

City of Medora

Minutes of Regular Meeting

4/7/2026

(Subject to Council review and approval)

Board of Equalization

Meeting @ 5:00pm

City of Medora

Draft Minutes of Board of Equalization Meeting

April 7, 2026

(Subject of Council review and approval)

The meeting was called to order at 5:00pm by Mayor Derwin Zuroff. Present were Council members Jodi Johnson, Clarence Sitter, Jim Bridger, and Administrator Ivy Maus. Council member Tracy Sexton was absent.

No members of the public were present.

Billings County Tax Director and City Assessor, Stacey Swanson, presented the Board with a packet of information on how the 2026 city tax assessments were determined.

County and State Tax Departments conduct annual audits to ensure real estate assessments stay within 90% to 100% of actual market value, as required by law. They calculate a median sales ratio by comparing recent sale prices to assessed values. Land values were updated last year in 2025, so there were no changes in 2026. Billings County’s 2026 residential assessments were adjusted to address a median ratio of 86.5%, which fell below the state’s required 90-100% range. While land values remained unchanged, mass-appraisal updates for the City of Medora resulted in an approximate 4.4% increase in residential building assessments to bring them in line with market value.

Billings County’s commercial median sales ratio of 90% indicates assessments are within tolerance but near the low end of market value. For 2026, assessments in Medora increased by 12.55%, driven by updating modeling for retail and food/beverage properties to address wider market value gaps. The total true and full value in Medora is 20% residential, with the remaining 80% commercial.

City Council members, serving on the City Board of Equalization, reviewed the valuations. The 2026 projected net taxable value is \$3,273,753.00. One mil is about \$3,273.75.

Sitter moved to approve the 2026 tax assessments as presented, Johnson seconded. Motion passed unanimously.

The meeting adjourned at 5:28pm.

Attest: _____

Attest: _____

Call to Order

The meeting was called to order at 6:00pm by Mayor Derwin Zuroff. Present were Council Member Tracy Sexton, Jodi Johnson, Clarence Sitter, Administrator Ivy Maus, and City Attorney Sandra Kuntz.

Consent Agenda

- Minutes March 3,2026

The minutes from March 3, 2026, were reviewed. Sexton made a motion to approve the minutes from February 6,2026; Bridger seconded. Motion passed unanimously.

- Board of Equalization

Department Reports

- Brosz Engineering Report

Hewson was not present, but provided a summary of updates for items/projects they are currently working on.

- City Attorney Report

Kuntz provided a summary of what she is currently working on.

- Permit & Schedule Fees
- Ambulance Report

A written report was provided.

- Police Department Report

A written report was provided.

- Public Works Report

A written report was provided.

- MCVB Report

A written report was provided.

- MCC Report

A written report was provided.

- City Auditor's Report
 - March Report

A written report was provided.

- AMR Meter Reading System

Sexton made a motion to move forward with the new AMR Meter Reading System with Core and Main for \$38,000; Sitter seconded. Motion passed unanimously.

Old Business

- ND DOT Mike Njos

Mike Njos was present to provide an update on the Pacific Avenue project.

- Cordova Change Order

Sexton made a motion to approve the Cordova Change Order; Bridger seconded. Motion passed unanimously.

- Trailer House Update
- Permit & Schedule Fees

Sitter made a motion to approve the permit and fee schedule with three fee adjustments: Liquor License to \$1,300, Animal Rides to \$50, and Running of Cattle to \$50 per annual permit; Sexton seconded. Motion passed unanimously.

New Business

- Cell 4 Repairs Award

Sexton made a motion to award the bid for the repair of cell number four to C3 Energy Partners in the amount of \$498,315.09; Johnson seconded. Motion passed unanimously.

- Permit 26-03 Badlands Express Stage Coach

Sexton moved to approve Permit 26-03 for the Badlands Express Stagecoach; seconded by Bridger. The motion passed unanimously. Subsequently, Sexton moved to amend the motion to exclude operation from July 1st through July 5th, 2026. Bridger seconded the amendment; the motion as amended passed unanimously.

- Permit 26-04 Theresa Hsu West River Wagon Rides

Johnson moved to approve permit 26-04 West River Wagon Riders with the stipulation that they do not operate from July 1st through July 5th, 2026; Sitter seconded. Motion passed unanimously.

- Gaming Site Authorization Fort Abraham Lincoln

Sexton moved to approve the Gaming Site Permit Authorization for Fort Abraham Lincoln; Sitter seconded. Motion passed unanimously. Bridger and Johnson abstained from voting due to a conflict of interest.

- Temporary Trailer Permit TRPLF

Sexton made a motion to approve the temporary trailer permit, allowing for its placement through June; Bridger seconded. Motion passed unanimously.

- **Board Notes Only:** Chris Blackwell would like to extend his temporary trailer permit until June instead of coming in every 2 weeks.
- Public Discussion regarding Transient Merchant fees in Medora — public and business owners input requested

Sexton made a motion to set a \$200 per day fee for food and beverage vendors who submit a transient merchant application by May 1, 2026, for any period between July 1 and July 5, 2026; Johnson seconded. Motion passed unanimously.

- Special Event Permit- TRMF Chimney Park

Sexton moved to approve the outdoor event permit for America 250 from July 2 through July 5, 2026, at a fee of \$25. Approval is contingent upon Council's review of event elements and the merging of the bond; Bridger seconded. Motion passed unanimously, with Sitter abstaining due to a conflict of interest.

Sexton made a motion to approve the alcohol permit for Chimney Park as presented; Johnson seconded. Motion passed unanimously, with Sitter abstaining due to conflict of interest. Sexton subsequently moved to amend the motion to include the requirement of a licensed security office; Johnson seconded the amendment. The motion, as amended, passed unanimously, with Sitter again abstaining due to a conflict of interest.

Bridger made a motion to approve the general concept of the east and west plan for Chimney park; Sexton seconded. Motion passed unanimously, with Sitter abstaining due to a conflict of interest.

Sexton made a motion to approve the Cowboy Hall of Fame site details; Bridger seconded. Motion passed unanimously, with Sitter abstaining due to a conflict of interest.

Bridger made a motion to approve the Andrist site details; Johnson seconded. Motion passed unanimously, with Sitter abstaining due to a conflict of interest.

Johnson made a motion to approve the TRMF street closure at 3rd Street and 3rd Avenue, provided the perimeter points be updated. Point A south to the corner, Point B east to the center of the Pizza Parlor, Point C west to the Rough Rider Hotel's patio, and Point D north to the TRMF business property; Bridger seconded. Motion passed 2 in favor, 1 against, with Sitter abstaining due to a conflict of interest.

Miscellaneous Business

Sexton made a motion to approve a one-time sign-on bonus of \$300 for the pool manager and \$250 for all other lifeguard staff; Sitter seconded. Motion passed unanimously.

Sitter highlighted that the NDDOT had discussion with TRMF regarding the potential realignment of Pool Drive. Discussion was held.

- Financial Statements

-99857	523 AT&T Mobility	955.13
-99856	330 ROUGHRIDER ELECTRIC COOP, INC	2772.88
-99855	330 ROUGHRIDER ELECTRIC COOP, INC	2393.56
-99854	330 ROUGHRIDER ELECTRIC COOP, INC	44.00
-99853	352 SOUTHWEST WATER AUTHORITY	3296.26
-99852	352 SOUTHWEST WATER AUTHORITY	61.88
-99851	871 RTC Networks	805.79
3495	39 BILLINGS CO AUDITOR	1809.70
3496	Vendor not on File	0.00
3497	921 Brosz Engineering, Inc.	49295.00
3498	836 G&G GARBAGE	2214.04
3499	354 SOUTHWESTERN DISTRICT HEALTH UNIT	30.00
3500	286 ONE CALL CONCEPTS	24.00
3501	903 City of Dickinson	426.50
3502	704 ASAP PUMPING SERVICE, LLC	400.00
3503	378 THEODORE ROOSEVELT MEDORA FDTN	20125.00
20573	983 City of Ray	72500.00
20574	669 RDO Equipment Co.	559.74
20575	982 Madrod Construction,LLC	21339.14
20576	937 Point CPA	400.00
20577	906 Superior Spas & Water, LLC	44.73
20578	211 LOGO MAGIC	80.00
20579	816 TAB ELECTRONICS	96.00
20580	146 GALLS, LLC	42.60
20581	733 THUMPER'S GUNS & AMMO, LLC	990.00

20582	565 R & R Auto, Farm & Electric, Inc.	10597.63
20583	364 STEIN'S, INC	279.87
20584	73 CHILLER SYSTEMS, INC	5129.12
20585	791 FIRST STATE BANK	877.71
20586	605 MOTOROLA SOLUTIONS, INC.	310.66
20587	897 GS Publishing, LLC	471.70
20588	557 Legal Edge Solutions, PLLC	2940.00
20589	344 SHARE CORP	159.88
20590	815 BOSS OFFICE PRODUCTS	54.95
20591	135 FARMERS UNION	2982.34
20592	845 GOLVA REPAIR	1907.70
20593	598 Interstate Engineering, Inc.	30224.36
20594	530 GRAINGER	58.44
20595	103 DAKOTA PUMP & CONTROL, Inc.	387.50
20596	921 Brosz Engineering, Inc.	3482.50
20597	169 ITD	447.60
20601	981 National Association of State Tru	4000.00

-86419	AFLAC2 AFLAC
-86418	DEFERRED COMP NDPERS DEFERRED COMP DEP
-86417	DENTAL INSURANC AMERITAS
-86414	FIT EFTPS
-86413	GROUP TERM LIFE NDPERS HEALTH
-86412	SIT OFFICE OF STATE TAX COMM
-86411	VISION INSURANC FIDELITY SECURITY LIFE (
-86410	NDPERS PUBLIC S NDPERS RETIREMENT
-86409	NDPERS RETIRMEN NDPERS

- Claim Vouchers, Fiancials - review and approval

Payroll for March \$77,318.65

Payroll, Claim Vouchers, Financial - review and approval. Sexton made a motion for approval of the financials; Bridger seconded. Motion passed unaniously.

Announcements

- - **Deadline for Zoning Applications — Friday, April 10, 2026 @ 12:00pm**
 - **Zoning Meeting — Tuesday, April 21, 2026 @ 6:00pm**
 - **Deadline for Council Agenda Items - Friday, April 24, 2026 @ 12:00pm**
 - **Next Council Meeting - Tuesday, May 5, 2026 @ 6:00pm**
 - **Adjourn**

Sexton made a motion to adjourn at 8:46pm.

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City of Medora is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/87063583282?pwd=KatjhrA7TRobxiMlHoOizvZsXlsaoZ.1>

Meeting ID: 870 6358 3282

Passcode: 760336

Attest: _____ Derwin Zuroff, Mayor

Attest: _____ Ivy Maus, City Auditor