

Minutes of the Board of Ward County Commissioners

March 7, 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 by telephone. Also present were department heads Dana Larsen, Emily Burkett, Kelly Haugan, Kerriane Boetcher, Kristin Kowalczyk, Lolly Gorze, Marisa Haman, Noreen Barton, Robert Roed, and Roza Larson.

Moved by Comm. Rostad, seconded by Comm. Wepler to approve the agenda with the following changes: Removal of item 6C. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the minutes of the Regular Commission Meeting on February 21, 2023. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Wepler to approve the regular bills totaling \$6,104,741.62 and Human Service Zone direct cost bills totaling \$22,013.02. Roll call; all voted yes; motion carried.

REGULAR COMMISSION MEETING 03/07/2023 BILL LIST

GENERAL BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
191004	ACCURATE CONTROLS INC	ARPA PROJ #16 - 13 FLEXIDEOME IP STARLIGHTS--JAIL OPERATIONS	\$18,599.08
191005	BALCO UNIFORMS CO INC	PATCHES--SHERIFF	\$61.58
DD	BURKETT, EMILY	DAY TRIPS 02/01/23-02/27/23 FEB MONTHLY TRAVEL--EXTENSION	\$258.63
191006	BURLINGTON RURAL FIRE DISTRICT	ARPA PROJ #72 - PERSONAL PROTECTIVE EQUIP--COMMISSIONERS	\$10,604.70
191007	CDW GOVERNMENT INC	LICENSE PLATE CAMERA--SHERIFF	\$629.24
191007	CDW GOVERNMENT INC	IN CAR PRINTER--SHERIFF	\$441.79
191008	COLE PAPERS INC	TAMPONS FOR THE JAIL--FACILITY MANAGEMENT	\$660.52
191009	COMPUTER STORE INC	HP PRINTER REPLACE TOUCH DISPLAY--IT	\$275.00
191009	COMPUTER STORE INC	FIXING DUPLEX FUSER FILM PARTS & LABOR--IT	\$605.00
191010	ECOLAB PEST ELIMINATION INC	PEST CONTROL 900 BUILDING--FACILITY MANAGEMENT	\$102.85
191010	ECOLAB PEST ELIMINATION INC	PEST CONTROL FOR 900 BUILDING--FACILITY MANAGEMENT	\$102.85
191011	FARGO GLASS & PAINT	4 CASES OF CEILING TILE--FACILITY MANAGEMENT	\$368.64
191012	GRAPHICS LETTERING & TRIM	NEW GRAPHICS #14--SHERIFF	\$380.00
191012	GRAPHICS LETTERING & TRIM	NEW GRAPHICS #15--SHERIFF	\$380.00
191013	INFORMATION TECHNOLOGY DEPT	DP 521 - WAN ACCESS--IT	\$510.00
191013	INFORMATION TECHNOLOGY DEPT	DP 602 - AZURE AD PLAN 2--IT	\$56.50
191013	INFORMATION TECHNOLOGY DEPT	DP 608 & 609 - OFFICE 365--IT	\$35.25
191013	INFORMATION TECHNOLOGY DEPT	DP 618 - INTUNE--IT	\$30.00
191013	INFORMATION TECHNOLOGY DEPT	DP 630 - ADOBE ACROBAT PRO--IT	\$100.00
191013	INFORMATION TECHNOLOGY DEPT	DP 650 - SSL VPN CLIENT--IT	\$310.00
191013	INFORMATION TECHNOLOGY DEPT	DP 853 - ACTIVE DIRECTORY USER FEE--IT	\$147.15
191013	INFORMATION TECHNOLOGY DEPT	TC 381 - PEXIP VIRTUAL MEETING ROOM (AUDIO CONFERENCE)--IT	\$16.75
DD	JOB SERVICE NORTH DAKOTA	UNEMPLOYMENT CLAIM-MESCIA 10.1-12.31.22--JUVENILE DETENTION	\$3,888.00
DD	JOB SERVICE NORTH DAKOTA	UNEMPLOYMENT CLAIM-SALMI & SISK 10.1-12.31.22--HIGHWAY	\$240.57
191014	JOHNSON CONTROLS FIRE PROTECTION, LP	NEW ACCESS CONTROL LICENSE MAINTENANCE--IT	\$666.00
191015	KALIX	DOCUMENT DESTRUCTION--STATES ATTORNEY	\$154.66

191016	KENMARE COMMUNITY DEVELOPMENT	2023 ALLOCATION - ECONOMIC DEVELOPMENT CORP--GENERAL	\$27,000.00
191017	KENTUCKY 4-H NECV	E BURKETT- REGIST NAT'L CONF ON VOLUNTEERISM--EXTENSION	\$369.00
DD	KOWALCZYK, KRISTIN L	DAY TRIP 02/14/23 MOUNTRAIL COUNTY--RECORDER	\$83.84
191018	LIGHT AND SIREN	LIGHTS - SINGLE T-RAIL MOUNT W/ KEY OVERRIDE--SHERIFF	\$673.93
DD	MAHONEY, ROBERT D	OVERNIGHT TRAVEL 02/15/23-02/17/23 FARGO--SHERIFF	\$98.00
DD	MAHONEY, SAMANTHA N	OVERNIGHT TRAVEL 02/15/23-02/17/23 FARGO--SHERIFF	\$98.00
190843	MDU - BISMARCK OFFICE	NATURAL GAS COURTHOUSE--FACILITY MANAGEMENT	\$2,490.22
190843	MDU - BISMARCK OFFICE	NATURAL GAS FOR JAIL--FACILITY MANAGEMENT	\$2,240.02
190843	MDU - BISMARCK OFFICE	NATURAL GAS FOR ADMIN--FACILITY MANAGEMENT	\$1,800.67
190843	MDU - BISMARCK OFFICE	NATURAL GAS FOR 900 BUILDING--FACILITY MANAGEMENT	\$2,153.98
190843	MDU - BISMARCK OFFICE	NATURAL GAS FOR COURTHOUSE--FACILITY MANAGEMENT	\$272.78
190843	MDU - BISMARCK OFFICE	NATURAL GAS FOR JAIL--FACILITY MANAGEMENT	\$4,103.34
191019	MOUNTAIN PLAINS YOUTH SERVICES	MONTHLY SHELTER CONTRACT - FEBRUARY--GENERAL	\$5,754.65
191020	ND DEPT HUM SERV	INMATE MEDICAL DEC 22--JAIL OPERATIONS	\$5,374.12
191021	ND DEPT OF CORRECTIONS & REHAB	INTERSTATE COMPACT PROG TRANS FEES - JAN 2023--SHERIFF	\$600.00
191022	ND SHERIFFS & DEPUTIES ASSOC	2023 ANNUAL DUES--SHERIFF	\$950.00
190928	POST BOARD	LATE WEAPON QUALIFICATION FEE-RACHEL CHRISTENSEN--SHERIFF	\$100.00
191023	PROJECT BEE	2023 ALLOCATION - PROJECT BEE--GENERAL	\$34,850.00
DD	ROSTAD, JAMES A	DAY TRIP 2/8/23 KENMARE--COMMISSIONERS	\$61.57
190919	THOMAS LAW FIRM	2023 INDIGENT DEFENSE - MARCH 2023--GENERAL	\$2,000.00
190844	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--INMATE TRUST (COMMISSARY)	\$90.00
190844	TURNKEY CORRECTIONS	DEBIT CARD FEES--INMATE TRUST (COMMISSARY)	\$70.00
190844	TURNKEY CORRECTIONS	LAW LIBRARY--INMATE TRUST (COMMISSARY)	\$145.00
190844	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--INMATE TRUST (COMMISSARY)	\$95.25
190844	TURNKEY CORRECTIONS	DEBIT CARD FEES--INMATE TRUST (COMMISSARY)	\$77.00
190845	TYLER TECHNOLOGIES INC	EXECUTIME TRAINING--HUMAN RESOURCES	\$1,040.00
190920	UNITED MAILING SERVICES INC	POSTAGE--EXTENSION SERVICE	\$42.12
190920	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	\$26.57
190920	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	\$153.99
190920	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	\$58.32
190920	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$802.10
190920	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$194.20
191024	US BANK CM-9690	GO TAX BOND PAYMENT 10/1/22-3/31/23 ACCT 0046905NS--GENERAL	\$145,200.00
191024	US BANK CM-9690	TAX REFUND BOND SERIES 2020 PRIN/INT 10/1/22-3/31/23 --GENERAL	\$5,785,875.00
191025	WARD CO HISTORICAL SOCIETY	ARPA PROJ #100 - COMPUTER & PRINTER--COMMISSIONERS	\$1,860.03
191026	WARD COUNTY HIGHWAY DEPT	RUSHVILLE TWP SNOW REMOVAL (8 HRS)--GENERAL	\$1,200.00
190921	WILHELM TIM	2023 INDIGENT DEFENSE - MARCH 2023--GENERAL	\$2,000.00
190846	XCEL ENERGY	ELECTRICITY FOR JAIL--FACILITY MANAGEMENT	\$13,820.81
190922	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MANAGEMENT	\$748.85
190922	XCEL ENERGY	ELECTRICITY FOR 900 COLD STORAGE--FACILITY MANAGEMENT	\$35.95
		Total General Bills:	\$6,084,234.07

PARK BOARD BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
190927	XCEL ENERGY	UTILITIES	\$59.22
190927	XCEL ENERGY	UTILITIES	\$38.75
Total Park Board Bills:			\$97.97

ROAD/HIGHWAY BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
190987	B & G ELECTRIC LLC	BATHROOM REMODEL - BERTHOLD	\$326.44
190988	CAPITAL ONE TRADE CREDIT	SLING, FASTENER	\$50.96
190989	COMPUTER STORE INC	SONIC WALL UPGRADE	\$1,780.00
190990	DAKOTA FLUID POWER INC	GATE HOSES ASSEMBLY	\$229.75
190990	DAKOTA FLUID POWER INC	COMPONENT REBUILD	\$676.51
190990	DAKOTA FLUID POWER INC	GATE HOSES ASSEMBLY	\$73.67
190990	DAKOTA FLUID POWER INC	SWIVEL	\$216.85
190991	FARMERS UNION LUMBER	BATHROOM REMODEL KENMARE	\$43.43
190991	FARMERS UNION LUMBER	BATHROOM REMODEL KENMARE	\$11.98
190992	IHEARTMEDIA	EQUIPMENT OPERATOR AD	\$1,000.00
190923	KENMARE CITY OF	UTILITIES	\$57.50
190995	KLJ ENGINEERING LLC	ENG SVC - REGRADING & INCIDENTALS CR18 9.1 MILES	\$905.04
190994	LAWSON PRODUCTS INC	NUTS, WASHERS, CAP SCREWS	\$1,694.10
190995	MARCO TECHNOLOGIES, LLC NW7128	WEBROOT SERVICE	\$72.00
190924	MDU - BISMARCK OFFICE	UTILITIES	\$95.02
190924	MDU - BISMARCK OFFICE	UTILITIES	\$946.85
190924	MDU - BISMARCK OFFICE	UTILITIES	\$1,739.42
190924	MDU - BISMARCK OFFICE	UTILITIES	\$590.53
190924	MDU - BISMARCK OFFICE	UTILITIES	\$1,734.69
190924	MDU - BISMARCK OFFICE	UTILITIES	\$262.58
190996	MENARDS - MINOT	TAPE, GLOVES, PENS	\$137.84
190996	MENARDS - MINOT	BATHROOM REMODEL	\$940.95
190996	MENARDS - MINOT	CLEANERS	\$14.43
190996	MENARDS - MINOT	NOZZLE, TAPE, BLADE	\$81.10
190996	MENARDS - MINOT	PAINT	\$101.96
190996	MENARDS - MINOT	TRACK, TRASH CAN, DOOR STOP, PEG	\$130.14
190996	MENARDS - MINOT	MOUSE TRAPS, DISPENSER, BINS, SCISSORS	\$53.84
190996	MENARDS - MINOT	PRESSURE WASHER	\$348.29
190996	MENARDS - MINOT	ELBOWS, RINGS, THERMOSTAT	\$71.31
190997	ND DEPT OF TRANSPORTATION.	BRIDGE INSPECTION BRC-0099(012)	\$547.82
190998	OTIS ELEVATOR CO INC	ELEVATOR REPAIR CONTRACT #117808 / CLM65004 3/1/23-2/29/24	\$1,009.44
190925	OTTERTAIL POWER CO	UTILITIES	\$317.92
190999	PEYER, DUSTIN	TEMP CONSTRUCTION EASEMENT - CROWS PLAT L8 &9, B5, 14-158-87	\$330.00
191000	RDO/POWERPLAN	RADIO, ANTENNA, SPEAKER	\$540.83
191001	REICH II, JOSEPH P OR VIOLETA O	RIGHT OF WAY DEED, CROWS PLAT L6 &7, B5 SW4 14-158-87	\$660.00
191001	REICH II, JOSEPH P OR VIOLETA O	TEMP EASEMENT - CROWS PLAT L6 &7, B5 SW4 14-158-87	\$330.00
191002	RHI SUPPLY REFRIGERATION	PROPYLENE	\$1,035.30
191003	SYSTEMS TECHNOLOGY	ANNUAL FIRE ALARM INSPECTION (WASHBAY)	\$220.00
191003	SYSTEMS TECHNOLOGY	ANNUAL FIRE ALARM INSPECTION (2ND ADMIN)	\$220.00
191003	SYSTEMS TECHNOLOGY	ANNUAL FIRE ALARM INSPECTION (ADMIN)	\$220.00
191003	SYSTEMS TECHNOLOGY	ANNUAL FIRE ALARM INSPECTION (IRON STORAGE)	\$220.00
191003	SYSTEMS TECHNOLOGY	ANNUAL FIRE ALARM INSPECTION (MAIN SHOP)	\$220.00
190926	XCEL ENERGY	UTILITIES	\$96.79
Total Road/Highway Bills:			\$20,355.28

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	PATTERSON, KYLE D	DAY TRIP 02/23/23 GRANVILLE/TOWNER	\$54.30
Total Vision Zero Bills:			\$54.30

GRAND TOTAL \$6,104,741.62

Sheriff Robert Roed appeared regarding a notice of grant opportunity for PPE (Personal Protective Equipment) due to COVID. Currently Ward County is spending approximately \$15,000.00 per year on gloves.

Moved by Comm. Wepler, seconded by Comm. Rostad to move forward with the grant award application and submit paperwork. Roll call; all voted yes; motion carried.

Noreen Barton, Director of Tax Equalization, presented the Tax Roll Memorandum.

- Recent information concluded only a % of the basement is finished, square footage of the basement needs to be adjusted:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Bowers, James & Nancy	BT100990000070 Olt 7 of SWSE Less RD S10-155-84	10900 19 th Ave NW Burlington, ND 58722	2022	\$400,000	\$367,000	\$18,000	\$16,515

- Property Owner qualifies for Farm Residence Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Johnson, Jay & Laurie	BT11005U010000 E2SENW W2SWNE S11-155-84	2500 96 th St. NW Burlington, ND 58722	2022	\$224,000	\$13,000	\$10,145	\$650
Enockson, Leslie & Sandra	HN170040000000 SE S17-151-87	35600 331 st Ave SW Makoti, ND 58756	2022	\$289,000	\$122,000	\$13,615	\$6,100
Axness, Roger	RO11005U030000 NENE Less RD S10 & W2NWNW Less RD S11-154-85	5450 184 th St SW Des Lacs, ND 58733	2022	\$232,000	\$32,000	\$10,595	\$1,600
Severance, Jan & Sally	AN33005U030000 E2SE S2NE Less RD S33-152-86	28200 254 th St SW Ryder, ND 58779	2022	\$295,000	\$70,000	\$13,625	\$3,500

- Continuation of #2 Farm Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Novak, Lee & Mary	TR240990000020 Olt 2 Being All of Olt 1 & and Unplatted Por. of NE Less ROW S24-153-84	7501 163 rd Ave SW Minot, ND 58701	2022	\$381,000	\$2,000	\$17,155	\$100
Hanson, Kevin & Shelkey, Patti	VA300990000010 Olt 1 of NENE Less Olt 2	18000 226 th St SW Ryder, ND 58779	2022	\$145,000	\$1,000	\$6,530	\$50
Heller, Marvin Living Trust	BE18005U010000 Lots 3 & 4 E2SW Less Hwy S18-156-86	8904 324 th St NW Berthold, ND 58718	2022	\$372,000	\$116,000	\$17,320	\$5,800

4. Recent Inspection concluded that a reduction is needed to reflect market value:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
New Fortune Real Estate LLC	MI232810000640 Oak Park Addn. E30' Lot 63 and W30' Lot 64	1009 Central Ave W Minot, ND 58701	2022	\$269,000	\$194,000	\$12,105	\$8,730
New Fortune Real Estate LLC	MI232810000540 Oak Park Addn. Lot 54	1051 W Central Ave Minot, ND 58701	2022	\$188,000	\$152,000	\$8,460	\$6,840
Marshall, Daniel & Kate	MI257890000020 Edgewood 7 th Addn. Lot 2	905 13 th Ave SE Minot, ND 58701	2022	\$633,000	\$575,000	\$28,485	\$25,875
Rice, Jeremie & Amber	MI31B310200030 Woodside Addn. Lot 3 Block 2	1609 31 st Ave SE Minot, ND 58701	2022	\$671,000	\$650,000	\$30,195	\$29,250
Vasichek, Lola	MI263580900020 Morleys R/A Blocks 2, 4, 6, 7, 9 & 13 Amended Roosevelt Heights Lot 2 Block 9	1608 6 th St SW Minot, ND 58701	2022	\$180,000	\$147,000	\$8,100	\$6,615

Moved by Comm. Rostad, seconded by Comm. Anderson to approve adjustments to Tax Roll Memorandum as presented. Roll call; all voted yes; motion carried.

Dana Larsen, County Highway Engineer, appeared regarding the sand/salt storage building paving. Three bids were received from Keller Paving, Minot Paving, and Bechtold Paving with the low bid of \$55,875.60 coming from Bechtold Paving.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the low bid of \$55,875.80 for the asphalt paving for the Ward County Salt/Sand Storage Building and award the project to Bechtold Paving. Roll call; all voted yes; motion carried.

Mr. Larsen then asked for permission to bid County Road 14 (72nd Street) improvements. The project is estimated to be around \$1,484,000.00.

Moved by Comm. Anderson, seconded by Comm. Wepler to authorize the highway department to bid the County Road 14 (72nd Street and 37th Avenue) improvement project, CP1402(23). Roll call; all voted yes; motion carried.

Item 6C has been resolved and removed from the agenda.

Lastly, Mr. Larsen spoke regarding the bridge replacement in Sawyer Township. The low bidder is Gladen Construction Inc. in the amount of \$481,960.94.

Moved by Comm. Wepler, seconded by Comm. Rostad to award the project to Gladen Construction Inc. as presented and to authorize the Chairman to sign the contracts. Roll call; all voted yes; motion carried.

Travis Schmit, Assistant Highway Engineer, appeared with an ARPA request from Donnybrook Rural Fire District regarding the SIRN program.

Kelly Haugan, Emergency Management Director, also appeared and spoke to the SIRN program and the need to upgrade equipment or maintain the current VHF system. Ryan Summers, 911 Coordinator, appeared with a list of communities in Ward County that need to upgrade and is wondering about the possibility of offering assistance for the upgrades.

Jason Keen, Fire Chief of Donnybrook, appeared regarding this ARPA request and the need to receive funding to complete the upgrades.

Moved by Comm. Wepler, seconded by Comm. Rostad to table this item and place on the next agenda. Roll call; all voted yes; motion carried.

Lolly Gorze, Human Resource Director, appeared with the following pay amendments: C. O'Dell, IT; S. Prellwitz, Highway; D. Ulibarri-Chavez, Jail; and C. Kircher, Sheriff.

Moved by Comm. Rostad, 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. Anderson, seconded by Comm. Wepler to approve the 2023 annual Contract for Makoti Threshers Association. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to receive and file the Ward County Pledged Securities document. Roll call; all voted yes; motion carried.

In regard to the tabled foreclosed property bid, a certified letter has been mailed but not picked up by the property owner. Moved by Comm. Wepler, seconded by Comm. Anderson to table this item until progress has been made. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Anderson to approve the Gaming Authorization for North Dakota State Fair Foundation with the correction of a typo on the date from 2022 to 2023. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson Olson to approve the Raffle Permit for Minot Area Youth Sporting Club. Roll call; all voted yes; motion carried.

There was a discussion on meeting rooms as several Commissioners received feedback on the new guidelines from the February 21, 2023 Commission meeting. Moved by Comm. Olson, seconded by Comm. Rostad to reconsider action at the last meeting regarding the meeting room policy. Roll call; all voted yes; motion carried.

Mark Austin from Minot Housing Authority spoke to the use of Ward County meeting rooms. MHA is a Public Housing Authority housed under federal, state, county, and city governments and use a room in the Ward County Administration building once a month. Mr. Austin is asking to be allowed to continue these meetings at our facility.

Moved by Comm. Olson, seconded by Comm. Wepler to have the building committee visit the meeting room policy once again. Roll call; all voted yes; motion carried.

No legislative issues were brought forth at this meeting.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the letter to Mr. Doug Bergum regarding Highway 52 and to have all the Commissioners sign the letter and have the Chairman submit. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to include all supporting documents presented with the letter to Mr. Doug Bergum. Roll call; all voted yes; motion carried.

Recess at 10:11 AM to prepare for board interview. Comm. Olson left the meeting.

Reconvened at 10:15 with board interview.

Moved by Comm. Wepler, seconded by Comm. Anderson to appoint Heather Opland to the Ward County Special Assessment Commission. Roll call; all voted yes; motion carried.

Comm. Wepler and Comm. Anderson attended the Coroner Contract discussion held on Friday, February 25, 2023 at 10:00 AM. No action was taken.

Comm. Anderson, Comm. Olson, and Comm. Rostad attended the 911 Committee Meeting on Wednesday, March 9, 2023. No action was taken.

At 10:31 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 21ST DAY OF MARCH, 2023

Chairman, Ward County Commission

ATTEST:
