

RECEIVED
CASS COUNTY COMMISSION

MAY 9 2016

Highway Department

Jason Benson, P.E.
County Engineer

Richard S. Sieg
Superintendent

Thomas B. Soucy, P.E.
Assistant County Engineer

MEMORANDUM

TO: Cass County Commission

FROM: Jason Benson, County Engineer *JB*

DATE: May 9, 2016

SUBJECT: Agenda topic for May 16, 2016 Commission Meeting:
Assessment District for Wild Rice River Estates

Over the last several months Mike Montplaisir and I have been working with the residents of Wild Rice River Estates (WRRE) in Stanley Township to develop an assessment district for paving their road. The members of WRRE have submitted a petition signed by all homeowners requesting the assessment district. WRRE then contracted with Apex Engineering to develop a set of plans for the project. Apex Engineering supplied me the draft set of plans and I approved them. The WRRE has also met with the Stanley Township board about their paving project and received initial approval. WRRE will be taking the paving plans to Stanley Township on Tuesday, April 10th for final approval.

Base on the signed petition, final plans approved by the County Engineer and Stanley Township, I am recommending that the Commission authorized the County Auditor to develop an assessment district for paving WRRE.

Once the County approves, we will move ahead with advertising and bidding the project. I expect the project to be bid and brought to the June 20th Commission Meeting for contract approval.

SUGGESTED MOTION: Authorize the Cass County Auditor to develop an assessment district for paving Wild Rice River Estates.

1201 Main Avenue West
West Fargo, North Dakota
58078-1301

701-298-2370
Fax: 701-298-2395



RECEIVED
CASS COUNTY COMMISSION

MAY 10 2016

Auditor

Michael Montplaisir, CPA
701-241-5601

May 10, 2016

Treasurer

Charlotte Sandvik
701-241-5611

Board of County Commissioners
Cass County Government
211 9th Street South
Fargo ND 58103

Director of Equalization

Frank Klein
701-241-5616

RE: Wild Rice Estates Special Assessment District

Dear Commissioners:

A petition was filed in the Auditor's Office to create a special assessment district to improve a gravel road in Wild Rice River Estates Subdivision to an improved asphalt road. The subdivision appears to have nine buildable lots fronting on the road. The petition has signatures of eight owners out of the nine buildable lots, which is more than the 60% of the owners required under county policy number 27.00. The policy also requires a deposit for the 50% of the specials on unimproved lots if less than 80% of the lots are improved—in this case 89% of the lots have homes constructed with one vacant lot, so a deposit is not required.

If the district is approved and constructed, a meeting of the Special Assessment Committee will need to meet to consider how to equitably spread the resulting special assessments for this project. The members of the Special Assessment Committee are Jacob Gust, Betty A. Wieland, and David Engebretson.

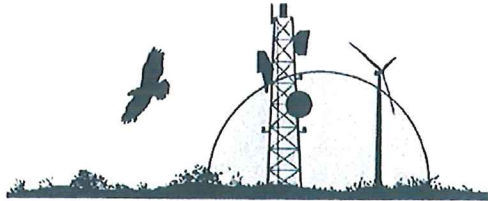
Sincerely,

Michael Montplaisir, CPA
Cass County Auditor

Box 2806
211 Ninth Street South
Fargo, North Dakota 58103

Fax 701-241-5728

www.casscountynd.gov



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01-13-2016

To the Cass County ND Auditor & Govt;

Please make this 1 page our formal petition & request of the county of Cass in ND for a tar road coating to be installed on our existing gravel road during the year of 2016.

Agreed upon by we the following Wild Rice River Estates home owner & neighbors.

Our names, homes all on 21 Street South, Horace ND addresses, cell phone numbers & signatures appear below:

1) Kevin & Joy Reski, 9832. 701 371 3222.

2) Tom Haldis, 9838. 701-540-1946.

3) Chris Johnson & Dawn McKinnon. 9826. 701-361-4499

4) Dan & Anette Peterson, 9814. 701-238-7391

5) Jack & Paula Grettum, 9808. 701-799-3269 & 701-799-2939

6) Chad & Ashley Wolsky, 9856. 701-412-4360.

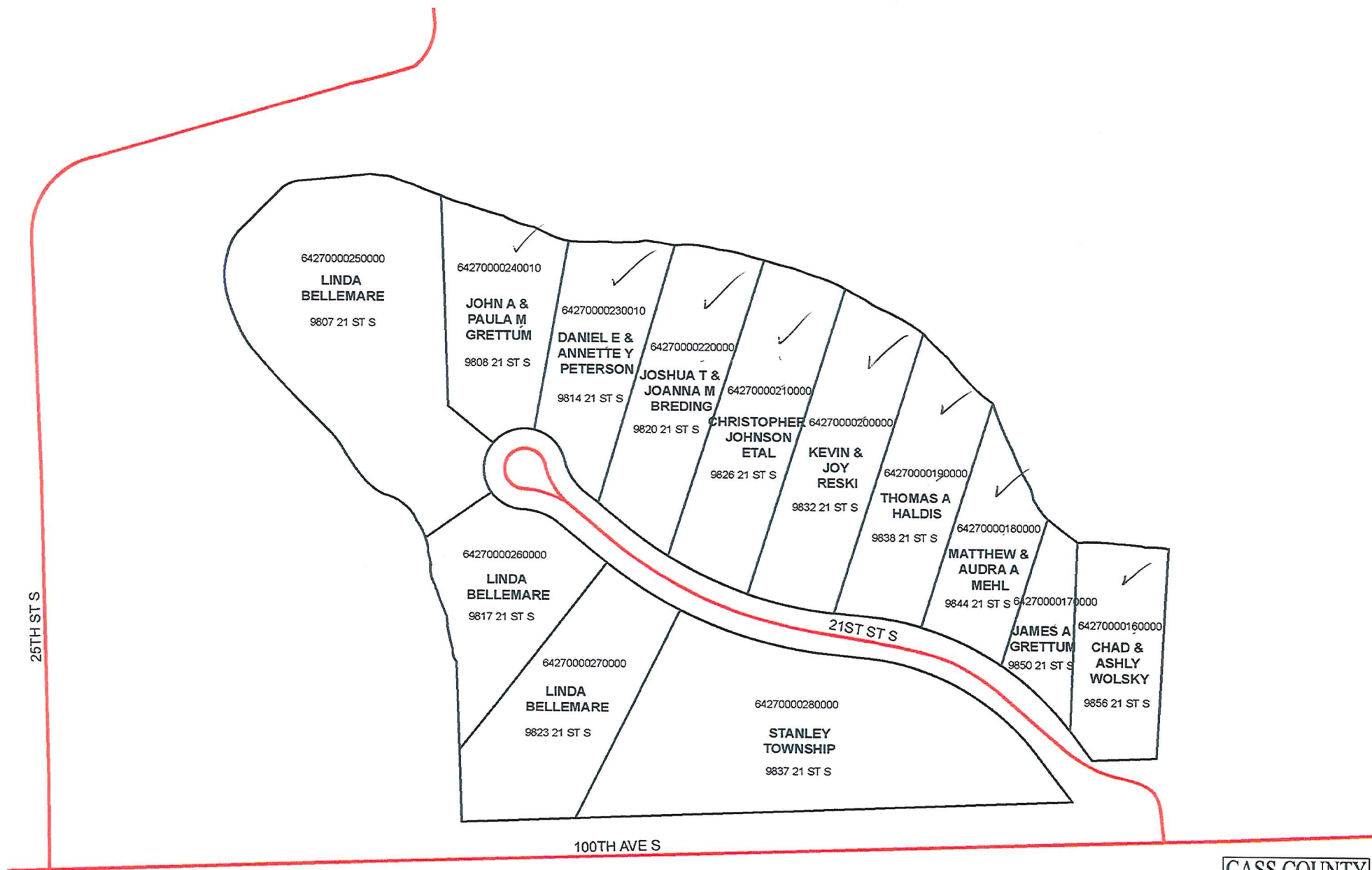
7) Jim Grettum, 9850. 701-261-6606.

8) Matt & Audra Mehl, 9844. 701-306-6918 & 701 306-4249.

9) Josh & Joann Breeding, 9820. 701-641-1162.

Paula Grettum
2/18/2016





0 0.0375 0.075 0.15 Miles



Map Created: 1/25/2016

Cass County GIS

www.casscountynd.gov/county/depts/GIS

DISCLAIMER: This map is made available as a public service. Maps and data are to be used for reference purposes only and Cass County, ND, is not responsible for any inaccuracies herein contained. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use, or misuse of the information herein provided.



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Wild River Estates

Date: 5/10/2016

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.



SUBJECT: SPECIAL ASSESSMENT DISTRICTS

ADOPTED DATE: JULY 1, 1996

PAGE 1 OF 2

ASPHALT ROADS

1. Cass County will receive a petition for the creation of the special assessment district only when the project will cost \$12,000 or more. The petition must contain the signatures of at least sixty (60) percent of the landowners in the proposed district and attached a letter from the appropriate township board of supervisors supporting the petition. In the case of a lot, or lots, within the proposed special assessment district that do not have a residential or business structure located thereon, fifty (50) percent of the estimated cost of the improvement for that lot, or lots, must be deposited with the county prior to approval of the petition. If, however, 80% of the lots in the special assessment district are developed, either by residential or business structures, the deposit on unimproved lots shall not be required.
2. The petitioners must contract with an engineer registered by the state of North Dakota to prepare the improvements' plans and specifications. Prior to preparing plans and specifications, the contracted engineer must consult with the Cass county Engineer to determine the appropriate standards for the improvement. If the special assessment district fails to be approved, any billing by the engineer must be the responsibility of the petitioners. If the special assessment is approved, any billing by the engineer must be added to the project cost.
3. An amount equal to the project engineer's estimated cost of maintenance of the improvement for two years must be added to the project cost to cover the maintenance of the improvement. Said amount must be collected by the county and transferred back to the appropriate township board of supervisors. The township shall have authority over the funds as to how, when, and what maintenance the funds shall be used on maintenance of the improvement.
4. An amount equal to \$1,000 plus 3% of the total project cost (but never to exceed \$10,000) must be added to the project cost to cover administrative expense for the county.
5. Plans and specifications must be submitted to the appropriate township board of supervisors for their consideration and approval.
6. Plans and specifications must be submitted to the Cass County Engineer for his consideration and approval.

ASPHALT ROADS (cont.)

7. The project will not be approved if over 40% of the landowners are opposed to the creation of the special assessment district.
8. If any funds remain after the special assessment improvement bond has been paid, 75% of such funds shall be transferred to the appropriate township board of supervisors for maintenance of the improvement. The township shall have authority over the funds as to how, when, and what maintenance the funds shall be used. The remaining 25% shall be held by the county in a fund to cover future potential deficient special assessments.