

Minutes of the Board of Ward County Commissioners
November 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, Dana Larsen, Emily Burkett, Jason Blowers, Kerianne Boetcher, Kristi Frederick, Kristin Kowalczyk, Lolly Gorze, Marisa Haman, Noreen Barton, Robert Roed, and Roza Larson.

Moved by Comm. Anderson, seconded by Comm. Weppler to approve the agenda with the following additions: Add 8G, National Opioid Settlement Allocation Notice and with the addition of election worker payments the regular bill amount goes up to \$601,811.26. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Pietsch to approve the minutes from the Regular Commission meeting on November 1, 2022. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Anderson to approve the regular bills totaling \$601,811.26 and HS Zone direct cost bills totaling \$14,550.85 with a change in the year of the Ford Explorers being purchased to 2022. Roll call; all voted yes; motion carried.

REGULAR COMMISSION MEETING 11/15/2022 BILL LIST			
GENERAL BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	OCTOBER 2022 TRANSACTIONS--SEE JP BILL LIST	\$ 96,106.67
190132	ADVANCED BUSINESS METHODS	ANNUAL COPIER MAINT CONTRACT 11/1/22-10/31-23--AUDITOR	1,068.70
DD	BJELLAND, ELLEN M	LYFT - NEAFCS CONFERENCE--EXTENSION SERVICE	21.75
DD	BJELLAND, ELLEN M	UBER - NEAFCS CONFERENCE--EXTENSION SERVICE	42.92
DD	BLED SOE, GREGORY S	OVERNIGHT TRAVEL 10/19/22-10/20/22 BISMARCK--SHERIFF	38.50
DD	BRUMMUND, PAIGE F	DAY TRIPS 9/6/22-9/27/22 SEPT TRAVEL--EXTENSION SERVICE	423.77
DD	BRUMMUND, PAIGE F	OVERNIGHT TRAVEL 9/18-9/19/22 DICKINSON/MEDORA--EXTENSION	299.38
DD	BRUMMUND, PAIGE F	DAY TRIPS 10/3/22-10/17/22 OCT TRAVEL--EXTENSION SERVICE	195.63
DD	BRUMMUND, PAIGE F	OVERNIGHT TRAVEL 10/31/22-11/03/22 FARGO--EXTENSION SERVICE	269.38
190133	BURLINGTON RURAL FIRE DISTRICT	ARPA PROJ #69 SNOW EQUIP/TRUCK PLOW--COMMISSIONERS	8,000.00
190134	BURLINGTON RURAL FIRE DISTRICT	ARPA PROJ #70 DIVE EQUIP - SCUBA ONE 10/10/22--COMMISSIONERS	11,780.00
190135	DACOTAH PAPER CO	TAMPAX FOR JAIL--FACILITY MANAGEMENT	381.36
190135	DACOTAH PAPER CO	MAXI PADS FOR JAIL--FACILITY MANAGEMENT	1,123.40
190136	ECOLAB PEST ELIMINATION INC	PEST CONTROL FOR JAIL--FACILITY MANAGEMENT	325.00
190085	ENERBASE FARMERS UNION/CENEX	GAS FOR PICKUP--FACILITY MANAGEMENT	397.13
190137	ES & S INC	GENERAL 2022 - BALLOTS--GENERAL	12,790.52
190137	ES & S INC	SHIPPING--GENERAL	1,300.83
190138	HIGH POINT NETWORKS	SERVER MEMORY (2) 32GB128GB--IT	539.10
190086	HOFFARTH SANITATION	TRASH SERVICE FOR OCTOBER--FACILITY MANAGEMENT	600.00
190139	INFORMATION TECHNOLOGY DEPT	DP 521 - WAN ACCESS--IT	510.00
190139	INFORMATION TECHNOLOGY DEPT	DP 602 - AZURE AD PLAN 2--IT	56.50
190139	INFORMATION TECHNOLOGY DEPT	DP 645 - STATE EXCHANGE EMAIL--IT	65.25
190139	INFORMATION TECHNOLOGY DEPT	DP 650 - SSL VPN CLIENT--IT	300.00

190139	INFORMATION TECHNOLOGY DEPT	DP 853 - ACTIVE DIRECTORY USER FEE--IT	141.75
190139	INFORMATION TECHNOLOGY DEPT	TC 381 - PEXIP VIRTUAL MEETING ROOM (AUDIO CONFERENCE)--IT	16.75
DD	JEMTRUD, KEVYN E	OVERNIGHT TRAVEL 11/1/22-11/2/22 DICKINSON--SHERIFF	35.00
190140	KASSON, SEAN BRADLEY	CONTRACT ATTORNEY 9/19/22 - 10/23/22--STATES ATTORNEY	999.49
190141	MIDSTATES WIRELESS	CABLE ROOF MOUNT--SHERIFF	58.00
DD	MILLER, KEITH D	OVERNIGHT TRAVEL 10/24/22-10/28-22 BISMARCK--SHERIFF	122.50
DD	MILLER, KEITH D	OVERNIGHT TRAVEL 10/31/22-11/4/22 BISMARCK--SHERIFF	122.50
DD	MINOT RURAL FIRE DEPT	ARPA PROJ #77 800 MHZ RADIOS--COMMISSIONERS	50,000.00
DD	MORELLI, LAURA L	DAY TRIPS 10/11/22-10/28/22 OCT TRAVEL--EXTENSION SERVICE	11.94
190142	MOUNTAIN PLAINS YOUTH SERVICES	ARPA PROJ #30-ELECTRICAL PANEL/BOILER RPRS--COMMISSIONERS	13,258.00
190143	NATIONAL ASSOCIATION OF COUNTIES	ANNUAL COUNTY NACO DUES 1/1/23-12/31/23--AUDITOR	1,234.00
190144	ND NEWSPAPER ASSOCIATION	2X PUBLICATION OF MEASURE ANALYSIS - GEN 2022--GENERAL	174.59
190145	NDAE4-HWY	BRUMMUND - MEMBERSHIP DUES STATE & NATIONAL--EXTENSION	100.00
190145	NDAE4-HWY	BURKETT - MEMBERSHIP DUES STATE & NATIONAL--EXTENSION	100.00
DD	OLTHOFF, PAUL J	OVERNIGHT TRAVEL 10/19-10/20/22 BISMARCK--JUVENILE DETENTION	176.00
DD	OSTRUM, RYAN L	OVERNIGHT TRAVEL 10/19/22-10/20/22 BISMARCK--SHERIFF	38.50
DD	OTT, SHIRRELL W	DAY TRIPS 10/14/22-10/31/22 OCT TRAVEL--EXTENSION SERVICE	61.76
DD	OTT, SHIRRELL W	NDSU WELCOME SIGN--EXTENSION SERVICE	39.00
189986	REHAB SERVICES, INC.	2022 ALLOCATION - 4TH QUARTER--GENERAL	3,000.00
190146	REINHARDT SANDRA	CMT TRAINING 10/13/22--JAIL OPERATIONS	135.00
DD	SCHILLER, TAYLOR S	OVERNIGHT TRAVEL 10/24/22-10/28/22 BISMARCK--SHERIFF	122.50
DD	SCHILLER, TAYLOR S	OVERNIGHT TRAVEL 10/31/22-11/4/22 BISMARCK--SHERIFF	122.50
190147	SEACHANGE PRINT INNOVATIONS	ENERAL 2022 PUBLICATION BALLOT--GENERAL	394.00
DD	SIPPLE, IAN D	OVERNIGHT TRAVEL 10/19/22-10/20-22 BISMARCK--SHERIFF	38.50
DD	SORGEN, TIFFANY M	OVERNIGHT TRAVEL 10/31-11/03/22 BOSTON MA--STATES ATTORNEY	215.90
189987	THOMAS LAW FIRM	2022 INDIGENT DEFENSE - NOVEMBER 2022--GENERAL	2,000.00
190049	TYLER TECHNOLOGIES INC	EXECUTIME - MAINT & LIC 12/1/22-11/30/23--HUMAN RESOURCES	8,032.50
190049	TYLER TECHNOLOGIES INC	EXECUTIME - TRAINING 9/28/22 & 9/30/22--HUMAN RESOURCES	780.00
190087	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	201.92
190087	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	67.09
190050	UNITED MAILING SERVICES INC	POSTAGE--EXTENSION SERVICE	45.77
190050	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	26.10
190050	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	1,069.83
190050	UNITED MAILING SERVICES INC	SERVICES--GENERAL	289.60
DD	VISTE, LEAH J	OVERNIGHT TRAVEL 10/31-11/03/22 BOSTON MA--STATES ATTORNEY	215.90
190148	WESTLIE MOTOR CO	2022 FORD EXPLORER VIN #1FM5K8AB0NGB75096--SHERIFF	34,556.40
190148	WESTLIE MOTOR CO	2022 FORD EXPLORER VIN #1FM5K8AB8NGB75096--SHERIFF	34,556.40
189988	WILHELM TIM	2022 INDIGENT DEFENSE - NOVEMBER 2022--GENERAL	2,000.00
DD	WOOSTER, NICHOLAS H	UNIFORM ALLOWANCE --SHERIFF	59.10
190088	XCEL ENERGY	ELECTRICITY ADMIN BLDG--FACILITY MANAGEMENT	8,081.69

189989	XCEL ENERGY	ELECTRICITY JAIL--FACILITY MANAGEMENT	16,611.11
189989	XCEL ENERGY	ELECTRICITY JAIL--FACILITY MANAGEMENT	151.63
Total General Bills:			\$ 316,099.01

PARK BOARD BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	OCTOBER 2022 TRANSACTIONS--SEE JP BILL LIST	\$ 1,330.80
190080	NORTH PRAIRIE RURAL WATER	UTILITIES	66.55
190081	RESERVATION TELEPHONE COOPERAT	INTERNET NELSON CARLSON	107.00
190129	SIGN SOLUTIONS USA	SIGN TALBOTTS	184.02
190130	SIGNSTODAY	SIGNS - OLD SETTLERS	77.00
190082	SRT	INTERNET SERVICE	99.90
190082	SRT	INTERNET SERVICE	99.90
190131	WARD COUNTY HIGHWAY DEPT	MAINTENANCE	8,113.10
190083	XCEL ENERGY	UTILITIES	38.37
Total Park Board Bills:			\$ 10,116.64

ROAD/HIGHWAY BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	OCTOBER 2022 TRANSACTIONS--SEE JP BILL LIST	\$ 972.98
190103	AMERICAN TRUCK & TRAILER	FRAME CLIP	4.50
190104	ARAMARK UNIFORM SERICES	JANITORIAL SERVICES	788.49
190105	CENTRAL DAKOTA SPRINKLER	WINTERIZE SPRINKLERS	150.00
190106	CURB 2 CURB LLC	RAILROAD ARROWS-COUNTY RD 1 & 2	9,120.00
190107	DAKOTA FLUID POWER INC	HOSE ASSEMBLY	30.95
190108	EAPC ARCHITECTS ENGINEERS	PROFESSIONAL SERVICES 7/31/22-8/27/22	19,629.29
190108	EAPC ARCHITECTS ENGINEERS	PROFESSIONAL SERVICES 08/28/22-09/24/22	67,621.46
190070	ENERBASE FARMERS UNION/CENEX	DIESEL, GREASE	8,591.99
190070	ENERBASE FARMERS UNION/CENEX	MOWING HEAD	21.99
190109	FARDEN CONSTRUCTION INC	EST 5 - CR 14	65,233.70
190071	FARMERS UNION OIL CO	BOLTS	0.61
190071	FARMERS UNION OIL CO	GASOLINE, DIESEL	7,455.03
190072	FARMERS UNION OIL CO - KENMARE	FILTERS, BULB, BLOW GUN, ADAPTERS	101.62
190072	FARMERS UNION OIL CO - KENMARE	GASOLINE, OIL	564.34
190072	FARMERS UNION OIL CO - KENMARE	REPAIR FLAT TIRE	29.99
190110	GENERAL TRADING CO	TOWELS, CLEANERS, SILICONE, TIRE TOOL	288.29
190073	HOFFARTH SANITATION	SANITATION SERVICE	195.00
190111	HOUSTON ENGINEERING INC	PROFESSIONAL SERVICE - TRACKING APP	1,312.50
DD	LARSEN, DANA G	TITLE & REGISTRATION - 2 UNITS	44.00
190112	LAWSON PRODUCTS INC	CONNECTORS, WASHERS	665.36
190113	MAINTENANCE PLUS INC	GENERAL CLEANING, SUPPLIES	1,436.58
190114	MARCO TECHNOLOGIES, LLC NW7128	WEBROOT SERVICE	72.00

190115	MAYO CONSTRUCTION CO, INC	PROJECT FINAL - CR 9 & CR 10	20,272.97
190116	MC GEE, HANKLA & BACKES	LEAGAL SVC - BRIDGE	1,314.00
190074	MDU - BISMARCK OFFICE	UTILITIES	70.01
190074	MDU - BISMARCK OFFICE	UTILITIES	67.52
190117	MENARDS - MINOT	DRIVERS, LIGHTS	23.96
190117	MENARDS - MINOT	TITE FOAM, RAFTER SQUARE	31.97
190117	MENARDS - MINOT	FENCE POST	44.98
190117	MENARDS - MINOT	POST HOLE DIGGER	24.99
190117	MENARDS - MINOT	CORDS, BATTERIES	121.82
190117	MENARDS - MINOT	BRUSHES, STAIN	97.04
190118	MINOT CITY OF, LANDFILL	DUMPING FEE	10.00
190075	MINOT CITY OF, WATER DEPT	WATER - SEWER	96.49
190119	NAPA AUTO PARTS	CLEANER, POSTS, WRENCH	87.45
190119	NAPA AUTO PARTS	FILTERS, IGNITION COIL, BULB, HEADLAMP	275.37
190076	NORTH PRAIRIE RURAL WATER	UTILITIES	55.13
190120	NORTHERN PLAINS EQUIPMENT CO I	CABLE	378.00
190120	NORTHERN PLAINS EQUIPMENT CO I	THROTTLE	157.50
190121	NORTHWEST TIRE & RETREAD INC	TIRES - REPAIRS	3,039.59
190122	OTIS ELEVATOR CO INC	SVC CONTRACT INC	125.00
190077	OTTERTAIL POWER CO	UTILITIES	44.28
190123	PARKLAND USA CORP DBA FARSTAD OIL	DIESEL	32,043.01
190123	PARKLAND USA CORP DBA FARSTAD OIL	GASOLINE	8,022.54
190123	PARKLAND USA CORP DBA FARSTAD OIL	GREASE	313.92
190124	RDO/POWERPLAN	REPLACE FUEL PRIMER & RELAY	3,124.34
190124	RDO/POWERPLAN	CYLINDER	72.01
190124	RDO/POWERPLAN	SUPPORT, ELEMENT	1,361.31
190125	SIGN SOLUTIONS USA	MAILBOX SUPPORTS	182.17
190078	SRT	OFFICE TELEPHONE	537.00
190126	SWANSTON EQUIPMENT CO	SEEDER RENTAL	200.00
190126	SWANSTON EQUIPMENT CO	FLUIDS	241.72
190126	SWANSTON EQUIPMENT CO	FILTERS	92.66
190126	SWANSTON EQUIPMENT CO	BLADE KIT	897.88
190126	SWANSTON EQUIPMENT CO	FILTER	104.57
190126	SWANSTON EQUIPMENT CO	GLASS DOOR	271.53
190127	TRI N PROPANE	PROPANE HEAT	116.35
190079	VERIZON WIRELESS - NJ PO	CELL PHONE SERVICE & CELL PHONE	1,209.69
190128	WESTLIE MOTOR CO	FUEL FILTER	1,326.48
190128	WESTLIE MOTOR CO	TARP MOTOR, STRAPS, LATCH, SOCKETS	2,132.26
190128	WESTLIE MOTOR CO	JET KIT, RETURNED MUD FLAPS	(151.06)
DD	WEX BANK	GASOLINE	54.62
Total Road/Highway Bills:			\$ 262,821.74

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
DD	JP MORGAN	OCTOBER 2022 TRANSACTIONS--SEE JP BILL LIST	\$ 1,375.90
190084	VERIZON WIRELESS - NJ PO	CELL PHONE	47.42

		Total Vision Zero Bills:	\$ 1,423.32
		GRAND TOTAL	\$ 590,460.71

Lolly Gorze, Human Resources Director, asked Sheriff Roed to come forward to present a 10-year Service Award to Jason Kraft and to have Chairman Rostad recognize Julie Eisenbraun for her 10 years of service.

Emily Yanish, Development Director for Youthworks, appeared to give an update. With the ARPA funds provided by Ward County, a home in SW Minot was purchased for their short-term care and assessment center. Certification was given for this home as well as shelter care authorization on September 2, 2022. Due to necessary separation of delinquent vs. non-delinquent youth, the center has been double staffed about 10% of the time up to this point. There are a few challenges such as maintaining part-time staff, maintaining 2 schedules of staff (of which funding is in place for only a 1-year grant), and a final challenge of utilization of Children in Need of Services (CHINS) at the center. Ms. Yanish is hopeful this service will be utilized more in the future upon further understanding of the shelter services.

Moved by Comm. Anderson, seconded by Comm. Fjeldahl to hold a meeting with Mountain Plains Youth Services, dba Youthworks, during the first Commission meeting in July of each year to review the MOU with Youthworks to cover any questions either party may have. Motion amended to hold a meeting with Mountain Youth Services no later than July of each year and to also include the Sheriff's Department, Human Service Zone, and any other entities necessary to review the MOU with Youthworks. Roll call; all voted yes; motion carried.

Dana Larsen, Highway Engineer, spoke to the Annual County Maintenance Certification on Federal Aid projects.

Moved by Comm. Weppler, seconded by Comm. Pietsch to have the Auditor, Commission Chairman, and County Highway Engineer/Supervisor sign the Maintenance Certification and return to the NDDOT. Roll call; all voted yes; motion carried.

Discussion on Highway 52 widening project and the possibility of expanding Highway 52 between Minot to Voltaire to a 4-lane. Mr. Larsen will look at ideas and plans and bring this item up at the next Commission meeting.

Human Resources Director Lolly Gorze appeared regarding separations and position changes.

Ms. Gorze continued with the open Emergency Manager position. Ms. Gorze recommended interviewing the top 5 candidates, with two of the interviews being online due to the applicants being located out of state.

Moved by Comm. Weppler, seconded by Comm. Fjeldahl to interview the top 5 candidates for the Emergency Manager position on December 7, 2022 beginning at 8:00 AM. Roll call; all voted yes; motion carried.

In regard to the 911 Coordinator position, Ms. Gorze inquired who the Commission would like to sit on the hiring committee for this position.

Moved by Comm. Anderson, seconded by Comm. Fjeldahl to set the interview date the last week of November or first week in December. Motion was amended to December 19, 2022 for an interview date with the full Commission and the new director. Motion was finally amended for the 911 Coordinator

position to be interviewed on December 19, 2022 by Comm. Rostad, plus one other commissioner appointed by Comm. Rostad, as well as the Emergency Management Director and the City of Minot's Dispatch Manager. Roll call; all voted yes; motion carried.

Lastly Ms. Gorze spoke to setting a date for Department Head reviews.

Moved by Comm. Wepler to set the Department Head reviews for December 14, 2022 at 8:00 AM. Motion dies due to lack of second.

Moved by Comm. Fjeldahl, seconded by Comm. Anderson to set the Department Head reviews for November 22, 2022 from 8:00 AM to 1:00 PM and November 23, 2022 from 8:00 AM to 1:00 PM. Roll call; all voted yes; motion carried.

Auditor/ Treasurer Marisa Haman appeared.

Moved by Comm. Wepler, seconded by Comm. Anderson to receive and file the following correspondence: Economy at a Glance November 2022; letter dated November 1, 2022 from ND Water Users Association; State of North Dakota Voting Process Security Assessment. Roll call; all votes yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Pietsch to receive and file Monthly Reports including financials. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Pietsch to approve a County Deed from a tax sale. Roll call; all voted yes; motion carried.

Moved by Comm. Fjeldahl, seconded by Comm. Wepler to approve the redemptions on foreclosed property and have the Chairman sign the Quit Claim Deeds as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Wepler to approve the raffle permit for Harley Owners Group – Minot Chapter. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to hold a special meeting for end of year bill list approval on December 29, 2022 at 8:00 AM. Roll call; all voted yes; motion carried.

Roza Larson, State's Attorney, discussed the National Opioid Settlement Allocation Notice in which the Commissioners need to decide whether to retain all funds allocated to Ward County or to allocate to other entities. The Ward County amount is \$8,093.68.

Moved by Comm. Wepler, seconded by Comm. Pietsch to retain the allocated National Opioid Settlement Funds in Ward County for use in drug assistance. Roll call; all voted yes; motion carried.

At 10:08 AM with no further business, the meeting recessed until interview.

At 10:24 interview began with Nathan Amick.

Moved by Comm. Pietsch, seconded by Comm. Anderson to reappoint Nathan Amick to the All Seasons Arena Board. Roll call; all voted yes; motion carried.

At 10:32 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 6TH DAY OF DECEMBER, 2022

Chairman, Ward County Commission

ATTEST:
