

Minutes of the Board of Ward County Commissioners

April 7, 2020

The regular meeting of the Ward County Commission was called to order by Chairman Fjeldahl, at 9:00 AM with Commissioners, Walter, Rostad, Pietsch and Wepler present. Also present were department head Devra Smestad and Jason Blowers and present on the teleconference was Dana Larsen and Leona Lochthowe. Ryan Kamrowski, Tammy Terras and Jennifer Wiechmann appeared in person for their departments' agenda items.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the Agenda. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Wepler, to approve the Minutes from the Regular Commission Meeting on March 17, 2020 and Special Commission Meeting on March 20, 2020. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Walter, to approve Regular bills totaling \$190,180.74 and the Human Services Zone direct cost bills totaling \$9,070.73. Roll call; all vote yes; motion carried.

Bill List - April 7, 2020

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
DD	BJELLAND ELLEN M	MILEAGE--EXTENSION SERVICE	\$85.70
181467	BOB BARKER COMPANY INC	DEODERANT--JUVENILE DET.	\$98.62
181467	BOB BARKER COMPANY INC	FREIGHT--JUVENILE DET.	\$7.58
181467	BOB BARKER COMPANY INC	ORANGE SOCKS--JUVENILE DET.	\$25.86
181467	BOB BARKER COMPANY INC	BLANKETS--JUVENILE DET.	\$113.48
181467	BOB BARKER COMPANY INC	FREIGHT--JUVENILE DET.	\$41.60
181468	CIOX HEALTH LLC	FEE PROVIDE MEDICAL REPORTS CRIMINAL CASE--STATES ATTORNEY	\$20.00
181469	CLUTE OFFICE EQUIPMENT INC	MONTHLY CHARGE FOR KYOCERA 3011I--SOCIAL SERVICES	\$106.50
181469	CLUTE OFFICE EQUIPMENT INC	MONTHLY CHARGE FOR KYOCERA 5501I--SOCIAL SERVICES	\$120.00
181469	CLUTE OFFICE EQUIPMENT INC	MONTHLY CHARGE FOR KYOCERA 520I- -SOCIAL SERVICES	\$140.00
181469	CLUTE OFFICE EQUIPMENT INC	MONTHLY CHARGE FOR KYOCERA 5003I--SOCIAL SERVICES	\$78.10
181469	CLUTE OFFICE EQUIPMENT INC	MONTHLY CHARGE FOR KYOCERA 5003I--SOCIAL SERVICES	\$52.80
181469	CLUTE OFFICE EQUIPMENT INC	MONTHLY CHARGE FOR KYOCERA 5500I--SOCIAL SERVICES	\$120.00
181469	CLUTE OFFICE EQUIPMENT INC	MONTHLY CHARGE FOR KYOCERA 3550I--SOCIAL SERVICES	\$58.00
181470	COLOR DYNAMICS LLC	RADIO TOWER & EQUIP. BLDG. DEMO-- COMMISSIONERS	\$3,450.00
181471	COMPUTECH INC	HP ESSENTIAL BACKBACK FOR IT STAFF --IT	\$34.99
181472	COMPUTER STORE INC	HP ESSENTIAL BACKPACK FOR IT/STAFF--IT	\$34.99
181473	CONVERGINT TECHNOLOGIES	SHIPPING FOR USB DRIVES--IT	\$50.39
181474	DACOTAH PAPER CO	MISC JANITORIAL SUPPLIES--FACILTY MGT	\$733.50
181474	DACOTAH PAPER CO	URINAL SCREENS & PAD HOLDERS-- FACILTY MGT	\$209.34
181475	DAKOTA FIRE EXTINGUISHER INC	ANNUAL SERVICE--FACILTY MGT	\$313.89
181475	DAKOTA FIRE EXTINGUISHER INC	3 NEW CO2 FIRE EXT FOR DATA ROOMS--FACILTY MGT	\$450.00
181476	DAKOTALAND AUTOGLASS	CHIP REPAIR--SHERIFF	\$45.00
181477	DIGITAL OFFICE CENTRE	CONTRACT BASE RATE CHG 2/1-29-- JUVENILE DET.	\$40.45
181477	DIGITAL OFFICE CENTRE	CONTRACT USAGE 2/1-29--JUVENILE DET.	\$48.62
181477	DIGITAL OFFICE CENTRE	MAINT. AGREEMENT XEROX7120-- FACILTY MGT	\$49.15
181477	DIGITAL OFFICE CENTRE	COPY CONTRACT--EMERGENCY MGT	\$14.15
181477	DIGITAL OFFICE CENTRE	COPIER MAINTANACE XEROX 7835--IT	\$52.73

181477	DIGITAL OFFICE CENTRE	COPIER MAINTENANCE 2/1-29--IT	\$43.44
141478	DIGITAL OFFICE CENTRE	CONTRACT INVOICE XEROX 5855-- HUMAN RESOURCES	\$43.53
181479	DT PHARMACY	INMATE MEDICATION--JAIL OPERATIONS	\$13.32
181480	ENERBASE FARMERS UNION/CENEX	DIESEL TANK --FACILTY MGT	\$98.96
181480	ENERBASE FARMERS UNION/CENEX	GAS FOR CONTAINERS & PICKUP-- FACILTY MGT	\$45.15
181480	ENERBASE FARMERS UNION/CENEX	FUEL--FACILTY MGT	\$25.84
181480	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP--FACILTY MGT	\$20.62
181480	ENERBASE FARMERS UNION/CENEX	DIESEL--FACILTY MGT	\$91.76
181481	FASTENAL COMPANY	HP FILTERS--FACILTY MGT	\$1,083.76
181482	FERGUSON ENTERPRISES - 3093	OLD JAIL PLUMBING PARTS--FACILTY MGT	\$1,504.64
181482	FERGUSON ENTERPRISES - 3093	OLD JAIL PLUMBING PARTS--FACILTY MGT	\$1,050.30
181483	FIRE EXTINGUISHING SYSTEMS INC	KITCHEN FIRE SUPPRESSION SYSTEM INSP.--FACILTY MGT	\$299.85
DD	FJELDAHL, JOHN L	REIM. HOTEL FOR DC TRIP-- AUD./TREASURER	\$480.50
181484	GOOSENECK IMPLEMENT COMPANY	SWEEPER BRUSH REPLACEMENT-- FACILTY MGT	\$507.61
181485	GRAPHICS LETTERING & TRIM	REMOVE GRAPHICS--SHERIFF	\$340.00
181486	HACTC	MJL 2/1/20-2/29/20--JAIL OPERATIONS	\$2,175.00
181487	HOFFARTH SANITATION	TRASH SERVICE--FACILTY MGT	\$600.00
DD	HOLTE, KRISTEN D	POSTAGE AND STAMPS--JUVENILE DET.	\$19.60
181488	HP INC	HP E243I MONITOR--IT	\$194.98
181488	HP INC	HP S101 SPEAKER BARS X5--IT	\$140.00
181489	INFORMATION TECHNOLOGY DEPT	NETMOTION--SHERIFF	\$661.40
181489	INFORMATION TECHNOLOGY DEPT	ANTI VIRUS FOR SOCIAL SERVICES-- SOCIAL SERVICES	\$73.60
181489	INFORMATION TECHNOLOGY DEPT	ANTI VIRUS VPN FOR SOCIAL SERVICES--SOCIAL SERVICES	\$5.00
181489	INFORMATION TECHNOLOGY DEPT	DATA PROCESSING--IT	\$919.26
DD	INNOVATIVE OFFICE SOLUTIONS, LLC	(2) BOX PURPLE PAPER--STATES ATTORNEY	\$219.80
DD	INNOVATIVE OFFICE SOLUTIONS, LLC	OFFICE SUPPLIES--FACILTY MGT	\$59.83
181490	JEROMES COLLISION CENTER INC	DEDUCTIBLE FOR CRASH 2017 INTERCEPTOR--SHERIFF	\$1,000.00
181491	JOHNSON CONTROLS FIRE PROTECTION LP	PURGE ON SMOKE CONTROL PANEL-- FACILTY MGT	\$264.00
DD	JOHNSON, JODI L	BISMARCK STATE MEETING MISC.-- SCHOOL SUPERINTENDENT	\$9.50
DD	JOHNSON, JODI L	BISMARCK STATE MEETING PER DIEM-- SCHOOL SUPERINTENDENT	\$28.00
DD	JOHNSON, JODI L	BISMARCK STATE MEETNG MILEAGE-- SCHOOL SUPERINTENDENT	\$127.66
181492	KALIX	CONFIDENTIAL SHREDDING--SOCIAL SERVICES	\$92.50
181492	KALIX	CONFIDENTIAL SHREDDING--SOCIAL SERVICES	\$86.21
181492	KALIX	HARDWARE RECYCLING--IT	\$603.70
181493	KASSON, SEAN BRADLEY	CONTRACT ATTORNEY FEES INV 67-- STATES ATTORNEY	\$2,564.01
181494	LOWES PRINTING	SERVICE AWARD CARD--HUMAN RESOURCES	\$65.00
181495	MAIN ELECTRIC CONSTRUCTION INC	OFFICE/JAIL BUILDING--FACILTY MGT	\$277.00
181495	MAIN ELECTRIC CONSTRUCTION INC	HANDICAPPED DOOR BUTTON--FACILTY MGT	\$97.00
181495	MAIN ELECTRIC CONSTRUCTION INC	NEW POWER SUPPLY ELECTRONICS IN J-BLOCK--FACILTY MGT	\$108.31
181496	MARCO TECHNOLOGIES	KONICA MINOLTA COPIER CONTRACT PMT--EXTENSION SERVICE	\$3,982.92
181497	MARCO TECHNOLOGIES, LLC NW7128	PO 2374 SUPPORT CVG CISCO--IT	\$14,209.74
181497	MARCO TECHNOLOGIES, LLC NW7128	PO 2374 SUPPORT CVG CISCO--IT	\$13,843.20
181497	MARCO TECHNOLOGIES, LLC NW7128	PO 2374 SUPPORT CVG CISCO--IT	\$148.85

181497	MARCO TECHNOLOGIES, LLC NW7128	CISCO JABBER WORK FROM HOME--IT	\$52.50
181498	MARKETING SENSE	TATTOOS--SHERIFF	\$667.00
181499	MATTHEW BENDER	ND COURT RULES 2020-2021-- AUD./TREASURER	\$64.83
181499	MATTHEW BENDER	ND COURT RULES BOOKS FOR 2020-21-- STATES ATTORNEY	\$486.46
181345	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILTY MGT	\$1,275.46
181345	MDU - BISMARCK OFFICE	GAS JAIL OLD--FACILTY MGT	\$980.13
181345	MDU - BISMARCK OFFICE	GAS ADMIN BLDG--FACILTY MGT	\$905.60
181345	MDU - BISMARCK OFFICE	425 BLDG--FACILTY MGT	\$176.20
181345	MDU - BISMARCK OFFICE	GAS COUNTY NORTH BLDG--FACILTY MGT	\$305.00
181345	MDU - BISMARCK OFFICE	GAS JAIL NEW--FACILTY MGT	\$1,393.19
181500	MIDSTATES WIRELESS	LABOR--SHERIFF	\$125.00
151501	MINOT CITY OF, WATER DEPT	DETENTION CENTER WATER UTILITY-- FACILTY MGT	\$2,346.95
181501	MINOT CITY OF, WATER DEPT	WATER COURTHOUSE--FACILTY MGT	\$261.32
181501	MINOT CITY OF, WATER DEPT	WATER ADMIN BLDG--FACILTY MGT	\$276.46
181502	MINOT DAILY NEWS INC	PUBLISH TUITION COMMITTEE OPENINGS--AUD./TREASURER	\$16.72
181502	MINOT DAILY NEWS INC	PUB. NOTICE 3/19 SPECIAL HEARING FOR PERMIT--AUD./TREASURER	\$33.44
181502	MINOT DAILY NEWS INC	PUBLISH 2/18 REG. COMM. MEETING MINUTES--AUD./TREASURER	\$155.80
181502	MINOT DAILY NEWS INC	PUBLISH COMMISSION MINUTES-- GENERAL	\$183.92
181502	MINOT DAILY NEWS INC	PUBLISH 2020 EQUALIZATION MTGS-- GENERAL	\$1,322.40
181503	MINOT DAILY NEWS INC	PUB. COSTS FOR 51-2019-CV-00475-- STATES ATTORNEY	\$111.72
181504	MOUNTAIN PLAINS YOUTH SERVICES	ATTENDANT CARE Q1 2020--GENERAL	\$17,263.95
DD	MUTCHLER, JEFFREY D	MILEAGE--TAX EQUALIZATION	\$52.90
181505	ND DEPT HUM SERV	INMATE MEDICAL FEB--JAIL OPERATIONS	\$6,267.48
181506	ND DEPT OF CORRECTIONS & REHAB	INTERSTATE COMPACT--SHERIFF	\$675.00
181507	ND PLANNING ASSOCIATION	2020 DUES D DIEDRICHSEN-- PLANNING/ZONING	\$55.00
181508	NORTH PRAIRIE RURAL WATER OFFICE DEPOT BUSINESS ACCOUNT	WATER COUNTY NORTH--FACILTY MGT	\$55.00
181509		TONER FROM JAN 15 2020 --SOCIAL SERVICES	\$195.58
DD	OLTHOFF, PAUL J	JAIL ADMIN MEETING IN BIS--JAIL OPERATIONS	\$126.50
181510	OVERHEAD DOOR CO INC	PARTS FOR COURTHOUSE GARAGE DOOR--FACILTY MGT	\$14.00
DD	OWENS, DURWOOD A	JAIL ADMIN MEETING IN BIS--JAIL OPERATIONS	\$126.50
DD	PITNER, JOHN J	ELECTION TRAINING IN BISMARCK-- AUD./TREASURER	\$127.08
181511	PRIMARY PRODUCTS COMPANY	10 BOX LG GLOVE--JUVENILE DET.	\$171.00
181511	PRIMARY PRODUCTS COMPANY	10 BOX X-LG GLOVE--JUVENILE DET.	\$114.00
181512	ROCHESTER ARMORED CAR CO INC	ARMORED CAR SERVICE-- AUD./TREASURER	\$461.46
181513	SRT	GENERAL PHONES--FACILTY MGT	\$1,745.30
181513	SRT	SOC SERV PHONE PORTION--SOCIAL SERVICES	\$932.31
181513	SRT	EMERG MGT TELEPHONE--FACILTY MGT	\$56.79
181513	SRT	TELEPHONES--FACILTY MGT	\$166.53
181513	SRT	EOC PHONES--EMERGENCY MGT	\$47.23
181513	SRT	TELEPHONE/UTILITIES--SOCIAL SERVICES	\$533.68
181514	STEINS INC	HAND SANITIZER--FACILTY MGT	\$300.49
181514	STEINS INC	DISINFECTANT & HYDROGEN PREROXIDE--FACILTY MGT	\$216.30
181514	STEINS INC	FOAMING HAND SOAP--FACILTY MGT	\$186.67
181514	STEINS INC	SPRAY NOZZLE FOR CARPET EXTRACTOR MACHINE--FACILTY MGT	\$28.35
181515	SUMMIT FOOD SERVICES LLC	PRISONER BOARD/MEALS--JUVENILE DET.	\$999.66
181515	SUMMIT FOOD SERVICES LLC	INMATE MEALS FEB 2020--JAIL OPERATIONS	\$24,066.48
181516	TIRES PLUS TOTAL CAR CARE	TIRES--SHERIFF	\$563.64
181516	TIRES PLUS TOTAL CAR CARE	TIRES--SHERIFF	\$709.96

181517	TRINITY HEALTH	BAC TESTS--SHERIFF	\$30.00
181518	TURNKEY CORRECTIONS	FASTCASE LAW LIBRARY--JAIL OPERATIONS	\$119.00
181519	UNIFORM CENTER	STYBOSKI UNIFORM--SHERIFF	\$315.99
181519	UNIFORM CENTER	GRAY UNIFORM--SHERIFF	\$76.00
181519	UNIFORM CENTER	OGLE UNIFORM--SHERIFF	\$359.19
181519	UNIFORM CENTER	CHARLIE PANTS--SHERIFF	\$76.00
181520	UNITED MAILING SERVICES INC	POSTAGE AND SERVICES--AUD./TREASURER	\$197.73
181520	UNITED MAILING SERVICES INC	MAIL SERVICE 3/9-3/20--EXTENSION SERVICE	\$164.17
181520	UNITED MAILING SERVICES INC	MAIL PROCESSING--SOCIAL SERVICES	\$613.15
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$71.24
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$42.78
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$44.43
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$65.73
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$57.49
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$71.24
181521	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181522	VERIZON WIRELESS - NJ PO	CELLS/AIR CARDS--SHERIFF	\$1,411.17
181522	VERIZON WIRELESS - NJ PO	PHONE 2/13-3/12--EMERGENCY MGT	\$134.92
181522	VERIZON WIRELESS - NJ PO	CELL PHONES--IT	\$133.21
181523	WARD CO AUDITOR	TAX SALE FO320990000050 124.22 TAX 295.78 MISC REC--PROP. TAX SALE	\$420.00
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE J LOCKHART--GENERAL	\$118.84
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE S FALKEN--GENERAL	\$2.00
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE D MEHLHOFF--GENERAL	\$70.70
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE D GRINNELL--GENERAL	\$70.12
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE J ERSNESS--GENERAL	\$59.40
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE R SCHNASE--GENERAL	\$43.16
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE G DOVE--GENERAL	\$43.16
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE R TKACHENKO--GENERAL	\$46.64
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE G HENNESSY--GENERAL	\$63.74
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE E BUTZ--GENERAL	\$64.32
181524	WARD CO SHERIFF'S DEPT.	SERVCE EVICTION NOTICE T HUBBARD--GENERAL	\$43.16
181524	WARD CO SHERIFF'S DEPT.	SERVE COURT NOTICE P BUTZ--GENERAL	\$64.32
181524	WARD CO SHERIFF'S DEPT.	SERVE COURT NOTICE R SCHNASE--GENERAL	\$63.16
181525	WASHINGTON STATE DEPARTMENT OF LICENSING	CERT. DRIVERS LIC. REQUEST 51-2019-CR-01989--STATES ATTORNEY	\$13.00
181526	WATCHGUARD VIDEO	VISTA--SHERIFF	\$2,171.50
181526	WATCHGUARD VIDEO	CABLES--SHERIFF	\$226.88
181527	WCTOA	2020 ANNUAL DUES--AUD./TREASURER	\$150.00

Total General Bills	130,232.77
----------------------------	-------------------

	PARK BOARD BILLS	PARK BOARD BILLS	
181462	GOOSENECK IMPLEMENT COMPANY	JD MOWER UT 403	\$27,284.33
181463	MENARDS - MINOT	PADLOCKS	\$16.98
181464	SRT	PHONE CHARGE	\$11.25
181465	VERENDRYE ELECTRIC	UTILITIES	\$40.00
181466	XCEL ENERGY	UTILITIES	\$28.95
181466	XCEL ENERGY	UTILITIES	\$37.41

Total Park Board Bills	27,418.92
-------------------------------	------------------

	ROAD BILLS	ROAD BILLS	
181432	ACME TOOLS MINOT	PUNCH DIE SET	\$338.00
181433	BERTHOLD CITY	UTILITIES	\$27.80
181434	BLUETARP FINANCIAL INC	COUPLING	\$23.92
181434	BLUETARP FINANCIAL INC	MAGNET, CAP	\$76.12
181435	COMFORT SOLUTIONS HVAC OF ND LLC	REPAIR HEATER	\$392.50
181436	DAKOTA FIRE EXTINGUISHER	ANNUAL EXT SVC	\$65.95
181437	DAKOTA FLUID POWER INC	PART	\$4.00
181437	DAKOTA FLUID POWER INC	HOSES	\$99.21
181437	DAKOTA FLUID POWER INC	HOSE ASSEMBLY	\$20.67
181437	DAKOTA FLUID POWER INC	ADAPTER	\$20.37
181437	DAKOTA FLUID POWER INC	FLANGE ADAPTER	\$97.12
181437	DAKOTA FLUID POWER INC	ADAPTER	-\$20.37
181438	DAKOTALAND AUTOGLASS	REPL. WINDSHEILD	\$245.00
181439	DOUGLAS CITY	SEWER	\$180.00
181440	FARSTAD OIL	DIESEL	\$6,659.66
181441	GEFROH ELECTRIC	REP. BAY LIGHT	\$347.50
181442	GERDAU	PIPE	\$45.20
181443	HENKE MANUFACTURING CORP.	WING	\$9,603.00
181444	JOHNSON CONTROLS	SVC. AGREEMENT	\$3,550.00
181445	MARCO, INC	WEBROOT SVC	\$72.00
181446	MDU - BISMARCK OFFICE	UTILITIES	\$64.89
181446	MDU - BISMARCK OFFICE	UTILITIES	\$1,216.10
181446	MDU - BISMARCK OFFICE	UTILITIES	\$457.96
181447	MENARDS - MINOT	ALARMS KIT	\$40.85
181447	MENARDS - MINOT	RAGS, BOTTLES	\$30.95
181447	MENARDS - MINOT	BLEACH, TESTER	\$47.50
181448	MINOT CITY OF, LANDFILL	DUMPING FEE	\$5.00
181449	MINOT DAILY NEWS INC	ADVERTISE 2020 BIDS COP 0683(20) CO HWY 6	\$141.36
181449	MINOT DAILY NEWS INC	PUB NOTICE: 3/6/20 2020 LOAD RESTRICTION	\$51.68
181450	NORTH PRAIRIE RURAL WATER	UTILITIES DOUGLAS SHOP	\$72.70
181451	O'DAY EQUIPMENT	BERTHOLD SHOP PUMP/METER	\$1,080.80
181452	OTTERTAIL POWER CO	UTILITIES LOT 5 BL 8, DOUGLAS SHOP	\$341.70
181453	RDO/POWERPLAN	RADIO, ANTENNA	\$435.96
181454	SCHOCKS SAFE & LOCK INC	CYLINDER	\$19.95
181455	SRT	OFFICE PHONE	\$404.41
181456	SWANSTON EQUIPMENT CO	GASKET, BEARING ADAPTER	\$2,197.17
181456	SWANSTON EQUIPMENT CO	BLADE KIT	\$347.14
181456	SWANSTON EQUIPMENT CO	HOSE ASSEMBLY, TARLINE	\$294.20
181456	SWANSTON EQUIPMENT CO	HOSES	\$854.31
181457	TRI N PROPANE	UTILITIES- LP GAS 250 G	\$322.50
181458	VERENDRYE ELECTRIC	UTILITIES- 201 72ND AVE NE	\$65.00
181458	VERENDRYE ELECTRIC	UTILITIES- 2900 46TH AVE NE	\$34.00
181459	VERIZON CONNECT NWF INC	MONTHLY CHARGE 2/1-29/2020	\$430.50
181460	VERIZON WIRELESS	CELL PHONE SERVICE FEB 2020	\$369.60
181461	XCEL ENERGY	UTILITIES- 900 13TH ST SE	\$72.17
181461	XCEL ENERGY	UTILITIES-FIRE ALARM/SHOP/MNSHOP/GARAGE-900 13TH	\$1,015.53
181461	XCEL ENERGY	UTILITIES-COLD STORAGE 900 13TH ST SE	\$230.52
181461	XCEL ENERGY	UTILITIES- 17 CENTRAL AVE E BERTHOLD	\$36.95

Total Road Bills	\$32,529.05
-------------------------	--------------------

GRAND TOTAL	190,180.74
--------------------	-------------------

Director of Tax Equalization Ryan Kamrowski appeared before the Commission with three agenda items for approval. MR. Kamrowski's first item for the Commission approval is Tax Roll Adjustments.

1. Property Owner qualifies for Geo – Thermal Exemption:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Schiele, Andrew & Sierra	NE110990000090 Olt 9 of NE Less ROW S11-155-82	2019	\$188,000	\$162,000	\$8,460	\$7,290
Hovde, Terry & Kathy	LI230990000010 Olt 1 of SESW S23-153-86	2019	\$323,000	\$253,000	\$14,535	\$11,385
Hovde, Terry & Kathy	LI230990000010 Olt 1 of SESW S23-153-86	2018	\$320,000	\$250,000	\$14,400	\$11,250

2. MFH was moved to landfill by Court Owner:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Atkinson, Brian	MI5101716 Jefferson MHP Lot A39	2020	\$5,000	\$0.00	\$225	\$0.00
Atkinson, Brian	MI5101716 Jefferson MHP Lot A39	2019	\$5,000	\$0.00	\$225	\$0.00

3. Residential Structure Burned 5/3/2019, value prorated:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Albertson, Beau Etal	AF160990000010 Olt 1 of SESE S16-154-83	2019	\$250,000	\$125,000	\$11,250	\$5,625

4. Adjustment to T & F value after on – site inspection:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
DRL Holdings LLP	MI197290000020 Soo Line 3 rd Addn. Lot 2	2019	\$1,254,000	\$950,000	\$62,700	\$47,500

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the Tax Roll Adjustments as presented. Roll call; all voted yes; motion carried.

Mr. Kamrowski continued with a Joint Powers Agreement between Hiddenwood Township and Ward County. This agreement is for the Township to relinquish its building permitting authority to the County.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve and sign the Joint Powers Agreement with Hiddenwood Township as presented. Roll call; all voted yes; motion carried.

Mr. Kamrowski's final item for discussion was the Planning and Zoning Office Design. Mr. Kamrowski presented the Commission with a drawing and quotes in the amount totaling \$28,336.35 for the remodel of the Tax Equalization Office to add an additional office to house the Planning and Zoning Administrator. Mr. Kamrowski continued since the agenda was completed he received a quote from Gefroh Electric which came in lower than Wheeler Construction.

Moved by Comm. Walter, seconded by Comm. Rostad to approve the office space modification as presented using quotes from Hight Construction (\$18,163.00), Kevin's Plumbing (\$1,150.00), NOVA (\$1,500.00), Gefroh Electric (\$1,960.00), for office furniture (\$2,500.00) and a building permit from the City of Minot (\$150.00) with a maximum expenditure of \$28,500. Roll call; all voted yes; motion carried.

Dana Larsen, Highway Engineer appeared via teleconference with two agenda items for Commission consideration. The first item is a request to allow the Highway Department to request bids for replacement of 3 culverts on County Road 14, east of US Highway 83 located on Second Larson Coulee.

Moved by Comm. Pietsch, seconded by Comm. Walter to authorize the Highway Department to request bids to replace culverts on County Road 14. Roll call; all voted yes; motion carried.

Mr. Larsen continued by presenting the Commission with two proposals for the 2020 County Roads Epoxy Marking project. Moved by Comm. Rostad, seconded by Comm. Walter to approve the bid from West River Striping Company in the amount of \$177,537.30. Roll call; all voted yes; motion carried.

Travis Schmit, Assistant Highway Engineer appeared via teleconference with an update to the ballot language for County Measure No. 2020-01 for the Commission's approval.

EXTENSION OF ½ PERCENT SALES & USE TAX

Shall Ward County continue collecting one-half of one percent (0.5%) sales and use tax for 20 years to pay off current building bonds and to fund future road, bridge, and transportation needs.

Yes – Means you approve the measure as summarized above.

No – Means you reject the measure as summarized above.

Moved by Comm. Walter, seconded by Comm. Rostad to approve the ballot language for County Measure No. 2020-01 as presented. Roll call; all voted yes; motion carried.

Planning and Zoning Administrator Doug Diedrichsen appeared via teleconference with a plat application and a special use application for Commission approval.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve plat application for Steve Deaver for the following described property; proposed outlot 2, lying in NE4SE4, sec 30-156-86. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Pietsch to approve the special use permit application for Robert Lenertz for the following described property; SE4 NE4 N2 NE4, sec 9-153-81. Roll call; all voted yes; motion carried.

Human Resource Director Tammy Terras appeared with several agenda items for the Commissioners' approval. Ms. Terras first item is regarding the Auditor/Treasurer position that will be

open later this year due to the current Auditor/Treasurer retirement. She continued, the position was advertised for three weeks receiving nine applications. Ms. Terras would like the Commission to hold interviews for 4 of the applicants the week of April 20, 2020.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the recommended timeline for hiring of the new County Auditor/Treasurer and to hold interviews the week of April 20, 2020. Roll call; all voted yes; motion carried.

Ms. Terras continued with an update regarding the ND Public Health Insurance Trust (NDPHIT). NDIRF is partnering with the South East Education Cooperative to create the ND Public Health Insurance Trust (NDPHIT). The function of NDPHIT is to provide local governments with group health coverage and benefits programs the opportunity to join together to created group health insurance and employee benefit programs. She is requesting the authority to explore this option for Ward County and receive a quote.

Moved by Comm. Wepler, seconded by Comm. Walter to approve HR Director Tammy Terras exploring NDPHIT option. Roll call; all voted yes; motion carried.

Ms. Terras continued with an update regarding staffing during the COVID-19 pandemic. Some staff over the last few weeks have been moved to remote work from home on a case by case basis. In effort to slow down the spread of COVID-19 the department heads would like to propose a plan to move additional staff to remote work.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the COVID-19 staffing recommendations, the Temporary Telecommuting Policy and the Short-Term Telecommuting Agreement as presented. Roll call; all voted yes; motion carried.

Temporary Telecommuting Policy

In the event of an emergency such as a weather disaster or pandemic Ward County may allow or require employees to temporarily work from home to ensure business continuity.

Procedures:

In the event of an emergency, Ward County may require certain employees to work remotely. These employees will be advised of such requirements by the department head. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. Departments will need to coordinate with the IT department to review these equipment/software needs to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or department manager can initiate a temporary telecommuting agreement during emergency circumstances. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement will be prepared by human resources and signed by the employee and his or her manager.

The employee will establish an appropriate work environment within his or her home for work purposes. Ward County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs modifications to the home office space, or internet service costs.

Ward County will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only. An inventory of any equipment used will need to be provided to the IT Department.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and Ward County will determine when employees to return to regular, in-office work at any time.

Ms. Terras continued by requesting the Commission to adopt the Families First Coronavirus Response Act-Policy Amendment. This policy amendment complies with the Families First Coronavirus Response Act passed by President Trump and will assist employees affected by COVID-19. This policy Amendment will be in effect until December 31, 2020.

Moved by Comm. Wepler, seconded by Comm. Walter to adopt the Families First Coronavirus Response Act-Policy Amendment. Roll call; all voted yes; motion carried.

Families First Coronavirus Response Act Policy

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 01, 2020, until December 31, 2020. All existing county leave policies remain in place to the extent they are not superseded by FFCRA. This policy amendment shall be interpreted consistent with the US Department of Labor's rules.

Emergency Paid Sick Leave

Eligibility

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

- 1.The employee is subject to a federal, state or local quarantine or isolation order related to COVID–19.
- 2.The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
- 3.The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
- 4.The employee is caring for an individual who is subject to either number 1 or 2 above.
- 5.The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID–19 precautions.
- 6.The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Individual" means an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must: (a) be subject to a Federal, State, or local quarantine or isolation order as described above; or (b) have been

advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19, or is particularly vulnerable to COVID-19.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,

If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

\$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;

\$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their manager or the HR manager of the need and specific reason for leave under this policy. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Expanded FMLA Leave

Employee Eligibility

All employees who have been employed with Ward County for at least 30 days.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

(A) under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

"School" means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 01, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,

If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Procedure for Requesting Leave

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to the HR manager as soon as practicable. Verbal notice will otherwise be accepted until written

notice can be provided. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. If the position the employee held before leave started no longer exists due to economic conditions or operational changes that are made because of the public health emergency, and no equivalent position is available, the employee will not be returned to employment. However, for the period of one year after qualifying leave under this policy ends, Ward County will make reasonable efforts to contact the employee if an equivalent position becomes available.

Ms. Terras also requested approval for an amendment to the Ward County Sick Leave Policy adding the following language; Employees may use Dependent Sick Leave to supplement the one-third unpaid portion of leave for reason 4-6 of the Emergency Paid Sick Leave and the Extended FMLA Leave under the Families First Coronavirus Response Act Policy. This amendment would expire December 31, 2020.

Moved by Comm. Weppler, seconded by Comm. Pietsch to adopt the Amendment to the Ward County Sick Leave Policy as presented. Roll call; all voted yes; motion carried.

Ms. Terras informed the Commission that she had a request from Commission Pietsch that Nancy Kramer, Secretary for the Ward County Water Board be presented with a County Centennial Coin for her years of service to the Water Board.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve recognizing Nancy Kramer for her years of service by presenting her with a Centennial Coin. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Rostad to approve the payroll amendments for T. Voeller-Facilities Management and S. Larson- Jail Detention. Roll call; all voted yes; motion carried.

Auditor/Treasure Devra Smestad appeared.

Moved by Comm. Weppler, seconded by Comm. Pietsch to Receive and File the following Correspondence: Department Heading Meeting Minutes- March 16, March 18 & April 1, 2020; Minot Area Chamber of Commerce-Economy at a Glance; Travelers Risk Control- Building Survey/recommendations; NDIRF- conferment of benefits; Trinity Health-COVID-19. Roll call; all voted yes; motion carried.

Emergency Management Director Jennifer Wiechmann appeared with a County update regarding the COVID-19 pandemic.

Lisa Clute, First District Health Unit, via teleconference gave the Commission an update regarding their involvement in the COVID-19 pandemic.

Moved by Comm. Rostad, seconded by Comm. Wepler to Receive and File the following annual reports: Auditor/Treasurer, Emergency Management, Facilities Management, Library, NDSU Extension, Records, Sheriff's Department, Superintendent of Schools, Tax Equalization Office, Veterans' Services, Weed Control and Rushville Township. Roll call; all voted yes; motion carried.

Ms. Smestad continued with a request to follow Governor Doug Burgam's Executive Order 2020-13 and approve Ward County Resolution Regarding June 9th 2020 Primary Election Process which would authorize an all vote by mail election with no polling locations open.

Moved by Comm. Walter, seconded by Comm. Wepler to approve voting by mail ballot as recommended by the Executive Order 2020-13.

The Commission had a lengthy discussion regarding voting by mail.

Roll call; all voted yes, except Comm. Pietsch and Comm. Fjeldahl who voted no; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to approve having Devra Smestad contacting area locations to place locked ballot boxes for those who do not want to mail their ballots and bring a list to Commission on or before April 21, 2020. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Pietsch to appoint Linda Anderson to the Special Assessments Committee. Roll call; all voted yes; motion carried.

Comm. Fjeldahl informed the Commission that NDSU North Central Extension Center contacted him requesting funding for a new facility. Comm. Pietsch stated that he would like them to bring this to the Commission during budget discussions, as the 2020 budget has already been completed.

Moved by Comm. Pietsch, seconded by Comm. Walter to Receive and File the letter from Shana Forster, Interim Director, NDSU Extension regarding the new facility. Roll call; all voted yes; motion carried.

Ms. Smestad informed the Commissioners the NDIRF annual meeting is scheduled for May 20, 2020. She is willing to attend as a representative of Ward County and cast the County votes, as long as the COVID-19 pandemic will allow. The other option is casting votes by proxy.

Moved by Comm. Walter, seconded by Comm. Pietsch to Receive and File the letter from NDIRF regarding the annual meeting.

There was a brief discussion.

Comm. Walter withdrew his motion, Comm. Pietsch seconded.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve casting the County votes by proxy for NDIRF representatives in the Others and Schools categories. Roll call; all voted yes; motion carried.

Comm. Fjeldahl stated to the Commissioners that Chuck and Myron from PFM contacted him regarding the refinancing of County bonds. They stated that with the up and down of interest rates currently that the County should hold off until the rates level off. No action was taken at this time.

Ms. Smestad informed the Commission the Special Assessments Committee held a public teleconference hearing on April 2, 2020 to gather public input on the proposed 19th Ave and 56th St NW Paving project. Ms. Smestad continued there was sixteen area resident on the call the most the Committee has in attendance previously. The Special Assessments Committee recommends there be

one full assessment per lot except for the four lots that lie beyond the paving on 19th Ave (5000, 5260, 5300 and 5401 19th Ave NW) which will be assessed one-half an assessment.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the Committee's recommendations and set public hearing during the next Commission meeting on April 21, 2020. Roll call; all voted yes; motion carried.

Comm. Walter requested Chairman Fjeldahl attend the COVID-19 Task Force press conference today and give a County update.

At 11:23 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 21st DAY OF APRIL, 2020

Chairman, Ward County Commission

ATTEST:
