

Minutes of the Board of Ward County Commissioners
July 6, 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 present with Commissioner Weppler present by phone. Also present were department heads Brian Vangsness, Dana Larsen, Jason Blowers, Jennifer Wiechmann, Kristin Kowalczyk, Marisa Haman, Noreen Barton, Robert Roed, Roza Larson, and Tammy Terras.

Moved by Comm. Pietsch, seconded by Comm. Anderson to approve the agenda with the following addition: Raffle Permit received from Nodak Speedway Hall of Fame. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Pietsch to approve the minutes from Special Meeting on June 13, 2022 with changes to paragraph 4 stating a “state grant” and to paragraph 11 stating “provide \$350,000.00 in ARPA funds to purchase” and the Regular Commission Meeting on June 21, 2022. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the regular bills totaling \$199,616.76 and HS Zone direct cost bills totaling \$1,014.07. Roll call; all voted yes; motion carried.

REGULAR COMMISSION MEETING 07/06/2022 BILL LIST			
GENERAL BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
189065	AVI SYSTEMS INC	PARTS & SERVICE TO FIX FIRE PANEL IN ADMIN--FACILITY MGMT	\$ 1,156.60
189066	COMPUTECH INC	BATTERY BACK UP--GENERAL	45.00
189067	HIGH POINT NETWORKS	ARPA #14 VMWARE SERVER--IT	13,495.59
189007	INFORMATION TECHNOLOGY DEPT	ACTIVE DIRECTORY USER FEE--IT	120.15
189007	INFORMATION TECHNOLOGY DEPT	AZURE AD PLAN 2--IT	73.45
189007	INFORMATION TECHNOLOGY DEPT	SSL VPN CLIENT--IT	280.00
189007	INFORMATION TECHNOLOGY DEPT	STATE EXCHANGE EMAIL--IT	78.50
189007	INFORMATION TECHNOLOGY DEPT	WAN ACCESS--IT	510.00
189007	INFORMATION TECHNOLOGY DEPT	PEXIP VIRTUAL MEETING ROOM (AUDIO CONFERENCE)--IT	16.75
189068	JOHN'S CABINETS & WOODWORKS	ARPA #1 - CABINETS, COUNTER, WALL--EXTENSION SERVICE	650.00
189069	LIGHT AND SIREN	LIGHTBARS & OTHER CAR ACCESSORIES--SHERIFF	17,421.76
189070	MAHONEY, SAMANTHA	OVERNIGHT TRAVEL 6/20/22 - 6/23/22 BISMARCK--SHERIFF	122.50
189071	MARCO TECHNOLOGIES, LLC NW7128	MARCO SERVICE AGREEMENT 2/11/22 - 2-/10/25--RECORDER	3,564.00
189071	MARCO TECHNOLOGIES, LLC NW7128	ARPA #1 - CONFIGURATION CALL--EXTENSION SERVICE	1,202.50
189071	MARCO TECHNOLOGIES, LLC NW7128	ARPA #1 - CONFIGURATION CALL--EXTENSION SERVICE	300.00
189071	MARCO TECHNOLOGIES, LLC NW7128	ARPA #1 - CONFIGURATION CALL--EXTENSION SERVICE	400.00
189008	MDU - BISMARCK OFFICE	GAS FOR COURTHOUSE--FACILITY MANAGEMENT	575.89
189008	MDU - BISMARCK OFFICE	GAS FOR JAIL--FACILITY MANAGEMENT	1,150.15
189008	MDU - BISMARCK OFFICE	GAS FOR ADMIN--FACILITY MANAGEMENT	297.85
189008	MDU - BISMARCK OFFICE	GAS 900 BLDG--FACILITY MANAGEMENT	404.49
189008	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MANAGEMENT	67.74
189008	MDU - BISMARCK OFFICE	GAS COUNTY NORTH BLDG--FACILITY MANAGEMENT	24.75
189008	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MANAGEMENT	1,745.26
189072	MEDICARE CHOICE GROUP LLC	MEDICARE EDUCATIONAL BENEFIT--COMMISSIONERS	2,500.00
189073	NDAAO	E BREWER REGISTRATION/MEMBERSHIP FEE--TAX EQUALIZATION	140.00
189073	NDAAO	J MUTCHLER REGISTRATION/MEMBERSHIP FEE--TAX EQUALIZATION	140.00
189073	NDAAO	J STRAABE MEMBERSHIP FEE--TAX EQUALIZATION	30.00

189073	NDAAO	N METZIGIAN REGISTRATION/MEMBERSHIP FEE--TAX EQUALIZATION	140.00
189073	NDAAO	N BARTON REGISTRATION/MEMBERSHIP FEE--TAX EQUALIZATION	140.00
189009	NDAC - SUPERINTENDENTS	SUMMER CONFERENCE--SCHOOL SUPERINTENDENT	20.00
189074	NODLAND, CHAD C	INVOLUNTARY COMMITMENT CASE #082022-MH-00074--GENERAL	202.50
DD	PIETSCH, ELIZABETH C	OVERNIGHT TRAVEL 6/21/22-6/23/22 GRAND FORKS ND--RECORDER	251.56
189010	POST BOARD	LICENSE HAUG--SHERIFF	45.00
189010	POST BOARD	LICENSE MERCK--SHERIFF	45.00
189075	ROCHESTER ARMORED CAR CO INC	ARMORED CAR SERVICE--AUDITOR AND TREASURER	503.61
189076	SANFORD HEALTH	DR INGALLS MEETING FOR JUVENILE MATTER--STATES ATTORNEY	185.37
189011	THOMAS LAW FIRM	2022 INDIGENT DEFENSE JULY 2022--GENERAL	2,000.00
189012	TRINITY HEALTH	Q3 2022 CONTRACT -- CORONER--GENERAL	11,250.00
189013	TYLER TECHNOLOGIES INC	EXECUTIME PROJECT--HUMAN RESOURCES	260.00
189077	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	22.01
189077	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	691.29
189077	UNITED MAILING SERVICES INC	SERVICES--GENERAL	160.22
189077	UNITED MAILING SERVICES INC	POSTAGE--HUMAN RESOURCES	210.19
189077	UNITED MAILING SERVICES INC	SERVICES--HUMAN RESOURCES	75.91
189078	VANGUARD APPRAISALS INC	SERVICE FEE TO ARCHIVE 2021 PARCEL INFO--TAX EQUALIZATION	2,800.00
189079	WIDMER ROEL PC	AUDIT OF 2021 FINANCIAL STMTS THRU 5.31.22--GENERAL	3,500.00
189014	WILHELM TIM	2022 INDIGENT DEFENSE JULY 2022 --GENERAL	2,000.00
189015	XCEL ENERGY	ELECTRICITY 24/7 & JAIL FOR 2 MONTHS--FACILITY MANAGEMENT	25,928.16
189080	HAUGEN, DAVID G	2022 PRIMARY ELECTION - CANVASSING/MILEAGE	61.40
189081	KRAMER, REED	2022 PRIMARY ELECTION - CANVASSING/MILEAGE	100.37
189082	LUNDEEN, JAY	2022 PRIMARY ELECTION - CANVASSING/MILEAGE	65.73
189083	VIBETO, AMBER	2022 PRIMARY ELECTION - CANVASSING/MILEAGE	64.33
189084	ZABLOTNEY, TRAVIS	2022 PRIMARY ELECTION - CANVASSING/MILEAGE	61.99
Total General Bills:			\$ 97,297.57

PARK BOARD BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
189018	BURLINGTON ELECTRIC INC	PEDESTAL WORK - OLD SETTLERS PARK	\$ 161.50
189019	CIRCLE SANITATION	SANITATION SVC - OLD SETTLERS PARK	205.25
189019	CIRCLE SANITATION	SANITATION SVC - NELSON CARLSON LAKE	332.50
189063	GOOSENECK IMPLEMENT COMPANY	FILTERS, AIR CLEANERS	131.30
189064	MENARDS - MINOT	STRAP, HOOK, PLIERS	63.87
189064	MENARDS - MINOT	CONNECTER, PLIERS, BREAKER	171.48
189064	MENARDS - MINOT	BUCKET, CLEANERS	131.40
189064	MENARDS - MINOT	WEED & FEED	39.95
189020	XCEL ENERGY	UTILITIES	35.77
189020	XCEL ENERGY	UTILITIES - OLD SETTLERS PARK	150.95
189006	XCEL ENERGY	UTILITIES - OLD SETTLERS PARK	10.40
Total Park Board Bills:			\$ 1,434.37

ROAD/HIGHWAY BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
189040	ACME TOOLS GRAND FORKS	HANDLE, TOOL	\$ 99.98
189040	ACME TOOLS GRAND FORKS	FLOAT TOOL	159.99
189016	ARAMARK UNIFORM SERICES	JANITORIAL SVC	788.49
189041	BASIN SERVICE COMPANY	SALT, BRINE	1,012.50
189042	CAPITAL ONE TRADE CREDIT	WIRE, BOLTS, NUTS	29.16
189043	DAKOTA FLUID POWER INC	HOSES	133.43
189043	DAKOTA FLUID POWER INC	HOSES	341.26

189044	DAKOTALAND AUTOGLASS	TOUCH UP PAINT	10.99
189044	DAKOTALAND AUTOGLASS	ADHESIVE & TAPE	46.76
189045	FARMERS UNION HARDWARE	POLE, BRUSHES	83.32
189045	FARMERS UNION HARDWARE	SPRAYER	23.99
189045	FARMERS UNION HARDWARE	SPRAYER, BROOM	48.98
189046	FARMERS UNION LUMBER	ROD	8.26
189047	GERDAU	TUBING	30.90
189047	GERDAU	PLATES	3,240.00
189048	GRAVEL PRODUCTS INC	SANDBLASTING SAND	176.70
189049	HOUSTON ENGINEERING INC	ENGINEERING SERVICES - APP DEV	1,882.50
189049	HOUSTON ENGINEERING INC	GIS SUPPORT	37.50
189050	LOCATORS AND SUPPLIES INC	SAFETY JACKETS	292.51
189051	MDU - BISMARCK OFFICE	UTILITIES	57.89
189017	MDU - BISMARCK OFFICE	UTILITIES	349.68
189017	MDU - BISMARCK OFFICE	UTILITIES	352.51
189017	MDU - BISMARCK OFFICE	UTILITIES	262.92
189017	MDU - BISMARCK OFFICE	UTILITIES	234.64
189017	MDU - BISMARCK OFFICE	UTILITIES	28.29
189052	MENARDS - MINOT	WISE GRIP, HEX NUTS	90.46
189052	MENARDS - MINOT	TAPE, TOWELS, GREASE	80.88
189052	MENARDS - MINOT	PAINT, BATTERIES	88.06
189053	ND DEPT OF TRANSPORTATION.	PROGRESS EST #3	6,327.65
189054	NORMONT EQUIPMENT CO	EMULSION ASPHALT	2,260.00
189055	NORTHERN PLAINS EQUIPMENT CO I	KNOB, HOSE	43.24
189055	NORTHERN PLAINS EQUIPMENT CO I	FITTINGS, LOCK	66.76
189056	OTTERTAIL POWER CO	UTILITIES	173.40
189057	PROLAWN	LAWN CARE	238.00
189058	RDO EQUIPMENT CO	WALK N ROLL PACKERS	51,000.00
189059	RDO/POWERPLAN	WINDOWPANES	78.36
189059	RDO/POWERPLAN	BATTERY	807.62
189060	RYAN GMC INC	LINK	26.10
189060	RYAN GMC INC	SWITCH, LATCH	205.29
189061	SHERWIN-WILLIAMS	MATERIAL	10.18
189062	THE FOAM DEPOT INC	SPRAY FOAM SAWYER SHOP	29,232.40
189004	VERIZON CONNECT NWF INC	MONTHLY CHARGE	391.56
189005	XCEL ENERGY	UTILITIES	31.71
Total Road/Highway Bills:			\$ 100,884.82

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

GRAND TOTAL

\$ 199,616.76

Tammy Terras, Human Service Director, asked Sheriff Roed to present Shannon Larson, Admin. Coordinator, with her 20-year Service Award.

Dana Larsen, Highway Engineer, appeared regarding a 5-year lease agreement with Dakota Agronomy Partners.

Moved by Comm. Pietsch, seconded by Comm. Fjeldahl to approve the lease agreement between Ward County and Dakota Agronomy Partners, and authorize the Chairman to sign the agreement. Roll call; all voted yes; motion carried.

Travis Schmit, Assistant Highway Engineer, appeared to present the revised Memorandum of Agreement with Youthworks. The changes made to the document were discussed in detail.

Moved by Comm. Pietsch, seconded by Comm. Fjeldahl to remove the 5-year term time stipulation under item #3 in the revised Memorandum of Agreement with Youthworks. Roll call; all voted yes; motion carried.

Mr. Schmit continued with an update on American Rescue Plan Act funding. The remaining funds from the US Treasury have been received by the Ward County Auditor’s Office.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to send out the drafted Memorandum of Agreement to the applicants for approval and allow execution of funds to be dispersed if the applicants are able to meet the terms as set forth to them previously.

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

1. Property Owner qualifies for Farm Residence Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Peterson, Richard & Denise	LI220040000000 SE S22-153-86	27400 177 th Ave SW Makoti, ND 58756	2022	\$181,000	\$28,000	\$8,285	\$1,400
Skinningsrud, Oliver	CP27005U0300 00 N2SE S27-157-86	14801 296 th St NW Berthold, ND 58718	2022	\$302,000	\$58,000	\$13,880	\$2,900

2. Remove from tax roll, MH was destroyed in a fire:

Property wner	Description	Physical Address	Valuation Year	Old True & Full	Ne True & Full	Old Taxable Value	New Taxable Value
Keys, Jamie	MI5101839 Jefferson MHP Lot C12	3100 11 th Ave SE Lot C12 Minot, ND 58701	2022	\$3,000	\$0.00	\$135	\$0.00

3. 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
Harris, Joyce	MI27A160000223 The View on Lot 1 View Addn. Unit 223	2905 Elk Dr. Unit 223 Minot, ND 58701	2022	\$111,000	\$50,000	\$4,995	\$2,250
Hamilton Trust	MI27A160000104 The View on Lot 1 View Addn. Unit 104	2905 Elk Dr. Unit 104 Minot, ND 58701	2022	\$103,000	\$20,000	\$4,635	\$1,000
Hamilton Trust	MI27A160000104 The View on Lot 1 View Addn. Unit 104	2905 Elk Dr. Unit 104 Minot, ND 58701	2021	\$101,000	\$20,000	\$4,545	\$1,000

Hamilton Trust	MI27A160000104 The View on Lot 1 View Addn. Unit 104	2905 Elk Dr. Unit 104 Minot, ND 58701	2020	\$102,000	\$20,000	\$4,590	\$1,000

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

Ms. Barton also provided as information the New Growth and 2022 Valuations.

Item #8 was removed from the agenda.

Doug Diedrichsen, Planning & Zoning Administrator appeared regarding a Zoning Ordinance Amendment proposal. The Planning Commission made a motion to recommend that Ward County Commission adopt on first reading and set a date for second reading and public hearing. This is a compliance update requested during the Community Rating System, Full Cycle Verification process.

Moved by Comm. Fjeldahl, seconded by Comm. Anderson to approve on first reading and set a second reading and public hearing date of August 2, 2022. Roll call; all voted yes; motion carried.

Mr. Diedrichsen then presented the motion made by the Planning Commission to send the draft ordinance rewrite to the Ward County Commission for review and comment. Discussion on whether it may be helpful to have both commissions come together and discuss the document.

Moved by Comm. Anderson, seconded by Comm. Fjeldahl to have the Ward County Commissioners meet with the Planning and Zoning Commission at their next scheduled meeting on July 21, 2022 at 7:00 PM. Roll call; all voted yes; motion carried.

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

Moved by Comm. Pietsch, seconded by Comm. Wepler to approve the following payroll amendments: A. Zeluff, Juvenile Detention; A. Culver, Library; M. Toure, Detention; K. Mongold, Detention; and D. Walter, Weed. Roll call; all voted yes; motion carried.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to receive and file the following correspondence: First District Health Letter Notice to Remove and Highway Department Meeting Minutes from June 22, 2022. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Fjeldahl to approve nonfinancial support of the Resolution of Support for Region 2 submission for ND Regional Workforce Impact Program. Roll call; all voted yes; motion carried.

Ms. Haman presented an email from Captain Klug regarding office space in Ward County Courthouse or Administrative Building and what the set rate would be to the City of Minot to utilize each space. A discussion was held.

Moved by Comm. Anderson, seconded by Comm. Pietsch to send a letter to the City of Minot stating the offer would cover a certain percentage of maintenance and utility costs associated with the

use of the office space currently utilized by the Superintendent of Schools. Roll call; all vote yes; motion carried.

Discussion on external budget/levy requests was held. Ms. Haman advised entities regarding support of the poor may submit requests for funding within general budget. The board advised to accept requests with the assumption the request may or may not be approved.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve duplicate warrant to be issued to D. or C. Schmitt in the amount of \$1,723.54. Roll call; all vote yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Fjeldahl to approve the Special Event for Kenmare Country Club. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Pietsch to approve the Raffle Permits for North Dakota Equine Association and Nodak Speedway Hall of Fame. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to appoint Curt Olson as a member to the Ward County Reorganization Board to serve a 3-year term expiring June 20, 2025. Roll call; all voted yes; motion carried.

Moved by Comm. Pietsch, seconded by Comm. Anderson to notice the board opening for a second time regarding the Ward County Reorganization Board and hold any interviews at the conclusion of the August 2, 2022 meeting. Roll call; all voted yes; motion carried.

Ms. Haman confirmed budget hearing dates of July 26-27, 2022, beginning at 8:00 AM.

Moved by Comm. Pietsch, seconded by Comm. Anderson to send a notice to all employees that any reasonable offers are being accepted for the property located in Brian's Vangsness's office on the first floor of the Administrative Building. Roll call; all voted yes; motion carried.

At 10:31 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 19TH DAY OF JULY, 2022

Chairman, Ward County Commission

ATTEST:
