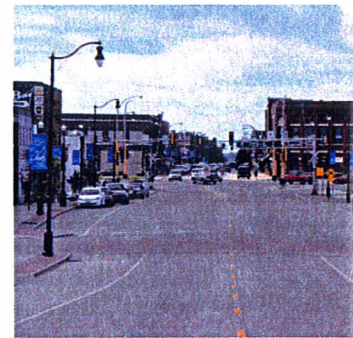
## General Municipal

- Assessment preparation
- Community planning
- Construction observation and project closeout
- Contract administration and documents
- Financial planning and budgeting
- Grant and loan assistance
- Infrastructure master planning
- Utility services and rate studies
- GIS mapping
- Payroll compliance



## Civil Municipal

- Environmental studies
- Groundwater wells
- Land surveying and platting
- Pumping stations and lift stations
- Recreational facilities
- Subdivision planning and layouts
- Storm and sanitary sewers
- Capital improvement planning
- Stormwater management
- Streets and bridges
- System modeling
- Tanks and reservoirs
- Water supply and distribution
- Water treatment and storage
- Wastewater collection and conveyance
- Wastewater treatment



## Electrical Municipal

- Electrical load management
- Electrical substations
- Electrical transmission and distribution
- Planning studies



# transportation

Our services produce responsible results for connecting people to one another and their workplaces, connecting resources and goods to consumers, and connecting entire economies to one another. We are accustomed to meeting the requirements and expectations of federally funded projects and state departments of transportation as well as regional and local levels of government. We provide planning, design, and construction services for complex urban intersections, corridor retrofits, and urban and rural highways.

## Planning

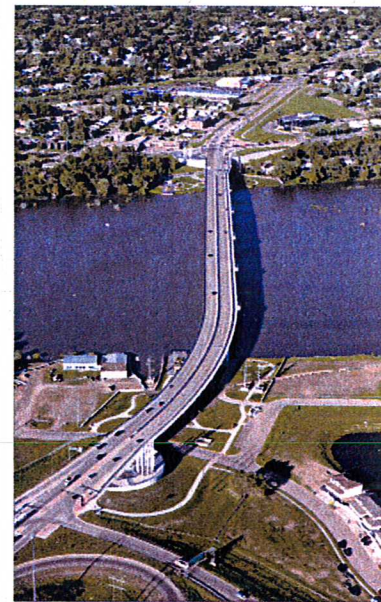
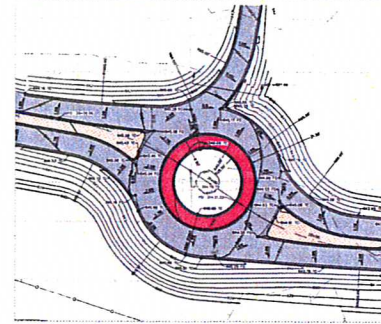
- Traffic analysis
- Corridor studies
- Site impact analysis
- Multimodal plans
- Environmental documents
- Long-range transportation plans
- Public participation and consensus building

## Design

- Structures and bridges
- Water resources, drainage, and utilities
- Multiuse recreational trails
- Noise walls
- Roundabouts
- Streets and highways
- Traffic signals and lighting
- Reconstruction and rehabilitation
- CADD and MicroStation
- Construction traffic control and detour plans
- Right-of-way acquisition

## Construction

- Project management
- Bidding phase services
- Shop drawing review
- Construction surveying
- On-site construction observation
- Records and as-builts
- Project closeout





# water resources

We are experts in the field of hydrology and hydraulics, working on projects from simple drainage designs to major flood control works. We integrate natural elements into civil design and look to natural hydrologic systems as inspiration for constructed solutions.

## **Watershed Management**

- Stormwater and surface water management plans
- Comprehensive sewer plans
- Development review and code compliance
- Operation and maintenance plans
- Risk assessment
- GIS mapping

## **Hydrologic & Hydraulic Modeling**

- Urban stormwater modeling
- Rural drainage modeling
- Stream modeling
- Lake and reservoir modeling
- Sanitary sewer hydraulic modeling
- Dam and levee failure analysis

## **Stormwater Compliance & Water Quality**

- Project permitting
- MS4 Permit, SWPPP, and program development
- Construction stormwater permit and SWPPP
- Antidegradation compliance
- Impaired waters and special waters
- Water quality management plans

## **Floodplain Management & Analysis**

- Flood insurance rate studies
- Conditional letters of map revision (CLOMR)
- Letters of map revision (LOMR)
- FEMA mapping
- Digital flood insurance rate maps (DFIRMs)
- Flood elevation certificates
- Post-event urban flood studies
- Flood damage reduction
- Flood control projects
- Flood preparation and planning
- Post-event recovery and analysis

## **Stormwater Conveyance & Storage**

- Pond and storm sewer design
- Rate control, extended detention, and hydrograph management
- Energy dissipation
- Overland conveyance design
- Bank stabilization

## **Wetland Services**

- Wetland delineation
- Wetland mitigation design and replacement plans
- Wetland studies/wetland hydrology
- GIS wetland mapping

## **Best Management Practice (BMP) Analysis & Design**

- BMP implementation planning
- BMP performance calculations and permitting
- Runoff water recycling strategies
- Erosion and sediment control

## **Hydraulic & Control Structures**

- Stormwater pumping stations
- Multistage outlets, control structures, and diversions
- Bridge and culvert hydraulic assessment
- Agricultural control structures
- Dams, levees, and flood walls

## **Economic Studies & Grants**

- Water resource grant applications
- Benefit/cost for hazard mitigation grants
- Stormwater utilities and rate studies
- Area and connection charges
- Capital improvement planning and budgeting

# water & wastewater

Since 1970, Ulteig's water and wastewater practice has helped a growing list of public and private clients meet the challenges of delivering potable water to their communities and clean water to the environment. Population growth, climate change, regulatory mandates, and aging water and wastewater infrastructure are some of the biggest challenges facing society today. Our water and wastewater experts can help you overcome these challenges.

## Water

- Supply
  - Ground water wells
  - Surface water sources
  - Intake structures
  - Horizontal collector wells
  - Alternate water supplies
- Distribution
  - Master planning
  - Capital improvement plans
  - Water storage facilities
  - Pumping stations
  - Transmission mains
  - Distribution mains
  - Regional systems
  - Corrosion control
- Treatment
  - Facility planning
  - Process optimization/audits
  - Water treatment facility design
  - Granular filtration
  - Softening
  - Iron and manganese removal
  - Chemical feed
  - Membrane systems
  - Disinfection
  - Residuals management
- Specialized water services
  - Water distribution modeling/analysis
  - Fire flow assessments
  - Distribution system field testing
  - Instrumentation and controls
  - Vulnerability assessments
  - Regulatory compliance
  - Rate studies
  - Funding assistance
  - Operations consulting

## Wastewater

- Collection
  - Master planning
  - Capital improvement plans
  - Inflow/infiltration studies
  - Sanitary sewer evaluation studies
  - CMOM compliance
  - Sewer separation
  - Trenchless technologies
- Conveyance
  - Pump station design
  - Pump station optimization and rehabilitation
  - Flow control structures
  - Inverted siphons
- Treatment
  - Stabilization ponds
  - Activated sludge
  - Attached growth systems
  - Nutrient removal
  - Disinfection
  - Biosolids management
  - Odor control
  - Water reuse
- Specialized wastewater services
  - Sanitary sewer system modeling
  - Smoke/dye testing
  - Pump performance testing
  - Instrumentation and controls
  - Rate studies
  - Funding assistance
  - Regulatory compliance
  - Permitting
  - Operations consulting



# planning

We help our clients develop and manage their communities' built-environment and natural resources while enhancing their quality of life. Municipalities, private developers, federal agencies, and regional planning bodies all rely on Ulteig to help them make informed decisions that result in sustainable systems, vibrant communities, and livable places. Ulteig's planners provide services to private and public clients, giving us a dual perspectives that allows us to provide effective communication and more streamlined plans and projects.

## Community Planning

- Comprehensive planning
- Small-area planning
- Land use planning
- Walkability assessments
- Socioeconomic analysis
- Growth management planning
- Strategic planning
- Corridor planning
- Transportation planning
- Complete streets
- Capital improvement programs
- Airport influence zones

## Regulations & Administration

- Subdivision regulations
- Regulating plans
- Rural development regulations

## Land Development

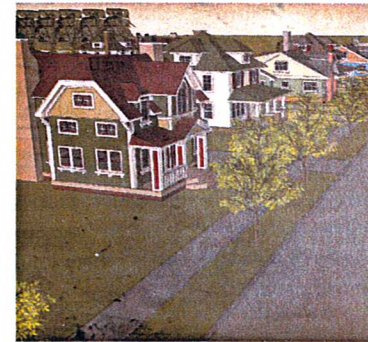
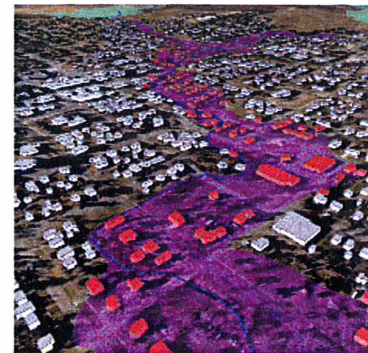
- Master development plans
- Traditional neighborhood design
- Urban design
- Mixed-use planning
- Platting
- Floodplain management documents
- Parks, trails, and amenities planning
- Development proposal technical assistance

## Public Involvement

- Public hearings
- Open house meetings
- GIS mapping and analysis
- News media communications
- Systematic Development of Informed Consent

## Landscape Architecture

- Multiuse recreational trail development and design
- Transportation corridor aesthetics
- Site master planning
- Project concept reports (PCRs)
- Land development/platting assistance
- Interpretive concept development and design
- Residential and commercial site design



# land services



Ulteig's land services professionals combine the practices of land surveying, right-of-way acquisition, GIS, and high-definition (HD) scanning to deliver comprehensive services. Ulteig is recognized for having the ability to mobilize to projects of all types in any location — from local lot surveys to electric transmission corridors throughout the country.

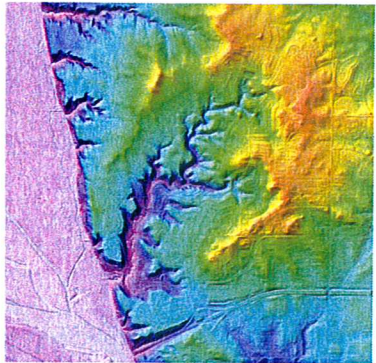
## Land Surveying

Our survey team has more than 65 years of surveying experience and includes a group of seasoned surveyors with strong backgrounds and unbeatable dedication to their clients. We have a combination of capacity and experience to deliver a range of surveying services for your projects. Ulteig's highly trained survey teams use industry-leading hardware and software to gather and lay out field information for all types of land surveys and construction staking projects.

- Utilities
  - Property research
  - Control surveys
  - Cadastral surveys
  - Corridor (design) surveys
  - Route surveys
  - Construction staking
  - Easement surveys
  - Record surveys
- Construction
- Civil
- Property development

## HD Scanning

Ulteig utilizes HD scanning to provide a fast, highly accurate alternative to traditional as-built documentation. The data produced by the system can be used by a variety of industries and in a number of different formats. HD scanning also minimizes disruptions in day-to-day activities — information is captured without interfering with traffic flow, facility operations, or construction.



## Right-of-Way Acquisition

Led by experienced real estate professionals, Ulteig provides right-of-way and site acquisition services for projects ranging from municipal infrastructure and large-scale electric transmission and pipeline corridors to wind farm sites.

Our right-of-way experts negotiate land purchases, leases, options, and easements to best meet our clients' project objectives and criteria. Our team also handles document preparation, permitting, land title searches, and public presentations.

- Permitting/routing
- Title research
- Acquisition

## GIS

Ulteig's GIS practice helps both our clients and our own professionals attain a wide range of goals, gaining a comprehensive understanding of their informational needs and opportunities. Ulteig provides GIS and IT services to federal and state agencies, municipalities, airports, energy and other utilities, and various organizations. We help our clients draw knowledge from data about their business processes — ultimately creating implementation plans, spatial GIS data, and applications.

- Planning
- Enterprise database design and development
- Applications
- Utility infrastructure inventory and management
- Data and system integration
- Aerial photography
- Spatial analysis

# about ulteig



## A Solid History

Founded in 1944, Ulteig has expanded to include eight US locations and a staff of more than 310 professionals. Ulteig is an employee-owned company, and as owners, we take immense pride in the quality and integrity of our work because we each have a personal stake in our company's success. Our legacy of providing quality, responsive solutions to our clients' challenges drives our employees to bring their very best to work each day.

## Full Service & Dedication

Our wide range of services and expertise provides clients with access to a wealth of knowledge, skill, technology, and talent. Ulteig is a multidiscipline, full-service firm that offers one of the broadest arrays of services in the industry — all from one firm. Few companies can match our ability to leverage our engineering resources and capabilities, which span four primary markets, including:

- Government
- Power
- Renewable energy
- Communications

## The Ulteig Difference

Ulteig's mission is to be the place where people want to work and to be the company that people want to hire; this mission defines our purpose as a business. As an organization, we are grounded in our core values because they define us as individuals and as a company. Our values are dedicating ourselves to our clients' success, pursuing excellence in our work, and acting with integrity. These core values are embodied in the high level of professionalism we strive to deliver every day.

At Ulteig, we know how to make the most out of priceless resources — to both minimize the impact on the environment as well as maximize our client's budget. With an expansive list of capabilities and market specialization that includes engineering, planning, energy, transportation, water/wastewater, municipal, surveying, right-of-way, and civil site design, our experts have the knowledge and passion to keep pace with a changing market. This combination of knowledge and drive transforms your ideas into successful outcomes.

Thinking ahead, exploring creative ideas, and developing options allows our professionals to go beyond the boundaries of convention and deliver the solution that best serves our clients' needs.

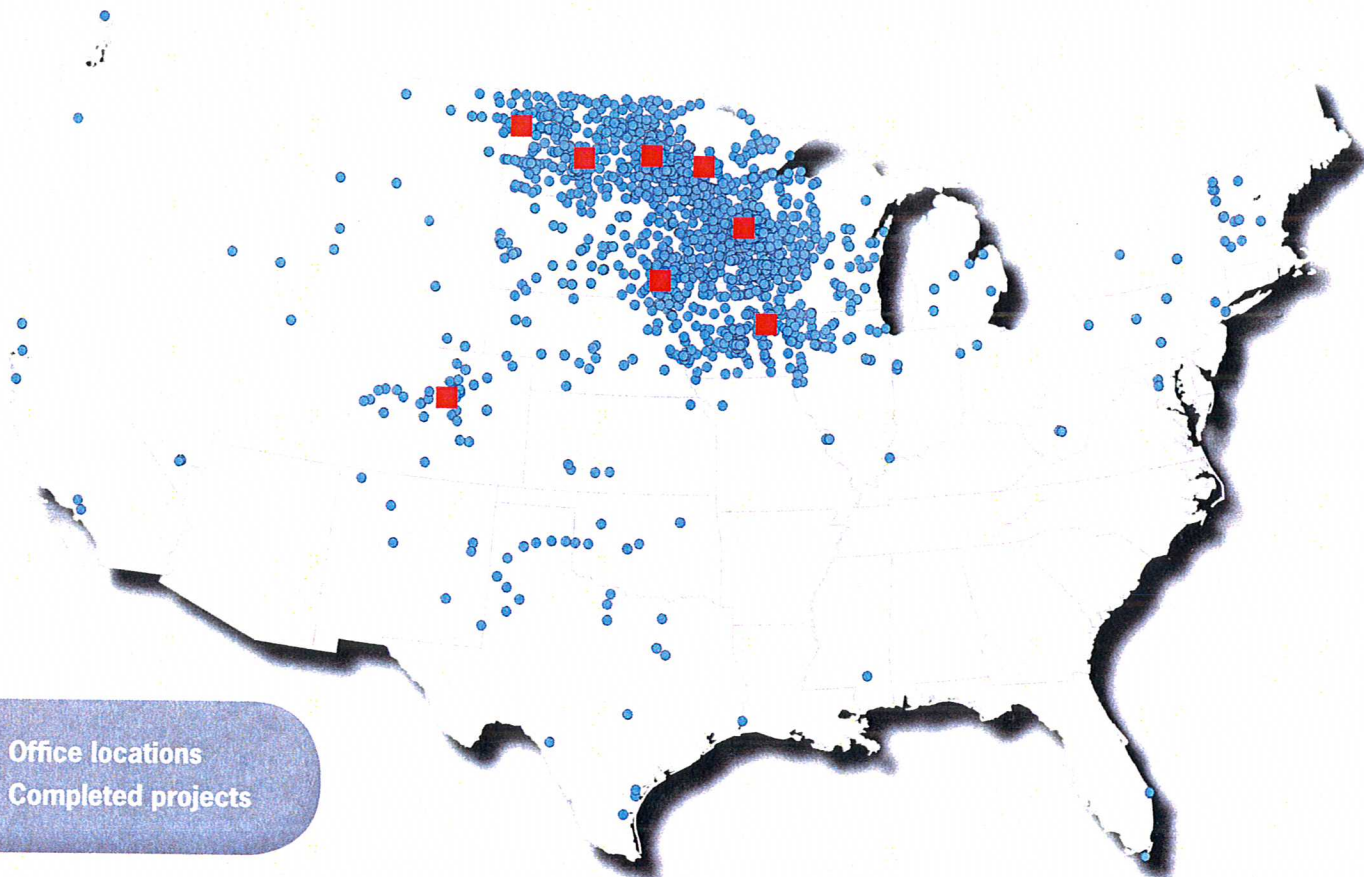
## Local Values, Global Vision

We know it's a competitive market out there. But year after year, one of the major drivers for our success is the level of client intimacy we establish with all our clients. We answer the phone. We respond to changes in scope while staying on schedule. We provide highly trained specialists who are passionate about solving challenging problems and helping their clients succeed.

Ulteig is ranked number 211 on the Engineering News-Record's annual Top 500 US Design Firms list. We strive to continue growing our presence and contribution to the industry, all while setting a high bar for excellence at our company, with our professionals, and with our clients.

Ulteig provides services to clients across the nation, and we continue to help the markets we serve manage new and vexing challenges. Regardless of project location, the complexity of the requirements, or the project schedule, our clients can depend on responsive, professional service throughout their project experience.

# ulteig project & office locations



From urban infrastructure and airports to highways and electric utility power systems, we design and help sustain systems that millions of people depend upon every day. As a multidiscipline, full-service firm, Ulteig provides comprehensive solutions to meet the growing demand for critical engineering services in the government, power, communications, and renewable energy markets.

Whether our client is a municipality providing clean water for their community or an energy company delivering electricity to millions of customers, we believe in working intimately with our clients to address their greatest challenges.

Since the company's inception, Ulteig has grown its portfolio to include successful projects in many US states. Our robust background includes a variety of project types, performed with a multidiscipline staff. The map above represents a sampling of our completed projects.

To serve the needs of our clients throughout the US, we have established offices in the following locations:

- Bismarck, ND
- Cedar Rapids, IA
- Denver, CO
- Detroit Lakes, MN
- Fargo, ND
- Sioux Falls, SD
- St. Paul, MN
- Williston, ND



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The first email is from Bob Hook claiming that the county has no obligation to maintain the old courthouse. The second email is from the ND DES pointing out that he is wrong.

\*\*\*\*\*Email 1\*\*\*\*\*

From: **Robert Hook** <[robert.hook@griggscountynd.gov](mailto:robert.hook@griggscountynd.gov)>  
Date: Mon, Apr 7, 2014 at 4:56 PM  
Subject: Re: historical society  
To: Jayme Tenneson <[jayme.tenneson@griggscountynd.gov](mailto:jayme.tenneson@griggscountynd.gov)>

The only correspondence we have had with ND DES on this issue are those letters by the ND DES getting a "A No Adverse Effect" back from the NDSHS. The key thing here to remember in your request is: There is no issue here with the ND DES over the old Courthouse's future, there never has been.

As you will see in those letters, the only involvement the ND DES had was to inquire if the Griggs County Commission was planning to tear down the Old Courthouse based of an allegation made by someone in Griggs County to the NDSHS that the Commission was covertly planning to demolish the building in June of 2013. None of that was true and the NDSHS signed off on it as "No Adverse Effect" by the EOC Project. The designation of being on the National Historic Registry comes with no regulatory over site or enforcement power by anyone to tell the citizens of Griggs County what they can or cant do with the building.

There is a process that needs to be followed to tear the building down to include having the building documented by a professional architectural firm experienced in Historic Preservation. A majority vote by the citizens, a determination of Condemnation of the buildings condition or other.

**THE MAJOR POINT TO REMEMBER IS:** The Old Courthouse will not be torn down because of the EOC. The Old Courthouse Was Not demolished to build the EOC. The Old Courthouse was not Adversely Effected by the EOC construction. The NDSHS signed off on the Historic Preservation part of the EHP of the Grant Application and blessed the building of the EOC in that location.

FEMA singed off on the Grant based off the input from the NDSHS as the EOC will have no adverse effect on the old building. **The ND DES & FEMA will have no future investment in the Old Courthouse's lifespan once the EOC Grant was awarded, EOC is built and the EOC Grant is closed out in July 2014**

**This Is A Stand Alone Issue: At the Time of Grant Award "after" the NDSHS signed off, the issue of the old Courthouse was done. All parties signed off and the Grant was awarded.**



**It will be the current County Commission's job or a future Commission's job to determine the future of the old building. This will be a separate matter from the EOC Grant Application and Award.**

I have attached all the Correspondence I have over this matter. I will find the info I looked up on line again and share that with you...

Bob Hook

\*\*\*\*\*Email 2 \*\*\*\*\*

**From:** LaCombe, Debbie K.

**Date:** April 15, 2014

**To:** Ron Dahl, Wilz, Greg M., Steckler, Lisa L., Hilfer, Karen

Ron:

Bob is incorrect in his statements that this is a standalone issue. FEMA, as required by law, has to look at the project (including the fate of the old courthouse) as a whole. Bob has been told several times that Griggs County as the grant recipient must "comply with all applicable Federal, State, and local environmental and historic preservation (EHP) requirements".

1. You will need to contact the State Historical Society and get a letter in writing from them (which they must also send to us) removing the condition that the "existing courthouse is to be maintained and that the County Commission agrees not to demolish or damage the historic structure".
2. Once we have that letter, we (NDDDES) will then send a request to FEMA to "reevaluate" the EHP.

Any activity in regards to the existing courthouse undertaken without approval from both the State Historical Society and FEMA will result in the loss of federal funding.

Debbie

**From:** Ron Dahl [mailto:rondahlnd@yahoo.com]

**Sent:** Tuesday, April 15, 2014 12:18 PM

**To:** LaCombe, Debbie K.

**Subject:** Griggs County Courthouse

Debbie,