

Minutes of the Board of Ward County Commissioners

May 5, 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, Dana Larsen, Jason Blowers, Jennifer Weichmann, Ryan Kamrowski and Tammy Terras and present on the teleconference was Roza Larson.

Moved by Comm. Rostad, seconded by Comm. Walter to approve the agenda. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the minutes from the regular commission meeting on April 21, 2020 and special meeting April 24, 2020.

Moved by Comm. Wepler, seconded by Comm. Rostad to amend the minutes and remove the line "No one from the public spoke out against the proposed project." Roll call; all voted yes; motion carried.

Roll call on original motion; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the regular bills totaling \$183,011.83 and Human Service Zone direct cost bills totaling \$3,175.88. Roll call; all voted yes; motion carried.

Bill List - May 5, 2020

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
181722	AUTO DOCTOR	MAINTENANCE--SHERIFF	\$344.44
181722	AUTO DOCTOR	VEH SETUP--SHERIFF	\$1,800.00
181722	AUTO DOCTOR	VEH SETUP--SHERIFF	\$450.00
181722	AUTO DOCTOR	MAINTENANCE--SHERIFF	\$25.00
181722	AUTO DOCTOR	VEH SETUP--SHERIFF	\$1,800.00
181722	AUTO DOCTOR	MAINTENANCE--SHERIFF	\$50.12
181722	AUTO DOCTOR	VEH SETUP--SHERIFF	\$450.00
181722	AUTO DOCTOR	MAINTENANCE--SHERIFF	\$344.44
181722	AUTO DOCTOR	MAINTENANCE--SHERIFF	\$429.17
181722	AUTO DOCTOR	MAINTENANCE--SHERIFF	\$31.20
181722	AUTO DOCTOR	K9 EXPENSE: KP EQUIP INSTALL--SHERIFF	\$2,200.00
181722	AUTO DOCTOR	MAINTENANCE--SHERIFF	\$344.44
181723	BRUMMUND PAIGE	MEALS --EXTENSION SERVICE	\$45.50
181723	BRUMMUND PAIGE	MILEAGE- LIVESTOCK ALLIANCE & GRAZING MEETINGS--EXTENSION SERVICE	\$175.38
181723	BRUMMUND PAIGE	MILEAGE REGUALR TRAVEL FOR PROGRAMMING -- EXTENSION SERVICE	\$21.85
181723	BRUMMUND PAIGE	MILEAGE REGUALR TRAVEL FOR PROGRAMMING -- EXTENSION SERVICE	\$188.60
181723	BRUMMUND PAIGE	MILEAGE REGUALR TRAVEL FOR PROGRAMMING -- EXTENSION SERVICE	\$19.55
181723	BRUMMUND PAIGE	MILEAGE REGUALR TRAVEL FOR PROGRAMMING -- EXTENSION SERVICE	\$89.70
181723	BRUMMUND PAIGE	MILEAGE REGUALR TRAVEL FOR PROGRAMMING -- EXTENSION SERVICE	\$66.70
181724	CDW GOVERNMENT INC	HP SB TOP LOAD CASE X15--IT	\$308.85
181724	CDW GOVERNMENT INC	HP NOTEBOOKS X15--IT	\$22,308.75
181725	COMPUTECH INC	HARDWARE AUDIO CABLE NB HDMI--IT	\$18.96
181725	COMPUTECH INC	HEADSET EXTENSION CORD--IT	\$3.00
181725	COMPUTECH INC	PLANTRONICS USB HEADSET--IT	\$50.00
181726	COMPUTER STORE INC	HP BACKPACK --IT	\$34.99
181727	CONVERGINT TECHNOLOGIES	AVIGILON CAMERA SERVER LIC.--IT	\$1,202.84

181728	DACOTAH PAPER CO	9" TOILET PAPER ROLLS--FACILITY MGT	\$1,099.15
181729	DAKOTALAND AUTOGLASS	WINDSHIELD REPAIR--SHERIFF	\$245.00
181729	DAKOTALAND AUTOGLASS	CHIP REPAIR--SHERIFF	\$45.00
181664	DELL MARKETING LP	COMPUTER (PRECISION 3630 TOWER CTO BASE)-- PLANNING/ZONING	\$1,909.10
181730	DIGITAL OFFICE CENTRE	CONTRACT BASE CHG MARCH--JUVENILE DETENTION	\$40.45
181730	DIGITAL OFFICE CENTRE	MAINTENANCE AGREEMENT--FACILITY MGT	\$40.07
181730	DIGITAL OFFICE CENTRE	COPIER MAINTENANCE--IT	\$51.73
181731	ENERBASE FARMERS UNION/CENEX	PICKUP GAS--FACILITY MGT	\$29.00
181731	ENERBASE FARMERS UNION/CENEX	PROPANE AND REQUALIFY TANK FOR PROPANE-- FACILITY MGT	\$34.99
181731	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP--FACILITY MGT	\$18.40
181731	ENERBASE FARMERS UNION/CENEX	FUEL--SHERIFF	\$7,090.37
181732	FERGUSON ENTERPRISES INC #1657	NEW JAIL WILLOUBY PLUMBING PARTS--FACILITY MGT	\$437.30
181732	FERGUSON ENTERPRISES INC #1657	JAIL PLUMBING PARTS--FACILITY MGT	\$145.22
181733	FIRST DISTRICT HEALTH UNIT	INMATE MEDICAL JAN-MAR 2020--JAIL OPERATIONS	\$2,237.64
181734	G & P COMMERCIAL SALES	MED VINYL GLOVES--FACILITY MGT	\$208.20
181735	GRAPHICS LETTERING & TRIM	REMOVE GRAPHICS--SHERIFF	\$340.00
181736	HACTC	HSG- CONTRACTED- 75 (J.M.L.)--JAIL OPERATIONS	\$2,325.00
181737	INFORMATION TECHNOLOGY DEPT	NETMOTION--SHERIFF	\$1,299.15
181737	INFORMATION TECHNOLOGY DEPT	DATA PROCESSING--IT	971.81
181738	KEYCARE PHARMACY	EARWAX REMOVAL--JAIL OPERATIONS	\$15.78
181739	LOWES PRINTING	BOND ENVELOPES--SHERIFF	\$427.75
181740	MARCO TECHNOLOGIES, LLC NW7128	KONICA COLOR PRINT JOBS 4/20/19-4/19/20-- EXTENSION SERVICE	\$1,476.40
181741	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MGT	\$1,040.40
181741	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MGT	\$1,112.67
181741	MDU - BISMARCK OFFICE	ADMIN GAS UTILITY --FACILITY MGT	\$687.96
181741	MDU - BISMARCK OFFICE	425 BLDG--FACILITY MGT	\$166.17
181741	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MGT	\$1,232.97
181742	MIDCONTINENT COMMUNICATION	CABLE SERVICES--INMATE TRUST (COMM)	\$172.50
181742	MIDCONTINENT COMMUNICATION	JUVENILE PORTION OF CABLE BILL--JUVENILE DETENTION	\$30.00
181665	MINOT CHRYSLER CENTER INC	2020 GRAND CHEROKEE PURCHASED 3/26/2020-- SHERIFF	\$28,871.0 0
181743	MINOT CITY OF, WATER	WATER ADMIN BUILDING--FACILITY MGT	\$223.47
181743	MINOT CITY OF, WATER	WATER COURTHOUSE--FACILITY MGT	\$215.90
181743	MINOT CITY OF, WATER	DETENTION CENTER WATER--FACILITY MGT	\$2,801.15
181744	MINOT DAILY NEWS INC	PUBLISH 3/17 REG COMM MINUTES--GENERAL	\$251.56
181744	MINOT DAILY NEWS INC	PUBLISH MAR 20 SPECIAL COMM MTG MINUTES-- GENERAL	\$98.04
181744	MINOT DAILY NEWS INC	PUBLISH 4/21 PUB SPEC ASSESSM HARRISON TWP-- GENERAL	\$11.40
181477	MINOT DAILY NEWS INC	PUB 4/7 COMM MTG MINUTES--GENERAL	\$294.12
181745	MONSON DENTAL CENTER	INMATE DENTAL- KEVIN--JAIL OPERATIONS	\$122.00
181745	MONSON DENTAL CENTER	CK 179577 PMT MADE (SEE BREAKDOWN)--JAIL OPERATIONS	-\$273.00
181745	MONSON DENTAL CENTER	CK 179786 PMT MADE (SEE BREAKDOWN)--JAIL OPERATIONS	-\$474.00
181745	MONSON DENTAL CENTER	INMATE DENTAL- DONDARRO --JAIL OPERATIONS	\$320.00
181745	MONSON DENTAL CENTER	INMATE DENTAL- JOHN--JAIL OPERATIONS	\$320.00
181745	MONSON DENTAL CENTER	INMATE DENTAL- JORDAN--JAIL OPERATIONS	\$823.00
181745	MONSON DENTAL CENTER	INMATE DENTAL- RAVEN--JAIL OPERATIONS	\$151.00
181745	MONSON DENTAL CENTER	INMATE DENTAL- TERRANCE--JAIL OPERATIONS	\$552.00
181747	ND STATE RADIO COMM	LETS--SHERIFF	\$600.00
181747	ND STATE RADIO COMM	RENEWAL--SHERIFF	\$180.00

181748	NDSU DEPT 7510	SHARED SALARY BENEFITS Q1 2020 - ARNOLD--EXTENSION SERVICE	\$3,021.34
181748	NDSU DEPT 7510	SHARED SALARY BENEFITS Q1 2020 - GOFF--EXTENSION SERVICE	\$5,807.75
181748	NDSU DEPT 7510	SHARED SALARY BENEFITS Q1 2020 -BJELLAND--EXTENSION SERVICE	\$9,394.41
181748	NDSU DEPT 7510	SHARED SALARY BENEFITS Q1 2020 -BRUMMUND--EXTENSION SERVICE	\$6,578.21
181749	NORTH PRAIRIE RURAL WATER	WATER COUNTY NORTH--FACILITY MGT	\$55.00
161655	OLE OLSON'S TOWING & RECOVERY	NUISANCE ABATEMENTS - SP180990000010--AUDITOR/TREAS.	\$1,800.00
181750	OVERHEAD DOOR CO INC	REPLACE GARAGE DOOR OPERATOR IN COURTHOUSE--FACILITY MGT	\$420.00
181751	QUADIENT LEASING USA, INC	E-CERTIFY MAIL 5/13/20-8/12/20--GENERAL	\$351.00
181752	SHERWIN-WILLIAMS	BLACK PAINT--FACILITY MGT	\$43.97
181753	SRT	EOC PHONES--EMERGENCY MGT	\$47.02
181753	SRT	DETENTION PHONES--FACILITY MGT	\$220.87
181753	SRT	PHONE GENERAL--GENERAL	\$1,849.71
181753	SRT	PHONE SOCIAL SERV PORTION--SOCIAL SERVICES	\$929.07
181753	SRT	PHONE FOR SHERIFF--FACILITY MGT	\$504.98
181753	SRT	LONG DISTANCE CHARGES--SOCIAL SERVICES	\$1,280.31
181754	STEINS INC	HAND SANITIZER--FACILITY MGT	\$154.43
181754	STEINS INC	VACUUM BACK COVER REPLACEMENT--FACILITY MGT	\$101.50
181754	STEINS INC	COOLING TOWER CHEMICAL- BROMMAX--FACILITY MGT	\$405.65
181755	SUMMIT FOOD SERVICES LLC	MARCH JUVENILE MEALS--JUVENILE DETENTION	\$1,091.00
181755	SUMMIT FOOD SERVICES LLC	MARCH JAIL MEALS--JAIL OPERATIONS	\$25,233.56
181756	THE PRINTERS INC	ELECTION ENVELOPES--GENERAL	\$2,574.94
181757	TRINITY HEALTH	BAC TESTS--SHERIFF	\$10.00
181757	TRINITY HOSPITAL	CORONER- TRANSPORT BODIES--GENERAL	\$1,410.45
181759	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$162.51
181759	UNITED MAILING SERVICES INC	MAIL PROCESSING--SOCIAL SERVICES	\$669.37
181760	US POSTAL SERVICE	MONEY ADDED TO POSTAGE DUE ACCOUNT--SOCIAL SERVICES	\$50.00
181761	VERIZON WIRELESS - NJ PO	CELL PHONE 3/13-4/12--EMERGENCY MGT	\$134.60
181761	VERIZON WIRELESS - NJ PO	CELL/AIRCARDS 3/11-4/10--SHERIFF	\$1,362.75
181761	VERIZON WIRELESS - NJ PO	TELEPHONES (X3)--IT	\$132.84
181764	WATCHGUARD VIDEO	CABLES--SHERIFF	\$85.00

Total General Bills	158,703.54
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	PARK BOARD BILLS	PARK BOARD BILLS	
181720	MENARDS - MINOT	BRUSHES, OIL	\$59.95
181721	XCEL ENERGY	UTILITIES	\$31.47
181721	XCEL ENERGY	UTILITIES	\$38.07

Total Park Board Bills	129.49
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	ROAD BILLS	ROAD BILLS	
181659	BERTHOLD CITY	UTILITIES	\$29.40
181697	BLUETARP FINANCIAL INC	SCREEN	\$7.99
181698	C & R RADIATOR INC	REPAIR RADIATOR	\$108.00
181699	DAKOTA FLUID POWER INC	HYDRAULIC TANK	\$1,794.48
181699	DAKOTA FLUID POWER INC	BUSHINGS, SEALS	\$55.42

181699	DAKOTALAND AUTOGLASS	PAINT REDUCER	\$35.11
181660	DELL MARKETING LP	DELL LAPTOP COMPUTER DANA	\$2,852.69
181701	FARSTAD OIL	OIL	\$178.80
181701	FARSTAD OIL	GREASE, FUEL ADDITIVE	\$1,203.20
181702	FRISCO, WES A.	ROW LYING IN OLT 12 SE4 6-154-82	\$600.00
181702	FRISCO, WES A.	SIGNING BONUS	\$90.00
181702	FRISCO, WES A.	TEMP EASEMENT LYING IN OLT 12 SE4 6-154-82	\$300.00
181703	HOME OF ECONOMY INC	METAL WHEEL	\$35.00
181704	HORN PLASTICS INC	ROLL STRIPING	\$727.62
181705	LAWSON PRODUCTS INC	SCREWS, NUTS, TIES	\$860.85
181661	MDU - BISMARCK OFFICE	UTILITIES--607 4TH AV NE KENMARE	\$68.36
181661	MDU - BISMARCK OFFICE	UTILITIES--900 13TH ST SE MINOT	\$968.98
181661	MDU - BISMARCK OFFICE	UTILITIES--201 72ND AVE NE MINOT	\$415.05
181706	MENARDS - MINOT	PAINT, BRUSHES	\$45.30
181707	MINOT AUTO SUPPLY	IDLE	\$24.00
181708	MINOT CITY OF, LANDFILL	DUMPING FEE	\$60.90
181708	MINOT CITY OF, LANDFILL	DUMPING FEE	\$15.36
181708	MINOT CITY OF, LANDFILL	DUMPING FEE	\$5.00
181708	MINOT CITY OF, LANDFILL	DUMPING FEE	\$22.05
181708	MINOT CITY OF, LANDFILL	DUMPING FEE	\$10.00
181709	MINOT DAILY NEWS INC	4/30/20 BIDS PROJECT CP-1452(18) CULVERTS HWY 14	\$142.88
181710	MOUSEL, ANDREW	SIGNING BONUS	\$90.00
181710	MOUSEL, ANDREW	TEMP EASEMENT LYING IN OLT 12 SE4 6-154-82	\$300.00
181710	MOUSEL, ANDREW	ROW LOT 15, BLK 2 SE4SE4 6-154-82	\$600.00
181711	NELSON, BYRON D	SIGNING BONUS	\$231.20
181711	NELSON, BYRON D	TEMP EASEMENT LYING IN N2NE4 7-154-82	\$552.00
181711	NELSON, BYRON D	ROW LYING IN N/2NE/4 7-154-82	\$1,760.00
181712	NELSON, MARILYN	SIGNING BONUS	\$231.20
181712	NELSON, MARILYN	TEMP EASEMENT LYING IN N2NE4 7-154-82	\$552.00
181712	NELSON, MARILYN	ROW LYING IN N2NE4 7-154-82	\$1,760.00
181713	O'DAY EQUIPMENT	MANHOLE COVER	\$213.01
181714	OTTERTAIL POWER CO	UTILITIES	\$339.29
181714	PRAXAIR DISTRIBUTION, INC	OXYGEN	\$66.15
181716	RDO/POWERPLAN	OIL	\$144.35
181717	SUNDRE SAND & GRAVEL INC	SALT SAND	\$2,709.06
181717	SUNDRE SAND & GRAVEL INC	SALT SAND	\$2,416.02
181718	SWANSTON EQUIPMENT CO	BROOM	\$681.05
181718	SWANSTON EQUIPMENT CO	TOOTH GRINDER	\$56.84
181718	SWANSTON EQUIPMENT CO	BRUSH REPAIRS	\$200.00
181719	TRI N PROPANE	UTILITIES	\$145.70
181662	VERIZON CONNECT NWF INC	MONTHLY CHARGES	\$430.50
181663	XCEL ENERGY	UTILITIES- 17 CENTRAL AVE E BERTHOLD	\$43.99

Total Road Bills	\$24,178.80
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GRAND TOTAL	183,011.83
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Director of Tax Equalization appeared with Tax Roll Adjustments for Commissions approval.

1. MFH Moved without a Moving Permit:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Dean, Jessica	MI5100078 Jefferson MHP Lot D11	2020	\$1,000	\$0.00	\$45.00	\$0.00

2. Utilities Disconnected in 2015, Remove from Tax Roll::

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Zimmerman, Mike & Mary	MI5103409 Western Village Lot 96	2020	\$24,000	\$0.00	\$1,080	\$0.00

3. New Property Owner is not exempt from Taxes:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Deck, Eric	MI5101070 Jefferson MHP Lot 3	2020	\$0.00	\$8,000	\$0.00	\$360

4. Fire Damaged Property, Prorated for 10 Months based on Nov. 1, 2019 Fire:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Love, Joan & St Croix, Carrie	MI27A810000060 Edgeview Estates 7 th Addn. Lot 6	2019	\$377,000	\$343,000	\$16,965	\$15,435

5. Daycare in Church designated as Non-Profit 1/28/2019, Prorate Exemption 11 Months:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Christ Lutheran Church	MI15E060000010 Christ Lutheran Addn. Lot 1	2019	\$150,000	\$12,000	\$7,500	\$600

6. Given a Total Exemption for Public Charity, should have been Partial:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
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Path North Dakota	MI11C710000010 Lakeside 19 th Add. Lot 1	2019	\$0.00	\$234,000	\$0.00	\$11,700
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Moved by Comm. Wepler, seconded by Comm. Rostad to approve the Tax Roll Adjustments as presented. Roll call; all voted yes; motion carried.

Mr. Kamrowski continued with a recommendation for the upcoming County Board of Equalization meeting scheduled for June 1, 2020. He recommends to hold the meeting as scheduled and follow social distancing recommendations. Also, provide Zoom conference call option for those that do not feel comfortable attending the meeting in person. Those that don't want to attend in person need to file their appeal in writing prior to the meeting.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve Mr. Kamrowski's recommendations regarding the County Board of Equalization meeting. Roll call; all voted yes; motion carried.

County Engineer Dana Larsen appeared with two agenda items. Mr. Larsen's first item was to provide information on an opportunity to relocate the Highway Department's operations to a new location with more land, better access with newer and more efficient facilities.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve the Highway Department and the Chairman of the Commission to negotiate with the seller on the possible new location. Roll call; all voted yes; motion carried.

Mr. Larsen continued with a request to award the Culvert replacement on County Road 14 project to the lowest bidder.

Moved by Comm. Walter, seconded by Comm. Wepler to approve the bid from Hanson's Excavating, Inc in the amount of \$270,844.00 for replacement of the Culvert on County Road 14. Roll call; all voted yes; motion carried.

Planning and Zoning Administrator Doug Diedrichsen appeared with a plat application for the following described property: SENE 10-154-82.

Moved by Comm. Walter, seconded by Comm. Rostad to approve the plat application from Daniel and Amy Lenertz. Roll call; all voted yes; motion carried.

Human Resource Director Tammy Terras updated the Commission on Covid-19 Staffing. She recommended a plan of action that includes creating a task force to develop policies and procedures for prompt identification and isolation of sick staff and customers. The Task Force will include two Commissioners and several department heads. The task force will complete the Workplace Assessment for Covid-19 as recommended as part of the Smart Start.

Moved by Comm. Wepler, seconded by Comm. Walter to adopt the recommended plan of action as presented by Ms. Terras. Roll call; all voted yes; motion carried.

Chairman Fjeldahl and Comm. Wepler volunteered to serve on the task force.

Ms. Terras informed the Commission the Administrative Assistant in the Veterans' Service Office has resigned effective 5/8/2020 and the only position currently occupied is the Veteran's Service Officer. She continued with a recommended timeline for posting and filling the two open positions open in the Veteran's Service Office.

Moved by Comm. Walter, seconded by Comm. Wepler to approve the recommendations for advertising, interviewing and hiring for the two positions in the Veterans' Service Office. Roll call; all voted yes, except Commissioners Pietsch and Fjeldahl who voted no; motion carried.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the payroll amendment for D. Perez-Correction Officer (level 13, step 1). Roll call; all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared.

Moved by Comm. Walter, seconded by Comm. Rostad to receive and file the following correspondence: Department Head Meeting Minute-April 15, 2020 & April 24, 2020; Court Facilities Improvement Advisory Committee- letter; Minot Area Chamber of Commerce-Economy at a Glance. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Pietsch to receive and file the State's Attorney annual report. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve the County deed for foreclosed property sold by Realtor. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the proposal from A.R Audit Services for collecting outstanding debts. Roll call; all voted yes; motion carried.

Emergency Management Director Jennifer Wiechmann appeared with an update regarding the Covid-19 Joint Committee.

At 10:41 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 19th DAY OF MAY, 2020

Chairman, Ward County Commission

ATTEST:
