

Minutes of the Board of Ward County Commissioners

February 20, 2018

The regular meeting of the Ward County Commission was called to order by Chairman Walter at 9:00 a.m. with Comms. Fjeldahl, Louser, Rostad and Wepler present. Also present were department heads: Amanda Schooling, Betty Braun, Bob Barnard, Dana Larsen, Devra Smestad, Ellen Bjelland, John Crosby, Kerriane Boetcher, Leona Lochthowe, Melissa Bliss, Roza Larson, Ryan Kamrowski.

Moved by Comm. Wepler, seconded by Comm. Louser, to approve the Agenda with one addition. Roll call; all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Rostad, to approve the regular Commission meeting minutes from the February 6, 2018 regular meeting and the minutes from the February 14, 2018 special meeting. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad, to approve regular bills totaling \$4,372,219.67 and Social Services bills of \$7,069.38. Roll call; all voted yes; motion carried.

Brian Kunz from A&P Construction appeared and gave a jail remodel update. Currently demoing the stair core and are 85% complete. Should finish near the end of this week. Next week will begin removal of the elevator and will demo the elevator shaft with completion around April 1. On the existing jail, third and fourth levels, fire sprinkler lines are being run; second level demolition, masonry and framing is complete with painting to start next week. First level masonry and door frames are being completed. The project is on schedule with total completion expected to be in early August. Two change orders were presented for approval.

Change Order #068 – data changes in day rooms. Total cost \$10,598.00.

Moved by Comm. Fjeldahl, seconded by Comm. Louser, to approve Change Order #068. Roll call; all voted yes; motion carried.

Change Order #073 – 1st and 2nd floor owner changes-detention window and cashier window. Total cost \$7,954.00.

Moved by Comm. Fjeldahl, seconded by Comm. Louser, to approve Change Order #073. Roll call; all voted yes; motion carried.

Mr. Kunz also brought up the removal of the existing chiller and cooling tower. The work would include pulling the cooling tower off the roof and running a line to connect to the new cooling tower. Cost is \$55,888.00. No material needed so work can be completed without much lead time in the next couple of months with affecting the project completion time.

Rod Wiederholt, Central District Director from the NDSU Extension Service appeared and gave an update on some changes. An internal review was ordered and looked at programming, effectiveness of programs, budget and structure. Found that programmatic efforts are very positive. Need to do a better job of marketing and telling the story. In regard to structure, two areas remained the same (Ag & Natural Resources and 4H Development), but it was recommended to combine two program areas into one—Family Consumer Science and Community Vitality which is now Family and Community Wellness. Also looked at funding. Made some recommendations in how county/state partnership is handled. This proposal will go to the legislature at their next session.

Emily Huettl from the Souris River Joint Board appeared on behalf of the StARR Program. It was suggested that the property currently owned by Barbara and Joel Olson be added to the program. The property is adjacent to other properties that have been purchased through the program. The SRJB will purchase the property, demolish or relocate the dwelling, complete foundation cleanup and then turn the property over to the County.

Moved by Comm. Wepler, seconded by Comm. Louser, to approve the addition of property owned by Barbara and Joel Olson to the StARR Program. Roll call; all voted yes; motion carried.

Kristen Holt, Juvenile Detention appeared and requested approval and signature for a grant in the amount of \$2,650.00 for the purchase of an AED from the St. Joseph's Community Foundation. The AED will enhance the safety of and provide medical intervention for the Juvenile Detention detainees, staff and visitors.

Moved by Comm. Rostad, seconded by Comm. Louser, to approve and sign the grant in the amount of \$2,650.00 from the St. Joseph's Community Foundation. Roll call; all voted yes; motion carried.

Sheriff Barnard also appeared and requested approval and signature for grants in the amount of \$4,800.00 from the St. Joseph's Community Foundation and \$1,000.00 from Enbridge to purchase AED's to be placed in patrol vehicles owned by the Sheriff's Department.

Moved by Comm. Louser, seconded by Comm. Fjeldahl, to approve and sign the grants from the St. Joseph's Community Foundation and Enbridge. Roll call; all voted yes; motion carried.

Dana Larsen, Highway Department Engineer, presented a bid to purchase a used 2017 FPE Rock Grizzly with 6" adjustable space for cleaning rip rap. The bid was in the amount of \$18,250.00 from Fargo Parts & Equipment.

Moved by Comm. Fjeldahl, seconded by Comm. Rostad, to approve the purchase of a used 2017 FPE Rock Grizzly from Fargo Parts & Equipment in the amount of \$18,250.00. Roll call; all voted yes; motion carried.

Mr. Larsen also requested approval of a proposal from KLJ to complete a Transportation Plan to be developed in coordination with the Ward County Comprehensive Plan. This plan will provide the Highway Department with regional and local corridor planning, corridor preservation planning and assistance in developing a five to ten year Capital Improvement Plan. The Highway Committee has recommended moving forward and funds will come from the Highway Department budget.

Moved by Comm. Rostad, seconded by Comm. Wepler, to approve the proposal from KLJ to add the extended Transportation Plan element to the update of the County Comprehensive process for a total of \$31,479.53 with funds coming from the Highway Department. Roll call; all voted yes; motion carried.

Larsen then asked for authorization to put the County Road 18 Project CP 1852 project on hold as more than half of the landowners are not willing to sell right-of-way at this time. He also requested that the signed right-of-way documents be returned to the landowners who have completed their documents.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to authorize the Highway Department to send notice to landowners along the west four miles of County Road 18 Project CP1852, notifying them the project has been put on hold at this time, as well as returning right-of-way documents that were signed but not paid for or recorded. Roll call; all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared;

Moved by Comm. Wepler, seconded by Comm. Louser, to Receive and File the following correspondence: Court Facilities Improvement Committee – Grant. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Louser, to Receive and File the following monthly reports including financial reports: County Recorder; Sheriff's Department; Tax Equalization Office. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Louser, to reappoint Darla Jost to the City of Burlington's Planning Commission as representative of the County. Roll call; all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Wepler, to approve and sign the North Dakota Concrete Box Culverts Inspection Agreement to have inspections every four years. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad, to approve the Wellness Program Commitment Agreement. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad, to approve the purchase of a 4-acre lot (Parcel #SR240070000010) by Garnet and Mark Krebsbach for \$4,000.00 with the contingency that the house is torn down by the end of November 2018 and the foundation be filled in. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl, to approve the following payroll amendments: Pay Amendments: Gaynor, C– Facilities Management (Level 16); Leonard, B – Social Services (Level 25); Schiller, T – Sheriff’s Department (Level 21); Summer, R – Sheriff’s Department (Level 21); Thiele, T – Sheriff’s Department (Level 18). Roll call; all voted yes; motion carried.

A brief recess was taken.

Moved by Comm. Louser, seconded by Comm. Rostad, to recognize the Harley Owners Group Minot Chapter as a public spirited organization. Roll call; all voted yes; motion carried.

Moved by Comm. Louser, seconded by Comm. Fjeldahl, to approve the raffle permit for the Harley Owners Group Minot Chapter. Roll call; all voted yes; motion carried.

Devra Smestad started the discussion about the new HR Director and supporting positions. The combined Payroll Technician/Senior Accountant position has been advertised. After discussion with the folks from the North Dakota Association of Counties, the salary has been changed to a grade 30 with \$67,642.00 as minimum. With benefits included, the total would be approximately \$100,000.00 for the HR Director position.

Comm. Fjeldahl suggested that because all departments would benefit from this new department, each department could pay their proportional share of the salary and benefits. These funds would be coming from the 2018 budget. A few of the department heads expressed concern about how they would carve those funds out of already tight budgets. Estimated cost is approximately \$357 per employee.

In regard to the HR Director position, the salary posted is normally indicated as a range. There is some concern in advertising a range as applicants may desire a salary at the top of the range. Comm. Wepler suggested a salary of \$72,650.00. It was also discussed that years of experience and supervisory experience be emphasized. The job description was updated to incorporate the suggestions from the North Dakota Association of Counties.

Chairman Walter asked that the department heads look at their budgets and bring back their input to the next commission meeting. Will also finalize and approve the job description so that the position can be advertised.

At 10:35 a.m. with no further business, the meeting was adjourned.