

Minutes of the Board of Ward County Commissioners

May 3, 2022

The regular meeting of the Ward County Commission was called to order by Chairman Rostad at 9:00 AM with Commissioners Anderson, Fjeldahl, Pietsch, and Wepler present. Also present were department heads Brian Vangsness, Dana Larsen, Emily Burkett, Jason Blowers, Jennifer Wiechmann, Kerriane Boetcher, Kristin Kowalczyk, Marisa Haman, Noreen Barton, Robert Roed, Roza Larson, and Tammy Terras.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the agenda with the addition of a letter from the City of Minot under item 11A. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Pietsch to approve the minutes from the Special Commission Meeting on April 12, 2022 and the Regular Commission Meeting on April 19, 2022. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Wepler to approve the regular bills totaling \$152,293.75 and HS Zone direct cost bills totaling \$14,565.41. Roll call; all voted yes; motion carried.

REGULAR COMMISSION MEETING 05/03/2022 BILL LIST

GENERAL BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
188549	AUTO DOCTOR	VEHICLE REPAIRS--SHERIFF	\$ 5,011.77
188549	AUTO DOCTOR	VEHICLE SET UP--SHERIFF	1,800.00
DD	BURKETT, EMILY	DAY TRAVEL 03/02/22-03/30/22--EXTENSION SERVICE	148.52
DD	BURKETT, EMILY	OVERNIGHT TRAVEL 03/11/22-03/12/22 VALLEY CITY--EXTENSION SERVICE	120.95
188550	ECOLAB PEST ELIMINATION INC	EXTERMINATION AT 900 BLDG--FACILITY MANAGEMENT	102.85
188551	ENERBASE FARMERS UNION/CENEX	FUEL--TAX EQUALIZATION	37.40
188552	ETSYSTEMS, INC	MAINT. CONTRACT 1/1/22-12/31/22--FACILITY MANAGEMENT	16,950.00
188553	FIRE EXTINGUISHING SYSTEMS INC	INSP. & MAINT. AT JAIL--FACILITY MANAGEMENT	324.85
DD	GILSTAD, BROCK A	OVERNIGHT TRAVEL 04/11/22-04/15/22 VSO CERTIFICATION--VET SERVICES	487.46
188554	INFORMATION TECHNOLOGY DEPT	NETMOTION--SHERIFF	316.15
DD	JOB SERVICE NORTH DAKOTA	UNEMPLOYMENT CLAIM - LR--HUMAN SERVICES	(396.06)
DD	JOB SERVICE NORTH DAKOTA	UNEMPLOYMENT CLAIM - S.VS--FACILITY MANAGEMENT	514.00
DD	KAYLOR, NICOLE J	OVERNIGHT TRAVEL 04/19/22-04/21/22 BISMARCK--EXTENSION SERVICE	56.00
188555	MDU - BISMARCK OFFICE	GAS 900 BLDG--FACILITY MANAGEMENT	928.79
188555	MDU - BISMARCK OFFICE	GAS ADMIN BLDG--FACILITY MANAGEMENT	593.35
188555	MDU - BISMARCK OFFICE	GAS AT 425--FACILITY MANAGEMENT	154.29
188555	MDU - BISMARCK OFFICE	GAS AT NEW JAIL--FACILITY MANAGEMENT	1,754.15
188555	MDU - BISMARCK OFFICE	GAS AT OLD JAIL--FACILITY MANAGEMENT	1,316.58
188555	MDU - BISMARCK OFFICE	GAS COUNTY NORTH BLDG--FACILITY MANAGEMENT	457.92
188555	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MANAGEMENT	1,093.32
DD	MORELLI, LAURA L	OVERNIGHT TRAVEL 04/19/22-04/21/22 BISMARCK--EXTENSION SERVICE	56.00
188556	MOUNTAIN PLAINS YOUTH SERVICES	MONTHLY SHELTER CONTRACT--AUDITOR AND TREASURER	5,754.65
188557	ND DEPT HUM SERV	INMATE MEDICAL MAR 22--JAIL OPERATIONS	5,053.21
188558	ND STATE RADIO COMM	LICENSE RENEWAL TELETYPE--SHERIFF	143.00
188558	ND STATE RADIO COMM	TELETYPE RENTAL--SHERIFF	600.00

188559	NDSU DEPT 7510	SHARED SALARIES EB, PB, EB Q1 2022--EXTENSION SERVICE	22,371.52
188559	NDSU DEPT 7510	SHARED SALARIES Q1 2022--EXTENSION SERVICE	3,187.61
DD	OTT, SHIRRELL W	OVERNIGHT TRAVEL 04/19/22-04/21/22 BISMARCK--EXTENSION SERVICE	56.00
188560	P & C ELECTRIC MOTOR REPAIR IN ROCHESTER	BEARINGS FOR AIR HANDLER--FACILITY MANAGEMENT	283.80
188561	ARMORED CAR CO INC	ARMORED CAR SERVICE--AUDITOR AND TREASURER	506.02
188562	SECRETARY OF STATE	NOTARY APP MICHAEL MILLER--SHERIFF	36.00
DD	STARNES, BRADLEY W	OVERNIGHT TRAVEL 04/11/22-04/15/22 VSSO CERTIFICATION--VET SERVICES	466.40
188563	SUMMIT FOOD SERVICES LLC	MARCH INMATE MEALS--JAIL OPERATIONS	30,467.83
188563	SUMMIT FOOD SERVICES LLC	MARCH MEALS FOR JUVENILE--JUVENILE DETENTION	768.56
188511	THOMAS LAW FIRM	INDIGENT DEFENSE MAY 2022	2,000.00
188564	TURNKEY CORRECTIONS	CHECK STOCK--INMATE TRUST (COMMISSARY)	80.00
188564	TURNKEY CORRECTIONS	DEBIT CARD FEES--INMATE TRUST (COMMISSARY)	90.00
188564	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--INMATE TRUST (COMMISSARY)	92.05
188564	TURNKEY CORRECTIONS	LAW LIBRARY--INMATE TRUST (COMMISSARY)	142.00
188565	TYLER TECHNOLOGIES INC	EXECUTIME PROJECT--HUMAN RESOURCES	520.00
188566	UNITED MAILING SERVICES INC	POSTAGE 04/18/22--EXTENSION SERVICE	50.09
188566	UNITED MAILING SERVICES INC	POSTAGE 04/18/22--GENERAL	1,336.25
188566	UNITED MAILING SERVICES INC	POSTAGE 04/04/22--EXTENSION SERVICE	91.05
188566	UNITED MAILING SERVICES INC	POSTAGE 04/04/22--EXTENSION SERVICE	20.00
188566	UNITED MAILING SERVICES INC	SERVICES 04/18/22--EXTENSION SERVICE	25.12
188566	UNITED MAILING SERVICES INC	SERVICES 04/18/22--GENERAL	136.93
188566	UNITED MAILING SERVICES INC	SERVICES 04/04/22--EXTENSION SERVICE	45.05
188567	US POSTAL SERVICE	PO BOX RENEWAL--HUMAN SERVICES	312.00
188568	WIDMER ROEL PC	ANNUAL AUDIT OF 2021 FINANCIAL STATMENTS--GENERAL	20,000.00
188568	WIDMER ROEL PC	OUT-OF-POCKET EXPENSE FOR TRAVEL--GENERAL	1,445.00
188512	WILHELM, TIM	INDIGENT DEFENSE MAY 2022	2,000.00
188569	XCEL ENERGY	ELECTRICITY 900 COLD STORAGE--FACILITY MANAGEMENT	122.55
188569	XCEL ENERGY	ELECTRICITY 900 OFFICE BLDG--FACILITY MANAGEMENT	495.95
188569	XCEL ENERGY	ELECTRICITY SOO LINE LOT--FACILITY MANAGEMENT	42.89
Total General Bills:			\$ 130,569.82

PARK BOARD BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
188547	MENARDS - MINOT	MOUSE BAIT	\$ 9.72
188548	XCEL ENERGY	UTILITIES	165.41
Total Park Board Bills:			\$ 175.13

ROAD/HIGHWAY BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
188535	ACME TOOLS GRAND FORKS	SHUT OFF NOZZLE	\$ 156.99
188535	ACME TOOLS GRAND FORKS	GRINDER, BATTERY	405.89

188536	AMERICAN WELDING & GAS, INC.	WELDING SUPPLIES	110.03
188537	BROCK WHITE COMPANY	CONCRETE PATCH MAT'L	3,557.25
188538	BUTLER MACHINERY	YOKE, BATTERIES, RETAINERS	2,205.83
188539	CAPITAL ONE TRADE CREDIT	SCREWS, HEX NUTS	101.98
188539	CAPITAL ONE TRADE CREDIT	SCREWS, LINKS	167.96
188540	DAKOTA FLUID POWER INC	CLEAN ASSY	21.98
188540	DAKOTA FLUID POWER INC	HOSE	58.31
188541	HOUSTON ENGINEERING INC	GIS SUPPORT	1,764.75
DD	JOB SERVICE NORTH DAKOTA	UNEMPLOYMENT CLAIM - LD, BS, KS	8,669.07
188542	MAGIC CITY GARAGE DOOR INC	STRUT	135.00
188543	MDU - BISMARCK OFFICE	UTILITIES	3,855.05
188544	MENARDS - MINOT	BOLTS	7.12
188544	MENARDS - MINOT	DRILL, DRIVERS	12.43
188544	MENARDS - MINOT	DRAIN TAP	32.99
188544	MENARDS - MINOT	BATTERIES, SCREENS, SUPPLIES	172.28
188545	NORTHERN PLAINS EQUIPMENT CO I	FILTERS	96.50
188546	SWANSTON EQUIPMENT CO	COVER	17.39
Total Road/Highway Bills:			\$ 21,548.80

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
Total Vision Zero Bills:			\$ -

GRAND TOTAL \$ 152,293.75

Moved by Comm. Wepler, seconded by Comm. Pietsch to open the public hearing at 9:03 AM regarding Bryantt Metals, LLC’s application for a Special Use Permit for the following described property: 111261 Hwy 52 West, Burlington, ND 58722. Roll call; all voted yes; motion carried.

The applicant is requesting renewal of a special use permit for a non-conforming commercial use on a “rural” zoned property. The owner is requesting to continue to use the property as a commercial site dealing with metals and metal recycling. Initial SUP issued August of 2012 and the business has been operating as stated in the SUP since then. Planning Commission recommends approval of the application based on finding of facts and staff recommendation.

No one from the public came forward to speak to this issue.

Moved by Comm. Pietsch, seconded by Comm. Anderson to close the public hearing at 9:04 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Wepler to approve the Special Use Permit for Bryantt Metals, LLC as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Fjeldahl to open the public hearing at 9:06 AM regarding Anton Mickelson’s application for a variance for the following described property: 901 156th Ave NE, Glenburn, ND 58740, Proposed Outlot 2 Lying in the SW4SE4 and the SE4SE4 23-157-82. Roll call; all voted yes; motion carried.

The applicant is requesting a variance for the requirements for driveway width. The owner is requesting plat a 20' wide driveway with a 40' width requirement. This would be 20 ft. of width relief. Planning Commission recommends approval of the application based on findings of facts, staff recommendations, and a unique preexisting circumstances hardship.

No one from the public came forward to speak to this issue.

Moved by Comm. Anderson, seconded by Comm. Pietsch to close the public hearing at 9:09 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to approve the variance request for Anton Mickelson as presented. Roll call; all voted yes; motion carried.

Major Paul Olthoff, Detention Center appeared regarding the Purchase of Service Agreement for Ward County Jail and First District Health Unit.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to approve the Purchase of Service Agreement as presented. Roll call; all voted yes; motion carried.

Major Olthoff also spoke to the Summit Food Service Requested Increase. Due to increase of food prices, a request for contract increase is being made.

Kevin Smith, District Manager of Summit Food Service appeared and gave two reasons for the increase: 1) talent acquisition division performed a wage analysis in Minot are due to non-competitive wages in the Minot area, salaries were increased and 2) loss of food supplier of 20+ years who opted out of the correctional division area of food service due to it not being profitable.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve the requested increase by Summit Food Service as presented. Roll call; all voted yes; motion carried.

Brian Vangsness, Facilities Management Director, appeared to discuss a generator switch budgeted in 2021. This generator switch rebuild by Main Electric was placed into the 2021 Budget but the project was not completed in 2021. The project was invoiced by Main Electric on April 18, 2022 in the amount of \$97,447.50. The funds regarding the generator switch were inadvertently not rolled over into the 2022 Budget.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to watch the Facilities Maintenance budget and be aware that there may be an overage that needs to be brought to the Commissioner's attention towards the end of the year. Roll call; all voted yes; motion carried.

Dana Larsen, Highway Engineer, appeared regarding advertising for architectural services to put up an addition onto Building C.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to authorize advertising for architectural services for a shop addition to Building C as presented. Roll call; all voted yes; motion carried.

Noreen Barton, Director of Tax Equalization, appeared regarding the Tax Roll Memorandum.

1. There are no utilities hooked up to this MH, value removed:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Dammen, Leland	MI5102358 Northland MHP Lot 74	500 30 th Ave NW Lot 74 Minot, ND 58703	2022	\$4,000	\$0.00	\$180	\$0.00

2. Property replatted for 2021, remove from tax roll:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
PRGA Properties St Joseph LLC	MI2639101000 20 Suburban Homes Addn. Lot 2 Less E20' Block 1	1416 Broadway S Minot, ND 58701	2021	\$1,154,000	\$0.00	\$57,700	\$0.00

3. Property qualifies for Tax Exemption, prorated 8 months from date of the sale 5/3/21:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Independence INC	MI230212200200 Brooklyn Addn. Lot 13-20 Block 22	315 3 rd Ave SW Minot, ND 58701	2021	\$523,000	\$174,000	\$26,150	\$8,700

4. Property Owner qualifies for Blind Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Brown, Trampes	MI15C470200320 Eagles Landing Addn. Lot 32 Block 2	2728 Academy Rd NW Minot, ND 58703	2021	\$300,000	\$140,000	\$13,500	\$6,300
Brown, Trampes	MI15C470200320 Eagles Landing Addn. Lot 32 Block 2	2728 Academy Rd NW Minot, ND 58703	2020	\$299,000	\$139,000	\$13,455	\$6,255

Moved by Comm. Weppler, seconded by Comm. Anderson to approve adjustments to Tax Roll Memorandum as presented. Roll call; all voted yes; motion carried.

Doug Diedrichsen, Planning & Zoning Administrator appeared regarding a Plat Application for Anton Mickelson for the following described property: Proposed Outlot 2 Lying in the SW4SE4 & SE4SE4 23-157-82. The applicant is proposing to parcel an Outlot, proposed outlot 2 is 10.00 acres. This outlot is for future residential purposes. Ward County zoning applies with the township recommending approval. Planning Commission recommends approval based on findings of facts, staff recommendations, and approval of the variance for the driveway width requirement.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to approve the Plat Application for Anton Mickelson as recommended by Planning & Zoning Committee. Roll call; all voted yes; motion carried.

Plat Application for Garret Roen for the following described property: Proposed Outlot 1 Lying in the N2 of the SW4 14-152-85. The applicant is proposing to parcel an Outlot, proposed outlot 1 is 5.00 acres. This outlot is for future residential purposes. Ward County zoning applies with the township recommending approval. Planning Commission recommends approval of the Plat Application based on finding of facts and staff recommendations.

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

Plat Application for Brian Niess for the following described property: Proposed Outlot 1 Lying in the SE4 3-153-82. The applicant is proposing to parcel an Outlot, proposed outlot 3 is 93.36 acres. This

outlot is for future agricultural purposes. Ward County zoning applies with the township recommendation pending. Planning Commission recommends approval of the Plat Application based on finding of facts and staff recommendations.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve the Plat Application for Brian Niess once the township approves or upon the 60-day expiration as recommended by Planning & Zoning Committee. Roll call; all voted yes; motion carried.

Plat Application for Delrae Dalby for the following described property: Proposed Outlot 1 Lying in Gov't Lot 5 & Gov't Lot 6 7-153-86. The applicant is proposing to parcel an Outlot, proposed outlot 1 is 12.39 acres. This outlot is for future residential/agricultural purposes. Ward County zoning applies with the township recommending approval. Planning Commission recommends approval of the Plat Application based on finding of facts and staff recommendations.

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

Plat Application for Blake Krabseth for the following described property: Proposed Subdivision Lot 1, 2, 3 & 4 Dakota Valley 2nd Addition being all of Lot 5 Dakota Valley Addition. The applicant is proposing to parcel Lots 1, 2, 3 & 4 Dakota Valley 2nd Addition being all of Lot 5 Dakota Valley Addition. This subdivision is for future residential purposes. Ward County zoning applies with the township recommending approval. Planning Commission recommends approval of the Plat Application based on finding of facts and staff recommendations.

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

Tammy Terras, Human Resources Director, appeared for a discussion on Ward County's Disciplinary Action Policy. Ms. Terras recommended removing two paragraphs that relate to warnings being removed from an employee's personnel file. Ms. Terras recommended that once something is placed into an employee's file, it stays in the employee's file.

Discussion was held on reasons to remove these two paragraphs from the policy.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to remove the two paragraphs addressed from the Ward County Disciplinary Action Policy. Roll call; all voted yes; motion carried.

Ms. Terras continued with setting a day and time for the Facilities Director's 180-day evaluation. The evaluation has been set for May 17, 2022, after the Commission Meeting on the same date.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Weppler, seconded by Comm. Pietsch to receive and file the following correspondence: Letter from United States Department of the Interior/Fish and Wildlife Service regarding Pool Volume Report 2022 and letter from the City of Minot regarding Notice of Hearings. Roll call; all voted yes; motion carried.

Ms. Haman presented the Budget Calendar.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to hold Department Head Budget Hearings on July 26-27, 2022, beginning at 8:00 AM both days. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve Gaming Site Authorization for MSU Beaver Boosters, Inc. and Minot Junior Golf Association. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Pietsch to send Auditor Marisa Haman to the NDIRF meeting to be held on Thursday, May 19, 2022. Roll call; all voted yes; motion carried.

At 10:00 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 3RD DAY OF MAY, 2022

Chairman, Ward County Commission

ATTEST:
