

AGENDA FOR THE BOARD OF WARD COUNTY COMMISSIONERS
Tuesday, March 19, 2019

9:00 a.m. – Regular Commission Meeting

Pledge of Allegiance

Call to Order – Chair Weppler
Order of Business

1. Approve Agenda
 - 1.5. Executive Session
2. Review and Approve the Minutes from the Regular Commission Meeting on March 5, 2019
3. Review and Approve the Regular Bills totaling \$257,949.74 and Social Services Bills totaling \$7,952.68
4. Public Hearing- 20th Ave SE Paving Project
5. Tabled Item (Feb. 19th meeting)
 - A.) Brad Darr-NDDOT; Dixon Brothers request for 129,000 Route Permit
6. Emergency Management
 - A.) 2013 & 2014 FEMA Close Out
 - B.) Memorandum Agreement between County & Township
7. Dana Larsen- County Engineer
 - A.) Sale of Used Equipment
 - B.) County Wide Striping Bids
 - C.) County Wide Graveling Bids
 - D.) 3rd St SE Pedestrian Signal
8. Human Resources- Robin Finneseth
 - A.) Emergency Management Administrator job description and salary recommendation
 - B.) State's Attorney's Office positions
 - C.) Payroll Amendments- C. Griswold- Facilities Management (level14); S. Helgeson-Jail (level 17); S. Munos- Jail (level 18)
9. Auditor/Treasurer – Devra Smestad
 - A.) Receive and File Correspondence: Ward County Highway Department Board Meeting; LoadPass Advisory Committee Meeting; Curtis Olafson-email; Steppin' Out-Memorandum; William Wallace-letters; Travis Schmit-FEMA Letter
 - B.) Receive and File Monthly Reports and Financials: Library; Recorder's Office; Sheriff's Office; Tax Equalization
 - C.) Approval of Deeds for foreclosed properties sold by Realtor
 - D.) Approval of Raffle Permits- District 38 Republicans; North Plains PTA (amended drawing date)
 - E.) Approval of Liquor License- The Hunter's Den
 - F.) Transfer of Court Cases-City of Minot
 - G.) Purchase Cards
 - H.) Sakakawea Fence Stretchers-letter
 - I.) Liaison Committee meeting date

Minutes of the Board of Ward County Commissioners

March 19, 2019

The regular meeting of the Ward County Commission was called to order by Chair Wepler at 9:00 a.m. with Commissioners Fjeldahl, Rostad, via phone, Walter and Pietsch present. Also present were department heads Betty Braun, Dana Larsen, Derrill Fick, Devra Smestad, Jason Blowers, John Crosby, Kerriane Boetcher, Leona Lochthowe, Melissa Bliss, Roza Larson, Robin Finneseth, Ryan Kamrowski and Robert Roed.

Moved by Comm Pietsch, seconded by Comm. Fjeldahl to approve the agenda with additions. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to go into Executive Session at 9:03 AM regarding potential litigation on property. Roll call; all voted yes; motion carried.

In attendance was Chair. Wepler, Commissioners Fjeldahl, Rostad, via phone, Walter and Pietsch, Ryan Kamrowski, Nancy Simpson, Roza Larson, Leo Schmidt and Devra Smestad.

Moved by Comm. Walter, seconded by Comm. Fjeldahl to close Executive Session at 9:29 PM; roll call; all voted yes; motion carried.

Human Resource Director, Robin Finneseth and State's Attorney Roza Larson appeared with a salary review and proposed hiring rates for the positions of Assistant State's Attorneys and Deputy State's Attorney. Moved by Comm. Pietsch, seconded by Comm. Fjeldahl to approve the proposed hiring rates as presented.

Moved. By Comm. Rostad, seconded by Comm. Walter to approve the Minutes from the Regular Commission Meeting on March 5, 2019. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve Regular Bills totaling \$257,949.74 and Social Services Bills totaling \$7,952.68. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to open public hearing regarding the 20th Ave SE Paving Project at 9:52 AM. Roll call; all voted yes; motion carried.

Travis Zabolney property owner appeared not opposed to the project but with a few concerns regarding the long term maintenance and the design of the project by his property in regards to needing curb.

Jason Mayfield of Wold Engineering and Dana Larsen, County Engineer appeared and updated the commission and addressed Mr. Zabolney's concerns.

Moved by Comm. Fjeldahl, seconded by Comm. Walter to close the Public Hearing at 10:10 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the proposed assessments and to include 2% interest on the 27 lots to be divided equally. Roll call; all voted yes; motion carried.

Dana Larson addressed the Commission regarding the 129,000 pound Route Permit requested by Dixon Brother's through the NDDOT. He recommended that this request be sent to the Highway Committee for review.

Moved by Comm. Walter, seconded by Comm. Fjeldahl to approve Mr. Larsen's recommendation and to send the request to the Highway Committee. Roll call; all voted yes; motion approved.

Assistant County Engineer appeared with information regarding the FEMA 2013 Close out. Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the FEMA 2013 Close Out in the amount of \$32,214.32. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the Memorandum of Agreement between County and Townships for the administration of the Federal Public Assistance Program following a Presidential Disaster Declaration. Roll call; all voted yes; motion carried.

County Engineer Dana Larsen appeared with four agenda items. The first item is requesting to sell 4 pieces of the Highway Department's used equipment; 2005 Ford F150, 2007 Dodge 2500, 2001 Dodge 2500 and 2004 Ford Sterling Truck. Moved by Comm. Fjeldahl, seconded by Comm. Rostad to approve the highway department's request to sell the equipment at Northern Auction this spring. Roll call; all voted yes; motion carried.

Mr. Larsen's second item was regarding the bids for the 2019 Center and Edge Line Striping project. Moved by Comm. Walter, seconded by Comm. Pietsch to approve the bid of \$1,616,715.96 from J&J Striping to center and edge line stripe for 236.4 miles of paved county road. Roll call; all voted yes; motion carried.

Mr. Larsen continued with his third item regarding the County Wide Graveling Bids. Moved by Comm. Pietsch, seconded by Comm. Walter to approve the bid from Aggregate Construction, Inc for \$1,634,954.32 for the graveling projects on County Roads 5, 8, 9A, and 14 near Ward/ Mountrail County line. Roll call; all voted yes; motion carried.

Mr. Larsen concluded with a letter from Lance Meyer with City of Minot regarding the proposed upgrade to the Third Street SE Pedestrian Signal. Moved by Comm. Walter, seconded by Comm. Fjeldahl to approve the temporary construction easement, and local cost share of half of the 10% using funds from the Commissioners' Contingency Fund. Roll call; all voted yes; motion carried.

Robin Finneseth, Human Resource Director presented the board with her recommendations for the job description and salary level (28) for the Emergency Management Director. Moved by Comm. Fjeldahl and seconded by Comm. Walter to approve Ms. Finneseth recommendations with the change in job description requirement of only have to be able to lift 50 pounds instead of 100 pounds. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Walter to appoint Kris Weber and Travis Schmit as Co- Intern Emergency Management Administrators. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Walter to approve a temporary salary increase of 5% for both Kris Weber and Travis Schmit. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the following Payroll Amendments- C. Griswold- Facilities Management (level14); S. Helgeson-Jail (level 17); S. Munos- Jail (level 18). Roll call; all voted yes; motion carried.

County Auditor/Treasurer Devra Smestad appeared.

Moved by Comm. Pietsch, seconded by Comm. Fjeldahl to Receive and File the following Correspondence: Ward County Highway Department Board Meeting; LoadPass Advisory Committee Meeting; Curtis Olafson-email; Steppin' Out-Memorandum; William Wallace-letters; FEMA Letter from Travis Schmitt. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Fjeldahl to Receive and File the monthly reports and financials. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the deeds for two foreclosed properties located at Brooklyn addition lot 15 block 35 Minot City and Brooklyn addition lot 16 block 35 Minot City sold by realtor. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Fjeldahl to approve the amended Raffle Permit for North Plains PTA. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Rostad to approve the Liquor License application for the Hunter's Den. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Fjeldahl to table the approval of the contract to Transfer of Court Cases- City of Minot until State's Attorney has reviewed. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to table the decision regarding purchasing cards until more information from department heads is received. Roll call; all voted yes; motion carried.

Moved to approve and sign the request from Sakakawea Fence Stretchers, Inc. to establish groomed snowmobile trails in part of Ward County with Highway department recommendation Memo. Roll call; all voted yes; motion carried.

The Liaison Committee meeting date will be March 27th at noon.

Chair Wepler shared an invitation to all the commissioners she received from Senator Hoeven for Thursday, March 21, 2019 at the Minot City Hall, he will speak regarding the Mouse River Enhanced Flood Protection.

At 11:19 a.m. with no further business, the meeting was adjourned.