

Minutes of the Board of Ward County Commissioners

March 21, 2023

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

Moved by Comm. Rostad, seconded by Comm. Wepler to approve the agenda with the following change to the executive session portion: Executive session for attorney consultation pursuant to N.D.C.C. §§ 44-04-19.1 and 44-04-19.2 – Dakota Boys and Girls Ranch vs. Ward County. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to approve the minutes of the Regular Commission Meeting on March 7, 2023. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Wepler to approve the regular bills totaling \$319,702.68 and Human Service Zone direct cost bills totaling \$34,154.53. Roll call; all voted yes; motion carried.

REGULAR COMMISSION MEETING 03/21/2023 BILL LIST

GENERAL BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	FEBRUARY 2023 TRANSACTIONS--SEE JP BILL LIST	\$111,957.26
191110	ACCURATE CONTROLS INC	TOUCHSCREEN MASTER CONTROL--JAIL OPERATIONS	\$2,913.00
191111	ADVANCED BUSINESS METHODS	YEARLY EQUIPMENT SERVICES - 3/1/23-2/29/24--VET SERVICES	\$231.82
DD	BARTON, NOREEN A	OVERNIGHT TRAVEL 3/8/23-3/9/23--TAX EQUALIZATION	\$21.00
DD	CARBONDALE TOWNSHIP	ARPA PROJ #43 - CULVERT PROJECT--COMMISSIONERS	\$7,000.00
191112	DAKOTALAND AUTOGLASS	WINDSHIELD #27--SHERIFF	\$350.00
191029	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUPS - DIESEL FOR TANK--FACILITY MANAGEMENT	\$685.65
191047	ENERBASE FARMERS UNION/CENEX	FUEL--SHERIFF	\$11,578.27
191050	ENERBASE FARMERS UNION/CENEX	MONTHLY GAS BILL--TAX EQUALIZATION	\$116.13
DD	FIRST INTERNATIONAL BANK & TRUST	GENERAL CHECKING DEPOSIT SLIPS--GENERAL	\$89.00
DD	HAMAN, MARISA M	OVERNIGHT TRAVEL 3/8-3/9/23 BISMARCK--AUDITOR AND TREASURER	\$10.50
191030	HOFFARTH SANITATION	TRASH SERVICE - FEBRUARY--FACILITY MANAGEMENT	\$600.00
DD	HOW, EMILY	DAY TRIPS 02/01/23-02/27/23 FEB DAILY TRAVEL--EXTENSION SERVICE	\$150.93
191113	INFORMATION TECHNOLOGY DEPT	NETMOTION--SHERIFF	\$312.50
191031	INFORMATION TECHNOLOGY DEPT	DP 650 SSL VPN CLIENT (X2)--IT	\$10.00
191114	KASSON, SEAN BRADLEY	CONTRACT ATTORNEY 2.6.23-3.12.23--STATES ATTORNEY	\$1,104.94
DD	KAYLOR, NICOLE J	DAY TRIPS 2/8/23-2/17/23 FEB TRAVEL--EXTENSION SERVICE	\$17.83
191115	KENMARE NEWS	ANNUAL SUBSCRIPTION RENEWAL 4/1/23-3/31/24--EXTENSION	\$45.00
191116	LIGHT AND SIREN	LIGHTS--SHERIFF	\$1,246.60
191035	MAKOTI THRESHERS ASSOCIATION	2023 ALLOCATION - MAKOTI THRESHERS ANNUAL PMT--GENERAL	\$15,000.00
191117	MINOT'S FINEST COLLISION CENTER	DEDUCT-2018 FORD POLICE INTERCEPTOR VIN #JGC17547--SHERIFF	\$1,000.00
191117	MINOT'S FINEST COLLISION CENTER	REPAIRS-2018 FORD POLICE INTERC VIN #JGC17547--INSURANCE	\$4,026.27
191118	MOUNTAIN PLAINS YOUTH SERVICES	MONTHLY SHELTER CONTRACT - MARCH 2023--GENERAL	\$5,754.65

191119	ND RECORDERS ASSOCIATION	RECORDER'S CONV 6/20-6/22/23 KOWALCZYK/PIETSCH--RECORDER	\$400.00
191120	NYBAKKEN BODY SHOP INC	DEDUCT-2020 FORD POLICE INTERCEPTOR VIN #LGA18665--SHERIFF	\$1,000.00
191120	NYBAKKEN BODY SHOP INC	REPAIRS-2020 FORD POLICE INTERC VIN #LGA18665--INSURANCE	\$3,136.08
191121	ROCHESTER ARMORED CAR CO INC	ARMORDED CAR SERVICE - FEB 2023-- AUDITOR AND TREASURER	\$515.65
DD	RYDER-MAKOTI FIRE DISTRICT	ARPA PROJ #80 RADIO SYSTEM UPGRADE - SIRN--COMMISSIONERS	\$10,000.00
191122	SUMMIT FOOD SERVICES LLC	FEBRUARY MEALS - JUVENILE DETENTION-- JUVENILE DETENTION	\$640.57
191122	SUMMIT FOOD SERVICES LLC	INMATE MEALS - FEBRUARY 2023--JAIL OPERATIONS	\$35,289.05
191048	TYLER TECHNOLOGIES INC	TRAINING-SCHOOL ERP PRO-POSITION CTRL--HUMAN RESOURCES	\$150.00
191032	UNITED MAILING SERVICES INC	POSTAGE--EXTENSION SERVICE	\$17.81
191032	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	\$15.84
191032	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	\$120.41
191032	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	\$48.27
191032	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$722.75
191032	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$166.38
191123	WARD COUNTY HIGHWAY DEPT	ARPA PROJ #12 - WATER WELL AT SAWYER --HIGHWAY ROAD OPER	\$10,000.00
191124	WESTERN AGENCY INC	ADD 2023 CHEVY SILVERADO - FACILITIES-- INSURANCE	\$1,016.00
191049	WEX HEALTH, INC.	FSA MONTHLY FEES - FEBRUARY--HUMAN RESOURCES	\$192.50
Total General Bills:			\$227,652.66

PARK BOARD BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	FEBRUARY 2023 TRANSACTIONS--SEE JP BILL LIST	\$392.90
191108	WARD COUNTY HIGHWAY DEPT	MAINTENANCE - TALBOTTS PARK	\$4,491.38
Total Park Board Bills:			\$4,884.28

ROAD/HIGHWAY BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	FEBRUARY 2023 TRANSACTIONS--SEE JP BILL LIST	\$6,955.44
191086	ACME TOOLS GRAND FORKS	INFLATOR	\$179.00
191086	ACME TOOLS GRAND FORKS	SQUEEGE, PLUG	\$60.98
191086	ACME TOOLS GRAND FORKS	HEAT GUN	\$149.00
191086	ACME TOOLS GRAND FORKS	HOSE REEL - BERTHOLD SHOP	\$154.99
191087	ARAMARK UNIFORM SERVICES	JANITORIAL SERVICES	\$636.36
191037	BERTHOLD CITY	UTILITIES	\$111.00
191088	BOLTON & MENK, INC	PROF SVCS - PROJ 0T4.129784 SWSE BYPASS WC/RAISE GRANT	\$7,500.00
191089	BUTLER MACHINERY	BATTERY, SWITCH	\$576.97
191090	DAKOTA FLUID POWER INC	GATE HOSE ASSY	\$153.94
191090	DAKOTA FLUID POWER INC	GATE HOSE ASSY, COUPLINGS, HYDRAULIC HOSE	\$569.13
191090	DAKOTA FLUID POWER INC	ORINGS	\$2.70
191090	DAKOTA FLUID POWER INC	ORINGS	\$2.70
191091	DEPTH WELL DRILLING LLC	SET PUMP	\$2,814.86
191038	ENERBASE FARMERS UNION/CENEX	GASOLINE, DIESEL	\$3,335.17
191092	FARMERS UNION HARDWARE	SWITCH PLATE, SINK SUPPLY LINE	\$18.47
191092	FARMERS UNION HARDWARE	SLIP NUT-WASHER	\$2.99
191039	FARMERS UNION OIL CO	GASOLINE, DIESEL	\$2,768.98

191039	FARMERS UNION OIL CO	NIPPLE, BROOM, NAILS, PAINT SUPPLIES	\$59.07
191040	FARMERS UNION OIL CO - KENMARE	GASOLINE, DIESEL	\$3,361.33
191040	FARMERS UNION OIL CO - KENMARE	LP HEATING	\$687.80
191040	FARMERS UNION OIL CO - KENMARE	SPRAY PAINT, SHEETS	\$48.65
191093	GENERAL TRADING CO	COUPLER, CLEANERS, TOWELS	\$947.44
191094	GERDAU	FLAT IRON	\$93.44
191041	HOFFARTH SANITATION	SANITATION SERVICE - FEBRUARY	\$195.00
DD	JOHNSON, JARED A	OVERNIGHT TRAVEL 3/7/23-3/8/23 BISMARCK	\$45.50
191042	KENMARE CITY OF	UTILITIES	\$57.50
191095	KEVINS PLUMBING & HEATING INC	SINK REPAIRS	\$302.96
191096	LAWSON PRODUCTS INC	ELBOWS, PAINT, RINGS, CIRCUIT, TUBE	\$954.59
191097	LOCATORS AND SUPPLIES INC	SAFTEY SWEATSHIRTS	\$256.51
191098	MAINTENANCE PLUS INC	GENERAL CLEANING SUPPLIES	\$1,546.64
191099	MCGEE, HANKLA & BACKES	LEGAL SERVICES - BRIDGE	\$108.00
191043	MDU - BISMARCK OFFICE	UTILITIES	\$1,748.85
191043	MDU - BISMARCK OFFICE	UTILITIES	\$405.66
191100	MENARDS - MINOT	STRIPPER, BRUSHES	\$126.67
191100	MENARDS - MINOT	BRUSHES, RESPIRATORS	\$173.15
191100	MENARDS - MINOT	FLANGE, WAX BOWL RING W/ SLEEVE	\$25.18
191100	MENARDS - MINOT	CLEANERS, RODENT SPRAY	\$38.70
191100	MENARDS - MINOT	BATHROOM REMODEL - KENMARE -PARTS RETURNED	-\$17.76
191100	MENARDS - MINOT	BATHROOM REMODEL - KENMARE	\$61.06
191100	MENARDS - MINOT	BATHROOM REMODEL - KENMARE	\$13.99
191100	MENARDS - MINOT	BATHROOM REMODEL - KENMARE	\$31.99
191100	MENARDS - MINOT	BATHROOM REMODEL - KENMARE	\$643.96
191100	MENARDS - MINOT	BATHROOM REMODEL - KENMARE	\$546.85
191101	NAPA AUTO PARTS	CLEANERS, TOWELS, GLOVES, TOOLS, LUBE, REGULATOR	\$1,070.44
191101	NAPA AUTO PARTS	LAMP, ANTENNA, SWITCH, WIPER BLADES, FUSE HOLDER	\$216.49
191102	NORTHWEST TIRE & RETREAD INC	TIRES, REPAIRS, MOUNTING	\$571.85
191044	OTTERTAIL POWER CO	UTILITIES	\$82.25
191103	PARKLAND USA CORP DBA FARSTAD OIL	DIESEL, GASOLINE	\$25,154.19
191104	RDO/POWERPLAN	EDGES	\$2,780.00
191105	SUB-SITE CONSTRUCTION LLC	DRILL WATER WELL - SAWYER SHOP	\$9,182.82
191106	SUNDRE SAND & GRAVEL INC	43.82 TONS SALT SAND - KENMARE	\$1,356.23
191045	TRI N PROPANE	UTILITIES	\$154.23
191045	TRI N PROPANE	UTILITIES	\$368.15
DD	UDE, COLE A	OVERNIGHT TRAVEL 3/7/23-3/8/23 BISMARCK	\$45.50
DD	WALTER, BRIAN A	OVERNIGHT TRAVEL 3/7/23-3/8/23 BISMARCK	\$45.50
191107	WESTLIE MOTOR CO	CABLE, ANTENNA, HOOD LATCH, SWITCH, STEARING WHEEL	\$1,305.41
191107	WESTLIE MOTOR CO	TESTING, THERMOSTAT, MIRROR ASSY	\$1,756.82
191046	XCEL ENERGY	UTILITIES	\$64.20
		Total Road/Highway Bills:	\$82,609.49

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	FEBRUARY 2023 TRANSACTIONS--SEE JP BILL LIST	\$78.59
191109	WARD COUNTY HIGHWAY DEPT	2022 MILEAGE REIMBURSEMENT - JAN/DEC 2022	\$4,477.66
		Total Vision Zero Bills:	\$4,556.25

GRAND TOTAL \$319,702.68

Kelly Haugan, Emergency Management Director, presented the 9-1-1 Committee recommendation regarding the outdoor warning siren systems located in Ward County. The committee's recommendation is to allocate \$3,850.00 per siren as a zero interest loan for an equipment update taken from the 9-1-1 budget operations or depreciation account with a loan repayment date deadline of December 31, 2025. If all 30 sirens would take the assistance, the cost would be \$115,500.00. Since the budget is a split budget between Ward County and the City of Minot, this proposal will also need to be brought before the Minot City Council.

Moved by Comm. Rostad, seconded by Comm. Wepler to approve the recommendation from the 9-1-1 Committee as presented above. Roll call; all voted yes; motion carried.

Jason Blowers, Information Technology Director, appeared regarding ACM Badge software for the new Motorola Access Control system. The cost of this badge creation software is \$1,492.77. Mr. Blowers is looking for a source to fund this software.

Moved by Comm. Wepler, seconded by Comm. Anderson to approving using funds from ARPA if available as the first source of funding with the Commission Contingency fund as the second source of funding. Roll call; all voted yes; motion carried.

Planning and Zoning Administrator Doug Diedrichsen appeared with a plat application from Sabrina and Jaeden Jenson for the following described property: Proposed Outlots 6 & 7 being a portion of the E2NE4 11-157-86. The applicant is proposing to parcel two outlots, proposed Outlot 6 is 8.51 acres, proposed Outlot 7 is 9.37 acres. These outlots are for future residential purposes. Ward County zoning applies with the township recommending approval. The planning commission has recommended approval based on findings of fact and staff recommendations.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the plat application from Sabrina and Jaeden Jenson as presented. Roll call; all voted yes; motion carried.

County Highway Engineer Dana Larsen appeared regarding approval of annual materials, supplies, and services bids. Mr. Larsen is recommending approval of the bids on the March 6, 2023 Bid List for both metal and concrete culvert, hot mix (HBP), cold mix, and equipment rental. He states the cost has gone up around 10-15 percent.

Moved by Comm. Anderson, seconded by Comm. Olson to approve the recommendation as presented above. Roll call; all voted yes; motion carried.

Travis Schmit, Assistant Highway Engineer, appeared regarding the SIRN/ARPA update request. Mr. Schmit asked Kelly Haugan to present the update. Mr. Haugan stated in response to the need for updating this radio project, the areas that replied back show a monetary need of \$268,102.75. The only application in hand is from Donnybrook Fire Department in the amount of \$16,191.90.

Moved by Comm. Wepler, seconded by Comm. Rostad to reach out regarding open applications for the SIRN radio project with an April 30, 2023 deadline of completing the application, without any guaranty of funds being available. Roll call; all voted yes; motion carried.

Marisa Haman presented for Human Resource Director Lolly Gorze the following payroll amendments: C. Thomas, Jail; J. Bordal, Library; N. Michalenko, Library.

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

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Rostad, seconded by Comm. Anderson to receive and file the following correspondence: Letter from Houston Engineering dated March 7, 2023; letter and flyer from Trails4Transplants dated March 13, 2023; and Department Head minutes February 15, 2023. Roll call; all voted yes; motion carried.

The letter from RSI dated March 8, 2023 was pulled from above correspondence and referred to the Building and Grounds Committee.

A Building and Grounds Committee meeting will be noticed for 11:00 AM this morning.

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

Moved by Comm. Anderson, seconded by Comm. Olson to approve the Chairman to sign three (3) County Deeds for tax sale. Roll call; all voted yes; motion carried.

Ms. Haman presented the Commission with a bid to purchase foreclosed property. The bid is for Parcel #BN130520100020 (\$1,195.56), Parcel #BN130520200010 (\$1,195.56), Parcel #KM200062300070 (\$452.19), and Parcel #SW000059900040 (\$4,538.23). Minimum sale prices for each property were offered for a total bid amount of \$7,381.54.

Moved by Comm. Anderson, seconded by Comm. Rostad to approve the bid in the amount of \$7,381.54 for all four (4) parcels as presented. Roll call; all voted yes; motion carried.

Ms. Haman presented the Commission with a second bid to purchase foreclosed property. The bid is for several parcels designated as Stony Ridge Condominiums. The minimum sales price is \$510,227.34 with the bid being offered below minimum sales price at \$357,515.00.

Moved by Comm. Wepler, seconded by Comm. Olson to deny the bid of \$357,515.00 which is below the minimum sales price. Roll call; all voted yes; motion carried.

Ms. Haman spoke to an omitted property assessment.

Moved by Comm. Olson, seconded by Comm. Rostad to approve adding value to the tax roll and adjusting the 2022 taxes for this parcel. Roll call; all voted yes; motion carried.

Discussion on updates for the 24/7 building will be addressed at the Building and Grounds Committee meeting at 11:00 AM today.

Ms. Haman gave an update on the foreclosed property bid that was tabled at the last meeting. The letter which was sent certified mail was returned stating it is undeliverable. This item will once again be tabled.

Item 10I is removed from agenda.

The Ward County DAV Chapter is asking to have a Disabled Veteran Reserved Parking space sign put up for the Ward County Administrative Building. Dana Larsen came forward to ask that permission be given by the City of Minot before placing the sign due to possible ordinance issues. Brian Vangness, Facilities Management Director, offered to contact the City of Minot regarding approval.

Moved by Comm. Wepler, seconded by Comm. Rostad to approving putting up the Disabled Veterans parking space on the street outside the building if the City of Minot approves the request. Roll call; all voted yes; motion carried.

Legislative discussion on the Mountrail County Commission Resolution document received. Due to the complexity of this issue, it was decided to receive and file the document.

Moved by Comm. Wepler, seconded by Comm. Olson to receive and file the Mountrail County Commission Resolution. Roll call; all voted yes; motion carried.

An update was given on the Highway 52 meeting with Governor Burgum. There was a lot of discussion but nothing was decided. It was recommended to discuss again at the Chamber Legislative Forum at 9:00 AM at the North Dakota State Fairgrounds Fair Center on Saturday, March 25, 2023.

Dana Larsen spoke to the next step regarding Highway 52 may possibly be to look at getting funding in the DOT STIP program to do the environmental study for the Minot to Voltaire section to look at both an improvement in existing 2-lane and a 4-lane option.

Moved by Comm. Wepler, seconded by Comm. Rostad to receive and file the meeting notes regarding the March 15, 2023 meeting with Governor Burgum. Roll call; all voted yes; motion carried.

Recess at 10:08 AM.

Meeting was reconvened at 10:22 AM.

Moved by Comm. Wepler, seconded by Comm. Rostad that the Commission conduct an executive session under N.D.C.C. §§ 44-04-19.1 and 44-04-19.2 to consult with and to receive advice from the County's legal counsel regarding claims related to Dakota Boys and Girls Ranch vs. Ward County. Roll call; all voted yes; motion carried.

The executive meeting was opened at 10:22 with Chairman Fjeldahl and Commissioners Anderson, Olson, Rostad, and Wepler present. Also present were Auditor/Treasurer Marisa Haman, State's Attorney Roza Larson, and Administrative Assistant Lynae Schroeder. Attending by ZOOM was Attorney Brian Schmidt from Smith Porsborg Law Firm representing Ward County.

Attorney Brian Schmidt of Smith Porsborg Law Firm addressed the Commission.

Moved by Comm. Wepler, seconded by Comm. Anderson to close the executive session at 10:39 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to come back into regular session at 10:40 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to follow the guidelines of our attorney Brian Schmidt and approve the Proposed Written Findings of the Ward County Board of Commissioners related to Dakota Boys and Girls Ranch vs. Ward County. Roll call; all voted yes; motion carried.

At 10:42 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 4TH DAY OF APRIL, 2023

Chairman, Ward County Commission

ATTEST:
