

Minutes of the Board of Ward County Commissioners

January 17, 2023

The regular meeting of the Ward County Commission was called to order by Chairman/Commissioner Fjeldahl at 9:00 AM with Commissioners Anderson, Rostad, and Wepler present and Commissioner Olson present via telephone. Also present were department heads Brian Vangsness, Dana Larsen, Emily Burkett, Jason Blowers, Kelly Haugen, Kristi Frederick, Lolly Gorze, Marisa Haman, Noreen Barton, Robert Roed, and Roza Larson.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the agenda with the following changes: Deletion of item #4 (postponed to a later date); addition of 8C, Permission to bid; addition of 10J, Park Board resignation and Special Assessment Commission. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Wepler to approve the minutes of the Regular Commission Meeting on January 3, 2023 and the Special Commission Meeting on January 10, 2023. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Rostad to approve the regular bills totaling \$494,796.97 and Human Service Zone direct cost bills totaling \$8,707.64. Roll call; all voted yes; motion carried.

REGULAR COMMISSION MEETING 01/17/2023 BILL LIST

GENERAL BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	DECEMBER 23RD-31ST 2022 TRANSACTIONS--SEE JP BILL LIST	\$41,998.81
190500	BUSINESS ORIENTED SOFTWARE SOLUTIONS	ANNUAL MAINTENANCE 1/1/23 TO 12/31/23--IT	\$3,703.00
190500	BUSINESS ORIENTED SOFTWARE SOLUTIONS	BOSS LICENSE FOR FACILITIES--IT	\$617.16
190589	COVERTTRACK GROUP INC	SUBSCRIPTION RENEWAL - DEVICE #353863114985009--SHERIFF	\$600.00
190590	ECOLAB PEST ELIMINATION INC	PEST CONTROL AT 900 BUILDING-- FACILITY MANAGEMENT	\$102.85
190501	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP & SNOW EQUIPMENT, DIESEL FOR BOBCATS--FACILITY	\$2,143.59
190501	ENERBASE FARMERS UNION/CENEX	FUEL--SHERIFF	\$8,395.14
190591	FIRST WESTERN INSURANCE	NOTARY BOND - SHANNON LARSON-- SHERIFF	\$50.00
190592	GRAPHICS LETTERING & TRIM	NEW DECALS UNIT 31--SHERIFF	\$380.00
190592	GRAPHICS LETTERING & TRIM	NEW DECALS UNIT 27--SHERIFF	\$380.00
DD	HAUGAN, KELLY J	DAY TRIP 12/29/22 RYDER--EMERGENCY MANAGEMENT	\$50.63
190474	HIGH POINT NETWORKS	VMWARE SPPORT ON NEW VIRTUAL SERVIER FAILOVER ENVIRONMENT--IT	\$1,520.00
190502	HOFFARTH SANITATION	TRASH SERVICE--FACILITY MANAGEMENT	\$600.00
190593	INFORMATION TECHNOLOGY DEPT	DP 521 - WAN ACCESS--IT	\$510.00
190593	INFORMATION TECHNOLOGY DEPT	DP 601 - OFFICE 365--IT	\$71.25
190593	INFORMATION TECHNOLOGY DEPT	DP 602 - AZURE AD PLAN 2--IT	\$56.50
190593	INFORMATION TECHNOLOGY DEPT	DP 618 - INTUNE--IT	\$30.00
190593	INFORMATION TECHNOLOGY DEPT	DP 630 - ADOBE ACROBAT PRO--IT	\$95.00
190593	INFORMATION TECHNOLOGY DEPT	DP 650 - SSL VPN CLIENT--IT	\$300.00
190593	INFORMATION TECHNOLOGY DEPT	DP 853 - ACTIVE DIRECTORY USER FEE-- IT	\$143.10
190593	INFORMATION TECHNOLOGY DEPT	DP 940 - MISC RECURRING BILLINGS--IT	\$17.54
190593	INFORMATION TECHNOLOGY DEPT	TC 381 - PEXIP VIRTUAL MEETING ROOM (AUDIO CONFERENCE)--IT	\$16.75

DD	JOB SERVICE NORTH DAKOTA	UNEMPLOYMENT - JUVENILE DETENTION - C MESCIA--JUVENILE DETENTION	\$4,894.56
190594	KASSON, SEAN BRADLEY	CONTRACT ATTORNEY 11/28/22 - 12/27/22--STATES ATTORNEY	\$731.68
190595	MARCO TECHNOLOGIES, LLC NW7128	CISCO CUCM PHONE SYSTEM UPGRADE--IT	\$14,779.66
190595	MARCO TECHNOLOGIES, LLC NW7128	2 CISCO CATALYST 9200L NETWORK SWITCHES--IT	\$14,931.96
190503	MDU - BISMARCK OFFICE	NATURAL GAS FOR COUNTY NORTH--FACILITY MANAGEMENT	\$495.59
DD	MORELLI, LAURA L	DAY TRIPS 11/1/22-11/21/22 NOV DAILY TRAVEL--EXTENSION SERVICE	\$6.25
DD	MORELLI, LAURA L	DAY TRIPS 12/1/22-12/29/22 DEC DAILY TRAVEL--EXTENSION SERVICE	\$8.06
190596	ND ASSOC OF COUNTIES	2023 ESTIMATED WORKERS COMP PREMIUM--INSURANCE	\$169,945.16
190597	ND COUNTY AUDITORS ASSOC	2023 ANNUAL DUES--AUDITOR AND TREASURER	\$375.00
190598	ND COUNTY TREASURER ASSOC	2023 ANNUAL DUES--AUDITOR AND TREASURER	\$375.00
190599	ND STATE RADIO COMM	TERMINAL FEE 10/1/22-12/31/22--STATES ATTORNEY	\$600.00
190600	NORTHERN PLAINS CHILDREN'S ADVOCACY CNTR	ARPA PROJ #93 FORENSIC INTERVIEW, THERAPY SESSION--COMMISSIONERS	\$11,721.53
190601	PRESORT PLUS	MOBILE HOME TAX STATEMENT PRINTING/MAILING--GENERAL	\$1,633.00
90602	PSYCHOLOGICAL RESOURCES	PSYCHOLOGICAL EVALUATION - S HANSON--JUVENILE DETENTION	\$150.00
DD	RAUB, DANIEL J	REIMB RENEWAL OF JOURNEYMAN'S PLUMBING LICENSE--FACILITY	\$100.00
DD	ROSTAD, JAMES A	DAY TRIP 12/21/22 KENMARE--COMMISSIONERS	\$60.00
DD	SHEALY TOWNSHIP	ARPA PROJ #50 CULVERT REPLACEMENT--COMMISSIONERS	\$6,800.00
190603	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--INMATE TRUST (COMMISSARY)	\$82.55
190603	TURNKEY CORRECTIONS	DEBIT CARD FEES--INMATE TRUST (COMMISSARY)	\$75.00
190603	TURNKEY CORRECTIONS	LAW LIBRARY--INMATE TRUST (COMMISSARY)	\$145.00
190603	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--INMATE TRUST (COMMISSARY)	\$96.45
190603	TURNKEY CORRECTIONS	DEBIT CARD FEES--INMATE TRUST (COMMISSARY)	\$89.00
190603	TURNKEY CORRECTIONS	LAW LIBRARY--INMATE TRUST (COMMISSARY)	\$155.00
190603	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--INMATE TRUST (COMMISSARY)	\$109.10
190603	TURNKEY CORRECTIONS	DEBIT CARD FEES--INMATE TRUST (COMMISSARY)	\$119.00
190603	TURNKEY CORRECTIONS	LAW LIBRARY--INMATE TRUST (COMMISSARY)	\$143.00
190603	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--INMATE TRUST (COMMISSARY)	\$85.00
190603	TURNKEY CORRECTIONS	DEBIT CARD FEES--INMATE TRUST (COMMISSARY)	\$99.00
190603	TURNKEY CORRECTIONS	LAW LIBRARY--INMATE TRUST (COMMISSARY)	\$143.00
190504	UNITED MAILING SERVICES INC	POSTAGE--EXTENSION SERVICE	\$48.75
190504	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	\$20.11
190504	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	\$168.31
190504	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	\$54.68
190504	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$754.31
190504	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$150.82
190504	UNITED MAILING SERVICES INC	POSTAGE--EXTENSION SERVICE	\$38.91
190504	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	\$16.99
190504	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	\$166.10
190504	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	\$51.85

190604	WARD CO PARK BOARD	ARPA PROJ #20 - SECURITY CAMERA'S FOR OLD SETTLER'S PARK--PARK	\$4,500.00
190605	WARD COUNTY HIGHWAY DEPT	WEED CONTYROL CHEMICALS ON FLOOD PROPERTY--GENERAL	\$2,193.60
190484	WEX HEALTH, INC.	FSA MONTHLY FEES - NOVEMBER--HUMAN RESOURCES	\$161.00
Total General Bills:			\$299,055.30

PARK BOARD BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	DECEMBER 23RD-31ST 2022 TRANSACTIONS--SEE JP BILL LIST	\$119.00
190586	WARD CO AUDITOR	2022 SPECIALS - 89 RICE LAKE RD N	\$1,682.78
190586	WARD CO AUDITOR	2022 SPECIALS - 131 RICE LAKE RD N	\$1,147.37
190586	WARD CO AUDITOR	2022 SPECIALS - RICE LAKE (DOUGLAS)	\$1,147.37
190586	WARD CO AUDITOR	2022 SPECIALS - 48 RICE LAKE RD S	\$1,147.37
190587DD	WARD COUNTY HIGHWAY DEPT	CHEMICALS	\$1,330.00
Total Park Board Bills:			\$6,573.89

ROAD/HIGHWAY BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	DECEMBER 23RD-31ST 2022 TRANSACTIONS--SEE JP BILL LIST	\$5,735.81
190564	ARAMARK UNIFORM SERVICES	JANITORIAL SERVICES	\$636.36
190505	BERTHOLD CITY	UTILITIES	\$119.00
190565	BURLINGTON ELECTRIC INC	REPAIRS - GFI'S IN PARKING LOT & SHOP	\$695.52
190566	BUTLER MACHINERY	PARTS	\$5,666.22
190567	CAPITAL ONE TRADE CREDIT	LINKS, SHOVEL	\$207.96
1905567	CAPITAL ONE TRADE CREDIT	NUTS, WASHERS	\$30.12
190568	DAKOTA FLUID POWER INC	HOSE, COUPLER	\$305.75
190569	DAKOTA SALES & SUPPLY	CHAIN	\$335.20
190570	DAKOTALAND AUTOGLASS	WINDSHIELD #10	\$250.00
190570	DAKOTALAND AUTOGLASS	WINDOW #94	\$253.90
190506	ENERBASE FARMERS UNION/CENEX	GASOLINE, DIESEL	\$42,349.80
190507	FARMERS UNION OIL CO	COUPLER, AIRHOSE, FLOOR DRY	\$59.97
190507	FARMERS UNION OIL CO	GASOLINE, DIESEL	\$8,797.82
190508	FARMERS UNION OIL CO - KENMARE	BOLTS	\$36.67
190508	FARMERS UNION OIL CO - KENMARE	GASOLINE, DIESEL	\$3,832.69
190571	FASTENAL COMPANY	BOLTS	\$104.97
190572	G & P COMMERCIAL SALES	ICE MELT	\$24.89
190573	GENERAL TRADING CO	SILICONE, GUAGE, TOWELS	\$376.70
190509	HOFFARTH SANITATION	SANITATION SERVICE	\$195.00
190574	LAWSON PRODUCTS INC	SCREWS, NUTS, WASHER	\$682.25
190574	LAWSON PRODUCTS INC	GREASE, NUTS	\$569.55
190575	MAGIC CITY GARAGE DOOR INC	CASHWASH ROLLER - BUILDING B	\$336.00
190576	MAINTENANCE PLUS INC	GENERAL CLEANING, SUPPLIES	\$1,643.08
190510	MDU - BISMARCK OFFICE	UTILITIES	\$472.30
190577	MENARDS - MINOT	TOILET TISSUE, GLUE, STABILIZER, EAR PLUGS, WD-40	\$158.22
190577	MENARDS - MINOT	AIR FRESHENERS	\$19.91
190577	MENARDS - MINOT	POST MOUNT	\$87.48
190577	MENARDS - MINOT	RETURN THERMOSTATS ORIG INV 19223 12.24.22	-(51.98)
190577	MENARDS - MINOT	BOLTS, WASHERS, NUTS	\$18.55
190577	MENARDS - MINOT	HEATER, BATTERIES, THERMOSTATS	\$225.93
190577	MENARDS - MINOT	BREAKER, SPLICER	\$75.53
190578	NAPA AUTO PARTS	METER, FILTERS, TOWELS, BATTERY, FLUIDS	\$1,269.01
190578	NAPA AUTO PARTS	METER, FILTERS, TOWELS, BATTERY, FLUIDS	\$636.48

190579	NORTH DAKOTA ONE CALL	LOCATES	\$16.90
190580	NORTHWEST TIRE & RETREAD INC	TIRES, REPAIRS	\$4,110.77
190511	OTTERTAIL POWER CO	UTILITIES	\$83.16
190581	PARKLAND USA CORP DBA FARSTAD OIL	GREASE	\$470.88
190582	RDO/POWERPLAN	FITTINGS, HOSE	\$313.96
190582	RDO/POWERPLAN	FILTERS	\$221.24
190582	RDO/POWERPLAN	FILTERS	\$626.40
190583	SWANSTON EQUIPMENT CO	HYDRAULIC FLUID, WIPER BLADES, FILTER KITS	\$1,055.16
190583	SWANSTON EQUIPMENT CO	HYDRAULIC FLUID	\$295.08
190512	TRI N PROPANE	UTILITIES	\$407.00
190584	WARD CO AUDITOR	2022 INSURANCE SHARE	\$101,889.04
190585	WESTLIE MOTOR CO	REP COOLANT LEAK, HEATER CLAMPS, BRACKET	\$3,190.42
190513	XCEL ENERGY	UTILITIES	\$65.83
Total Road/Highway Bills:			\$188,902.50

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	DECEMBER 23RD-31ST 2022 TRANSACTIONS--SEE JP BILL LIST	\$133.28
190588	WARD CO AUDITOR	2022 INSURANCE SHARE	\$132.00
Total Vision Zero Bills:			\$265.28

GRAND TOTAL **\$494,796.97**

Ryan Ackerman of Ackerman-Estvold appeared to give a Souris River Joint Board update and progress report on area projects. Mr. Ackerman also stated at this time the flood risk remains low for the Minot area with the Canadian basin being dry and watershed predicted to be average to below average.

Noreen Barton, Director of Tax Equalization, appeared regarding 2023 Ag Land Valuations. The recommendation from the Soils Committee is to adopt Ward County's Average Agricultural Value Per Acre (\$644.77) at 92.5% of the State Tax Commissioners Certified Value. Ms. Barton recommends the commission adopt an average valuation of \$606.08, which represents a tolerance level of 94% and meets the allowed tolerance levels set by the State Board of Equalization.

Moved by Comm. Rostad, seconded by Comm. Weppler to adopt an average valuation of \$606.08, which represents a tolerance level of 94%, which meets the allowed tolerance levels set by the State Board of Equalization. Roll call; Comm. Rostad, Weppler, and Olson voted yes; Comm. Anderson and Fjeldahl voted no; motion carried.

Planning and Zoning Administrator Doug Diedrichsen appeared with a plat application from Brennan Stromberg for the following described property: Proposed Outlot 15 of the SW4SE4 4-156-84. The applicant is proposing to parcel an outlot, proposed Outlot 15 is 5.87 acres. This outlot is for future agricultural purposes. Ward County zoning applies with the township recommending approval. Planning Commission recommends approval of the Plat Application based on finding of facts and staff recommendations.

Moved by Comm. Anderson, seconded by Comm. Weppler to approve the plat application from Brennan Stromberg as presented. Roll call; all voted yes; motion carried.

County Highway Engineer Dana Larsen appeared with three items. The first item is in regard to federal funding for Minot to Burlington Multiuse Path. Ward County was awarded 80/20 funding to repair and overlay the multiuse path.

Moved by Comm. Wepler, seconded by Comm. Anderson to accept the \$605,247.00 in Transportation Alternative Funding for the Minot to Burlington Multiuse Path project, and authorize the Highway Department to design and bid the project through the NDDOT for the 2024 Construction Season and authorize the chairman to sign the NDDOT Construction Agreement. Roll call; Comm. Rostad, Wepler, and Olson voted yes; Comm. Anderson and Fjeldahl voted no; motion carried.

Mr. Larsen spoke to applying for RAISE grant for planning funding. Estimated cost for applying is \$30,000.00 and Lance Meyer with the City of Minot is hoping to be able to split the cost with Ward County for this grant application. This grant would allow for environmental analysis, feasibility studies, community engagement, cost analysis, and equity analysis to bring Ward County up to almost a full design. This data can then be used to apply for the next grant step.

Moved by Comm. Rostad, seconded by Comm. Wepler to authorize the Highway Department spend up to \$15,000 to hire Bolton and Menk and to work with the City of Minot and the NDDOT to prepare a RAISE planning grant for Phases I and II of the SW & SE Connector Corridor Study. Roll call; all voted yes; motion carried.

Mr. Larsen then asked for one or two commissioners to volunteer as leadership should the City of Minot wish to meet regarding the RAISE grant. Comm. Fjeldahl and Comm. Anderson both volunteered.

Lastly, Mr. Larsen brought forth a request for permission to bid on some 2023 projects.

Moved by Comm. Anderson, seconded by Comm. Wepler to authorize the Highway Department to bid out the micro surfacing and the chip seal projects as presented for 2023. Roll call; all voted yes; motion carried.

Lolly Gorze, Human Resource Director, appeared with the following payroll amendments: K. Kossan, Emergency Management; J. Jackson, Deputy.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the payroll amendments as presented. Roll call; all voted yes; motion carried.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Wepler, seconded by Comm. Rostad to receive and file the following correspondence: Economy at a Glance dated January 2023; letter from City of Surrey dated December 6, 2023; Natural Resources Save the Date public meeting notice for March 2023. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Rostad to receive and file Monthly Reports including financials. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the four (4) County Deeds through tax sale as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Anderson to approve the 2022/2023 Budget Amendments and Transfers as presented. Roll call; all voted yes; motion carried.

Ms. Haman presented two Notice to Remove Letters from First District Health Unit on properties located in Ward County. A Notice of Resolution and Necessity will need to be completed on each property.

Moved by Comm. Wepler, seconded by Comm. Rostad to receive and file both items 10 E and F which are the Notice to Remove Letters from First District Health Unit. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the Gaming Site Authorization for North Dakota Cowboy Hall of Fame and Raffle Permit for Minot Rifle and Pistol Club. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve Roza Larson moving forward with the city attorney to review the Joint Powers Agreement between the City of Minot, Ward County, and First District Health Unit within the 2-mile extraterritorial zoning areas. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve advertising for the recently vacated Park Board seat and to re-advertise for the open position with the Special Assessment Commission. Roll call; all voted yes; motion carried.

Recess was called by Chairman Fjeldahl at 10:14 AM to prepare for abatement hearing.

Meeting reconvened at 10:26 AM.

Noreen Barton, Director of Tax Equalization, appeared to conduct an abatement hearing from Stonehaven Development Inc./55th Holdings, LLC regarding tax years 2020 and 2021. Recommendation from the Tax Equalization office is to deny the abatements within the City of Minot due to them not being qualified for agricultural land value. Ms. Barton also recommends denying the abatements in Nedrose Township due to the properties being adjusted fairly compared to other similar properties.

Jessica Klein, Attorney at Olson & Burns, spoke on behalf of her client, 55th Holdings, LLC. Ms. Klein presented 738 parcels and is requesting new valuations for the lots presented ranging from 1 cent per square foot up to \$1.00 per square foot or any lower valuation the commission may choose. Ms. Klein stated that approximately 68 acres were farmed last year.

Damon Druse, Minot City Assessor, appeared to discuss that 4, and possibly even 6 or 7 of the 7 of the required conditions to exclude the property from assessment as agricultural land have been met. Mr. Druse answered questions from the Commissioners and stated 55th Holdings, LLC property is being treated the same as all the other lots in Minot with similar characteristics.

Moved by Comm. Anderson, seconded by Comm. Wepler to accept the Ward County Tax Equalization Director's opinion and deny the abatement request for the lands located in the City of Minot and Nedrose Township as presented. Roll call; all voted yes; motion carried.

At 11:16 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 7TH DAY OF FEBRUARY, 2023

Chairman, Ward County Commission

ATTEST:
