

Minutes of the Board of Ward County Commissioners

September 21, 2021

The regular meeting of the Ward County Commission was called to order by Chairman Fjeldahl at 9:03 AM with Commissioners, Anderson, Pietsch, and Weppler present. Also present were department heads Bradley Starnes, Jason Blowers, Jennifer Wiechmann, Kerriane Boetcher, Kristin Kowalczyk, Leona Lochthowe, Marisa Haman, Melissa Bliss, Robert Roed, Roza Larson, and Tammy Terras.

Moved by Comm. Pietsch, seconded by Comm. Anderson to approve the agenda with the additions of 7C, Gallagher Compensation Study and 7D, Employee Relation concern. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Anderson to approve Commission Meeting Minutes from September 7, 2021. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Weppler to approve the regular bills totaling \$532,043.98 and Human Service Zone direct cost bills totaling \$1,228.20. Roll call; all voted yes; motion carried.

Bill List - 09/21/2021

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
DD	JP MORGAN	JP MORGAN--AUGUST 2021--MISC ITEMS	\$65,899.02
186775	ADVANCED BUSINESS METHODS	CANON/IR C5550i II COPIER CONTRACT--STATES ATTORNEY	\$182.59
186775	ADVANCED BUSINESS METHODS	CANON/IR4245 COPIER CONTRACT--STATES ATTORNEY	\$45.00
186776	BURKETT, EMILY	4H TRAVEL --EXTENSION SERVICE	\$257.60
DD	CLEMENS, DALE H	TRAINING NORTH PLATTE NE--SHERIFF	\$264.00
186777	CLUTE OFFICE EQUIPMENT INC	OFFICE SUPPLIES--STATES ATTORNEY	\$495.08
186777	CLUTE OFFICE EQUIPMENT INC	KYOCERA/ 300i COPIER CONTRACT--TAX EQUALIZATION	\$51.50
186778	ENERBASE FARMERS UNION/CENEX	FUEL, GAS, OIL--SHERIFF	\$10,137.80
186778	ENERBASE FARMERS UNION/CENEX	AUGUST GAS BILL--TAX EQUALIZATION	\$343.41
186779	ETSYSTEMS, INC	WIFI THERMOSTAT MODULE FOR HP UNIT--FACILITY MGMT	\$771.83
186780	FASTENAL COMPANY	HP FILTERS--FACILITY MGMT	\$491.93
186781	FERGUSON ENTERPRISES INC #1657	PLUMBING COURTHOUSE JURY RESTROOM--FACILITY MGMT	\$107.98
186782	GRAND HOTEL	SHELTER - 09/02/21 - 09/04/21--GENERAL	\$338.70
186783	HERMANSON, RENEE	TRANSCRIPTS OF BOND HEARING - WS--STATES ATTORNEY	\$120.00
186784	HIGH POINT NETWORKS	AD DOMAIN CONTROLLER FAILOVER--IT	\$87.50
186785	HOFFARTH SANITATION	GARBAGE & LANDFILL--FACILITY MGMT	\$600.00
186786	JEROMES COLLISION CENTER INC	PROPERTY & LIABILITY INSURANCE--SHERIFF	\$4,860.31
186786	JEROMES COLLISION CENTER INC	REPAIRS & MAINTENANCE--SHERIFF	\$1,000.00
186787	KASSON, SEAN BRADLEY	CONTRACT ATTORNEY - 4/13/21 - 5/13/21--STATES ATTORNEY	\$1,202.38
186788	MARCO TECHNOLOGIES, LLC NW7128	CISCO PHONE UPGRADE--IT	\$130.88
186789	MATTHEW BENDER	ND COURT RULES (9)--STATES ATTORNEY	\$179.61
186790	MDU - BISMARCK OFFICE	GAS COUNTY NORTH BLDG--FACILITY MGMT	\$24.75
186791	MIDSTATES WIRELESS	WIRELESS RADIOS (2), ANTENNA, 5YR REPAIR--JAIL OPS	\$1,492.00
186593	MINOT CITY	NEW WORLD MAINTENANCE (JAIL)--SHERIFF	\$26,834.17
186593	MINOT CITY	NEW WORLD MAINTENANCE (SO)--SHERIFF	\$48,718.98
186792	MINOT CITY OF, WATER DEPT	WATER 425 BLDG--FACILITY MGMT	\$49.36
186583	MINOT CITY OF, WATER DEPT	WATER 900 BLDG--FACILITY MGMT	\$29.76
186583	MINOT CITY OF, WATER DEPT	WATER 900 BLDG--FACILITY MGMT	\$27.23

186793	MOUNTAIN PLAINS YOUTH SERVICES	SEPT MONTHLY SHELTER CONTRACT--GENERAL	\$5,754.65
186794	OFFICE OF STATE AUDITOR	ANNUAL AUDIT 2019 AUDIT REPORT--GENERAL	\$385.00
186581	POST BOARD	LICENSE EXAM-COLTON TAYLOR--SHERIFF	\$25.00
186582	POST BOARD	LICENSE EXAM-IAN SIPPLE--SHERIFF	\$25.00
186795	RELX INC. DBA LEXISNEXIS	CONTRACT FEES--STATES ATTORNEY	\$580.00
186796	SHERWIN-WILLIAMS	PAINT--FACILITY MGMT	\$49.27
186594	THOMAS LAW FIRM	SEPTEMBER 2021 INDIGENT DEFENSE--GENERAL	\$2,000.00
186797	THOMPSON LARSON FUNERAL HOME MNT	TRANSFER OF REMAINS TO STATE MEDICAL (RD)--GENERAL	\$500.00
186797	THOMPSON LARSON FUNERAL HOME MNT	BODY BAG--GENERAL	\$85.00
186797	THOMPSON LARSON FUNERAL HOME MNT	TRANSFER OF REMAINS TO STATE MEDICAL (CP)--GENERAL	\$500.00
186797	THOMPSON LARSON FUNERAL HOME MNT	TRANSFER OF REMAINS TO STATE MEDICAL (CHT)--GENERAL	\$500.00
186797	THOMPSON LARSON FUNERAL HOME MNT	TRANSFER OF REMAINS TO STATE MEDICAL (CW)--GENERAL	\$500.00
186797	THOMPSON LARSON FUNERAL HOME MNT	TRASPORT TO STATE MEDICAL EXAMINER (AG)--GENERAL	\$500.00
186798	TOLLEFSONS CONTRACT FLOORING	JAIL TRASITION FLOORING @ DOOR 137--FACILITY MGMT	\$324.00
186799	TRINITY HOSPITAL	CORONER - BODY TRANSPORT- 07/31/2021--GENERAL	\$2,883.06
186799	TRINITY HOSPITAL	CORONER - BODY TRANSPORT - 08/31/2021--GENERAL	\$2,870.48
186800	TYLER TECHNOLOGIES INC	INFINITE VISIONS - ADMINISTRATION TRAINING--HR	\$150.00
186801	UNITED MAILING SERVICES INC	MAIL INVOICE 08/23 - 09/03--EXTENSION SERVICE	\$30.27
186801	UNITED MAILING SERVICES INC	MAIL PROCESSING 08/23 - 08-27--HUMAN SERVICES	\$232.84
186801	UNITED MAILING SERVICES INC	MAIL PROCESSING 08/30 - 09/03--HUMAN SERVICES	\$316.04
186801	UNITED MAILING SERVICES INC	SERVICES - 08/23 - 09/03--GENERAL	\$157.45
186802	VALVOLINE INSTANT OIL CHANGE	OIL CHANGES--SHERIFF	\$268.88
186692	VERENDRYE ELECTRIC	ELECTRICITY COUNTY NORTH--FACILITY MGMT	\$110.00
186803	WARD CO SHERIFF'S DEPT.	NOTICE OF FORCLOSURE SERVICE--GENERAL	\$7,535.12
186804	WARD COUNTY HIGHWAY DEPT	CO OWNED PROPERTY MAINT--GENERAL	\$507.80
186805	WELLS FARGO BANK NA	COPIES FOR A FORFEITURE CASE 51-21-CV-67--STATES ATT.	\$33.00
186693	WEX HEALTH, INC.	FSA MONTHLY FEES--HUMAN RESOURCES	\$143.50
186595	WILHELM TIM	SEPTEMBER 2021 INDIGENT DEFENSE--GENERAL	\$2,000.00
186806	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MGMT	\$736.93
186806	XCEL ENERGY	ELECTRICITY COURTHOUSE--FACILITY MGMT	\$75.22
186806	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MGMT	\$31.40
186584	XCEL ENERGY	ELECTRICITY ADMIN BLDG--FACILITY MGMT	\$8,944.67
186694	XCEL ENERGY	ELECTRICITY 425 BLDG--FACILITY MGMT	\$283.12
186694	XCEL ENERGY	ELECTRICITY COURTHOUSE--FACILITY MGMT	\$5,386.79
186694	XCEL ENERGY	ELECTRICITY JAIL--FACILITY MGMT	\$10,004.04
		Total General Bills	\$219,171.90
	PARK BILLS	PARK BILLS	
186769	MENARDS - MINOT	POST HOLE DIGGER, LUMBER	\$81.56
186769	MENARDS - MINOT	TIMBER OIL, BRUSHES	\$130.62
186770	MINOT CITY OF, LANDFILL RESERVATION	DUMPING FEE	\$5.00
186771	TELEPHONE COOPERAT	INTERNET - NC	\$184.73

186772	VERENDRYE ELECTRIC	SIREN - RL, SECURITY - NC	\$101.00
186773	WARD COUNTY HIGHWAY DEPT	PARK MAINTENANCE	\$24,058.03
186774	WOLD ENGINEERING INC	SURVEY RICE LAKE	\$625.00
		Total Park Board Bills	\$25,185.94

	ROAD BILLS	ROAD BILLS	
186738	ACME ELECTRIC INC	AUGER BIT	\$25.39
186738	ACME ELECTRIC INC	AUGER BIT	\$27.29
186738	ACME ELECTRIC INC	IMPACT WRENCH, BITS	\$520.11
186738	ACME ELECTRIC INC	CONCRETE MIXER	\$500.00
186739	BERTHOLD CITY	BERTHOLD SHOP	\$114.20
186840	BUTLER MACHINERY	EDGES, KEY, BATTERY	\$1,681.60
186741	DAKOTA WRECKING & SALVAGE INC	HOOKS, CHAINS, LINKS	\$723.56
186742	DAKOTALAND AUTOGLASS	WINDSHIELD	\$325.00
186742	DAKOTALAND AUTOGLASS	THINNER	\$49.99
186742	DAKOTALAND AUTOGLASS	PAINT	\$143.05
1626	DRIVER SERVICES BUREAU MT	MONTANA DRIVERS LICENSE CHECK	\$7.87
186743	ENERBASE FARMERS UNION/CENEX	FUEL, GAS, OIL	\$12,915.01
186744	FARMERS UNION OIL CO	FUEL, GAS, OIL	\$2,308.76
186745	FARMERS UNION OIL CO - KENMARE	FUEL, GAS, OIL	\$2,373.41
186745	FARMERS UNION OIL CO - KENMARE	TIRES, REPAIRS	\$1,377.86
186746	GENERAL EQUIPMENT & SUPPLIES	COUPLER	\$370.22
186747	GENERAL TRADING CO	FLUIDS, TOWELS, COUPLINGS	\$428.91
186748	GERDAU	IRON	\$63.19
DD	HEDSTRAND, DARWIN N	FUEL, GAS, OIL	\$58.94
186749	HOFFARTH SANITATION	SANITATION SERVICE	\$195.00
186750	KENMARE CITY OF	KENMARE SHOP	\$90.00
186751	MAINTENANCE PLUS INC	GENERAL CLEANING	\$1,385.00
186752	MCGEE, HANKLA & BACKES	LEGAL SERVICES, BRIDGE	\$216.00
186753	MDU - BISMARCK OFFICE	BERTHOLD SHOP	\$21.75
186754	MENARDS - MINOT	COUPLINGS, SCREWS	\$122.97
186754	MENARDS - MINOT	BATTERIES, NOZZLE	\$47.93
186755	MINOT CITY OF, WATER DEPT	200 72ND ST SE	\$359.73
186756	NAPA AUTO PARTS	FILTERS, HOSE, BLADES, FLUIDS	\$2,100.94
186756	NAPA AUTO PARTS	FILTERS, HOSE, BLADES, FLUIDS	\$416.48
186757	NORTH PRAIRIE RURAL WATER	DOUGLAS SHOP	\$326.91
186758	NORTHWEST TIRE & RETREAD INC	TIRES, REPAIRS	\$737.00
186758	NORTHWEST TIRE & RETREAD INC	TIRES, REPAIRS	\$7,655.73
186759	O'DAY EQUIPMENT	DIESEL NOZZLE	\$141.80
186760	OTTERTAIL POWER CO	SAWYER SHOP	\$54.89
DD	PATTERSON, KYLE D	WASHBURN, MCCLUSKY, TOWNER - COUNTY COMMISSION MEETINGS	\$176.40
186761	PROLAWN	LAWN WEED AND FEED	\$198.00
186762	SWANSTON EQUIPMENT CO	AUGER BIT	\$50.00
186763	TRI N PROPANE	DOUGLAS SHOP	\$263.52
186764	VERENDRYE ELECTRIC	200 72ND ST SE	\$3,501.00
186764	VERENDRYE ELECTRIC	201 72ND AVE NE	\$39.00

186764	VERENDRYE ELECTRIC	2900 46TH AVE NE	\$34.00
186765	VERIZON WIRELESS - NJ PO	CELL PHONE SERVICE	\$737.85
186765	VERIZON WIRELESS - NJ PO	CELL PHONE SERVICE VISION ZERO	\$32.59
186766	WAGNER CONSTRUCTION INC	EST #1 - BOX CLVT - CR12W	\$217,515.65
186767	WESTLIE MOTOR CO	ELEMENT HOUSING, FENDER, SENSOR PLACEMENT	\$2,444.40
1629	WEX BANK	FUEL, GAS, OIL	\$24,779.06
186768	XCEL ENERGY	BERTHOLD SHOP	\$28.18
		Total Road Bills	\$287,686.14

GRAND TOTAL	\$532,043.98
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- AJ Tuck of Moore Engineering, Inc. appeared in regard to the American Rescue Plan Act. He read the 4 items that the ARPA funds can be used for:
- A. To respond to public health emergency and its negative economic impacts including assistance to households, small businesses, and nonprofits or to aid to impacted industries such as tourism, travel, and hospitality.
 - B. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers.
 - C. For the provision of government services to the extent of their reduction of revenue due to the COVID-19 public health emergency relative to the revenues collected in the most recent fiscal year.
 - D. To make necessary investments in water, sewer, and broadband infrastructure.

Mr. Tuck appeared on behalf of some of his clients in Ward County asking Board to consider allocating or transferring ARPA funds to small communities. He explained how Mr. Marcus Hall, Staff Engineer for Burleigh County, developed a plan for allocating these funds for Burleigh County. The funds in items A-C above need to be used by December 31, 2024; item D funds need to be allocated by December 31, 2024 and used by December 31, 2026.

Josh Reiner of Moore Engineering, Inc. appeared to speak on behalf of the city of Carpio, who is in dire need of replacement of their sewer system.

Josh Feil of Moore Engineering, Inc. appeared to speak on behalf of the city of Sawyer which needs 2 blocks of sewer replaced. Mr. Feil was also informed that the water hydrants do not work properly. The city of Makoti is needing attention on sewer mains and manholes as proactive maintenance. Lastly the city of Berthold is needing a sewer and water replacement underneath main street.

Moved by Comm. Wepler, seconded by Comm. Pietsch that a task force be formed to discuss the American Rescue Plan Act funds to create a process for potentially distributing funds. The task force would include our Auditor, Highway Engineer, Emergency Management representative, First District Health District representative, and two Commissioners.

Comm. Pietsch and Comm. Wepler volunteered to be on the task force.

Rex Weltikol, Minot Rural Fire Department Chief appeared requesting the burn ban be extended until October 31, 2021.

Moved by Comm. Weppler, seconded by Comm. Anderson to extend the Ward County Burn Ban until October 31, 2021. Roll call; all voted yes; motion carried.

Recess at 9:59 AM.

Reconvened at 10:11 AM.

Mike Verdoorn and Megan Olson of Gallagher, Inc. did a video presentation on the Compensation Study.

Moved by Comm. Weppler, seconded by Comm. Pietsch to adopt the classification structure and Decision Band Method ratings presented by Gallagher. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Pietsch to implement the fair market 50% percentile salary structure presented by Gallagher. Roll call; all voted yes; motion carried.

Human Resource Director Tammy Terras appeared and held a discussion on the implementation of the Gallagher study results.

Moved by Comm. Pietsch, seconded by Comm. Weppler to implement a 10-point step midpoint at 2.4% presented by Gallagher. Roll call; all voted yes; motion carried.

Doug Diedrichsen, Planning and Zoning Administrator, appeared regarding an application for a Plat for Steven Kraft for the following described property: Proposed Outlots 27 and 28 lying in the SW4 10-155-84. The applicant is proposing to parcel two Outlots 27 & 28, proposed outlot 27 is 5.43 acres proposed outlot 28 is 4.39 acres. These outlots are for future residential purposes. Ward County zoning applies. Staff recommends approval based on findings of fact, the County Commission motion to suspend right-of-way dedication along County Roads (July 6, 2021), recommendations from the Water Board, County Highway Department and the recommendation of approval from the township.

Moved by Comm. Pietsch, seconded by Comm. Anderson to approve the Plat Application for Steven Kraft as recommended by Planning & Zoning Committee. Roll call; Comm. Pietsch, Anderson, and Fjeldahl voted yes; Comm. Weppler voted no; motion carried.

An application for a Plat for Kevin Eklund for the following described property: Proposed Outlot 19 lying in the NW4 10-153-81. The applicant is proposing to parcel Outlot 19, which is 2.23 acres. The outlot is for future residential purposes. Ward County zoning applies and meets minimum zoning requirements for Ward County. Staff recommends approval based on findings of fact, recommendations from the Water Board, County Highway Department and the recommendation of approval from the township.

Moved by Comm. Anderson, seconded by Comm. Pietsch to approve the Plat Application for Kevin Eklund as recommended by Planning & Zoning Committee. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler to set up a public hearing related to Zoning Ordinance Amendment 2021-1 on October 19, 2021. No second; motion fails.

Human Resource Director Tammy Terras appeared and discussed the Families First Coronavirus Act Policy Ending 9/30/2021.

Moved by Comm. Weppler, seconded by Comm. Anderson to continue the Families First Coronavirus Act Policy until December 31, 2021 for those employees who have not yet used 80 hours COVID leave. Roll call; Comm. Weppler voted yes; Comm. Anderson, Pietsch, and Fjeldahl all voted no; motion failed.

Ms. Terras presented information on antibody testing through Trinity Health.

Moved by Comm. Wepler, seconded by Comm. Anderson to extend offering antibody testing to employees until December 31, 2021 through Trinity Health at a cost of \$64 per test. Roll call; Comm. Anderson, Fjeldahl, and Wepler voted yes; Pietsch voted no; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Wepler to approve the following payroll amendments: D. Eslinger, Highway and K. Hudson, Jail. Roll call; all voted yes; motion carried.

Ms. Terras brought forth a human relation issue from the Facilities Management department pertaining to work environment, hostile work environment, and management style. The Personnel Committee had heard the issues and were unable to come to a resolution. At this time, it is being brought forth to the Commissioners for action and/or resolution. A discussion was held.

Moved by Comm. Pietsch, seconded by Comm. Anderson to dismiss both employees effective immediately. Roll call; all voted yes; motion carried.

Vaccine Passport issue remains tabled.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Wepler, seconded by Comm. Pietsch to receive and file Notice from State of North Dakota Public Service Commission and Department Head Meeting Minutes for August 2021. Roll call; all voted yes; motion carried.

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

Ms. Haman discussed property/liability insurance agent selection. Ms. Haman will check with NDIRF in regard to moving both policies to a July due date and bring this item back next month.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the gaming site authorization for Badlands Circuit Finals Rodeo, St. Mary's Catholic Church, and Minot Public School Foundation. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to take a recess and come back into executive session. Roll call; all voted yes; motion carried.

Recess at 11:56 AM.

Comm. John Pietsch left at 12:04 PM.

The executive meeting of the Ward County Commission was opened at 12:06 PM to discuss case Pietsch vs. Ward County with Chairman Fjeldahl and Commissioners, Anderson, and Wepler present. Also present were Auditor/Treasurer Marisa Haman; State's Attorney Roza Larson; Attorney representing Ward County John Ward from Zuger, Kirmis and Smith; and Jeff Cahill from North Dakota Insurance Reserve Fund.

Attorney John Ward of Zuger, Kirmis, and Smith appeared.

Jeff Cahill of North Dakota Insurance Reserve Fund appeared.

Moved by Comm. Anderson, seconded by Comm. Wepler to close the executive session at 1:17 PM. Roll call; all voted yes; motion carried.

Comm. Weppler attended the September 16, 2021 Personnel Committee meeting. No final action was taken.

Comm. Weppler attended the September 16, 2021 Planning and Zoning Committee meeting. No final action was taken.

At 1:19 PM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 6TH DAY OF OCTOBER, 2021

Chairman, Ward County Commission

ATTEST:
