

Minutes of the Board of Ward County Commissioners

April 21, 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 Weppler present. Also present were department head Devra Smestad, Jason Blowers, Jennifer Weichmann and Tammy Terras and present on the teleconference was Dana Larsen, Melissa Bliss, Roza Larson, Robert Roed and Leona Lochthowe.

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

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve the Minutes from the Regular Commission Meeting on April 7, 2020. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Walter to approve Regular bills totaling \$200,469.04 and the Human Services Zone direct cost bills totaling \$1,902.08. Roll call; all vote yes; motion carried.

Bill List - April 21, 2020

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
181608	ACCURATE CONTROLS INC	JAIL INTERCOM INTERIOR REPLACEMENT UNITS--FACILITY MGT	\$1,284.76
181609	ADVANCED BUSINESS METHODS	LEASE CONTRACT FOR CANON/IR C5550i II--STATES ATTORNEY	\$182.59
181609	ADVANCED BUSINESS METHODS	LEASE CONTRACT FOR CANON/IR4245 --STATES ATTORNEY	\$45.00
DD	BJELLAND ELLEN M	TRAVEL MILEAGE--EXTENSION SERVICE	\$90.28
181610	CLUTE OFFICE EQUIPMENT INC	SHEET PROTECTORS--STATES ATTORNEY	\$138.62
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 3011i MAR 2002260060--SOCIAL SERVICES	\$106.50
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 5001i FEB 2002260061--SOCIAL SERVICES	\$120.00
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 520i FEB 2002260062--SOCIAL SERVICES	\$140.00
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 5003i FEB 2002260063--SOCIAL SERVICES	\$78.10
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 5003i FEB 2002260064--SOCIAL SERVICES	\$52.80
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 5500i FEB 2002260065--SOCIAL SERVICES	\$120.00
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 3550i FEB 2003260014--SOCIAL SERVICES	\$58.00
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 520i MAR 2003260010--SOCIAL SERVICES	\$140.00
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 5003i MAR 2003260011--SOCIAL SERVICES	\$89.71
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 3550i MAR 2003260012--SOCIAL SERVICES	\$73.04
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 3550i MAR 2003260013--SOCIAL SERVICES	\$120.00

181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 3550i MAR 2003260014-- SOCIAL SERVICES	\$58.00
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 3550i MAR 2003260015-- SOCIAL SERVICES	\$123.60
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 3550i MAR 2003260016-- SOCIAL SERVICES	\$58.80
181610	CLUTE OFFICE EQUIPMENT INC	KYOCERA 3011i FEB 2003260033-- SOCIAL SERVICES	\$75.82
181610	CLUTE OFFICE EQUIPMENT INC	PRINTER MAINTENANCE AGREEMENT-- TAX EQUALIZATION	\$50.00
181611	COLE PAPERS INC	FOAM CUPS (2)--JAIL OPERATIONS	\$62.84
181548	COMPUTECH INC	REMAINDER OF INVOICE NOT PAID 3/19 FOR BACKPACK--IT	\$15.01
181612	CULLIGAN WATER CONDITIONING	4 BOTTLES OF WATER INV 377322-- JUVENILE DETENTION	\$31.00
181613	DACOTAH PAPER CO	PAPER TOWEL ROLLS FOR INCREASE IN WASHING--FACILITY MGT	\$1,354.60
181614	DAKOTA COMMUNICATIONS SERVICE, INC	K9 EXPENSE--SHERIFF	\$8,080.00
181615	DAKOTA FIRE EXTINGUISHER INC	ANNUAL SERVICE OFFICE BLDG-- FACILITY MGT	\$687.88
181615	DAKOTA FIRE EXTINGUISHER INC	ANNUAL SERVICE COURTHOUSE & OLD JAIL--FACILITY MGT	\$758.36
181616	DIGITAL OFFICE CENTRE	CONTRACT BASE RATE--HR	\$25.00
181616	DIGITAL OFFICE CENTRE	CONTRACT USAGE CHG--HR	\$11.41
181617	EIDE BAILLY LLP	AUDIT & ONLINE REPORTING FOR ACA 1095 C FORMS--HR	\$3,600.00
181618	ENERBASE FARMERS UNION/CENEX	PICKUP GAS--FACILITY MGT	\$30.40
181618	ENERBASE FARMERS UNION/CENEX	FUEL BILL--TAX EQUALIZATION	\$73.21
181619	ETSYSTEMS, INC	WIRELESS FOR COURTHOUSE, OFFICE COOLING TOWER--FACILITY MGT	\$1,620.00
181620	FASTENAL COMPANY	HP FILTERS--FACILITY MGT	\$295.02
181621	FERGUSON ENTERPRISES - 3093	PLUMBING PARTS--FACILITY MGT	\$87.96
181622	FERGUSON ENTERPRISES INC #1657	PLUMBING PARTS--FACILITY MGT	\$146.32
181622	FERGUSON ENTERPRISES INC #1657	PLUMBING PARTS--FACILITY MGT	\$21.28
181623	G & P COMMERCIAL SALES	TOILET PAPER FOR JAIL--FACILITY MGT	\$2,926.08
181624	GAFFANEYS OF MINOT INC	OFFICE SUPPLIES--STATES ATTORNEY	\$367.72
181624	GAFFANEYS OF MINOT INC	LEGAL PADS--STATES ATTORNEY	\$31.90
181624	GAFFANEYS OF MINOT INC	DRY ERASE BOARDS--STATES ATTORNEY	\$99.90
181624	GAFFANEYS OF MINOT INC	DRY ERASER--STATES ATTORNEY	\$4.29
DD	GOFF, EMILY	TRAVEL MILEAGE--EXTENSION SERVICE	\$48.88
181626	INFORMATION TECHNOLOGY DEPT	ANTI VIRUS--SOCIAL SERVICES	\$73.60
DD	JP MORGAN	JP MORGAN MAR 2020--MISC ITEMS SEE ATTACHED	\$67,380.93
181627	KALIX	CONFIDENTIAL SHREDDING--SOCIAL SERVICES	\$311.17
181628	KOHLMAN CONSTRUCTION & MAINTENANCE	JAIL REPLACE DAMAGED HANDICAP BUTTON--FACILITY MGT	\$2,670.00
181629	LIGHT AND SIREN	LIGHT BAR--SHERIFF	\$1,733.00
181630	LOWES PRINTING	NOTARY STAMP- AARON WEST--JAIL OPERATIONS	\$30.00

181631	MAIN ELECTRIC CONSTRUCTION INC	CHECK 3 PHASE BREAKER PANEL IS JAIL HP'S--FACILITY MGT	\$277.00
181632	MARCO TECHNOLOGIES	COVID-19 ASSISTANCE WITH WORK--IT	\$87.50
181633	MATTHEW BENDER	ND COURT RULES ANNOTATED 20-21 EDITION --STATES ATTORNEY	\$64.83
181634	MDU - BISMARCK OFFICE	GAS COUNTY NORTH BLDG--FACILITY MGT	\$222.06
181635	MINOT CITY OF, LANDFILL	CLEANUP IN SPRINGLAKE TOWNSHIP-- GENERAL	\$96.48
181635	MINOT CITY OF, LANDFILL	CLEANUP IN SPRINGLAKE TOWNSHIP-- GENERAL	\$43.40
181537	MINOT CITY OF, WATER DEPT	WATER 425 BLDG--FACILITY MGT	\$68.88
181636	MINOT DAILY NEWS INC	2020 TOWNSHIP & CITY VIRTUAL EQUAL MTG--GENERAL	\$140.60
181636	MINOT DAILY NEWS INC	PUBLISH SPEC ASSESS 19TH AVE IMPROV--GENERAL	\$136.80
181636	MINOT DAILY NEWS INC	RFP COLLECTION OF OUTSTANDING DEBT--GENERAL	\$8.36
DD	MUTCHLER, JEFFREY D	TRAVEL MILEAGE--TAX EQUALIZATION	\$46.00
DD	MUTCHLER, JEFFREY D	TRAVEL MILEAGE--TAX EQUALIZATION	\$46.00
181637	NDACO	REIMBURSE FOR NACO LEG ROOM-- AUDITOR/TREAS	\$298.87
181638	QUADIENT LEASING USA, INC	LEASE OF FOLDER/INSERTER-- AUDITOR/TREAS	\$351.00
181639	REHAB SERVICES, INC.	2020 ALLOCATION Q2--GENERAL	\$3,000.00
181640	RELX INC. DBA LEXISNEXIS	CONTRACT FEES 3/1-31--STATES ATTORNEY	\$580.00
181641	SHERWIN-WILLIAMS	PAINT FOR OFFICE BUILDING--FACILITY MGT	\$107.14
DD	SMESTAD, DEVRA L	MAIL MEDIA FOR ELECTION PROGRAMMING--GENERAL	\$28.70
181642	SRT	TELEPHONES--FACILITY MGT	\$472.28
181642	SRT	SRT LONG DISTANCE CHG--SOCIAL SERVICES	\$77.84
181643	STEINS INC	HAND SANITIZER--FACILITY MGT	\$216.16
181643	STEINS INC	DRAIN HOSE FLOOR SCRUBBER-- FACILITY MGT	\$63.00
181644	THOMAS LAW FIRM	APRIL 2020 MENTAL HEALTH CONTRACT--GENERAL	\$2,000.00
181645	THRIFTY WHITE PHARMACY	INMATE MEDICATION MARCH 2020--JAIL OPERATIONS	\$6,045.21
181646	TRINITY HEALTH	2020 CORONER CONTRACT Q2-- GENERAL	\$10,000.00
181647	TURNKEY CORRECTIONS	INDEGENT SUPPLIES--INMATE TRUST (COMM)	\$43.61
181647	TURNKEY CORRECTIONS	DEBIT CARD FEES--INMATE TRUST (COMM)	\$95.00
181647	TURNKEY CORRECTIONS	INDEGENT SUPPLIES--INMATE TRUST (COMM)	\$35.02
181647	TURNKEY CORRECTIONS	DEBIT CARD FEES MARCH 20`--INMATE TRUST (COMM)	\$89.00
181647	TURNKEY CORRECTIONS	ADP/MARCH LAW LIBRARY--INMATE TRUST (COMM)	\$114.00

181648	TYLER TECHNOLOGIES INC	NEW WORLD LICENSE & MAINTENANCE KENMARE PD--IT	\$1,880.00
181649	UNIFORM CENTER	SHIRTS--SHERIFF	\$183.00
181649	UNIFORM CENTER	VEST FOR OGLE--SHERIFF	\$749.99
181649	UNIFORM CENTER	PANTS--SHERIFF	\$76.00
181649	UNIFORM CENTER	PANTS--SHERIFF	\$76.00
181649	UNIFORM CENTER	SHIRTS--SHERIFF	\$72.12
181649	UNIFORM CENTER	PANTS--SHERIFF	\$76.00
181649	UNIFORM CENTER	PANTS--SHERIFF	\$152.00
181649	UNIFORM CENTER	NAME BARS--SHERIFF	\$16.99
181650	UNITED MAILING SERVICES INC	MAIL SERVICE 3/23 - 4/3--EXTENSION SERVICE	\$25.37
181650	UNITED MAILING SERVICES INC	MAIL PROCESSING 33874 3/9-3/20-- SOCIAL SERVICES	\$577.77
181650	UNITED MAILING SERVICES INC	MAIL PROCESSING 33928 3/23-4/3-- SOCIAL SERVICES	\$687.05
181650	UNITED MAILING SERVICES INC	POSTAGE ON ENVELOPES 3/25/20-- SOCIAL SERVICES	\$275.00
181650	UNITED MAILING SERVICES INC	POSTAGE SERVICES--GENERAL	\$158.91
181651	US POSTAL SERVICE	2020 ANNUAL CHG PO BOX 2209-- SOCIAL SERVICES	\$226.00
181538	VERENDRYE ELECTRIC	ARES ELECTRIC --EMERGENCY MGT	\$144.00
181538	VERENDRYE ELECTRIC	ELECTRICITY COUNTY NORTH-- FACILITY MGT	\$122.00
181539	VERIZON WIRELESS - NJ PO	BUILDING INSP CELL PHONE--TAX EQUALIZATION	\$44.24
181652	WARD COUNTY HIGHWAY DEPT	SIGN REPAIR IN RUSHVILLE TWP-- RUSHVILLE TOWNSHIP	\$202.63
181652	WARD COUNTY HIGHWAY DEPT	CLEANUP IN SPRINGLAKE TOWNSHIP-- GENERAL	\$3,966.04
181653	WILHELM TIM	APR 2020 MENTAL HEALTH CONTRACT-- GENERAL	\$2,000.00
181654	XCEL ENERGY	ELECTRICITY ADMIN BLDG--FACILITY MGT	\$6,371.32
181654	XCEL ENERGY	ELECTRICITY 425 BLDG--FACILITY MGT	\$109.80
181654	XCEL ENERGY	ELECTRICITY COURTHOUSE--FACILITY MGT	\$3,660.26
181654	XCEL ENERGY	ELECTRICITY JAIL--FACILITY MGT	\$5,490.41
181654	XCEL ENERGY	RAILROAD PARKING ELEC USAGE-- FACILITY MGT	\$38.13

Total General Bills	148,019.15
----------------------------	-------------------

	PARK BOARD BILLS	PARK BOARD BILLS	
181605	MENARDS - MINOT	TAPE, BONDER	\$10.61
181606	VERENDRYE ELECTRIC	UTILITIES	\$40.00
181607	WARD COUNTY HIGHWAY DEPT	PARK MAINTENANCE	\$4,958.13
18160			

Total Park Board Bills	5,008.74
-------------------------------	-----------------

	ROAD BILLS	ROAD BILLS	
181566	ACME TOOLS MINOT	SCREEN SET	\$30.76
181567	AMERIPRIDE LINEN & APPAREL SVC	JANT'L SVC	\$144.65
181567	AMERIPRIDE LINEN & APPAREL SVC	JANT'L SVC	\$135.98
181567	AMERIPRIDE LINEN & APPAREL SVC	JANT'L SVC	\$178.65
181567	AMERIPRIDE LINEN & APPAREL SVC	JANT'L SVC	\$133.98
187567	AMERIPRIDE LINEN & APPAREL SVC	JANT'L SVC	\$144.65
181568	BLUETARP FINANCIAL INC	BOLTS, NUTS, WASHERS	\$77.66
181569	BRITE-WAY WINDOW CLEANING INC	CLEAN WINDOWS	\$140.00
181570	BUTLER MACHINERY	RETERN HAND BALL	-\$11.03
181570	BUTLER MACHINERY	BATTERIES	\$616.78
181570	BUTLER MACHINERY	HOSE, SEAL, COUPLING	\$106.70
181570	BUTLER MACHINERY	PIN, BEARINGS, SPACE	\$861.44
181570	BUTLER MACHINERY	BEARING	\$55.95
181570	BUTLER MACHINERY	END BIT, EDGES	\$935.94
181570	BUTLER MACHINERY	WASHER, TUBES	\$445.95
181570	BUTLER MACHINERY	BATTERIES	\$616.78
181570	BUTLER MACHINERY	PEN TIPS, RETAINERS	\$476.20
181570	BUTLER MACHINERY	BATTERIES	\$326.54
181571	COMPUTER STORE INC	SONIC WALL	\$2,321.35
181572	DAKOTA FIRE EXTINGUISHER INC	EXT. SVC	\$1,596.45
181572	DAKOTA FIRE EXTINGUISHER INC	NEW EXTINGUISHERS	\$240.00
181573	DELL MARKETING LP	COMPUTER	\$1,890.74
181574	ENERBASE FARMERS UNION/CENEX	GAS, DIESEL	\$5,920.07
181575	FARMERS UNION OIL CO	GAS, DIESEL	\$1,689.93
181576	FARMERS UNION OIL CO - KENMARE	BOLTS	\$0.85
181576	FARMERS UNION OIL CO - KENMARE	FLUIDS	\$32.98
181576	FARMERS UNION OIL CO - KENMARE	GAS, DIESEL	\$1,477.09
181576	FARMERS UNION OIL CO - KENMARE	PROPANE HEAT	\$396.00
181577	FARSTAD OIL	DIESEL	\$4,827.63
181578	GENERAL TRADING CO	COUPLINGS	\$8.15
181578	GENERAL TRADING CO	CLEANERS	\$82.25
181578	GENERAL TRADING CO	BLOW GUNS	\$34.70
181578	GENERAL TRADING CO	PLUGS	\$9.40
181578	GENERAL TRADING CO	PAINT	\$13.90
181578	GENERAL TRADING CO	TOWELS, SEALANT	\$201.54
181579	GERDAU	FLAT IRON, PIP	\$186.46
181580	HOFFARTH SANITATION	SAN. SVC	\$110.00
181581	HOME OF ECONOMY INC	PAINT	\$27.96
181581	HOME OF ECONOMY INC	PAINT	\$13.98
181582	KENMARE CITY OF	UTILITIES	\$90.00
181583	LAWSON PRODUCTS INC	BAND SAW	\$823.29
181584	MAINTENANCE PLUS INC	GENERAL CLEANING	\$985.08
181585	MDU - BISMARCK OFFICE	UTILITIES- 16 E CENTRAL AV, BERTHOLD	\$142.87
181586	MENARDS - MINOT	MOUSE REPELLANT	\$46.68
181586	MENARDS - MINOT	BATTERIES, SOAP	\$36.97
181587	MINOT CITY OF, LANDFILL	DUMPING FEE	\$26.60
181588	MINOT CITY OF, WATER DEPT	WATER/SEWER	\$143.31
181588	MINOT CITY OF, WATER DEPT	WATER	\$39.89
181589	MINOT RESTAURANT SUPPLY	PAPER TOWELS	\$79.50
181590	NACE	MEMBERSHIP DUES	\$350.00

181591	NAPA AUTO PARTS	CLEANERS	\$49.37
181591	NAPA AUTO PARTS	GROMMETS	\$34.76
181591	NAPA AUTO PARTS	SHOCKS	\$197.27
181591	NAPA AUTO PARTS	COMPOUND, RUB	\$107.87
181591	NAPA AUTO PARTS	BRAKE PADS	\$79.99
181591	NAPA AUTO PARTS	GAUGE, STAR	\$37.88
181591	NAPA AUTO PARTS	RETAINER, THERMOSTAT	\$59.34
181591	NAPA AUTO PARTS	MAT SET	\$19.99
181591	NAPA AUTO PARTS	TOWELS, TOOL, GAUGE	\$82.11
181591	NAPA AUTO PARTS	SOLENOID	\$105.99
181591	NAPA AUTO PARTS	TOWELS, DISC, CONTACT	\$236.22
181591	NAPA AUTO PARTS	LUBRICANT, SPRAY	\$91.13
181591	NAPA AUTO PARTS	AIR TOOL	\$21.99
181591	NAPA AUTO PARTS	BREATHER, FI HINGS	\$24.96
181591	NAPA AUTO PARTS	WIPES, BROOM, GREASE	\$161.64
181591	NAPA AUTO PARTS	MEGUIAR	\$48.87
181591	NAPA AUTO PARTS	ADHESIVE, WASH	\$161.25
181591	NAPA AUTO PARTS	ANTENNA, WIRE, SCREW	\$45.25
181591	NAPA AUTO PARTS	U-JOINT	\$25.49
181592	NORTHWEST TIRE & RETREAD INC	TIRES	\$2,639.75
181592	NORTHWEST TIRE & RETREAD INC	TIRES	\$1,633.44
181592	NORTHWEST TIRE & RETREAD INC	TIRE REPAIR	\$76.52
181592	NORTHWEST TIRE & RETREAD INC	TIRE REPAIR	\$45.00
181593	OTTERTAIL POWER CO	UTILITIES	\$58.52
181594	PRAXAIR DISTRIBUTION, INC	OXYGEN, ARGON	\$527.24
181594	PRAXAIR DISTRIBUTION, INC	SVC. FEE, TANK	\$15.81
181595	RDO/POWERPLAN	CAP, PLUGS	\$268.80
181596	SCHOCKS SAFE & LOCK INC	COVER	\$9.95
181597	SUNDRE SAND & GRAVEL INC	SALT SAND	\$3,589.30
181598	SWANSTON EQUIPMENT CO	TEETH, BOLT	\$501.54
181598	SWANSTON EQUIPMENT CO	WIPER ARM ASSY	\$62.51
181598	SWANSTON EQUIPMENT CO	PUMP, VALVE	\$866.94
181599	TRI N PROPANE	PROPANE HEAT	\$380.80
181599	TRI N PROPANE	PROPANE HEAT	\$107.34
181600	VERENDRYE ELECTRIC	UTILITIES- 201 72ND AVE NE	\$86.00
181600	VERENDRYE ELECTRIC	UTILITIES- 2900 46TH AVE NE	\$34.00
181601	VERIZON WIRELESS - NJ PO	CELL PHONE SVC	\$375.34
181602	WARNE CHEMICAL & EQUIPMENT CO.	SPRAYER	\$3,176.00
181603	WESTLIE CROSSROADS	REG ASSY	\$198.63
181603	WESTLIE CROSSROADS	STUDS	\$17.40
181603	WESTLIE CROSSROADS	RELEASE, VALVE	\$95.57
181603	WESTLIE CROSSROADS	CAP	\$5.10
181603	WESTLIE CROSSROADS	WHEELS, CLIPS	\$163.22
181603	WESTLIE CROSSROADS	COMBO	\$72.54
181604	XCEL ENERGY	UTILITIES- 900 13TH ST SE	\$75.97
181604	XCEL ENERGY	UTILITIES-FIRE ALARM/SHOP/MNSHOP/GARAGE-900 13TH	\$1,195.94
181604	XCEL ENERGY	UTILITIES-COLD STORAGE 900 13TH ST SE	\$307.41

Total Road Bills	\$47,441.15
-------------------------	--------------------

GRAND TOTAL	200,469.04
--------------------	-------------------

Moved by Comm. Walter, seconded by Comm. Wepler to open the public hearing via teleconference at 9:08 AM regarding the proposed paving district for 19th Ave & 56th St NW. Roll call; all voted yes; motion carried.

Aaron Fornshell spoke in favor of the project, but only paving the main road and not the cul de sac as that portion only benefits five property owners. Joe Haider, Mark Clementich and Jerry Wheeling spoke in favor of the project.

Moved by Comm. Pietsch, seconded by Comm. Walter to close the public hearing at 9:20 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the paving district as presented based on most residents being in favor of the paving district. Roll call; all voted yes; motion carried.

County Jail Commander Paul Olthoff appeared with agreements with Reliance Telephone to provide voice call, video calls and text messaging to the inmates. The cost of this service will be paid by the inmates and the County would collect a commission.

Moved by Comm. Rostad, seconded by Comm. Walter to approve the agreements with Reliance Telephone as presented. Roll call; all voted yes; motion carried.

Human Resource Director appeared with a County Staffing updated during the COVID-19 pandemic. She began by informing the Commission that 26% percent of County employees are working from home. She continued by informing the Commission the Governors Executive order regarding business closures has been extended through April 30, 2019.

Moved by Comm. Wepler, seconded by Comm. Rostad to discuss reopening of County offices on May 5th, 2020 during the Commission Regular meeting pending the recommendations of Governor Burgum.

A brief discussion was held.

Roll call; all voted yes, except Comm. Pietsch and Fjeldahl.

Ms. Terras continued, she has been in contact with department heads and has begun making a plan to phase into reopening County Offices. Part of this plan is to install protective material to workstations to help protect the employee who work directly with the public. She informed the Commission in the month of April, six employees and four family members of employees have been tested for COVID-19. All results have been negative. She continued, at some point an employee will test positive and the County needs to be prepared for having several employees out of the office in quarantine. Comm. Rostad stated he has visited the offices in the Administration Building and is very pleased with how each department is completing their work during this crisis.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve installing protective material to County work stations and have Comm. Walter work with Facilities Management Director and Human Resource Director to complete this project. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Wepler to approve payroll amendments for N. Wooster-Sheriff's Department (level 20, step 1) and W. Smith-Sheriff's Department (level 16, step 1). Roll call; all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared.

Moved by Comm. Pietsch, seconded by Comm. Wepler to receive and file the following correspondence: Houston Engineering- Bridge Replacement Projects; City of Minot- Public hearing notice. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Walter to receive and file monthly reports including financials. Roll call; all voted yes; motion carried.

Ms. Smestad presented the Commission with a list of 2020 Primary Election Ballot Drop Box locations. Ward County will have seven locations for voters to return their ballot. She demonstrated how the ballots would be secured in locked drop boxes and the process with the envelopes the voter will use to return their ballots.

Moved by Comm. Wepler, seconded by Comm. Walter to approve the drop box locations for the 2020 Primary Election as presented. Roll call; all voted yes; motion carried.

The discussion continued regarding early voting and having a single poll location open for the County. Ms. Smestad informed the Commission all 53 Counties in the state will be strictly vote by mail and no polling locations will be open to the public. She continued, the vote by mail process has started and it is too late to be changing it now as the new election equipment has not been programmed for the primary election.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve liquor licenses for Apple Grove 6, LLC and Kenmare Country Club. Roll call; all voted yes; motion carried.

Minot Rural Fire Chief Rex Weltikol appeared with a Fire Emergency and Restrictive Burn Ban Declaration for the Commissioners approval.

FIRE EMERGENCY AND RESTRICTIVE BURN BAN

For WARD COUNTY, NORTH DAKOTA

April 21st, 2020

WHEREAS, Ward County, North Dakota has endured abnormally dry conditions compiled with high winds; and

WHEREAS, several rural fires have already occurred as a result of the current conditions; and

WHEREAS, all available resources remain committed to protecting life and property; and

WHEREAS, the cost of the response and the inordinate equipment wear may be far in excess of available County resources.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Ward County Commissioners declares a Fire Emergency and Burn Ban (to include a ban on garbage/pit burning, campfires, and burning of farm or crop land) remain in effect when the North Dakota Rangeland Fire Danger Rating is in High, Very High, Extreme, and/or a Red Flag Warning has been issued for Ward County, North Dakota April 21, 2020 thru October 1, 2020. **THE PENALTY FOR VIOLATION OF THIS BURN BAN IS A CLASS B MISDEMEANOR (NDCC37-17.1-10.1: MAXIMUM SENTENCE OF 30 DAYS IN JAIL AND \$1,500 FINE.)**

Moved by Comm. Rostad, seconded by Comm. Walter to approve the Fire Emergency and Restrictive Burn Ban Declaration as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Walter to recess the meeting at 10:31 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to reconvene the meeting at 10:50 AM. All vote yes; motion carried.

All Commissioners were in attendance.

The Commissioners held two interviews via telephone for the open position on the Ward County Tuition Appeals Committee.

Moved by Comm. Rostad, seconded by Comm. Walter to appoint Ernest Medalen to the Tuition Appeals Committee. Roll call; all voted yes; motion carried.

At 11:27 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 5th DAY OF MAY, 2020

Chairman, Ward County Commission

ATTEST:
