

Minutes of the Board of Ward County Commissioners

May 4, 2021

The regular meeting of the Ward County Commission was called to order by Chairman Fjeldahl at 9:20 AM with Commissioners, Anderson, Pietsch, Rostad, and Weppler present. Also present were department heads Dana Larsen, Jason Blowers, Jennifer Wiechmann, Kerrienne Boetcher, Kristin Kowalczyk, Leona Lochthowe, Marisa Haman, Melissa Bliss, Noreen Barton, Robert Roed, Roza Larson and Tammy Terras.

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

Moved by Comm. Rostad, seconded by Comm. Weppler to approve Commission meeting minutes from April 20, 2021 and Special Commission meeting minutes from April 23, 2021. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Anderson, to approve the regular bills totaling \$225,610.59 and Human Service Zone direct cost bills totaling \$6,135.01. Roll call; all voted yes; motion

Bill List - 05/04/2021

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
18546 2	ADVANCED BUSINESS METHODS	CANON/IR C5550i II COPIER CONTRACT--STATES ATTORNEY	\$182.59
18546 2	ADVANCED BUSINESS METHODS	CANON/IR 4245 COPIER CONTRACT--STATES ATTORNEY	\$45.00
18546 3	CLUTE OFFICE EQUIPMENT INC	OFFICE SUPPLIES--STATES ATTORNEY	\$901.13
18546 3	CLUTE OFFICE EQUIPMENT INC	MOUSE PAD/WRIST GEL--STATES ATTORNEY	\$16.99
18546 4	DACOTAH PAPER CO	EASY SCRUB FLAT MOP HOLDERS--FACILITY MGMT	\$506.28
18546 5	DAKOTA FIRE EXTINGUISHER INC	RECHARGE 20#CO2 CYLINDER--FACILITY MGMT	\$36.99
18546 6	DIGITAL OFFICE CENTRE	XEROX/7125 COPIER CONTRACT--JUVENILE DETENTION	\$45.43
18546 6	DIGITAL OFFICE CENTRE	XEROX/7120 COPIER CONTRACT--FACILITY MGMT	\$45.28
18546 6	DIGITAL OFFICE CENTRE	XEROX/5945 COPIER CONTRACT--EMERGENCY MGMT	\$5.63
18546 7	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP--FACILITY MGMT	\$53.00
18546 8	FERGUSON ENTERPRISES INC #1657	ZURN REPAIR KITS FOR TOILETS--FACILITY MGMT	\$173.94
18546 8	FERGUSON ENTERPRISES INC #1657	WILLOUGHBY PLUMBING PARTS--FACILITY MGMT	\$4,064.96
18546 8	FERGUSON ENTERPRISES INC #1657	P-TRAPS--FACILITY MGMT	\$94.85
18546 9	FIRST DISTRICT HEALTH UNIT	INMATE MEDICAL - JAN - MAR 2021--JAIL OPERATIONS	\$2,077.42
18547 0	GALLAGHER BENEFIT SERVICES, INC	CONSULTING FEES - COMP STUDY--HUMAN RESOURCES	\$5,870.00
18530 9	GRAND HOTEL	SHELTER - 01/22/21 - 01/23/21--GENERAL	\$139.40
18547 1	GRAPHICS LETTERING & TRIM	NEW DECALS--SHERIFF	\$340.00
18547 2	GRAYBAR ELECTRIC CO	T5 FLUORESCENT BULBS--FACILITY MGMT	\$304.00
18547 3	KALIX	DOCUMENT DESTRUCTION--STATES ATTORNEY	\$389.61
18547 4	KEVINS PLUMBING & HEATING INC	CH HP 105, SERVICE CALL--FACILITY MGMT	\$85.00
18547 5	LIGHT AND SIREN	LIGHTS--SHERIFF	\$283.00
18547 6	LOWES PRINTING	RETIREMENT PLAQUE--SHERIFF	\$32.95
18547 7	MARCO TECHNOLOGIES, LLC NW7128	KONICA COPIER CONTRACT--EXTENSION SERVICE	\$922.64
18531 6	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MGMT	\$901.15
18531 6	MDU - BISMARCK OFFICE	GAS ADMIN BLDG--FACILITY MGMT	\$920.22

18531 6	MDU - BISMARCK OFFICE	GAS ADMIN BLDG--FACILITY MGMT	\$519.06
18531 6	MDU - BISMARCK OFFICE	GAS 425 BLDG--FACILITY MGMT	\$124.65
18531 6	MDU - BISMARCK OFFICE	GAS ADMIN BLDG--FACILITY MGMT	\$1,304.48
18547 8	MINOT DAILY NEWS INC	NOTICE OF PUBLIC HEARING 04/20/2021--GENERAL	\$25.08
18547 8	MINOT DAILY NEWS INC	REG. COMMISSION MEETING MINUTES 03/02/2021--GENERAL	\$342.00
18547 8	MINOT DAILY NEWS INC	REG COMMISSION MEETING MINUTES 03/16/2021 --GENERAL	\$182.40
18547 8	MINOT DAILY NEWS INC	ELECTIONS - NOTICE OF FILING DEADLINE, SURREY CITY --GENERAL	\$15.96
18547 8	MINOT DAILY NEWS INC	NOTICE OF PUBLIC HEARING 05/04/2021--GENERAL	\$25.84
18547 9	MONSON DENTAL CENTER	INMATE DENTAL D.C.--JAIL OPERATIONS	\$320.00
18547 9	MONSON DENTAL CENTER	INMATE DENTAL T.K.--JAIL OPERATIONS	\$458.00
18548 0	ND ASSOC OF COUNTIES	ILG HR RESPONSIBILITIES CLASS PT 1--GENERAL	\$35.00
18548 0	ND ASSOC OF COUNTIES	ILG HR RESPONSIBILITIES CLASS PT 1--HUMAN RESOURCES	\$35.00
18548 0	ND ASSOC OF COUNTIES	ILG HR RESPONSIBILITIES CLASS PT 2--GENERAL	\$35.00
18548 0	ND ASSOC OF COUNTIES	ILG HR RESPONSIBILITIES CLASS PT 2--SCHOOL SUPERINTENDENT	\$35.00
18548 0	ND ASSOC OF COUNTIES	ILG HR RESPONSIBILITIES CLASS PT 2--HUMAN RESOURCES	\$35.00
18548 1	ND DEPT OF CORRECTIONS & REHAB	INTERSTATE COMPACT--SHERIFF	\$375.00
18548 2	ND STATE RADIO COMM	LICENSE RENEWAL FEE FOR TERMINAL--SHERIFF	\$180.00
18548 2	ND STATE RADIO COMM	MONTHLY TERMINAL FEED--SHERIFF	\$600.00
18548 3	NORTHWEST TIRE & RETREAD INC	TIRES--SHERIFF	\$766.76
18548 4	NOVA FIRE PROTECTION INC	K12 REPLACEMENT SPRINKLER HEAD & FILL SYSTEM--FACILITY MGMT	\$773.00
18548 5	OLE OLSON'S TOWING & RECOVERY	TOW STOLEN GOLF CART--SHERIFF	\$431.50
18548 6	OREGON DEPT OF TRANSPORTATION	CERTIFIED DRIVING ABSTRACT--STATES ATTORNEY	\$3.00
18548 7	QUADIENT LEASING USA, INC	QTLY CERTIFIED MAIL--GENERAL	\$351.00
18548 8	ROCHESTER ARMORED CAR CO INC	ARMORED CAR SERVICE--AUDITOR/TREAS.	\$459.19
18548 9	SCHOCKS SAFE & LOCK INC	KEYS--FACILITY MGMT	\$15.00
18549 0	SHERWIN-WILLIAMS	FLAT CEILING PAINT--FACILITY MGMT	\$109.35
18549 1	SOURIS VALLEY AMATEUR RADIO CLUB	BUILDING INSURANCE--EMERGENCY MGMT	\$576.00
18541 0	SRT	EMERGENCY MGMT TELEPHONE--FACILITY MGMT	\$70.93
18530 8	SRT	TELEPHONES--HUMAN SERVICES	\$1,191.49
18549 2	SUMMIT FOOD SERVICES LLC	MARCH 2021 JUVENILE MEALS--JUVENILE DETENTION	\$87.78
18549 2	SUMMIT FOOD SERVICES LLC	PRISONER BOARD/MEALS - MAR 2021--JAIL OPERATIONS	\$29,202.96
18549 3	THOMAS FAMILY FUNERAL SVC INC	BODY POUCH P.P.--GENERAL	\$107.50
18549 4	THOMPSON LARSON	TRANSFER REMAINS TO STATE MEDICAL P.P.--GENERAL	\$500.00
18549 5	THORSRUD SUPPLY COMPANY INC	P-TRAPS--FACILITY MGMT	\$92.25
18549 6	TIRES PLUS INC	REPLACE TIRES FROM SPIKES--SHERIFF	\$190.85
18549 7	TRINITY HEALTH	BAC TEST--SHERIFF	\$20.00
18549 8	UNIFORM CENTER	OSTRUM UNIFORM--SHERIFF	\$148.70
18549 9	UNITED MAILING SERVICES INC	MAIL SERVICE --EXTENSION SERVICE	\$450.00
18549 9	UNITED MAILING SERVICES INC	MAIL PROCESSING--HUMAN SERVICES	\$422.90

185499	UNITED MAILING SERVICES INC	MAIL PROCESSING--HUMAN SERVICES	\$423.77
185499	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$1,210.27
185499	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$198.65
185500	US POSTAL SERVICE	POST OFFICE BOX PAYMENT--HUMAN SERVICES	\$284.00
185411	VERIZON WIRELESS - NJ PO	AIR CARDS/CELL PHONE--SHERIFF	\$1,381.12
185501	WATCHGUARD VIDEO	MAINTENANCE AGREEMENT--SHERIFF	\$23,700.00
185502	WIDMER ROEL PC	ANNUAL AUDIT 2020--GENERAL	\$27,114.16
185317	XCEL ENERGY	ELECTRICITY COURTHOUSE--FACILITY MGMT	\$3,939.04
185317	XCEL ENERGY	ELECTRICITY JAIL--FACILITY MGMT	\$7,315.38
		Total General Bills	\$124,621.48

	PARK BILLS	PARK BILLS	
185459	ACME ELECTRIC INC	ACME ELECTRIC INC	\$14.58
185460	MENARDS - MINOT	MENARDS - MINOT	\$71.36
185306	VERENDRYE ELECTRIC	RICE LAKE SIREN	\$39.00
185461	XCEL ENERGY	XCEL ENERGY	\$31.04
185461	XCEL ENERGY	XCEL ENERGY	\$97.44
		Total Park Board Bills	\$253.42

	ROAD BILLS	ROAD BILLS	
185440	ACME ELECTRIC INC	MODULE, HARNESS	\$77.62
185440	ACME ELECTRIC INC	SWIVEL	\$41.99
185440	ACME ELECTRIC INC	CHAINSAW OIL	\$31.98
185440	BASIN SERVICE COMPANY	BRINE SOLUTION	\$2,032.00
185442	DAKOTA FLUID POWER INC	HEX NIPPLES	\$1.69
185443	JIMS WELDING INC	BEVEL PLATE	\$150.00
185444	JOHNSON CONTROLS	SERVICE AGREEMENT	\$23,500.00
185445	LAWSON PRODUCTS INC	LUBRICANT, HANDLES	\$651.24
185446	LITTLE FALLS MACHINE INC	SNOW PLOW	\$12,460.00
185447	MDU - BISMARCK OFFICE	900 13TH ST SE MINOT	\$715.98
185305	MDU - BISMARCK OFFICE	201 72ND AVE NE MINOT	\$571.61
185448	MENARDS - MINOT	HOSE, TOILET TISSUE	\$56.53
185448	MENARDS - MINOT	CORD, LADDER, GROMMET	\$100.34
185448	MENARDS - MINOT	LUMBER, PAPERTOWELS	\$145.79
185449	MINDT CONSTRUCTION INC	CONTRACT BALANCE	\$37,701.00
185450	MINOT CITY OF, LANDFILL	DUMPING FEE	\$130.55
185450	MINOT CITY OF, LANDFILL	DUMPING FEE	\$157.15
185451	ND GUARANTY & TITLE BISMARCK	SEARCH FEE	\$310.00

18545 2	NORTH DAKOTA ONE CALL	ONE CALL LOCATES	\$2.40
18545 3	OTIS ELEVATOR CO INC	ANNUAL ELEVATOR CONTRACT	\$881.76
18545 4	OTTERTAIL POWER CO	DOUGLAS SHOP	\$324.10
18545 5	RDO/POWERPLAN	BREATHER	\$115.40
18545 6	SWANSTON EQUIPMENT CO	90" BROOM	\$715.83
18545 6	SWANSTON EQUIPMENT CO	FILTER	\$56.62
18530 6	VERENDRYE ELECTRIC	200 72ND ST SE MINOT	\$4,436.00
18530 6	VERENDRYE ELECTRIC	201 72ND AVE NE	\$70.00
18530 6	VERENDRYE ELECTRIC	2900 46TH AVE NE	\$34.00
18545 7	WESTERN STEEL & PLUMBING INC	UNION	\$97.68
18545 8	WESTMOR INDUSTRIES LLC	BOND REPAYMENT	\$14,258.70
18530 7	XCEL ENERGY	900 13TH ST SE	\$85.37
18530 7	XCEL ENERGY	900 13TH ST SE SHOP	\$729.76
18530 7	XCEL ENERGY	COLD STORAGE 900 13TH ST SE	\$52.22
18530 7	XCEL ENERGY	17 CENTRAL AVE E BERTHOLD	\$40.38
		Total Road Bills	\$100,735.69

GRAND TOTAL	\$225,610.59
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Kristopher Wolla, Building Inspector, appeared regarding a moving permit application for John Pitner.

Moved by Comm. Weppler, seconded by Seconded by Comm. Anderson to open the public hearing at 9:31 AM regarding the moving permit application for John Pitner. Roll call; all voted yes; motion carried.

Mr. Pitner is requesting to move a modular home from 1420 1st Avenue SE, Minot to 371 North Rice Lake Road, Douglas.

No one from the public came forward for or against the moving permit.

Moved by Comm. Rostad, seconded by Comm. Weppler to close the public hearing at 9:32 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve the moving permit for John Pitner as presented. Roll call; all voted yes; motion carried.

Jennifer Wiechmann, Emergency Management Director appeared to request a food truck vendor be allowed to come and set up in jail delivery bay during the noon hour on Wednesdays during the summer. This would be open to the public as well.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve the food truck vendor request for Wednesdays during the summer in our parking lot. Roll call; all voted yes; motion carried.

Noreen Barton, Tax Equalization Director, appeared regarding adjustments to Tax Roll Memorandum.

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

Doug Diedrichsen, Planning and Zoning Administrator appeared regarding a Right of Way vacation request from Robert Pritchett that was requested to be redrafted at the April 20, 2021 meeting for the following described property: portion of the section line lying between Lot 1 of Ryan's Subdivision to Rice Lake and Lot 6, 7 and the north half of Lot 8 of Nesson's Plat of Rice Lake.

Moved by Comm. Rostad, seconded by Comm. Weppler to approve the Right of Way vacation request from Robert Pritchett as presented. Roll call; all voted yes; motion carried.

Discussion was held by Commissioners regarding creating a policy on ROW vacation procedures between Commissioners, Planning & Zoning Administrator, Auditor, County Recorder, Director of Tax Equalization, and the State's Attorney.

Moved by Comm. Weppler, seconded by Comm. Rostad to approve having staff create a ROW vacation procedures policy with all necessary departments and bring it back to the Commission. Roll call; all voted yes; motion carried.

Application for a variance was submitted by Philip Lowe for the following described property: 383 N. Rice Lake Road, Douglas, ND 58735 also known as Lots 4, 5 & 6 Tande Addition to Rice Lake. The applicant is requesting a variance for the side yard setback off the east property line for a home to be constructed on the property. The owner is requesting to build 5 feet from the property line with a 7.5 ft. setback requirement. This would be 2.5 feet of setback relief.

Moved by Comm. Weppler, seconded by Comm. Anderson to open the public hearing at 9:47 AM regarding the Variance application for Philip Lowe. Roll call; all voted yes; motion carried.

No one from the public came forward for or against the moving permit.

Moved by Comm. Pietsch, seconded by Comm. Anderson to close the public hearing at 9:52 AM. Roll call; all voted yes; motion carried.

Planning Commission recommends approval of the Variance Application based on findings of fact and staff recommendations.

Moved by Comm. Rostad, seconded by Comm. Weppler to approve the Variance Application for Philip Lowe as presented. Roll call; all voted yes; motion carried.

Robert Pritchett submitted an application for a subdivision plat for the following described property: Proposed Lot 1 Ryan's 2nd Subdivision to Rice Lake. The applicant is requesting to create one lot platted as Ryan's 2nd Subdivision to Rice Lake. The proposed lot 1 is 2.09 acres. Ward County zoning applies with Rice Lake Township recommending approval. The proposed lot meets the minimum zoning requirements for Ward County.

Planning and Zoning recommends approval of the subdivision plat application based on findings of facts, recommendations from the Water Board, County Highway Department and Rice Lake Township.

Moved by Comm. Weppler, seconded by Comm. Anderson to approve the Plat Application from Robert Pritchett for proposed Lot 1 Ryan's 2nd Subdivision to Rice Lake. Roll call; all voted yes; motion carried.

Mr. Diedrichsen presented Memorandum 3 with information regarding change of date for Annual Reorganization Meeting and amendment to Planning Commission Bylaws.

Moved by Comm. Wepler, seconded by Comm. Rostad to receive and file Memorandum 3. Roll call; all voted yes; motion carried.

Human Resource Director Tammy Terras appeared and held a discussion regarding antibody testing for employees and holding a Vitalant blood drive in June for employees which would also provide employees with information regarding antibodies.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve Vitalant setting up a blood drive in June, allowing employees to donate during work hours and to continue holding a blood drive annually. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Wepler to approve antibody testing through Trinity Health and having the cost covered for employees with approval for testing during work hours. Roll call; all voted yes, except Comm. Pietsch who voted no; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the following payroll amendments: J. Hawkins, Sheriff's Department; H. Rahn, Veteran's Services; L. Darulis, Highway Department; Kim Salmi, Highway Department; A. Sims, Weed Control. Roll call; all voted yes; motion carried.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Wepler, seconded by Comm. Rostad to receive and file the following correspondence: Minot Family YMCA-letter in support of MIDA bond; Minot AFB- Public Advisory; Enbridge Pipeline use of Ward County property. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Wepler to receive and file the 2020 Annual Report for Tax Equalization. Roll call; all vote yes; motion carried.

Ms. Haman provided the Commission with a Budget calendar.

Discussion was held regarding Souris Basin Planning Council 2021 Budget Request. Commission requested further information from Souris Basin Planning Council regarding the difference in the allotted budget of \$38,000 and Souris Basin Planning Council's request of \$38,468.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the event permit for Pink's Bar & Grill LLC, raffle permit of Action Agility Dog Training Club, and gaming site authorization for Veteran's Club of Kenmare at their 3 locations. Roll call; all vote yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve a duplicate warrant to be issued to TSC in the amount of \$50.98. Roll call; all vote yes; motion carried.

At 10:33 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 18th DAY OF MAY, 2021

Chairman, Ward County Commission

ATTEST:
