

Minutes of the Board of Ward County Commissioners

June 2, 2020

The regular meeting of the Ward County Commission was called to order by Chairman Fjeldahl, at 9:00 AM with Commissioners, Walter, Pietsch and Weppler present. Also present were department head Devra Smestad, Dana Larsen, Jason Blowers, Jennifer Weichmann, Kerrienne Boetcher, Leona Lochthowe, Melissa Bliss, Roza Larsen, and Tammy Terras.

Moved by Comm. Pietsch, seconded by Comm. Walter 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 May 19, 2020 and special meetings May 21, 26 and 27, 2020. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the regular bills totaling \$211,260.29 and Human Service Zone direct cost bills totaling \$4,991.08. Roll call; all voted yes; motion carried.

Bill List - June 2, 2020

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
181976	AXON ENTERPRISE INC	TASER 7 LIVE CARTRIDGES 12-DEGREE--JAIL OPERATIONS	\$380.00
181976	AXON ENTERPRISE INC	TASER 7 STANDOFF LIVE CART 3.5 DEGREE--JAIL OPERATIONS	\$380.00
181977	CANADIAN PACIFIC RAILWAY	RAILROAD PARKING LOT RENT--FACILITY MGT	\$16,445.70
181978	CLUTE OFFICE EQUIPMENT INC	ELECTION SUPPLIES (LABELS, TAPE, ENV. MOISTENER)--GENERAL	\$79.14
181978	CLUTE OFFICE EQUIPMENT INC	LABELS--GENERAL	\$38.55
181979	COLE PAPERS INC	FACIAL TISSUE PAPER--FACILITY MGT	\$104.52
181980	DIGITAL OFFICE CENTRE	CONTRACT BASE 4/1-30--JUVENILE DET.	\$40.45
181980	DIGITAL OFFICE CENTRE	CONTRACT USAGE 4/1-30--JUVENILE DET.	\$95.18
181980	DIGITAL OFFICE CENTRE	MAINTENANCE AGREEMENT--FACILITY MGT	\$51.77
181980	DIGITAL OFFICE CENTRE	COPY CONTRACT--EMERGENCY MGT	\$39.83
181980	DIGITAL OFFICE CENTRE	CONTRACT BASE RATE--HUMAN RESOURCES	\$25.00
181980	DIGITAL OFFICE CENTRE	CONTRACT USAGE CHARGE--HUMAN RESOURCES	\$15.89
181981	FERGUSON ENTERPRISES INC #1657	WILLOUGHBY CARTRIDGES JAIL--FACILITY MGT	\$466.17
181981	FERGUSON ENTERPRISES INC #1657	P TRAPS, RUBBER CAPS PLUMBING PARTS--FACILITY MGT	\$75.16
181981	FERGUSON ENTERPRISES INC #1657	PLUMBING FOR COURTHOUSE COOLING TOWER TRAP--FACILITY MGT	\$152.48
181982	HACTC	LEE, MARCUS JERMAINE 4/1-4/30--JAIL OPERATIONS	\$2,250.00
181983	HIGHT CONSTRUCTION	85% OF TAX EQUAL OFFICE REMODEL PROJECT COST--TAX DEED SALES	\$15,438.55
181984	INFORMATION TECHNOLOGY DEPT	NET MOTION--SHERIFF	\$478.45
181984	INTERSTATE POWER SYSTEMS INC	OFFICE BLDG GENERATOR ANNUAL SERVICE--FACILITY MGT	\$1,490.00
181984	INTERSTATE POWER SYSTEMS INC	COURTHOUSE GENERATOR ANNUAL SERVICE--FACILITY MGT	\$1,525.00
181986	INTOXIMETERS	MOUTH PIECES--SHERIFF	\$90.00
DD	JP MORGAN	JP MORGAN APR 2020--MISC ITEMS SEE ATTACHED	\$52,561.69
181987	JEROMES COLLISION CENTER INC	2020 FORD REPAIRS--SHERIFF	\$1,000.00
181987	JEROMES COLLISION CENTER INC	PROPERTY & LIABILITY INSURANCE--INSURANCE	\$5,872.09

181791	JEROMES COLLISION CENTER INC	2017 INTERCEPTOR - ALREADY PD DEDUCTIBLE--SHERIFF	\$4,230.87
181987	JEROMES COLLISION CENTER INC	2020 FORD REPAIRS--SHERIFF	\$1,114.30
181988	LOWES PRINTING	PLAQUE--SHERIFF	\$24.95
181989	MATTHEW BENDER	ND CENTURY CODE 2020--GENERAL	\$65.43
181989	MATTHEW BENDER & CO INC.	7-21 ND ADVANCE CODE SERVICE--GENERAL	\$77.81
181905	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MGT	\$549.95
181905	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MGT	\$1,692.60
181905	MDU - BISMARCK OFFICE	GAS ADMIN BUILDING--FACILITY MGT	\$318.38
181905	MDU - BISMARCK OFFICE	425 BLDG--FACILITY MGT	\$84.24
181905	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MGT	\$750.45
181990	MINOT DAILY NEWS INC	PUBLISH COMMISSION MINUTES--GENERAL	\$172.52
181990	MINOT DAILY NEWS INC	PUBLISHING PRINTING--GENERAL	\$22.04
181990	MINOT DAILY NEWS INC	PUBLIC MEETING NOTICE KARMA CONVENIENCE--PLANNING/ZONING	\$32.68
DD	MUTCHLER, JEFFREY D	INSPECTION TRAVEL--TAX EQUALIZATION	\$70.73
181991	ND DEPT HUM SERV	INMATE MEDICAL MARCH 20--JAIL OPERATIONS	\$6,102.61
181992	ND DEPT OF CORRECTIONS & REHAB	INTERSTATE COMPACT--SHERIFF	\$300.00
181993	OFFICE OF STATE AUDITOR	REVIEW 2018 AUDIT REPORT--GENERAL	\$280.00
181994	OLE OLSON'S TOWING & RECOVERY	WHITE FORD F 250 TOW--SHERIFF	\$166.00
181907	PORTERFIELD, MONICA	TRAVEL--COMMISSIONERS	\$207.00
181903	POST BOARD	LICENSE PULLEY --SHERIFF	\$45.00
181995	SOURIS VALLEY ANIMAL SHELTER	BOARDING FEES--SHERIFF	\$220.00
181995	SOURIS VALLEY ANIMAL SHELTER	BOARDING FEES--SHERIFF	\$160.00
181996	STEINS INC	VACUUM CLEANER FILTERS SHORTAGE DUE TO COVID--FACILITY MGT	\$83.60
181996	STEINS INC	HAND SOAP--FACILITY MGT	\$125.78
181996	STEINS INC	EXTRACTION CLEANER CHEMICAL--FACILITY MGT	\$105.68
181997	STREICHER'S, INC	AMMO--SHERIFF	\$1,266.64
181998	SUMMIT FOOD SERVICES LLC	MEALS AND SNACKS 4/1-30--JUVENILE DET.	\$629.93
181999	SUNSET LAW ENFORCEMENT LLC	AMMO--SHERIFF	\$1,422.00
182000	THE ATTIC	AMMO--SHERIFF	\$120.00
182001	THE PRINTERS INC	ENVELOPES--GENERAL	\$4,728.55
182002	THOMAS FAMILY FUNERAL SVC INC	TRANSPORT BODY (A. P.)--GENERAL	\$500.00
182003	TRINITY HEALTH	MEDICAL (J.W.)--JUVENILE DET.	\$1,694.14
182003	TRINITY HEALTH	MEDICAL (R.B.)--JUVENILE DET.	\$2,878.90
182003	TRINITY HEALTH	BAC TESTS--SHERIFF	\$20.00
182004	UNITED MAILING SERVICES INC	MAIL SERVICE --EXTENSION	\$258.28
182004	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$606.95
182004	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$366.10
181904	US POSTAL SERVICE	POSTAGE--AUDITOR/TREAS.	\$100.00
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$71.24
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$46.78
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181905	VALVOLINE INSTANT OIL CHANGE	OIL CHANGE--SHERIFF	\$49.25
181906	VERIZON WIRELESS - NJ PO	AIR CARDS AND CELL PHONES--SHERIFF	\$1,381.57
181906	VERIZON WIRELESS - NJ PO	CELL PHONE BILL 04/13-05/12--EMERGENCY MGT	\$134.60
181797	VERIZON WIRELESS - NJ PO	BUILDING INSP CELL PHONE--TAX EQUALIZATION	\$44.24
182006	WIDMER ROEL PC	ANNUAL AUDIT--GENERAL	\$13,650.00

Total General Bills	146,362.91
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	PARK BOARD BILLS	PARK BOARD BILLS	
DD	BACHMEIER, DAVID	MEETING DUES PK BOARD	\$50.00
181969	BLUETARP FINANCIAL INC	HOSE, COUPLING	\$22.98
181970	CIRCLE SANITATION	MONTHLY SANITATION FEES	\$332.50
181971	MENARDS - MINOT	SPRAYING SUPPLIES	\$42.98
181971	MENARDS - MINOT	CLEANING SUPPLIES	\$192.05
181971	MENARDS - MINOT	TOILET TISSUES, GLOVES, ROPE	\$62.35
181971	MENARDS - MINOT	COUPLING, BLEACH	\$9.07
181971	MENARDS - MINOT	GLOVES, SUPPLIES	\$33.96
181972	MINOT RESTAURANT SUPPLY	TRASH LINERS	\$110.20
DD	PITNER, PAUL	MEETING DUES PK BOARD	\$50.00
181974	VERENDRYE ELECTRIC	UTILITIES 58 SRICE LAKE RD	\$39.00
181975	XCEL ENERGY	UTILITIES 401 PARK ST BURLINGTON	\$23.94
181975	XCEL ENERGY	UTILITIES 8711 PROJECT RD N BURLINGTON	\$30.56

Total Park Board Bills	999.59
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	ROAD BILLS	ROAD BILLS	
191944	ACME TOOLS GRAND FORKS	DIPSTICK	\$10.20
191945	BATTERIES PLUS BULBS	BATTERIES	\$83.90
181946	CENTRAL MACHINING & PUMP REPAIR INC	DRILL HOLES	\$70.00
181947	COMPUTER STORE INC	NEW SERVER DRIVE	\$288.00
181948	DAKOTA FLUID POWER INC	HOSE ASSEMBLY	\$72.74
181949	DAKOTA PIPE & STEEL	TUBING, FLAT IRON	\$54.30
181949	DAKOTA PIPE & STEEL	TUBING	\$4.03
181949	DAKOTA PIPE & STEEL	TUBING	\$46.18
181950	ECOLAB PEST ELIMINATION INC	PEST ELIMINATION	\$102.85
181950	ECOLAB PEST ELIMINATION INC	PEST ELIMINATION	\$118.71
181951	FARSTAD OIL	DIESEL, FUEL	\$4,177.61
181952	FRONTIER PRECISION	LATH	\$3,264.00
181953	G & P COMMERCIAL SALES	HAND SANITIZER	\$74.33
181954	GEFROH ELECTRIC	LIGHTING UPGRADE	\$15,483.00
181955	GENERAL TRADING CO	PAINT	\$13.90
181956	LOCATORS AND SUPPLIES INC	SAFETY VESTS	\$268.80
181957	MDU - BISMARCK OFFICE	UTILITIES-KENMARE	\$55.90
181957	MDU - BISMARCK OFFICE	UTILITIES-HWY DEPT	\$442.78
181957	MDU - BISMARCK OFFICE	UTILITIES-HWY DEPT	\$222.73
181958	MENARDS - MINOT	TAPE, BATTERIES	\$50.59
181959	MUUS LUMBER CO	MASONRY NAILS	\$99.96
181960	OTTERTAIL POWER CO	UTILITIES-L5B5 DOUGLAS	\$229.48
181961	RDO/POWERPLAN	OILS	\$3,485.97
181961	RDO/POWERPLAN	OILS	\$83.42
181962	SUNDRE SAND & GRAVEL INC	CRUSHED CONCRETE	\$4,725.39
181962	SUNDRE SAND & GRAVEL INC	CRUSHED CONCRETE	\$3,585.16
181962	SUNDRE SAND & GRAVEL INC	CRUSHED CONCRETE	\$24,592.28
181963	TEAM ELECTRONICS INC	BATTERIES	\$150.00
181964	TRI N PROPANE	PROPANE TANK PARTS	\$140.00
181964	TRI N PROPANE	UTILITIES	\$84.55
181965	VERENDRYE ELECTRIC	UTILITIES-201 72ND AVE NE	\$108.00
181965	VERENDRYE ELECTRIC	UTILITIES-2900 46TH AVE NE	\$34.00
181965	VERIZON CONNECT NWF INC	MONTHLY SERVICE	\$397.80
181966	XCEL ENERGY	UTILITIES-HIGHWAY DEPT	\$74.29
181966	XCEL ENERGY	UTILITIES-FIRE ALARM/SHOP/	\$974.35
181966	XCEL ENERGY	UTILITIES-900 13TH ST SE	\$197.56
181966	XCEL ENERGY	UTILITIES-17 CENTRAL AVE E BERTHOLD	\$31.03

Total Road Bills	\$63,897.79
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GRAND TOTAL	211,260.29
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Building Inspector Leo Schmidt appeared regarding issuance of a Building Permit for a 24'x28' garage relocation on parcel TA180990000020 in Ward County Zoning District #1.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the Building Permit in Ward County Zoning District #2. Roll call; all voted yes; motion carried.

Mr. Schmidt continued with a Joint Powers Agreement between Surrey Township and Ward County to transfer building permit authority from Surrey Township to Ward County.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve the Joint Powers Agreement between Surrey Township and Ward County. Roll call; all voted yes; motion carried.

Doug Diedrichsen, Planning and Zoning Administrator appeared with several items for Commission approval. The first is an application from Karma Convenience Stores/Pinks Properties LLC for a variance for property located at Outlot SWSW Less ROW, Sec 32-157-82, Tatman Township for a relief from right of way along County Road 8 south of the property. The applicant is requesting to build a canopy over fuel pumps to be installed on the property.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the variance and include all staff recommendations.

A lengthy discussion was held.

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

Moved by Comm. Walter, seconded by Comm. Pietsch to table the variance application approval. Roll call; all voted yes; motion carried.

Mr. Diedrichsen continued with five plat applications for approval. The first application is from Ward County for a Subdivision Plat for property located lying in section 2 T152N R85W, Rice Lake Township.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the Subdivision Plat for Ward County. Roll call; all voted yes; motion carried.

The second plat application was submitted by Thomas Erie for the following property: proposed outlot 3 and 4 in SWSW, sec 36-154-83, Afton Township. The applicant is proposing to parcel two lots. Outlot 3 is 2.28 acres and outlot 4 is 7.72 acres. Both outlots are for future residential use. Afton Township recommend approval.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve the plat application for Thomas Erie with the condition the plat meets Afton Townships acreage requirements. Roll call; all voted yes; motion carried.

State's Attorney Roza Larsen read the Afton Township Zoning Ordinances stating outlots in Afton Township are required to be a minimum of 5 acres.

Moved by Comm. Walter, seconded by Comm. Pietsch to rescind the motion approving the plat application for Thomas Erie. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Wepler to send the plat application from Thomas Erie to Afton Township for further investigating to make sure the application meets Afton Township Zoning Ordinances. Roll call; all voted yes; motion carried.

The next plat application was from Burke Divide Electric Cooperative for property located in SESE, section 32-160-87, Sauk Prairie. The applicant is proposing to parcel outlot for future electric supply infrastructure.

Move by Comm. Wepler, seconded by Comm. Pietsch to approve the plat application for Burke Divide Electric Cooperative base on finding of facts and staff recommendations. Roll call; all voted yes; motion carried.

A plat application was submitted by Brandon Turnbow for property located in E2E2 NE, section 19-155-86, Mandan Township. The applicant is proposing a 2 acre outlot for residential use.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve the plat application for Brandon Turnbow base on finding of facts and staff recommendations. Roll call; all voted yes; motion carried.

The final plat application is from Mark Knudsvig for property located in SE, section 9-155-86. The applicant is proposing a 3.09 acre outlot for residential use.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the plat application for Mark Knudsvig based on finding of facts and staff recommendations. Roll call; all voted yes; motion carried.

Steve Eberle from Ackerman Estvold appeared on behalf of the Ward County Water Resource District with a request to vacate the statutory right of way along a portion of the section line between Section 16, Township 154 N, Range 83 W and Section 21, Township 154 N, Range 83 W from the easterly section line of Section 16, Township 154 N, Range 83 W and Section 21, Township 154 N, Range 83 W to a point 4,200 feet west of the easterly section lines of Section 16, Township 154 N, Range 83 W and Section 21, Township N, Range 83 W.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve the first reading of the request to vacate section statutory right of way and set a public hearing for July 7,2020. Roll call; all voted yes; motion carried.

Dana Larsen, Highway Engineer appeared requesting approval to be appointed as the County Designee to the LoadPass Advisory Committee. Moved by Comm. Wepler, seconded by Comm. Walter to appoint Dana Larsen as the Ward County Designee to the LoadPass Advisory Committee. Roll call; all voted yes; motion carried.

Assistant Highway Engineer Travis Schmit appeared informing the Commission of an option to add a Controlled Access Easement for Outlots 1 through 5 of Block 1, Rice Lake 3rd Addition along the southerly side of Ward County property located on Rice Lake. These easements would give the five outlots access to the lake and greatly enhance to value of the outlots.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the Controlled Access Easements for property located at Rice Lake. Roll call; all voted no, except Comm. Wepler who voted yes; motion failed.

Emergency Management Director Jennifer Wiechmann gave the Commission an update regarding the COVID-19 tests performed on Friday, May 29, 2020. Those tested included employees of the Sheriff's Office, Jail, Facilities Management, Recorder's Office, Auditor/Treasurer Office and inmates. All tests come back with a negative result.

Ms. Wiechmann continued with a request for the Chairman to sign a letter to request funds from FEMA and OMB for County expenses due to COVID-19 pandemic. The total amount being requested for reimbursement is \$61, 728.65 for personal protection supplies, election supplies and overtime compensation.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve and authorize the Chairman to sign the letter for reimbursement of expenses incurred due to COVID-19. Roll call; all voted yes; motion carried.

Human Resource Director Tammy Terras appeared with a recommendation from the Ward County COVID-19 Task Force to reopen County Offices Monday, June 15, 2020.

Moved by Comm. Wepler, seconded by Comm. Walter to approve the recommendation and reopen County Offices Monday, June 15, 2020.

A discussion occurred.

Roll call; all voted no, except Comm. Wepler who voted yes; motion failed.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve reopening of County Office on Thursday, June 11, 2020. Roll call; all voted yes; motion carried.

Ms. Terras continued by requesting the Commission's approval to vary from County policy and pay out the overtime hours incurred by the employees of the Auditor/Treasurer Office due to the election. One hundred fifty-nine hours of overtime for a total estimated cost of \$8,000 to be submitted for reimbursement from FEMA.

Moved by Comm. Wepler, seconded by Comm. Walter to approve varying from County policy and pay for overtime hours incurred by the employees of the Auditor/Treasurer Office due to the election and submit cost to FEMA for reimbursement due to COVID 19. Roll call; all voted yes; motion carried.

Ms. Terra also requested the two exempt personnel in the Auditor/Treasure office also receive overtime compensation due to election work. Moved by Comm. Wepler, seconded by Comm. Walter to approve compensating the two exempt personnel in the Auditor/Treasure office as requested and submit cost to FEMA for reimbursement due to COVID 19. Roll call; all voted yes; motion carried.

Ms. Terras continued with her recommendations regarding the 2021 budget in regards to employee salaries and Health Insurance.

Moved by Comm. Wepler, seconded by Comm. Walter to approve a 2.5% salary increase for the 2021 preliminary budget based on step increases. Roll call; all voted yes; motion carried.

Ms. Terras presented four payroll amendments for the Commission consideration. Moved by Comm. Walter, seconded by Comm. Wepler to approve the following payroll amendments: M. Haman-Auditor/Treasurer Office; M. Kuske-Highway Department; A. Sims-Weed Control; O. Osteros-Weed Control. Roll call; all voted yes; motion carried.

Ms. Terras informed the Commission Bradley Starnes accepted the Veterans' Services Director position and will start on June 15, 2020. She also informed the Commission County Recorder Betty Braun will be retiring June 30, 2020 with 30 years of service and Ryan Kamrowski, Director of Tax Equalization submitted his resignation effective June 19, 2020.

Auditor/Treasure Devra Smestad appeared.

Moved by Comm. Wepler, seconded by Comm. Pietsch to receive and file the following correspondence: Highway Committee meeting minutes for May 13, 2020; Carlson McCain request for comments and Notice of Termination for NDPDES General Permit. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Walter to approve the Chairman to sign the Memorandum of Understanding between U.S. Fish and Wildlife Service, Des Lacs National Wildlife Refuge and Soo Line Railroad Company and Ward County and City of Kenmare. Roll call; all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Pietsch to approve the duplicate warrant for Tara Norby. Roll call; all voted yes; motion carried.

Ms. Smestad continued requesting the Commission's recommendations for the 2021 preliminary budget. Moved by Comm. Walter, seconded by Comm. Pietsch to budget \$300,000 in the Interim Fund for a starting point for the 2021 preliminary budget. Roll call; all voted yes, except Comm. Wepler who voted no; motion carried.

At 11:38 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 16TH DAY OF JUNE, 2020

Chairman, Ward County Commission

ATTEST:
