

Minutes of the Board of Ward County Commissioners

April 4, 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 Weppler present. Also present were department heads Brian Vangsness, Dana Larsen, Emily Burkett, Jason Blowers, Kelly Haugan, Kerriane Boetcher, Kristin Kowalczyk, Lolly Gorze, Marisa Haman, Noreen Barton, Robert Roed, and Roza Larson.

Moved by Comm. Rostad, seconded by Comm. Weppler to approve the agenda with the following revisions: Item 9A, updated First District Health Unit Bylaws; 9I, updated Meeting Room Rental Agreement and Contract; addition of 9K, Morgan Building update. Roll call; all voted yes; motion carried.

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

Moved by Comm. Olson, seconded by Comm. Anderson to approve the regular bills totaling \$141,010.71 and Human Service Zone direct cost bills totaling \$2,172.05. Roll call; all voted yes; motion carried.

**REGULAR COMMISSION MEETING 04/04/2023 BILL LIST**

<b>GENERAL BILLS</b>			
<b>CHECK #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
191203	COMPUTER STORE INC	STARTECH 15" USD PRINTER CABLE--IT	\$15.99
191204	DAKOTA FIRE EXTINGUISHER INC	FIRE EXTINGUISHERS COURTHOUSE & OLD JAIL--FACILITY MGMT	\$762.16
191204	DAKOTA FIRE EXTINGUISHER INC	FIRE EXTINGUISHERS FOR ADMIN BUILDING--FACILITY MANAGEMENT	\$438.48
DD	DOMESTIC VIOLENCE CRISIS CENTE	ARPA PROJ #89 - EMERG SHELTER/SUPPORT SVCS-- COMMISSIONERS	\$1,857.34
DD	DOMESTIC VIOLENCE CRISIS CENTE	ARPA PROJ #90 - DOM VIOLENCE HIGH-RISK TEAM--COMMISSIONERS	\$890.88
DD	ENTERPRISE FM TRUST	FACILITIES TRUCK TRANSPORT - 2023 CHEVY SILVERADO--FACILITY	\$2,950.00
DD	ENTERPRISE FM TRUST	PARTIAL MONTH LEASE -FEB 2023 - 2023 CHEVY SILVERADO--FACILITY	\$124.55
DD	ENTERPRISE FM TRUST	MONTHLY LEASE - MAR 2023 - 2023 CHEVY SILVERADO--FACILITY	\$871.88
191205	FIRST WESTERN INSURANCE	INCREASE PERSON INJURY PROTECTION TO \$100k--HUMAN SVCS	\$59.00
DD	HAUGAN, KELLY J	DAY TRIPS 3/16/23 KENMARE & 3/22/23 GLENBURN--EMERG MGMT	\$98.25
191206	IDEMIA IDENTITY & SECURITY USA LLC	LIVESCAN MAINT & SUPPORT 1.1.23-12.31.23--JAIL OPERATIONS	\$5,676.00
191207	INFORMATION TECHNOLOGY DEPT	DP 521 - WAN ACCESS--IT	\$510.00
191207	INFORMATION TECHNOLOGY DEPT	DP 602 - AZURE AD PLAN 2--IT	\$56.50
191207	INFORMATION TECHNOLOGY DEPT	DP 608 & 609 - OFFICE 365--IT	\$35.25
191207	INFORMATION TECHNOLOGY DEPT	DP 618 - INTUNE--IT	\$30.00
191207	INFORMATION TECHNOLOGY DEPT	DP 630 - ADOBE ACROBAT--IT	\$100.00
191207	INFORMATION TECHNOLOGY DEPT	DP 650 - SSL VPN CLIENT--IT	\$295.00
191207	INFORMATION TECHNOLOGY DEPT	DP 853 - ACTIVE DIRECTORY USER FEE--IT	\$147.15
191207	INFORMATION TECHNOLOGY DEPT	TC 381 - PEXIP VIRTUAL MEETING ROOM (AUDIO CONFERENCE)--IT	\$16.75
DD	JOHNSON, JODI L	OVERNIGHT TRAVEL 3/17/23-3/20/23-- SCHOOL SUPERINTENDENT	\$230.22
DD	KOSSAN, KENTON	OVERNIGHT TRAVEL 3/20/23-3/24/23 BISMARCK--EMERGENCY MGMT	\$144.10
DD	KOWALCZYK, KRISTIN L	DAY TRIP 3/22/23 POWERS LAKE-- RECORDER	\$107.42
191208	MARCO TECHNOLOGIES, LLC NW7128	SERVICE INV TS DEAD AIR CALLS ON 3RD & 4TH FLOOR--IT	\$400.00

191208	MARCO TECHNOLOGIES, LLC NW7128	CISCO 9200L NW SWITCH ESSENTIALS LICENSE--IT	\$2,484.06
191208	MARCO TECHNOLOGIES, LLC NW7128	TS VOICE DELAY WHEN CONNECTING CALL--IT	\$400.00
191208	MARCO TECHNOLOGIES, LLC NW7128	2 CISCO 9200L NETWORK SWITCHES--IT	\$12,572.65
191158	MDU - BISMARCK OFFICE	NATURAL GAS FOR COURTHOUSE-- FACILITY MANAGEMENT	\$2,509.70
191158	MDU - BISMARCK OFFICE	NATURAL GAS FOR JAIL--FACILITY MANAGEMENT	\$2,255.26
191158	MDU - BISMARCK OFFICE	NATURAL GAS FOR ADMIN BUILDING-- FACILITY MANAGEMENT	\$1,882.14
191158	MDU - BISMARCK OFFICE	NATURAL GAS FOR 900 BLDG--FACILITY MANAGEMENT	\$2,281.53
191158	MDU - BISMARCK OFFICE	NATURAL GAS FOR 425 BUILDING-- FACILITY MANAGEMENT	\$286.02
191158	MDU - BISMARCK OFFICE	NATURAL GAS FOR COUNTY NORTH-- FACILITY MANAGEMENT	\$646.54
191158	MDU - BISMARCK OFFICE	NATURAL GAS FOR JAIL--FACILITY MANAGEMENT	\$4,383.96
191159	ND ASSOC OF COUNTIES	ANNUAL SPECIAL OPS FUND COUNTY SHARE 2023--GENERAL	\$800.00
191209	ND DEPT OF CORRECTIONS & REHAB	INTERSTATE COMPACT PROGRAM TRANS FEES - FEB 2023--SHERIFF	\$75.00
191210	NORTHERN PLAINS CHILDREN'S ADVOCACY CNTR	ARPA PROJ #93 - FORENSIC INTERVIEWS/THERAPY--COMMISSIONERS	\$14,278.57
191210	NORTHERN PLAINS CHILDREN'S ADVOCACY CNTR	ARPA PROJ #93 - FORENSIC INTERVIEWS/THERAPY--COMMISSIONERS	\$21,956.15
191211	NOVA FIRE PROTECTION, INC	REPLACEMENT FLANGE AND ELBOW-- FACILITY MANAGEMENT	\$1,020.00
191212	OTIS ELEVATOR CO INC	OVERTIME SERVICE CALL-JAIL WEST SIDE ELEVATOR--FACILITY MGMT	\$2,000.00
191160	ROCHESTER ARMORED CAR CO INC	ARMORED CAR SERVICE - MARCH 2023-- AUDITOR AND TREASURER	\$515.65
191213	SOURIS VALLEY ANIMAL SHELTER	ANIMAL BOARDING - AKIRA MAE--SHERIFF	\$160.00
191213	SOURIS VALLEY ANIMAL SHELTER	ANIMAL BOARDING - BRUNO--SHERIFF	\$160.00
191213	SOURIS VALLEY ANIMAL SHELTER	ANIMAL BOARDING - RAVEN--SHERIFF	\$160.00
191161	UNITED MAILING SERVICES INC	POSTAGE--EXTENSION SERVICE	\$128.08
191161	UNITED MAILING SERVICES INC	POSTAGE--EXTENSION SERVICE	\$37.51
191161	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	\$37.08
191167	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	\$230.45
191167	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	\$74.04
191161	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$1,361.93
191161	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$371.66
191214	WESTLIE MOTOR CO	SEATBELT EXTENSIONS--SHERIFF	\$0.12
191162	XCEL ENERGY	ELECTRICITY JAIL--FACILITY MANAGEMENT	\$12,722.91
191162	XCEL ENERGY	ELECTRICITY ADMIN BLDG--FACILITY MANAGEMENT	\$7,843.95
191162	XCEL ENERGY	ELECTRICITY FOR SOO LINE PARKING LOT- FACILITY MANAGEMENT	\$50.20
191162	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MANAGEMENT	\$30.32
191162	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MANAGEMENT	\$742.96
<b>Total General Bills:</b>			\$110,275.36

<b>PARK BOARD BILLS</b>			
<b>CHECK #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
191157	XCEL ENERGY	UTILITIES	\$36.86
<b>Total Park Board Bills:</b>			\$36.86

<b>ROAD/HIGHWAY BILLS</b>			
<b>CHECK #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
191185	ACME TOOLS GRAND FORKS	HEAT GUN	\$149.00
191186	B & G ELECTRIC LLC	BATHROOM REMODEL - KENMARE	\$1,173.31
191187	CAPITAL ONE TRADE CREDIT	FAN, SNOW PUSHER	\$289.98

191187	CAPITAL ONE TRADE CREDIT	LINKS, PAD	\$19.96
191188	DAKOTA FIRE EXTINGUISHER INC	ANNUAL SERVICE	\$3,205.39
191189	DAKOTA FLUID POWER INC	GATE HOSE ASSEMBLY	\$36.82
191189	DAKOTA FLUID POWER INC	GASTE HOSE ASSY	\$125.75
191190	DAKOTALAND AUTOGLASS	ADHESIVE DISC'S	\$105.64
191190	DAKOTALAND AUTOGLASS	WINDSHIELD INSTALL UNIT #135	\$324.40
191191	ECOLAB PEST ELIMINATION INC	PEST ELIMINATION	\$275.00
191191	ECOLAB PEST ELIMINATION INC	PEST ELIMINATION	\$118.71
191192	FARMERS UNION HARDWARE	LATEX CAULK	\$11.98
191193	GERDAU	SHEET IRON	\$73.50
191194	HESKIN, LOWELL	TEMP EASEMENT SW4 36-156-81 0.052 ACRES	\$330.00
DD	JOHNSON, JARED A	OVERNIGHT TRAVEL 03/13/23-03/15/23 FARGO	\$63.00
191195	KLJ ENGINEERING LLC	ENG SVC-PROJ #1315113 - CR18 PERIOD ENDING 3.11.23	\$1,687.94
191196	LAWSON PRODUCTS INC	TEES - RETURNED	-\$96.44
191196	LAWSON PRODUCTS INC	SCREWS, SOLDER SEAL	\$282.25
191197	MARCO TECHNOLOGIES, LLC NW7128	WEBROOT SVC	\$72.00
191153	MDU - BISMARCK OFFICE	UTILITIES	\$1,108.52
191153	MDU - BISMARCK OFFICE	UTILITIES	\$2,258.80
191153	MDU - BISMARCK OFFICE	UTILITIES	\$692.07
191153	MDU - BISMARCK OFFICE	UTILITIES	\$2,020.45
191153	MDU - BISMARCK OFFICE	UTILITIES	\$293.61
191198	MENARDS - MINOT	FANS	\$119.98
191198	MENARDS - MINOT	PAINT, LUBRICANT	\$148.34
191198	MENARDS - MINOT	GRINDER, WHEELS	\$176.02
191198	MENARDS - MINOT	BATTERIES	\$23.34
191198	MENARDS - MINOT	SHELVING - KNOBS	\$44.60
191198	MENARDS - MINOT	CHANNEL LOCKS, DRIVERS	\$115.74
191154	OTTERTAIL POWER CO	UTILITIES	\$230.24
191199	PARKLAND USA CORP DBA FARSTAD OIL	GREASE	\$646.40
191200	RDO/POWERPLAN	WIPER BLADES	\$104.44
191201	SUNDRE SAND & GRAVEL INC	392.02 TONS SALT SAND	\$12,133.02
191202	SWANSTON EQUIPMENT CO	BROOMS	\$1,574.84
DD	SWARTOUT, ROBERT C	OVERNIGHT TRAVEL 03/13/23-03/15/23 FARGO	\$63.00
191155	TRI N PROPANE	PROPANE HEAT - DOUGLAS	\$623.70
191156	XCEL ENERGY	UTILITIES - BERTHOLD	\$73.19
<b>Total Road/Highway Bills:</b>			\$30,698.49

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
			\$0.00
<b>Total Vision Zero Bills:</b>			\$0.00

**GRAND TOTAL** \$141,010.71

Moved by Comm. Rostad, seconded by Comm. Anderson to approve auditor authorization to prepay the lease bills from Enterprise FM Trust which will then be approved at monthly meetings. Roll call; all voted yes; motion carried.

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

1. 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
Buee, Justin & Brandi	KK31099000010 Olt 1 of E2NE S31-156-84	14101 Hwy 2 & 52 W Burlington, ND 58722	2022	\$235,000	\$1,000	\$10,575	\$50
Buee, Justin & Brandi	KK31099000010 Olt 1 of E2NE S31-156-84	14101 Hwy 2 & 52 W Burlington, ND 58722	2021	\$217,000	\$1,000	\$9,765	\$50
Vollmer, Kirk & Karla	SU35099000070 Olt 7 of SWNW S35-155-81	2301 153 <sup>rd</sup> ST SE Norwich, ND 58768	2022	\$412,000	\$1,000	\$18,540	\$50
Vollmer, Kirk & Karla	SU35099000070 Olt 7 of SWNW S35-155-81	2301 153 <sup>rd</sup> ST SE Norwich, ND 58768	2021	\$384,000	\$1,000	\$17,280	\$50

2. MH was removed from Park without a Moving Permit:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Dwire, Natasha	MI5102915 Jefferson MHP Lot C 26	3100 11 <sup>th</sup> Ave SE Lot C 26 Minot, ND 58701	2023	\$2,000	\$0.00	\$90	\$0.00
Dwire, Natasha	MI5102915 Jefferson MHP Lot C 26	3100 11 <sup>th</sup> Ave SE Lot C 26 Minot, ND 58701	2022	\$2,000	\$0.00	\$90	\$0.00

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

Jason Blowers, Information Technology Director, appeared to present the Electro Watchman, Inc. Monitoring Agreement. One piece of information touched on was the request from Electro Watchman to provide a list of Ward County employees who need access to the administrative building after hours.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the Electro Watchman, Inc. Monitoring Agreements as presented and have the agreements signed on behalf of the Sheriff's Department. Roll call; all voted yes; motion carried.

Dana Larsen, County Highway Engineer, appeared regarding a county wide crack seal, micro surfacing, and chip seal project. A low bid in the amount of \$4,185,933.69 from Asphalt Surface Technologies Corp was received.

Moved by Comm. Rostad, seconded by Comm. Wepler to approve the low bid of \$4,185,933.69 from Asphalt Surface Technologies Corp for the county wide crack seal, micro surfacing, and chip sealing project on 87 miles of county roads. Roll call; all voted yes; motion carried.

Mr. Larsen spoke regarding County Road 14 (72<sup>nd</sup> St. and 37<sup>th</sup> Ave. SE) improvements. The low bid was received from Farden Construction in the amount of \$1,750,262.32.

Moved by Comm. Wepler, seconded by Comm. Olson to approve the low bid of \$1,750,262.32 from Farden Construction for base stabilization, aggregate base, and paving of County Road 14 (72<sup>nd</sup> St. and 37<sup>th</sup> Ave. SE). Roll call; all voted yes; motion carried.

Lastly, Mr. Larsen presented a bid tab for Afton and Maryland Township bridges. ARPA funds in the amount of \$130,250.00 have been previously awarded between the two projects. Wagner Construction submitted the low bid of \$487,752.40.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the low bid of \$487,752.40 from Wagner Construction for the bridge replacement in Afton and Maryland Township. Roll call; all voted yes; motion carried.

Travis Schmit, Assistant Highway Engineer, appeared with the Land Use Authority and the NFIP. A concern that needs to be addressed is the requirement for all townships to have planning and zoning through Ward County as well as building permits issued through Ward County. There are townships in the flood plain in which Ward County does not control planning and zoning and the federal government is looking at not underwriting policies for these communities if Ward County is not issuing the flood plain permits. The bottom line is that all building permits will need to come before the county for review and all townships will need to adopt flood plain requirements and adopt Ward County's ordinance.

Moved by Comm. Rostad, seconded by Comm. Wepler to notify the townships of the above-referenced requirements with a deadline of April 30, 2023 for their feedback to the requirements. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson approve the sending of the letter brought forth in the packet and have the chairman sign. Roll call; all voted yes; motion carried.

Lolly Gorze, Human Resource Director, appeared with the following pay amendment: T. Ochoa, Jail.

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

Ms. Gorze also presented an Employee Referral Incentive program.

Moved by Comm. Anderson, seconded by Comm. Wepler to accept the terms of the Employee Referral Incentive program. Roll call; all voted yes; motion carried.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Wepler, seconded by Comm. Olson to pull the letter from ND Transportation on the MPO process for Minot and Ward County and receive and file the following correspondence: Customs and Border Protection Press Release; Bylaws for the following: Ward County Council on Aging, DeSour Valley Economic Development Corporation, Kenmare Community Development Corporation #2, Minot Area Chamber EDC, Souris Basin Planning Council, First District Health Unit, and Domestic Violence Crisis Center, Inc. Roll call; all voted yes; motion carried.

Discussion was held regarding the letter from the ND Transportation on the MPO process for Minot and Ward County. Highway Engineer Dana Larsen and Planning & Zoning Administrator Doug Diedrichsen spoke to some of the logistics regarding an MPO. There is a non-commission meeting at the new city hall on June 1, 2023 from 5:30 PM to 7:30 PM.

Moved by Comm. Olson, seconded by Comm. Anderson to receive and file the ND Transportation letter as presented above. Roll call; all voted yes; motion carried.

Ms. Haman presented the NDIRF letter regarding the annual meeting being held on March 17, 2023.

Moved by Comm. Rostad, seconded by Comm. Wepler to sign the proxy and appoint the chairperson of NDIRF Board of Directors to vote on behalf of Ward County. Roll call; all voted yes; motion carried.

In regard to the tabled foreclosed property bid, there are no updates to report.

Ms. Haman presented the 2022 Ward County Annual Reports for the Library and State's Attorney Office for receive and file. Roza Larson spoke to the report for the State's Attorney's office and Kerriane Boetcher spoke to the report for the Library.

Moved by Comm. Rostad, seconded by Comm. Anderson to receive and file the 2022 Ward County Annual Reports for the Library and State's Attorney's Office. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to approve cancelling the remaining taxes on the Kenmare properties but to add to the cancellation notice the following after County Board... "specifically designated for parks." Roll call; all voted yes; motion carried.

There will be a discussion on the Joint Powers Agreement attached to this packet at the Ward County/City of Minot/Minot City Park/Minot Public School Liaison meeting to be held Thursday, April 13, 2023, at 1:00 PM.

Moved by Comm. Wepler, seconded by Comm. Rostad to move forward with the Joint Powers Agreement with appropriate name changes. Roll call; all voted yes; motion carried.

Ms. Haman presented a draft of the Guidelines of the Elmer Jesme Joint Meetings of the Board of County Commissioners. In the draft were several items to vote on.

Moved by Comm. Wepler, seconded by Comm. Anderson to recommend that the name of the committee be: Guidelines of the Northcentral Elmer Jesme Joint Meetings of the Board of County Commissioners. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to use as a treasurer Option 1 – Deposit funds with NDACo under Commissioners Region 2 NDACo and adjacent participating counties. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to agree that the Expenses of the Joint Boards of County Commissioners paragraph be approved. Roll call; all voted yes; motion carried.

Ms. Haman brought forth a memo regarding Opioid remediation funds with guidelines in which the funds may be used. There is also a new bill, HB 1447, which discusses on how funds may be handled.

Roza Larson, State's Attorney, appeared to address HB 1447. This bill addresses political subdivisions and states if the county recovers any funds as a result of opioid litigation and choose to retain these funds, the funds need to be given to local public health units, otherwise it goes to the state general fund. A discussion was held.

Moved by Comm. Anderson, seconded by Comm. Olson to oppose House Bill 1447. Roll call; all voted yes; motion carried.

Discussion was held regarding building a taskforce to look at the opioid settlement fund money and formulate a process that might make sense moving forward.

Moved by Comm. Wepler, seconded by Comm. Olson to build a taskforce to look at opioid fund management. Roll call; Comm. Wepler and Olson voted yes; Comm. Anderson, Rostad, and Fjeldahl voted no. Motion failed.

Ms. Haman presented the Meeting Room Rental Agreement and Contract. A few changes were discussed as follows: The VA shall be excluded from paying any rental fees. The room rate for each additional or partial hour beyond meeting room rates as listed shall be \$25.00 per hour for one room and \$50.00 per hour for two or more rooms together. The reservation may be made for up to 6 months in advance.

A letter will be sent out stating "After close review, this is our new meeting room policy" along with a copy of the new contract.

Moved by Comm. Anderson, seconded by Comm. Rostad to approve the Meeting Room Rental Agreement and Contract with the changes as discussed above. Roll call; all voted yes; motion carried.

A brief legislative discussion was held with a mention of House Bill 1213 which has passed the house.

A discussion was held on the Morgan building. Upgrades to the building are estimated to be under \$10,000.00. The Commission would like to get a recommendation on updates from the Human Service Zone before making any decisions.

Comm. Anderson and Comm. Olson attended the 9-1-1 Committee meeting held on Wednesday, March 8, 2023 at 9:00 AM. No action was taken.

Comm. Anderson, Comm. Fjeldahl, Comm. Olson, Comm. Rostad, and Comm. Wepler attended the Building and Grounds Committee meeting held on Tuesday, March 21, 2023 at 11:00 AM. No action was taken.

At 11:47 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 18TH DAY OF APRIL, 2023

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Chairman, Ward County Commission

ATTEST:

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