

Minutes of the Board of Ward County Commissioners

February 15, 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 Weppler present. Also present were department heads Bradley Starnes, Brian Vangsness, Dana Larsen, Emily Burkett, Jason Blowers, Kerrienne Boetcher, Kristi Frederick, Kristin Kowalczyk, Marisa Haman, Noreen Barton, Roza Larson, and Tammy Terras.

Moved by Comm. Anderson, seconded by Comm. Pietsch to approve the agenda with the correction of item 2, Special Meeting date to February 7, 2022, and moving item 8F to item 7.5. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to approve the minutes from the regular Commission Meeting on February 1, 2022, and Special Commission Meeting on February 7, 2022. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Anderson to approve the regular bills totaling \$580,240.34 HS Zone Direct Cost Bills totaling \$18,751.37. Roll call; all voted yes; motion carried.

Bill List - 02/15/2022

	VENDOR: GENERAL BILLS	DESCRIPTION/DEPT: GENERAL BILLS	
DD	JP MORGAN	JP MORGAN--JANUARY 2022--MISC ITEMS	\$75,983.99
188032	ACME RENTS	DUMP TRAILER RENTAL--FACILITY MGMT	\$205.62
188033	ALL AMERICAN TROPHIES	PLAQUE--SHERIFF	\$32.00
188034	BURKETT, EMILY	4-H TRAVEL FOR JANUARY--EXTENSION SERVICE	\$153.84
188034	BURKETT, EMILY	4-H HORSE JUDGING - DENVER CO--EXTENSION SERVICE	\$130.70
188035	COVERTTRACK GROUP INC	SUBSCRIPTION--SHERIFF	\$600.00
187866	DESOUR VALLEY ECONOMIC DEV	2022 ALLOCATION --GENERAL	\$27,000.00
188036	ECOLAB PEST ELIMINATION INC	OFFICE/JAIL BUILDING--FACILITY MGMT	\$325.00
188037	ENERBASE FARMERS UNION/CENEX	UNLEADED FOR PICKUP--FACILITY MGMT	\$68.71
188037	ENERBASE FARMERS UNION/CENEX	FUEL, GAS, OIL--SHERIFF	\$10,021.25
188037	ENERBASE FARMERS UNION/CENEX	01/26/22 DIESEL--FACILITY MGMT	\$95.34
188037	ENERBASE FARMERS UNION/CENEX	01/26/22 DIESEL--FACILITY MGMT	\$31.94
188037	ENERBASE FARMERS UNION/CENEX	01/28/22 GAS FOR PICKUP--FACILITY MGMT	\$56.37
188037	ENERBASE FARMERS UNION/CENEX	01/28/22 DIESEL--FACILITY MGMT	\$203.73
DD	FIRST INTERNATIONAL BANK & TRUST	GENERAL CHECKING DEPOSIT SLIPS--GENERAL	\$76.00
188038	FIRST WESTERN INSURANCE	INV 98833 GENERAL LIABILITY POLICY--HUMAN SERVICES	\$9,077.00
188038	FIRST WESTERN INSURANCE	INV 98834 AUTO POLICY--HUMAN SERVICES	\$1,300.00
188039	HOFFARTH SANITATION	TRASH SERVICE--FACILITY MGMT	\$600.00
188040	IDEMIA IDENTITY & SECURITY USA LLC	LIVE SCAN MAINTENANCE--JAIL OPERATIONS	\$5,406.00
188041	KLJ ENGINEERING LLC	KLJ ENGINEERING HOURS--EMERGENCY MGMT	\$3,403.40
187910	KORRAL SUPPLY INC	DUMP TRAILER--FACILITY MGMT	\$14,500.00
DD	LARSON, ROZANNA C	WINTER STATES ATTORNEY CONFERENCE--STATES ATTORNEY	\$197.55
187867	MAKOTI DEVELOPMENT CORP	2022 ALLOCATION --GENERAL	\$9,000.00
188042	MARCO TECHNOLOGIES	SHARP COPIER - ANNUAL PAYMENT--EXTENSION SERVICE	\$4,861.00
188043	MIDSTATES WIRELESS	REMOVE VEHICLE EQUIPMENT--SHERIFF	\$250.00
DD	MORALES, RINA E. H.	WINTER STATES ATTORNEY CONFERENCE--STATES ATTORNEY	\$197.55

188044	ND COUNTY AUDITORS ASSOC.	2022 ANNUAL DUES--AUDITOR/TREAS	\$375.00
188045	ND DEPT OF CORRECTIONS & REHAB	HOUSING - JC--JUVENILE DETENTION	\$284.98
188046	NDACVSO	VSO CONFERENCE FEE--VET SERVICES	\$225.00
188046	NDACVSO	COUNTY NDACTVSO DUES--VET SERVICES	\$50.00
188047	REINHARDT SANDRA	CMT TRAINING 7 HOURS--JAIL OPERATIONS	\$315.00
DD	SORGEN, TIFFANY M	WINTER STATES ATTORNEY CONFERENCE--STATES ATTORNEY	\$197.55
187802	THOMAS LAW FIRM	INDIGENT DEFENSE - FEB 2022--GENERAL	\$2,000.00
188048	THORSRUD SUPPLY COMPANY INC	SOLENOID KIT FOR EXTENSION OFFICE DOOR--FACILITY MGMT	\$95.25
187801	TYLER TECHNOLOGIES INC	EXECUTIME PROJECT--HUMAN RESOURCES	\$260.00
188049	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$1,315.41
188049	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$183.60
188049	UNITED MAILING SERVICES INC	MAIL SERVICE JAN 10 - 21--EXTENSION SERVICE	\$196.58
188049	UNITED MAILING SERVICES INC	MAIL PROCESSING--HUMAN SERVICES	\$383.66
188050	VERIZON WIRELESS -VSAT	SEARCH WARRANT--SHERIFF	\$200.00
187923	WESTERN AGENCY INC	2022 GEN LIABILITY/AUTO/INLAND MARINE--INSURANCE	\$294,106.00
187803	WILHELM TIM	INDIGENT DEFENSE - FEB 2022--GENERAL	\$2,000.00
187924	XCEL ENERGY	ELECTRICITY ADMIN BLDG--FACILITY MGMT	\$9,510.57
187864	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MGMT	\$636.22
187864	XCEL ENERGY	ELECTRICITY ADMIN BLDG--FACILITY MGMT	\$124.65
187864	XCEL ENERGY	ELECTRICITY SOO LINE LOT--FACILITY MGMT	\$54.61
		Total General Bills	\$476,291.07
	VENDOR: PARK BILLS	PARK BILLS	
DD	JP MORGAN	JP MORGAN--JANUARY 2022--MISC ITEMS	\$350.20
187914	XCEL ENERGY	PUMP 401 PARK ROAD	\$77.55
		Total Park Board Bills	\$427.75
	VENDOR: VISION ZERO BILLS	VISION ZERO BILLS	
DD	JP MORGAN	JP MORGAN--JANUARY 2022--MISC ITEMS	\$559.28
DD	PATTERSON, KYLE D	FAMILY SAFETY FAIR - WATFORD CITY	\$28.00
DD-1098	WEX BANK	FUEL - 02/06/2022	\$46.15
		Total VISION ZERO Bills	\$633.43
	VENDOR: ROAD BILLS	ROAD BILLS	
DD	JP MORGAN	JP MORGAN--JANUARY 2022--MISC ITEMS	\$9,729.96
188004	AAA HEATING & SHEET METAL INC	REPLACE HEATER CONTROL BOARD - SAWYER	\$757.00
188005	ACME ELECTRIC INC	SWIVEL	\$83.98
188005	ACME ELECTRIC INC	DRILL BIT	\$19.99
188006	CLUTE OFFICE EQUIPMENT INC	PENS	\$17.99
188007	COMPUTER STORE INC	FUEL STATION CAMERA	\$1,784.00
188007	COMPUTER STORE INC	ELECTRIC UNIT	\$439.00

188008	DAKOTA FLUID POWER INC	HOSES	\$104.50
188008	DAKOTA FLUID POWER INC	PRESSURE WASHER PARTS	\$10.72
188009	DAKOTALAND AUTOGLASS	WINDSHIELD	\$185.00
187915	ECOLAB PEST ELIMINATION INC	PEST ELIMINATION	\$118.71
187915	ECOLAB PEST ELIMINATION INC	PEST ELIMINATION	\$275.00
188010	FARMERS UNION OIL CO	BROOM	\$6.49
188010	FARMERS UNION OIL CO	FUEL, GAS, OIL	\$6,575.01
188011	FARMERS UNION OIL CO - KENMARE	FUEL, GAS, OIL	\$5,431.22
188011	FARMERS UNION OIL CO - KENMARE	OIL FILTER	\$11.29
188012	FARSTAD OIL	ANTI-FREEZE	\$1,032.90
188013	FRONTIER PRECISION	VRS SUBSCRIPTION (SURVEY)	\$1,650.00
188014	GENERAL TRADING CO	FITTING	\$6.38
188014	GENERAL TRADING CO	FUNNEL, FITTINGS, GREASE	\$628.43
188015	GERDAU	FLAT IRON	\$969.64
187916	HOFFARTH SANITATION	SANITATION SERVICE	\$195.00
188016	JOHNSON CONTROLS	REPLACE BLOWER MOTOR - BLDG C	\$4,700.00
DD	LARSEN, DANA G	NDACE CONFERENCE DICKINSON	\$38.50
188017	LAWSON PRODUCTS INC	FITTINGS, BITS, ELBOWS	\$1,947.01
188017	LAWSON PRODUCTS INC	LUBRICANT	\$59.20
188018	MAINTENANCE PLUS INC	GENERAL CLEANING	\$1,418.04
188019	MARCO TECHNOLOGIES, LLC NW7128	WEBROOT SERVICE	\$72.00
187917	MDU - BISMARCK OFFICE	KENMARE SHOP	\$109.84
187917	MDU - BISMARCK OFFICE	IRON STORAGE WAREHOUSE	\$1,719.69
187917	MDU - BISMARCK OFFICE	200 72ND ST SE	\$2,415.23
187917	MDU - BISMARCK OFFICE	200 72ND ST SE ADMIN BLDG	\$728.99
187917	MDU - BISMARCK OFFICE	ADMIX WAREHOUSE	\$2,340.55
187917	MDU - BISMARCK OFFICE	ROC BUILDING	\$241.66
187917	MDU - BISMARCK OFFICE	BERTHOLD SHOP	\$411.44
188020	MENARDS - MINOT	SHOVEL, HEATERS	\$92.47
188020	MENARDS - MINOT	POST MOUNT	\$19.99
188020	MENARDS - MINOT	SOAP, FLOOR COMPOUND	\$33.81
187918	MINOT CITY OF, WATER DEPT	200 72ND ST SE	\$243.55
188021	NAPA AUTO PARTS	BATTERY, BULBS, FILTERS	\$817.82
188021	NAPA AUTO PARTS	FLUIDS	\$790.69
188022	ND ASSOC OF COUNTIES	DRUG - ALCOHOL TESTING ANNUAL FEE	\$1,146.60
188023	ND DEPT OF TRANSPORTATION.	BRIDGE INSPECTION	\$976.60
188024	NORTH DAKOTA ONE CALL	ONE CALL LOCATES	\$18.75
187919	NORTH PRAIRIE RURAL WATER	DOUGLAS SHOP	\$56.09
188025	NORTHWEST TIRE & RETREAD INC	TIRES, REPAIRS, MOUNTING	\$1,133.51
187920	OTTERTAIL POWER CO	SAWYER SHOP	\$71.82
188026	RDO/POWERPLAN	REPLACE CAMSHAFT, REMOVE AND REPLACE HEADS	\$10,497.90
DD	SCHMIT, TRAVIS L	NDACE CONFERENCE DICKINSON	\$38.50
188027	SIGN SOLUTIONS USA	SIGNS/POSTS	\$17,432.96
188028	SOURCE ONE SUPPLY INC	CARBIDES	\$438.74
187921	SRT	OFFICE TELEPHONE	\$540.81
188029	SUNDRE SAND & GRAVEL INC	SALT SAND - KENMARE	\$1,650.90
188029	SUNDRE SAND & GRAVEL INC	SALT SAND	\$13,832.71
188030	TRI N PROPANE	SAWYER SHOP	\$717.91
187922	VERIZON CONNECT NWF INC	MONTHLY CHARGE	\$391.56

188031	WESTLIE MOTOR CO	BRAKE REPAIR, CHECK ENGINE, RELAY, HARNESS	\$5,710.04
		Total Road Bills	\$102,888.09

GRAND TOTAL	\$580,240.34
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Major Paul Olthoff, Jail Commander, appeared regarding the contracts for boarding inmates for the cities of Kenmare, Berthold, and Surrey.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve the Contracts for Boarding Inmates for Kenmare, Berthold, and Surrey as presented. Roll call; all voted yes; motion carried.

Kelly Haugan from Emergency Management appeared regarding the 2022 Ward County Emergency Operations Plan update. There were some minor grammar and wording changes and the name of the Minot Community Ambulance was changed to Trinity First Response Ground.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl to approve the 2022 Ward County Emergency Operations Plan update and to have the Chairman sign. Roll call; all voted yes; motion carried.

Tammy Terras, Human Resources Director, appeared regarding pay amendments.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the following payroll amendments: L. Schachtschneider, Jail; P. Cooper, Jail; C. Hammer, Highway. Roll call; all voted yes; motion carried.

Dana Larsen, Highway Engineer appeared regarding Chip Seal and Micro Surfacing project. The micro surfacing project would be on County Road 9, County Road 10, and County Road 9A in the Berthold area. The chip seal is on County Road 6 between Carpio and Highway 83.

Moved by Comm. Pietsch, seconded by Comm. Anderson to authorize the Highway Department to bid the Micro Surfacing project on County Road 9, 10, and 9A and to bid the Crack and Chip Seal Project on County Road 6. Roll call; all voted yes; motion carried.

Mr. Larsen continued with the HB 1505 Bridge Funding. Ward County has received \$693,000 for the engineering and replacement of a bridge located on a township road just south of the City of Sawyer and would like to advertise for engineering services for the design with a goal of bidding the project for construction in 2023.

Moved by Comm. Anderson, seconded by Comm. Pietsch to authorize the Highway Department to advertise for engineering service to replace the bridge located 1-mile south of the City of Sawyer. Roll call; all voted yes; motion carried.

In regard to the Ward County Bridge Repair and Replacement Policy, Mr. Larsen discussed the old and new policy. There are a few upgrades to the newer policy with the two biggest changes being related to cost share requirements. This new policy would eliminate cost share for bridge repair and maintenance, but would create a cost share for larger culverts and projects with multiple pipes with a total end area of more than 30 square feet.

Moved by Comm. Pietsch, seconded by Comm. Fjeldahl to approve the new resolution to Ward County Bridge Repair and Replacement Policy. Roll call; all voted yes; motion carried.

Mr. Larsen and Auditor/Treasurer Marisa Haman appeared and spoke about the most recent ARPA meeting with questions regarding allocation of internal/external funds.

Moved by Comm. Wepler to hire CliftonLarsenAllen, LLP for use of the online grant portal. Motion dies for lack of a second.

A discussion was held on using an outside source for the online portal as well as looking internally for creation of a database.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve managing an online portal internally and creating an internal database utilizing Ward County staff. Roll call; Fjeldahl, Pietsch, and Anderson all voted yes; Wepler and Rostad voted no; motion carried.

A discussion was held on the next steps for the online portal and application process both internally and externally as well as a discussion on the allowable spending categories.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve Dana Larsen visiting with his staff to research managing an online portal and creating an internal database with an estimate of hours and costs involved, and to bring these findings to the next Commission meeting in 2 weeks. Roll call; all voted yes; motion carried.

Ms. Haman continued with her agenda items.

In regard to the letter from Department of the Air Force, Comm. Wepler will contact Minot Task Force 21 to see if Ward County can be of any assistance.

Moved by Comm. Fjeldahl, seconded by Comm. Wepler to receive and file the following correspondence: Letter from Water Resources regarding Water Development Plan and letter from Department of the Air Force regarding GBSD Deployment Program. Roll call; all voted yes; motion carried.

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

Moved by Comm. Anderson, seconded by Comm. Pietsch to receive and file the 2021 Annual Report from the Ward County Recorder's Office. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl to approve the final designation of 2022 polling locations. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Pietsch to accept the Auditor Office Front Counter Bid from Minot Sash & Door in the amount of \$26,775.00. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl to approve using American Rescue Plan Act Funds for any balance over budget regarding the Auditor Office Front Counter being installed by Minot Sash & Door. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Wepler to approve adopting the language to be voted on for the Home Rule Charter as presented by North Dakota State's Attorney Roza Larson. Roll call; Fjeldahl, Wepler, Anderson, and Rostad all voted yes; Pietsch voted no; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to receive and file the Ward County Pledged Securities Report. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Fjeldahl to approve a duplicate warrant to be issued to Stuart Miles in the amount of \$75.00. Roll call; all vote yes; motion carried

Discussion on rescheduling the March 15, 2022 Commission Meeting but due to lack of a motion, the date remains March 15, 2022.

At 10:50 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 1ST DAY OF MARCH, 2022

Chairman, Ward County Commission

ATTEST:
