

Minutes of the Board of Ward County Commissioners

February 1, 2022

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

Moved by Comm. Weppler, seconded by Comm. Anderson to approve the agenda and the Commission Meeting minutes from January 18, 2022. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Pietsch to approve the regular bills totaling \$287,141.76 and HS Zone Direct Cost bills totaling \$4,285.41. Roll call; all voted yes; motion carried.

Bill List - 02/01/2022

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
DD	BERENTSON, CHRISTOPHER W	SIDNEY MT--SHERIFF	\$10.50
187835	CIVICPLUS	ANNUAL FEE FOR HOSTING & SUPPORT--IT	\$9,846.89
187836	DIGITAL OFFICE CENTRE	XEROX/7835 COPIER CONTRACT--IT	\$77.03
DD	EISENZIMMER, GRANT J	EXTRADITION ST PAUL MN--SHERIFF	\$64.70
187837	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP--FACILITY MGMT	\$71.60
187837	ENERBASE FARMERS UNION/CENEX	DIESEL 01/15/2022--FACILITY MGMT	\$59.75
187387	ENERBASE FARMERS UNION/CENEX	DIESEL 01/18/2022--FACILITY MGMT	\$102.65
187387	ENERBASE FARMERS UNION/CENEX	DIESEL 01/19/2022--FACILITY MGMT	\$51.34
187387	ENERBASE FARMERS UNION/CENEX	DIESEL 01/20/2022--FACILITY MGMT	\$72.64
187387	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP--FACILITY MGMT	\$54.17
187387	ENERBASE FARMERS UNION/CENEX	FILLED DIESEL TANK--FACILITY MGMT	\$153.20
187387	ENERBASE FARMERS UNION/CENEX	GAS FOR SNOW REMOVAL--FACILITY MGMT	\$155.36
187387	ENERBASE FARMERS UNION/CENEX	GAS FOR SNOW REMOVAL--FACILITY MGMT	\$54.48
187387	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP--FACILITY MGMT	\$74.20
187387	ENERBASE FARMERS UNION/CENEX	GAS FOR SNOW REMOVAL--FACILITY MGMT	\$183.46
187387	ENERBASE FARMERS UNION/CENEX	GAS FOR SNOW REMOVAL--FACILITY MGMT	\$31.34
187387	ENERBASE FARMERS UNION/CENEX	DIESEL FOR BOBCATS--FACILITY MGMT	\$161.59
187387	ENERBASE FARMERS UNION/CENEX	DIESEL FOR BOBCATS--FACILITY MGMT	\$215.76
187387	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP--FACILITY MGMT	\$67.46
187387	ENERBASE FARMERS UNION/CENEX	MONTHLY GAS BILL FOR TAX OFFICE--TAX EQUALIZATION	\$167.61
187838	FASTENAL COMPANY	FLOODLIGHTS FOR COURTHOUSE--FACILITY MGMT	\$1,034.76
DD	HAGEN, STEPHANIE	MILEAGE--TAX EQUALIZATION	\$43.29
DD	HAGEN, STEPHANIE	SOIL COMMITTEE BOARD MEETING--TAX EQUALIZATION	\$50.00
187839	HANER, ARDEN	MILEAGE--TAX EQUALIZATION	\$3.51
187839	HANER, ARDEN	SOIL COMMITTEE BOARD MEETING--TAX EQUALIZATION	\$50.00
187840	HIGH POINT NETWORKS	VEEAM BACKUP LICENSE RENEWAL--IT	\$490.00
187841	INFORMATION TECHNOLOGY DEPT	WAN, EMAIL, VPN CLIENT, ACTIVE DIRECTORY--IT	\$1,014.35
187841	INFORMATION TECHNOLOGY DEPT	PEXIP VIRTUAL MEETING ROOM--IT	\$16.75
187841	INFORMATION TECHNOLOGY DEPT	WAN, AZURE, EMAIL EXCHANGE, VPN, DIRECTORY--IT	\$1,033.15

187841	INFORMATION TECHNOLOGY DEPT	PEXIP VIRTUAL MEETING ROOM--IT	\$16.75
187842	KALIX	DOCUMENT DESTRUCTION--STATES ATTORNEY	\$51.80
187843	KELLER, BRIAN	MILEAGE--TAX EQUALIZATION	\$5.85
187843	KELLER, BRIAN	SOILS COMMITTEE BOARD MEETING--TAX EQUALIZATION	\$50.00
187844	KING, DAVID	MILEAGE--TAX EQUALIZATION	\$58.50
187844	KING, DAVID	SOIL COMMITTEE BOARD MEETING--TAX EQUALIZATION	\$50.00
187845	MARCO TECHNOLOGIES, LLC NW7128	ARPA - CABLE FOR EXTENSION MOVE--EXTENSION SERVICE	\$24.40
187845	MARCO TECHNOLOGIES, LLC NW7128	CRESTON AIRMEDIA RECEIVERS--IT	\$2,030.00
187766	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MGMT	\$3,350.46
187766	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MGMT	\$2,646.32
187766	MDU - BISMARCK OFFICE	GAS ADMIN BLDG--FACILITY MGMT	\$2,592.53
187766	MDU - BISMARCK OFFICE	GAS 425 BLDG--FACILITY MGMT	\$334.25
187766	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MGMT	\$3,662.34
187765	MDU - BISMARCK OFFICE	GAS 900 BLDG--FACILITY MGMT	\$2,203.11
187846	MIDSTATES WIRELESS	RADIO PROGRAMMING--EMERGENCY MGMT	\$170.00
187847	MINOT DAILY NEWS INC	PUBLISH SOILS COMMITTEE MEETING--TAX EQUALIZATION	\$3.95
187848	MOSTAD, JIM	MILEAGE--TAX EQUALIZATION	\$5.85
187848	MOSTAD, JIM	SOILS COMMITTEE BOARD MEETING--TAX EQUALIZATION	\$50.00
DD	MUTCHLER, JEFFREY D	PROPERTY INSPECTIONS--TAX EQUALIZATION	\$112.91
187849	ND ASSOC OF COUNTIES	ANNUAL SPECIAL OPS FUND COUNTY SHARE--GENERAL	\$800.00
187850	ND DEPT HUM SERV	INMATE MEDICAL - DECEMBER 2021--JAIL OPERATIONS	\$1,597.36
187851	ND EMERGENCY MGMT ASSOC	NDEMA ANNUAL MEMBERSHIP DUES--EMERGENCY MGMT	\$150.00
187852	ND STATE RADIO COMM	4TH QTR TERMINAL FEE--STATES ATTORNEY	\$600.00
187853	NDSU DEPT 7510	SHARED SALARIES Q4 2021--EXTENSION SERVICE	\$3,187.55
187853	NDSU DEPT 7510	SHARED SALARIES Q4 2021--EXTENSION SERVICE	\$22,371.46
187854	QUADIENT LEASING USA, INC	QUARTERLY CERTIFIED MAIL--GENERAL	\$351.00
187855	RELIANCE TELEPHONE OF GRAND FORKS INC	CALLING CARDS (140.00)--JAIL OPERATIONS	\$700.00
DD	RIVERSIDE TECHNOLOGIES, INC	18 HP E24 G4 MONITORS--IT	\$3,690.00
187856	ROCHESTER ARMORED CAR CO INC	ARMORED CAR SERVICE--AUDITOR AND TREASURER	\$496.38
DD	SIPPLE, IAN D	SIDNEY MT--SHERIFF	\$10.50
187857	SUMMIT FOOD SERVICES LLC	JUVENILE INMATE MEALS DEC 2021--JUVENILE DETENTION	\$707.10
187857	SUMMIT FOOD SERVICES LLC	INMATE MEALS - DEC 2021--JAIL OPERATIONS	\$30,638.87
187858	THOMAS FAMILY FUNERAL SVC INC	TRANSFER TO STATE ME (AA)--GENERAL	\$500.00
187858	THOMAS FAMILY FUNERAL SVC INC	TRANSFER TO STATE ME (DW)--GENERAL	\$500.00
187859	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$981.34
187859	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$148.46
187859	UNITED MAILING SERVICES INC	MAIL SERVICE DEC 27 - JAN 7--EXTENSION SERVICE	\$116.28
187859	UNITED MAILING SERVICES INC	MAIL PROCESSING--HUMAN SERVICES	\$251.89
187784	VERIZON WIRELESS - NJ PO	CELL PHONE AND EQUIPMENT--HUMAN RESOURCES	\$184.40
187784	VERIZON WIRELESS - NJ PO	CELL PHONES--IT	\$142.41
187860	VISCOFSKY, CASEY	SIDNEY MT--SHERIFF	\$10.50
DD	WIECHMANN, JENNIFER A	GROCERY DELIVERY--EMERGENCY MGMT	\$9.77
	WOOSTER, NICHOLAS H	EXTRADITION ST PAUL MN--SHERIFF	\$64.70

		Total General Bills	\$101,040.53
	PARK BILLS	PARK BILLS	
187832	DUFNER CONSTRUCTION, INC.	BATHROOM - RL	\$13,720.00
187833	MENARDS - MINOT	LUMBER - EAST SIDE PARK	\$221.78
187700	RESERVATION TELEPHONE COOPERAT	INTERNET SERVICE NC	\$131.95
187701	VERENDRYE ELECTRIC	SIREN RL, SECURITY NC	\$109.00
187834	XCEL ENERGY	8711 PROJECT RD N - OS	\$44.41
		Total Park Board Bills	\$14,227.14
	ROAD BILLS	ROAD BILLS	
187813	ACME ELECTRIC INC	BATTERY, SQUEEGEE	\$178.98
187814	ARAMARK UNIFORM SERICES	JANITORIAL SERVICE	\$606.06
187702	BERTHOLD CITY	BERTHOLD SHOP	\$123.00
187815	BUTLER MACHINERY	BATTERIES, LOCTITE	\$1,058.36
187815	BUTLER MACHINERY	FILTER	\$58.58
187816	DAKOTA FLUID POWER INC	HOSE	\$114.71
187816	DAKOTA FLUID POWER INC	HOSES, COUPLINGS	\$202.86
187816	DAKOTA FLUID POWER INC	QUICK DISCONNECT	\$28.92
187816	DAKOTA FLUID POWER INC	DISCONNECT, BUSHING	\$166.10
187817	GERDAU	ANGLE IRON	\$168.75
187818	HOUSTON ENGINEERING INC	ENGINEERING SERVICE	\$889.00
187818	HOUSTON ENGINEERING INC	ENGINEERING SERVICE	\$4,575.25
187703	KENMARE CITY OF	UTILITIES	\$90.00
187819	LAWSON PRODUCTS INC	NUTS, SCREWS, WASHERS	\$1,769.18
187820	MARCO TECHNOLOGIES, LLC NW7128	PLOTTER, SCANNER	\$11,235.00
187704	MDU - BISMARCK OFFICE	201 72ND AVE NE	\$1,542.80
187704	MDU - BISMARCK OFFICE	201 72ND AVE NE	\$862.41
187821	MENARDS - MINOT	BRACKET, HOSE, NOZZLE	\$84.18
187822	MINOT AUTO SUPPLY	BEARINGS	\$18.10
187822	MINOT AUTO SUPPLY	BEARINGS	\$8.65
187823	MINOT CITY OF, LANDFILL	DUMPING FEE	\$103.60
187824	ND ASSOC OF COUNTIES	ASSOCIATION DUES	\$550.00
187824	ND ASSOC OF COUNTIES	CONFERENCE REGISTRATION	\$200.00
187825	O'DAY EQUIPMENT	NOZZLE COVERS	\$11.98
187825	O'DAY EQUIPMENT	DIESEL PUMP, SEALANT	\$1,197.22
187826	OTTERTAIL POWER CO	DOUGLAS SHOP	\$599.63
187827	RDO/POWERPLAN	WIPER BLADES	\$50.00
187827	RDO/POWERPLAN	HOSE, FITTINGS	\$372.55
187828	SUNDRE SAND & GRAVEL INC	SALT SAND	\$9,742.44
187829	TRI N PROPANE	DOUGLAS SHOP	\$451.82
187705	TRI N PROPANE	SAWYER SHOP	\$449.16
187706	VERENDRYE ELECTRIC	200 72ND ST SE	\$4,967.00
187706	VERENDRYE ELECTRIC	201 72ND AVE NE	\$94.00
187706	VERENDRYE ELECTRIC	2900 46TH AVE NE	\$34.00
187830	WARD CO AUDITOR	INSURANCE COST SHARE	\$113,193.84
DD	WEX BANK	FUEL, GAS, OIL	\$16,004.70
187831	XCEL ENERGY	BERTHOLD SHOP	\$71.26
		Total Road Bills	\$171,874.09
		GRAND TOTAL	\$287,141.76

Tammy Terras, Human Resource Director, appeared and asked the following to present 10-year Service Awards: Dana Larsen presented to Bruce Seaver, Sheriff Robert Roed presented to Nick Wooster, and Comm. Pietsch presented to Kerriane Boetcher.

Moved by Comm. Weppler, seconded by Comm. Pietsch to open a public hearing at 9:10 AM regarding Parcel #MI018190000040, 201 45th Avenue NE, Minot, ND 58701, legal description of Ridgedale Industrial Park Lot. Roll call; all voted yes; motion carried.

No one from the public came forward to speak.

Moved by Comm. Pietsch, seconded by Comm. Anderson to close the public hearing at 9:11 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Anderson to set the sales price for Parcel #MI018190000040, 201 45th Avenue NE, Minot, ND 58701, legal description of Ridgedale Industrial Park Lot at \$23,000.00. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Anderson to accept the offer of \$23,000.00 for Parcel #MI018190000040, 201 45th Avenue NE, Minot, ND 58701, legal description of Ridgedale Industrial Park Lot from Eric Bretheim. Roll call; all voted yes; motion carried.

Kerriane Boetcher, Library Administrator, appeared regarding establishing a Bookmobile Committee to help purchase a new bookmobile. Ms. Boetcher suggested the following members to make up the committee: Herself as the Library Director, the Library Board Chair, Comm. Pietsch as the Commissioner for the Ward County Library, another appointed Commissioner, a designee from the Auditor's office, and the Shop Foreman from the Ward County Highway Department (total of 6 members).

Comm. Anderson volunteered to be the additional Commissioner to the board.

Moved by Comm. Weppler, seconded by Comm. Anderson to approve a Bookmobile Committee formed for the purchase of a new bookmobile for the Ward County Public Library with the following members: Ms. Boetcher as the Library Director, the Library Board Chair, the current Commissioner for the Ward County Library (presently Comm. Pietsch), Comm. Anderson as a second Commissioner, a designee from the Auditor's office, and the Shop Foreman from the Ward County Highway Department (currently Ron Kostenko). Ms. Boetcher will be the Chairperson for this committee. Roll call; all voted yes; motion carried.

Paul Olthoff, Jail Commander, appeared regarding a Contract for Boarding Inmates for the City of Minot.

Moved by Comm. Anderson, seconded by Comm. Pietsch to approve the Contract for Boarding Inmates for Minot as presented. Roll call; all voted yes; motion carried.

Brian Vangsness, Facility Management Director, appeared regarding three (3) bids for a new 2022 pickup. Bids received were: Don Bessette \$43,776.00; Westlie Motors \$44,725.00; and Ryan Chevrolet \$42,334.00.

Moved by Comm. Weppler, seconded by Comm. Pietsch to accept the low bid from Ryan Chevrolet in the amount of \$42,334.00. Roll call; all voted yes; motion carried.

Mr. Vangsness also presented two (2) bids for a new 2022 dump trailer. Bids received were: Acme Tools \$14,195.00 and Korral Supply \$14,500.00. Mr. Vangsness stated the bid from Korral Supply has a powder coat paint feature which may be worth the additional \$305.00 in cost due to rusting.

Moved by Comm. Pietsch, seconded by Comm. Anderson to accept the bid from Korral Supply in the amount of \$14,500.00. Roll call; all voted yes; motion carried.

Mr. Vangsness continued with the request from the Magic City Discovery Center for temporary storage in the County North building.

Karen Rasmusson, Board President and Wendy Keller, Executive Director, came forth and stated the storage would be needed from approximately the middle of February to the first part of June 2022, at which point the Magic City Discovery Center building should be totally enclosed and ready to take back the items they hope to store in the County North building.

Moved by Comm. Weppler, seconded by Comm. Pietsch to allow the Magic City Discovery Center to store their displays in the County North building and have a MOU prepared in agreement between both parties. Roll call; all voted yes; motion carried.

Noreen Barton, Tax Equalization Director, appeared regarding setting a meeting date and time for the 2022 Board of Equalization meeting.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to set the 2022 Board of Equalization meeting date on June 7, 2022 at 1:00 PM.

Ms. Barton continued with adjustments to Tax Roll Memorandum. There is one correction to item #7 with an incorrect parcel number for David and Sharon Schroeder. The correct parcel number is MI353050500070.

1. MH Added to tax roll sold to party not exempt:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Cohoe, William	MI5105977 406 31 st Ave SE Lot 444	2022	\$0.00	\$55,000	\$0.00	\$2,475

2. Value was omitted for 2021, parcel was listed as Exempt:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Wyrobek, Thomas	DB140080800100 Powers Plat Lot 10 Block 8	2021	\$0.00	\$60,000	\$0.00	\$3,000
Wyrobek, Thomas	DB140080800120 Powers Plat Lot 11 & 12 Block 8	2021	\$0.00	\$2,000	\$0.00	\$100

3. MH sold 8/26/21 & moved out state without a Moving Permit:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Bruce, David	MI5103234 Woodridge MHP Lot 435	2022	\$22,000	\$0.00	\$990	\$0.00

4. Property omitted added to the tax roll for 2021:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Schmidt, Patrick & Karen	BT02005U030000 N60' of W90' of S2-155-84	2021	\$0.00	\$300	\$0.00	\$15

5. MH destroyed by Fire in 2021, removed from tax roll, value for 2021 was prorated:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Miller, Charles	SE5103435 Olt 2 of NWW2NE	2022	\$6,000	\$0.00	\$270	\$0.00
Miller, Charles	SE5103435 Olt 2 of NWW2NE	2021	\$7,000	\$1,800	\$315	\$81

6. Review of Vacant Land indicated a reduction is needed to reflect market value:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Johnson, Charles	BN120570300030 Harvest Heights 2 nd Addn. Lot 3 Block 3	2021	\$40,000	\$1,000	\$2,000	\$50
Johnson, Charles	BN120570300040 Harvest Heights 2 nd Addn. Lot 4 Block 3	2021	\$41,000	\$1,000	\$2,050	\$50

7. Property was estimated during the 2020 area review process. Recent on-site review indicates the property needs a reduction to reflect market value:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Zimbelman, Curtis & Linda	MI254260300200 South Park Terrace 5 th Addn. Lot 20 & Sublot A of Lot 19 Block 3	2021	\$219,000	\$196,000	\$9,855	\$8,820
Schroeder, David & Sharon	MI350350500070 Prairie Green 3 rd Addn. Lot 7 Block 5	2021	\$195,000	\$171,000	\$8,775	\$7,695

8. Property Exempt, owned by the City of Minot:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI192130000680 Lenox Park Addn. Lot 68	2021	\$130,000	\$0.00	\$5,850	\$0.00
City of Minot	MI192130000480 Lenox Park Addn. Lot 48	2021	\$113,000	\$0.00	\$5,085	\$0.00
City of Minot	MI192130000970 Lenox Park Addn. Lot 97	2021	\$165,000	\$0.00	\$7,425	\$0.00
City of Minot	MI27B770000010 Brekke's S/D Lot 1	2021	\$8,000	\$0.00	\$400	\$0.00
City of Minot	MI192130000430 Lenox Park Addn.	2021	\$142,000	\$0.00	\$6,390	\$0.00

	Lot 43					
City of Minot	MI231860000113 Kittelsons S/D N65' Lot 11	2021	\$160,000	\$0.00	\$7,200	\$0.00

9. Property sold to the City of Minot, value prorated:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI192130000680 Lenox Park Addn. Lot 68	2020	\$126,000	\$105,000	\$5,670	\$4,725
City of Minot	MI192130000970 Lenox Park Addn. Lot 97	2020	\$158,000	\$118,000	\$7,110	\$5,310
City of Minot	MI192130000480 Lenox Park Addn. Lot 48	2020	\$110,000	\$83,000	\$4,950	\$3,735
City of Minot	MI27B770000010 Brekke's S/D Lot 1	2020	\$8,000	\$1,000	\$400	\$50
City of Minot	MI192130000430 Lenox Park Addn. Lot 43	2020	\$137,000	\$103,000	\$6,165	\$4,635
City of Minot	MI231860000113 Kittelson's S/D N65' Lot 11	2020	\$155,000	\$142,000	\$6,975	\$6,390

10. Property purchased by City of Minot, value prorated:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI244490200130 Torbenson's Addn. Lot 13 Block 2	2021	\$180,000	\$165,000	\$8,100	\$7,425

11. Property sold to the City of Minot, value prorated 2 months, exempt 10 months:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI130160001390 Belmont Addn. Lot 139	2021	\$50,000	\$9,000	\$2,250	\$405

12. Property sold to City of Minot 12/2020, removed from tax roll for 2021:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
The Asgard Group LLC	MI141080300010 Forsberg 2 nd Addn. Lot 1 Block 3	2021	\$66,000	\$0.00	\$2,970	\$0.00

13. Property was removed from tax roll in error, needs to added back on:

Property Owner	Description	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Gartner, Chad & Natosha	MI06F110000050 The Bluffs 9 th Addn. Lot 5	2021	\$0.00	\$867,000	\$0.00	\$39,015

Ritter, Steven	MI06F110000040 The Bluffs 9 th Addn. Lot 4	2021	\$0.00	\$684,000	\$0.00	\$30,780
-------------------	---	------	--------	-----------	--------	----------

Moved by Comm. Weppler, seconded by Comm. Anderson to approve adjustments to Tax Roll Memorandum with the correction to #7 as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Anderson to open a public hearing at 9:34 AM regarding a variance application from Austin Hanson. Roll call; all voted yes; motion carried.

Doug Diedrichsen, Planning and Zoning Administrator, presented an application for a variance from Austin Hanson for the following described property: Proposed Outlot 1 lying in the NW4NW4 27-154-85. The applicant is proposing to parcel Outlot 1, proposed Outlot 1 is 10.00 acres but it does not meet the requirement for access. This outlot is for future residential purposes. Ward County zoning applies with the public hearing/comment pending. PHN published in Minot Daily News and one mile mailing sent. No public comment was received. Planning Commission recommends approval based on findings of facts and staff recommendations.

Jeanne Hanson, current owner of the land, came forward and requested that the application be approved. No one else came forward to speak.

Moved by Comm. Pietsch, seconded by Comm. Anderson to close the public hearing at 9:37 AM. Roll call; all voted yes; motion carried.

A discussion was held regarding attaching the easement to the land rather than to a person to avoid any problems in the future if the property were to be sold.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve the Variance Application for Austin Hanson with the requirement of the addition of the lot number being added to the access easement prior to recording, thereby identifying the property rather than a person. Roll call; all voted yes; motion carried.

A Plat Application was submitted by Austin Hanson for the following described property: Proposed Outlot 1 lying in the NW4NW4 27-154-85. The applicant is proposing to parcel Outlot 1, proposed Outlot 1 is 10.00 acres but it does not meet the requirement for access. 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 and staff recommendations.

Moved by Comm. Pietsch, seconded by Comm. Anderson to approve the Plat Application for Austin Hanson contingent with meeting the requirements of the variance approved today. Roll call; all voted yes; motion carried.

A Plat Application was submitted by Roger Neshem for the following described property: Proposed Outlot 2 being a portion of SE4SE4 & NE4SE4 6-155-85. The applicant is proposing to parcel an outlot, proposed Outlot 2 is 11.00 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 and staff recommendations.

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

A Plat Application was submitted by Keith and Amy Neshem for the following described property: Proposed Outlot 2 being a portion of E2E2NE4 18-155-85. The applicant is proposing to parcel an outlot,

proposed Outlot 2 is 2.37 acres. This outlot is for future agricultural purposes. Ward County zoning applies with the township recommending approval. Planning Commission recommends approval based on findings of facts and staff recommendations.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the Plat Application for Keith and Amy Neshem as recommended by Planning & Zoning Committee. Roll call; all voted yes; motion carried.

A Plat Application was submitted by Matthew Olson for the following described property: Proposed Outlot 11 being a portion of NE4SW4 & SE4SW4 22-156-84. The applicant is proposing to parcel Outlot 11, proposed Outlot 11 is 48.43 acres. This outlot is for future agricultural purposes. Ward County zoning applies with the township recommending approval. Planning Commission recommends approval based on findings of facts and staff recommendations.

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

Tammy Terras appeared to discuss holiday pay and changes to the Personnel Policy. A discussion at the Personnel Committee meeting led to finding some language in the policy that needed to be updated to clarify. These clarification changes to the policy are being presented. There are actually no changes being made other than to the language for clarification purposes only.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve the changes made to the Personnel Policy as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler to add Martin Luther King Jr. Day as a paid holiday for the staff. Due to lack of a second, motion failed.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to allow the employees choose whether to take Martin Luther King Jr. Day off or take the day after Thanksgiving off. After further discussion, motion was withdrawn.

There was also a question from the Courts regarding Juneteenth and wondering the County's intention for this holiday. At this time, the County is choosing not to recognize Juneteenth as a paid holiday.

It was decided to move forward with a survey to poll the employees as to which 10 holidays they would like to observe for the calendar year.

Ms. Terras continued with the Personnel Committee recommendation regarding an employee appeal.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl that the appeal be denied and the investigation stand. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Weppler to approve the following payroll amendments: R. Neumiller, Highway; J. Berg, Jail; T. Crowe, Jail; E. Higbee, Library; C. Boteler, Library. Roll call; all voted yes; motion carried.

Jennifer Wiechmann, Emergency Management Director, appeared regarding the non-congregate COVID-19 positive shelter that she took over from Melissa Bliss. Ms. Wiechmann stated she will no longer be performing this service. Ms. Wiechmann will help with any grant funding to assist another entity to take over this project if needed.

A letter of support was requested by the Kenmare Park Board regarding an outdoor swimming pool in Kenmare.

Moved by Comm. Weppler, seconded by Comm. Pietsch to have the Chairman sign the letter of non-financial support from the Commissioners which was presented. Roll call; all voted yes; motion carried.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Anderson, seconded by Comm. Weppler to receive and file the following correspondence: Letter from City of Minot Planning Department, letter from Trinity Health Community Ambulance, and Ward County Department Head Minutes from December 15, 2021. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to accept the Court Facilities Improvement Advisory Committee letter and pass it on to the Facilities Director for further action. Roll call; all voted yes; motion carried.

Ms. Haman began the presentation regarding the ARPA Committee update. Ward County has received the first installment of funding in the amount of \$6,569,235.50. The second installment will be received in June 2022. A list of approved expenses by the County Commission was presented in the amount of \$38,878.57. Ms. Haman touched on each of the ARPA Taskforce Committee meetings as well as the internal funding requests grouped by proposed ARPA category.

Dana Larsen continued the presentation with external funding ideas. A couple different ideas included \$50,000.00 per township (total of \$2,850,000.00) or small city allocations based on population either with or without the \$50,000.00 minimum (total of \$2,604,500.00 and \$2,551,500.00 respectively).

Jennifer Wiechmann spoke regarding grant management. A heavy tracking system would be needed if monies were dispersed to many different areas. CliftonLarsonAllen, LLP quoted a one-time onboarding fee of \$5,000.00 and an annual access fee to an online portal of \$20,100.00 for 5 years (\$100,500.00). Reporting requirements for ARPA funding are required quarterly and this portal would be a great tool.

Ms. Haman finished the update with a review of the supplemental documents attached which included an example application and contract along with minutes from previous ARPA Task Force meetings.

Moved by Comm. Weppler, seconded by Comm. Pietsch to support claiming the \$10,000,000.00 revenue loss. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve entering into an agreement with CliftonLarsonAllen, LLP starting the grant management process involving setting up portal as presented upon the agreed upon initial fee of \$5,000.00 and \$20,100.00 each year for a 5-year total of \$100,500.00. After a brief discussion, the motion was withdrawn.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to set up a time for CliftonLarsonAllen, LLC to present to the Commission the grant portal capabilities sometime within the next 2 weeks. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Anderson to receive and file the ARPA Committee Update report. Roll call; all voted yes; motion carried.

Comm. Pietsch attended the Ward County Planning & Zoning meeting on January 20, 2022. No action was taken.

At 11:10 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 15TH DAY OF FEBRUARY, 2022

Chairman, Ward County Commission

ATTEST:
