

AGENDA FOR THE BOARD OF WARD COUNTY COMMISSIONERS

Tuesday, September 5, 2023

9:00 a.m. – Regular Commission Meeting

Pledge of Allegiance

Call to Order – Chairman Fjeldahl

Order of Business

Roll Call

1. Approve Agenda
2. Review and approve the minutes from the Regular Commission Meeting on August 15, 2023 and Budget Hearing Minutes from July-August, 2023
3. Review and approve the regular bills totaling \$7,905,108.30 and HS Zone direct cost bills totaling \$13,484.41
4. Public Hearing - Doug Diedrichsen
 - A.) Variance
 - B.) Special Use Permit
- 4.5 Human Service Zone
 - A.) WCHSZ Human Resources Addendum
 - B.) WCHSZ 2024 Budget
 - C.) WCHSZ Letter
5. Robert Roed – Ward County Sheriff
 - A.) JPA between McKenzie County and Ward County
6. Noreen Wilkie – Director of Tax Equalization
 - A.) Tax Roll adjustments and items for consideration
7. Doug Diedrichsen, Planning and Zoning Administrator
 - A.) Plat applications
8. Lolly Gorze – Human Resources Director
 - A.) Pay Amendments
9. Marisa Haman – Auditor/Treasurer
 - A.) Receive and file the following correspondence: Letter from Court Facilities Improvement Advisory Committee dated August 24, 2023; Department Head Meeting Minutes for July 26, 2023 and August 16, 2023; MPO Steering Committee Minutes for June 28, 2023; July 14, 2023; and August 24, 2023
 - B.) Approval of hunting permission on Ward County property
 - C.) Approval of Gaming Site Authorization for Pheasants for the Future, Inc.
 - D.) Approval of Raffle Permit for South Prairie Athletic Boosters, Dakota Patriot Pac, and Rodeo Minot LLC
10. Board interview – 9:30 AM

Minutes of the Board of Ward County Commissioners
August 15, 2023

The regular meeting of the Ward County Commission was called to order by Chairman/Commissioner Fjeldahl at 9:00 AM with Commissioners Anderson, Olson, Rostad, and Weppler present. Also present were department heads Brian Vangsness, Dana Larsen, Derrill Fick, Jodi Johnson, Kelly Haugan, Kerriane Boetcher, Kristin Kowalczyk, Lolly Gorze, Marisa Haman, Noreen Wilkie, and Roza Larson.

Moved by Comm. Anderson, seconded by Comm. Weppler to approve the agenda with the following additions: Add to 8A, AGT Foods ribbon cutting and open house email and Ballantyne Addition neighborhood email. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Olson to approve the minutes from the Regular Commission Meeting on August 1, 2023. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Olson to approve the regular bills totaling \$574,762.76 and HS Zone direct cost bills totaling \$17,534.64. Roll call; all voted yes; motion carried.

Ryan Ackerman, President of Ackerman/Estvold, appeared with a Souris River Joint Board update. Mr. Ackerman stated in regard to flood protection, Phase MI-5 construction will continue heavily through 2024. Two milestones include the completion of Tierrecita Vallejo phase with the levy substantially complete as well as in Burlington, the project as a whole is substantially complete. Mr. Ackerman stated there will be a community BBQ and ribbon cutting in Burlington on September 19, 2023 and that ribbon cutting was done on a Sawyer bridge earlier this year. There are more bridges which will be bid out later this fall into next year. On the design side, Phase MI-4 is stalled at the moment but hoping in the fall of 2024 this phase will be ready to be bid out. Phases MI-6 and MI-7 encompassing downtown through Roosevelt Zoo and out to Burdick, the design will be 100% complete by the end of the year and construction will be bid out January 2024 with a 2-1/2 to 3-year construction cycle. Mr. Ackerman stated MI-6 and MI-7 are fully funded and MI-4 there may be a small piece that is not currently funded.

Major Paul Olthoff, Ward County Detention Center, spoke to a Grant Agreement between Division of Juvenile Services and Ward County Detention Center. This is a pilot program which gives officers on the street a better idea if they are able to put people into Juvenile Detention.

Moved by Comm. Weppler, seconded by Comm. Rostad to approve the Grant Agreement as presented. Roll call; all voted yes; motion carried.

Dana Larsen, Ward County Highway Engineer, appeared regarding approval for construction engineering for bridge replacement on County Road 5. The interview committee recommended KLJ to perform the construction engineering for the project.

Moved by Comm. Anderson, seconded by Comm. Olson to select KLJ to perform the construction engineering on the bridge replacement on County Road 5 on the northeast side of Donnybrook and authorize the chairman to sign the engineering contract. Roll call; all voted yes; motion carried.

Lolly Gorze, Human Resources Director, appeared with the following pay amendments: M. Warnke, Juvenile; A. Hardy, Jr., Juvenile; L. Peterson, Facilities; and K. Barille, State's Attorney.

Moved by Comm. Weppler, seconded by Comm. Rostad to approve the payroll amendments as presented. Roll call; all voted yes; motion carried.

Ms. Gorze also updated the Commission regarding posted job openings.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Olson, seconded by Comm. Anderson to pull the Ballantyne email and receive and file the following correspondence: Economy at a Glance July 2023 and AGT Foods ribbon cutting and open house email. Roll call; all voted yes; motion carried.

Discussion on Ballantyne Addition neighborhood and weed situation. An earlier Liaison meeting determined the city and county should form a joint committee outside of the Liaison for situations such as this. Dana Larsen spoke to this issue and stated that legally there is nothing the County can do to remedy this situation at this time. Derrill Fick also spoke to the issue and stated he can contact the owner to see if they will mow the property.

Moved by Comm. Weppler, seconded by Comm. Anderson to receive and file the Ballantyne Addition neighborhood email but to look further into the committee. Roll call; all voted yes; motion carried.

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

Moved by Comm. Anderson, seconded by Comm. Weppler to approve the Certificate and Resolution to pay off the 2017 bonds and approve the Chairman and Auditor to sign. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Weppler to approve the Raffle Permit for Brian Duncan Benefit. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Olson to approve Comm. Weppler as the County Delegate for NDACo. Roll call; all voted yes; motion carried.

At 9:47 AM with no further business, the meeting was adjourned.

Minutes of the Board of Ward County Commissioners

Budget Hearing

July 18, 19, and 27, 2023

August 3 and August 9, 2023

Chairman Fjeldahl called the special budget hearing meeting to order at 1:36 p.m. on July 18, 2023. The purpose of the meeting was to hear the 2024 Department budget requests. Present were Comm. Weppler, Comm. Rostad, Comm. Anderson and Comm. Olson.

Emily Burkett, 4-H Youth Development Agent, appeared with the preliminary budget for NDSU Extension. The copier lease has been moved from office supply to office equipment. Office supplies have gone up \$2,050.00. Salaries are down due to a retirement this year. Overall budget is up approximately \$3,000.00

Director of Tax Equalization Noreen Barton presented her departments 2024 preliminary budget to the Commission. Ms. Barton is budgeting for a new color copier/printer that will be shared with Planning and Zoning. ARC GIS license is down \$2,000.00.

Ms. Barton also presented the preliminary budget for Planning and Zoning. ARC GIS license is down \$250.00. Overall preliminary budget is up due to salary.

Human Resource Director Lolly Gorze appeared with the preliminary HR budget. Office supplies, Tyler maintenance fees, and Executime have been moved down to office software. Salaries have dropped approximately \$10,000.00.

State's Attorney Roza Larson presented her department budget. Travel remained the same. Supplies are down due to electronic filing. Cell phones are up \$3,100.00 with the purchase of 4 more phones. There are increases in salaries and the final budget is up \$315,474.00.

Ms. Larson also discussed attorney salaries with the Commissioners. The States Attorney office had three attorney openings last year which could not be filled. One of those openings has been changed to an investigator which has been working out well. There are openings remaining but no qualified applicants. Ms. Larson states they are staffed at bare minimum with attorneys and she would like to adjust salaries in order be able to recruit and retain staff.

Sheriff Robert Roed presented his departments preliminary budget. With the use of a bulk tank, fuel and gas are down \$10,000.00. Copy machine maintenance is up \$500.00. New World Maintenance agreement is up approximately \$5,000.00. Radio system maintenance is down \$17,000.00 to zero. Radio replacement is down from \$20,000.00 to \$15,000.00. Vehicle setup is up \$5,000.00. Search warrants are up \$500.00 and First Aid Kits are down \$500.00. Less lethal/lethal weapons (Tasers) are up approximately \$20,000.00. Salaries are higher.

Major Paul Olthoff presented the Ward County Detention preliminary budget. Operating costs are up \$92,000.00. Uniforms are down \$5,000.00. Office equipment is also down \$28,000.00 due to Eaton batteries not needed each year. Repairs and maintenance is a large increase, up \$130,000.00. This is due to the Accurate Control Contract in which computers directly related to cameras need to be replaced or cameras will not be able to be serviced in our facility. Guardian software went up slightly. Salaries are up.

In regard to 24/7, Major Olthoff stated everything was pretty much the same but with increased salary.

Major Olthoff continued with the preliminary budget for the Juvenile Detention Center. Uniforms stayed at \$3,100.00. Office equipment went down approximately \$5,000.00. Medical has increased \$840.00. Operating costs went down 6% and salaries went up 8%. Preliminary budget is up \$61,283.00. Major Olthoff also discussed being short employees.

Recess was called at 3:45 PM until tomorrow.

Session reconvened at 8:00 AM on Wednesday, July 19, 2023.

Bradley Starnes, Director of Veteran Services presented his 2024 preliminary budget which is pretty much the same as last year. Office supplies are up as well as salaries.

Library Director Kerriane Boetcher presented the County Library preliminary budget for the 2024 calendar year. There is a new position being added for a 15-hour work week in Kenmare as well as a position for the bookmobile. An employee who has been in the library 17 years is being moved up from a grade 5, step 1 to a grade 5, step 4. These changes have contributed to the increase in salaries. The bookmobile replacement is up \$35,000.00.

Facilities Management Director Brian Vangsness discussed his department's preliminary budget with the Commission. Mr. Vangsness states he has one employee retiring in September, another one leaving for a job with more money, and a third who was let go due to a previous work injury that made them unable to work. Supplies and utilities are both up quite a bit. Mr. Vangsness is also hoping to purchase tools of the employee who is retiring. Heat/cool maintenance went up from \$30,550.00 to \$68,000.00. Various maintenance contracts are up as well.

Emergency Management Director Kelly Haugan appeared with his 2024 preliminary budget. Office supplies and office equipment are each down \$5,000.00. Miscellaneous went down \$10,000.00 with the help of two internal desks. Health insurance is up in part due to the change of coverage by employees. Overall preliminary budget is down around \$13,000.00.

Ryan Summers, 911 Coordinator, presented his 2024 preliminary budget. One area with a large increase is dispatch operations due to moving their office and new dispatch positions, up \$261,112.00 from 2023. Motorola Radio and Tower maintenance is up \$58,000.00 with new equipment purchased for

Central Dispatch added to this service contract. Mr. Summers will continue to budget \$37,000.00-\$40,000.00 for the VHS system until it is fully ready to be shut down. Travel is up \$4,000.00 due to leasing of vehicle. One area that went down \$80,000.00 was the dispatch contingency fund.

Superintendent of Schools Jodi Johnson stated she did not increase any fund groups. Budget increase is due to salary and benefits.

Kristin Kowalczyk, County Recorder, presented the Recorder's Office 2024 preliminary budget. Her budget remains basically the same with only salary increases. The Document preservation fund is available for the recorder's office needs. A couple older cabinets may be replaced this year using this fund.

Recess at 9:57 AM.

Reconvened at 10:17 AM

IT Director Jason Blowers presented his department's budget. Overall the preliminary budget is up, mainly due to security. Cell phone upgrades up \$800.00. Email Archiver server is up \$18,000.00 due to ours being at end of life. Administration building stairwell access control added at \$9,913.00. Agenda video software came in at \$17,900.00. Mr. Blowers is still trying to get Ward County switched to Office 365. Remainder items are about the same as last year with salary and benefit increases. Total budget is up \$90,492.00.

County Engineer Dana Larsen reviewed the Park preliminary budget, which is up \$15,000.00. The swim beach has been a huge success. He stated income from camping was approximately \$10,000.00. There is more maintenance with the bathrooms being added. Capital improvements are up \$20,000.00.

Mr. Larson touched on Rushville Township. The township is slowly coming out of the red and the needed tax levy is \$118,769.84.

The Highway Department's 2024 budget was presented by Mr. Larsen. Materials and services are up \$300,000.00. Construction is up approximately 2 million. Mr. Larsen stated there are a few open positions at the moment. Salaries and benefits are up as well. Mr. Larsen addressed how salaries for Ward County are low and need to be adjusted to entice employees to fill positions.

Vision Zero stayed the same with an increase in salary and benefits per Mr. Larsen.

Derrill Fick, Weed Control Officer, spoke to his department's budget. Chemicals are up \$2,000.00, spraying is up \$1,000.00, and contractors are up \$1,000.00. Mr. Fick gave an update on drones.

State's Attorney Roza Larson reported on salary ranges for attorneys in North Dakota.

Recess for lunch was called at 11:53 AM.

Session was reconvened at 1:00 PM.

Auditor Ms. Haman presented her 2024 preliminary budget. Travel is up \$500.00. Armored car is up \$300.00.

De Sour Valley Economic group was represented by Andy Fimrite. They are requesting \$70,700.00. They are almost complete with their picnic shelter in place. There have been a few issues with the splash pad and they are hoping to have this open soon. Mr. Fimrite stated they would like to put in a pickleball court.

Mark Schumaker from Ward County Soil Conservation appeared. This economic group asked communities what their needs were and received feedback which they placed into a long-range plan. Ward County Soil Conversation is focusing on community outreach and help educate the citizens of Ward County. They have helped support John Hoeven Elementary School and provided materials for The Lord's Cupboard Food Pantry garden. Youth education is also an area where Ward County Soil Conversation supports with a soil tunnel, Eco-Ed, and Eco-Envirothon. The Ward County Soil Conversation has a tree planting service, and 60,992 linear feet of trees (11.5 miles) were planted in total in Ward County this past year. There were also 13,500 trees sold and planted at 121 locations in the county this last year. Mr. Schumaker stated the Ward County Soil Conservation is asking for a budget amount of \$219,100.00, which is up 4.6%.

Alechia Neubauer appeared from Berthold Economic Development Corporation. Ms. Neubauer stated they are looking at purchasing land to help with housing in the area.

Ryan Ackerman presented for the Souris River Joint Board and are requesting the amount of \$700,000.00. Mr. Ackerman gave an update on projects in the area. In regard to flood control, the community of Burlington will be fully protected soon. The legislature appropriated 76.1 million dollars for flood control and of that 76 million, 12 million will go to the City of Minot directly to fund their acquisition program. The balance goes to the Souris River Joint Board for acquisitions outside of Minot and to fund the design and construction activities associated with the project itself.

Discussion on budget amounts.

Meeting was recessed until 8:00 AM on July 27, 2023.

Reconvened budget hearings at 8:00 AM on Thursday, July 27, 2023, with all Commissioners present. Also present were department heads Brian Vangsness, Dana Larsen, Emily Burkett, Jason Blowers, Kelly Haugan, Kerriane Boetcher, Kristin Kowalczyk, Marisa Haman, Noreen Wilkie, and Robert Roed.

The first area addressed were Historical Societies.

Moved by Comm. Wepler, seconded by Comm. Anderson to leave Historical Societies at 2023 level except for Ryder which would be \$2,500.00. The totals would be \$16,000.00 for Lake Region,

\$15,000.00 for Makoti, \$2,500.00 for Ryder, and \$47,000.00 for Ward County Historical. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to leave all the Economic Development Corporations at last year's amounts which would be: Berthold \$25,000.00, De Sour \$30,000.00, Kenmare \$27,000.00, Makoti \$10,000.00, Minot Area Chamber EDC \$63,000.00, and Ward County Promotional/Advertising 500.00. Comm. Wepler, Anderson, Rostad, and Fjeldahl voted yes; Comm. Olson voted no; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to start Visit Minot at \$90,000.00. Roll call; Comm. Wepler voted yes, Comm. Olson, Anderson, Rostad, and Fjeldahl voted no. Motion failed.

Moved by Comm. Rostad, seconded by Comm. Wepler to remove the \$120,000.00 request from Visit Minot and start at \$75,000.00. Motion withdrawn.

Moved by Comm. Olson, seconded by Comm. Anderson to remove Visit Minot from the preliminary budget. Roll call; Comm. Olson and Anderson voted yes; Comm. Rostad, Wepler, and Fjeldahl voted no; motion failed.

Moved by Comm. Fjeldahl, seconded by Comm. Rostad to cap Visit Minot in the preliminary budget at \$60,000.00. Roll call; Comm. Fjeldahl, Rostad, Wepler, and Olson voted yes; Comm. Anderson voted no; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to approve Souris Basin Planning at last years' budget amount of \$39,000.00. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve the District Court in the amount of \$13,115.00. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to approve the amount of \$47,259.00 for Domestic Violence Crisis Center. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to approve \$12,500.00 for Community Service/Restitution. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve Project Bee's request at same as last year which was \$34,850.00. Roll call; Comm. Wepler, Rostad, and Olson voted yes; Comm. Anderson and Fjeldahl voted no; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to approve the attendant care at \$69,600.00. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, secondary by Comm. Wepler to approve contingency miscellaneous after reducing MPO budget portion \$5,000.00 and reducing transfer to employee benefits down \$25,000.00, leaving a preliminary budget amount of \$120,595.00. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Olson to accept the Coroner budget at \$160,000.00. This increased figure includes funding two new death investigator positions.

Moved by Comm. Weppler, seconded by Comm. Olson to reduce co-owned property maintenance to \$23,000.00 per Ms. Haman's recommendation. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Olson to approve Garrison Diversion, Senior Citizens, and Soil Conservation at amounts requested. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Rostad to approve Assiniboine River Basin at \$7,500.00. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad, seconded by Comm. Weppler to approve North Dakota State Fair budget at \$400,000.00 and Water Resource at \$950,000.00. Roll call; Comm. Rostad, Weppler, Olson, and Fjeldahl voted yes; Comm. Anderson voted no; motion carried.

Moved by Comm. Weppler, seconded by Comm. Olson to fund Souris River Joint Board at \$670,000.00. Roll call; all voted yes; motion carried.

Dana Larsen, Ward County Engineer, appeared to discuss taking \$100,000.00 out of materials and services and move to construction within his department.

Ms. Haman spoke to the overall mill levy being up 5.5 mills which is \$3,036,000.00. Budget is up from last year \$4,788,000.00. The mill value last year was \$356,140.00 and this year it is \$371,330.00.

Ms. Haman then spoke to the employee benefits stating a proposed 2.5 step increase as well as 3.5% COLA (a total of 6%), a 12% increase in health insurance premiums, and a 1% increase in PERS retirement for the county contribution.

At present preliminary budget, the impact for a \$225,000.00 home would show a \$56.00 increase. Ag values would be up \$27.00 a quarter.

Recess at 9:46 AM until next meeting on August 3, 2023, at 8:30 AM.

Reconvened budget hearings at 8:32 AM on Thursday, August 3, 2023, with all Commissioners present. Also present were Dana Larsen, Kelly Haugan, Kristin Kowalczyk, Lolly Gorze, Marisa Haman, Noreen Wilkie, Robert Roed, and Roza Larson.

State's Attorney Roza Larson, appeared to discuss increases in attorney's salaries in order to retain staff and to help fill the open positions. Ms. Larson would like to make these increases effective immediately and also apply COLA in January, 2024. A discussion was held.

Moved by Comm. Rostad, seconded by Weppler to approve the request by Ms. Larson as presented. Roll call; all voted yes; motion carried.

Further discussion on the budget. Decreasing mills for the Highway Department and lowering salary increase were discussed. Also spoke to having the department heads go through their budgets further.

Highway Engineer Dana Larson spoke to the legislature taking some of the funds from the legacy fund and adding additional dollars in to the highway distribution fund which is under the cash carryover for his department.

Lolly Gorze, Human Resources, spoke to the requested step increase for employees. Each step is a 2.5% pay increase which moves people up towards a midpoint to keep within the salary study guidelines. The step increase rewards people for their years of service and helps with retention.

Moved by Comm. Anderson, seconded by Comm. Olson to reduce the requested salary increase of 6% to 3%, being 2.5% in step increase and 0.5% in COLA. Roll call; Comm. Anderson and Fjeldahl voted yes; Comm. Rostad, Weppeler, and Olson voted no; motion failed.

Discussion on County North gas bill being budgeted at \$9,000.00 when last year's budget was \$2,400.00. Ms. Haman will discuss with Facility Management Director Brian Vangsness.

Moved by Comm. Fjeldahl, seconded by Comm. Anderson to reduce the Highway Department to 9 mills. Roll call; all voted yes; motion carried.

At this point, it is requested for the Department Heads to look at areas to further reduce their budgets.

The next budget meeting has been set for Wednesday, August 9 at 8:30 AM.

Recess at 9:46 AM until next meeting at 8:30 AM on Wednesday, August 9, 2023.

Reconvened budget hearings at 8:30 AM on Wednesday, August 9, 2023, with all Commissioners present. Also present were Brian Vangsness, Dana Larsen, Derrill Fick, Emily Burkett, Jason Blowers, Kelly Haugan, Kerrienne Boetcher, Lolly Gorze, Marisa Haman, Robert Roed, and Roza Larson.

Facilities Management Director Brian Vangsness spoke to a construction company who will be doing work from September 6 through the middle of November, 2023 on Valley Street (chip and seal project) and would like to rent space on the west side of NDSU Extension for a semi and possibly 10 other trucks. An agreement shall be brought before the board once completed.

Moved by Comm. Rostad, seconded by Comm. Anderson to approve rental of space west of NDSU Extension as presented. Roll call; all voted yes; motion carried.

Auditor Marisa Haman spoke to several changes to the budget made by Department Heads. E911 revenue has been increased due to update from the City of Minot. With the bond, the Highway levy can be brought down to 8 mill with using sales tax money. LATCF funding of \$100,000.00 has been added as extra income. Facilities Management was reduced by around \$100,000.00. Total mill levy right

now is at 61.71, which is 2.35 over last year and in 2021 it was 61.86. The County has a 2017 Jail Bond which can be paid off early with an interest savings of \$500,000.00-\$600,000.00.

Moved by Comm. Wepler, seconded by Comm. Olson to follow the advice of our auditor based on advice received on bonds and pay off the 2017 bond, transfer the money from the 2017 construction fund, and reduce the Highway budget to 8 mills. Roll call; all voted yes; motion carried.

Jodi Johnson entered the meeting at 8:51 AM.

Moved by Comm. Wepler, seconded by Comm. Olson to reduce the Commissioner Contingency Fund to \$25,000.00. Roll call; all voted yes; motion carried.

Ms. Haman gave an update on the preliminary budget. Total mill levy is at 61.11, total levy dollars are \$22,006,736.00, and budget total is \$61,367,328.00.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the changes made to the 2024 preliminary budget. Roll call; all voted yes; motion carried.

At 8:59 AM with no further business, the meeting was adjourned.

REGULAR COMMISSION MEETING 09/05/2023 BILL LIST

GENERAL BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
	ABRA MINOT	VEHICLE REPAIR - 2021 DODGE DURANGO MC695900--SHERIFF	\$402.70
	ABRA MINOT	VEHICLE REPAIR - 2021 DODGE DURANGO MC695923--SHERIFF	\$1,090.81
	BALCO UNIFORMS CO INC	NAME TAG - TOLLEFSON--SHERIFF	\$10.95
	BARTON, NOREEN A	OVERNIGHT 08/07/23-08/10/23 BISMARCK--TAX EQUALIZATION	\$236.42
	BEKKA'S BUTTONS	HEMS REINFORCED, HOLES PATCHED, ZIPPER--SHERIFF	\$60.00
	BERTHOLD, CITY OF	ARPA PROJ #62 PMT #2 - WATER/SEWER PROJ - MOORE ENG--COMMISSIONERS	\$29,110.86
	BERTHOLD, CITY OF	ARPA PROJ #62 PMT #2 - WATER/SEWER PROJ - WAGNER CONST--COMMISSIONERS	\$271,339.14
	BRUMMUND, PAIGE F	DAY TRIPS 06/02/23-06/30/23 JUNE MONTHLY TRAVEL--EXTENSION SERVICE	\$151.97
	BRUMMUND, PAIGE F	DAY TRIPS 07/12/23-07/31/23 JULY DAILY TRAVEL--EXTENSION SERVICE	\$167.68
	BURKETT, EMILY	OVERNIGHT 07/30/23-08/03/23 WASHBURN--EXTENSION SERVICE	\$155.90
	BURKETT, EMILY	DAY TRIPS 07/07/23-07/29/23 JULY DAILY TRAVEL--EXTENSION SERVICE	\$19.21
	BURKETT, EMILY	OVERNIGHT 07/10/23-07/13/23 WISCONSIN--EXTENSION SERVICE	\$126.20
	COLE PAPERS INC	BATH TISSUE--FACILITY MANAGEMENT	\$4,428.76
	DAKOTA SUPPLY GROUP	PVC WET & FAST CEMENT--FACILITY MANAGEMENT	\$30.40
192147	ENERBASE FARMERS UNION/CENEX	FUEL, CAR WASHES--SHERIFF	\$10,892.43
192129	ENERBASE FARMERS UNION/CENEX	MONTHLY GAS BILL - JULY--TAX EQUALIZATION	\$65.41
	FIRST WESTERN INSURANCE	NOTARY BOND - LYNAE SCHROEDER--GENERAL	\$50.00
	FIRST WESTERN INSURANCE	NOTARY BOND - M LEHNER--SHERIFF	\$50.00
	GRAPHICS LETTERING & TRIM	REMOVE DECALS #4--SHERIFF	\$260.00
	GRAPHICS LETTERING & TRIM	REMOVE DECALS #13--SHERIFF	\$260.00
	HOW, EMILY	DAY TRIPS 07/06/23-07/31/23 JULY DAILY TRAVEL--EXTENSION SERVICE	\$242.94
	INDIGO SIGNS	NDSU EXTENSION SIGN - 2ND INSTALLMENT--COMMISSIONERS	\$3,800.00
	INFORMATION TECHNOLOGY DEPT	NETMOTION--SHERIFF	\$283.60
	KALIX	DOCUMENT DESTRUCTION--STATES ATTORNEY	\$183.15
	KASSON, SEAN BRADLEY	CONTRACT ATTORNEY 7/3/23-8/6/23--STATES ATTORNEY	\$1,124.90
192141	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MANAGEMENT	\$135.92
192141	MDU - BISMARCK OFFICE	NATURAL GAS JAIL--FACILITY MANAGEMENT	\$402.44
192141	MDU - BISMARCK OFFICE	NATURAL GAS ADMIN BUILDING--FACILITY MANAGEMENT	\$100.94
192141	MDU - BISMARCK OFFICE	GAS 900 BLDG--FACILITY MANAGEMENT	\$228.14
192141	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MANAGEMENT	\$24.75
192141	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MANAGEMENT	\$1,233.68
192130	MDU - BISMARCK OFFICE	GAS COUNTY NORTH BLDG--FACILITY MANAGEMENT	\$24.00
	MOWBRAY & SONS INC	HEAT PUMPS FOR ADMIN BUILDING--FACILITY MANAGEMENT	\$14,997.00
	MURRAY, JAMES K	SHIPPING CHARGES FROM SPEE-DEE DELIVERY--FACILITY MANAGEMENT	\$12.00
	ND DEPT HUM SERV	INMATE MEDICAL - MAY 2023--JAIL OPERATIONS	\$14,255.37
	ND DEPT HUM SERV	INMATE MEDICAL - JAIL MEDICAID - MARCH 2023--JAIL OPERATIONS	\$1,482.47
	NDBOA SECRETARY/TREASURER	2023 ANNUAL MEMBERSHIP DUES - BUILDING INSPECTOR--TAX EQUALIZATION	\$50.00
	NDSU DEPT 3110	RETRACTABLE BANNER STAND - MASTER GARDENER--EXTENSION SERVICE	\$238.00
192148	POST BOARD	LIMITED LICENSE - KYLEE CROWDER--SHERIFF	\$45.00
	ROCHESTER ARMORED CAR CO INC	ARMORED CAR SERVICE - AUGUST 2023--AUDITOR AND TREASURER	\$501.20
	ROSTAD, JAMES A	DAY TRIP 08/09/23 KENMARE--COMMISSIONERS	\$62.88
192049	SC DEPT OF MOTOR VEHICLES	CERT COPY DRIVERS ABSTRACT & SUSP NOTICES 51-23-CR-00489--STATES ATTY	\$12.00
	SECRETARY OF STATE	NOTARY APPLICATION FEE - LYNAE SCHROEDER--GENERAL	\$36.00
	STRAABE, JULIE A	OVERNIGHT 08/08/23-08/10/23 BISMARCK--TAX EQUALIZATION	\$199.42
	SUMMIT FOOD SERVICES LLC	JULY MEALS FOR JUVENILE DETENTION--JUVENILE DETENTION	\$1,183.80
	SUMMIT FOOD SERVICES LLC	INMATE MEALS - JULY 2023--JAIL OPERATIONS	\$46,760.72
	THE SIDWELL COMPANY	REMAINDER GIS CADASTRAL MAP MAINT SERV AGREEMENT 7/1/23-6/30/24--GENERAL	\$795.00
192152	THOMAS LAW FIRM	2023 INDIGENT DEFENSE - SEPT 2023--GENERAL	\$2,000.00
	TURNKEY CORRECTIONS	LAW LIBRARY--JAIL OPERATIONS	\$183.00
	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--JAIL OPERATIONS	\$147.60
	TURNKEY CORRECTIONS	DEBIT CARD FEES--JAIL OPERATIONS	\$106.00
	TURNKEY CORRECTIONS	LAW LIBRARY--JAIL OPERATIONS	\$172.00
	TURNKEY CORRECTIONS	BLANK CHECKS--JAIL OPERATIONS	\$52.00
	TURNKEY CORRECTIONS	INDIGENT SUPPLIES--JAIL OPERATIONS	\$122.75
	TURNKEY CORRECTIONS	DEBIT CARD FEES--JAIL OPERATIONS	\$89.00
192153	UNITED MAILING SERVICES INC	POSTAGE--EXTENSION SERVICE	\$15.53
192153	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	\$12.94
192153	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	\$121.39
192153	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	\$44.75
192142	UNITED MAILING SERVICES INC	POSTAGE--GENERAL	\$553.26
192142	UNITED MAILING SERVICES INC	SERVICES--GENERAL	\$143.69
192131	UNITED MAILING SERVICES INC	SERVICES--EXTENSION SERVICE	\$15.87
192131	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	\$140.87
192131	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	\$58.14
192131	UNITED MAILING SERVICES INC	POSTAGE--HUMAN SERVICES	\$204.32
192131	UNITED MAILING SERVICES INC	SERVICES--HUMAN SERVICES	\$78.48
	US BANK CM-9690	TAX REFUNDING BOND 2020 PAYMENT - INTEREST--BOND	\$45,875.00
	US BANK CM-9705	PAYOFF GO BONDS SERIES 2017A--BOND	\$7,400,359.70
	VISCOCKY, CASEY W	OVERNIGHT 08/14/23-08/15/23 DETROIT MI--SHERIFF	\$74.20
	WARD COUNTY HIGHWAY DEPT	FLOOD/FORECLOSURE COUNTY PROPERTY MAINT - JUNE & JULY--GENERAL	\$613.73
	WESTERMAN, DUSTIN R	OVERNIGHT 08/14/23-08/15/23 DETROIT MI--SHERIFF	\$74.20
192154	WILHELM TIM	2023 INDIGENT DEFENSE - SEPT 2023--GENERAL	\$2,000.00
192132	XCEL ENERGY	ELECTRICITY SOO LINE PARKING LOT--FACILITY MANAGEMENT	\$37.46
192132	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MANAGEMENT	\$1,286.00
192132	XCEL ENERGY	ELECTRICITY 900 COLD STORAGE BLDG--FACILITY MANAGEMENT	\$27.16
192143	XCEL ENERGY	ELECTRICITY 425 BLDG--FACILITY MANAGEMENT	\$114.03
192143	XCEL ENERGY	ELECTRICITY COURTHOUSE--FACILITY MANAGEMENT	\$5,199.06
192143	XCEL ENERGY	ELECTRICITY JAIL--FACILITY MANAGEMENT	\$9,655.40

		Total General Bills:	\$7,876,901.69

PARK BOARD BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
	CAPITAL ONE TRADE CREDIT	EYE BOLTS, HEX NUTS	\$56.88
	MENARDS - MINOT	TRASH CANS, INSECT KILLER, WASP & HORNET KILLER, REFLECTIVE LETTERS	\$66.85
	MENARDS - MINOT	PARACORD, LIGHTERS	\$10.47
	MINOT RESTAURANT SUPPLY	TOILET PAPER - RICE LAKE	\$34.90
	OLSON, DARRELL D	MEETING DUES 08/01/23	\$50.00
	SIGNSTODAY	DISK GOLF COURSE SIGNS - TALBOTT	\$462.00
192155	XCEL ENERGY	UTILITIES - ELECTRIC - OLD SETTLERS PARK	\$35.13
192155	XCEL ENERGY	UTILITIES - ELECTRIC - OLD SETTLERS PARK	\$447.91
		Total Park Board Bills:	\$1,164.14

ROAD/HIGHWAY BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
	BASIN SERVICE COMPANY	BRINE SOLUTION FOR TANKS	\$1,433.75
	BECHTOLD PAVING INC	6.09 TONS HOT MIX	\$602.91
	BECHTOLD PAVING INC	21.41 TONS HOT MIX	\$2,119.59
	BECHTOLD PAVING INC	22.42 TONS HOT MIX	\$2,219.58
	CAPITAL ONE TRADE CREDIT	ANCHOR, U-BOLTS, SNAP LINK, SPRING SNAPS	\$75.45
	CAPITAL ONE TRADE CREDIT	GRINDING WHEELS & SPARK LIGHTER	\$25.58
	DAKOTA FLUID POWER INC	BOWIE PUMP #77	\$2,136.23
	DAKOTA FLUID POWER INC	COUPLERS, BRASS CAP, PLUG #2112	\$405.56
	DAKOTA FLUID POWER INC	PRESSURE WASHER HOSE ASSY	\$272.16
	DAKOTALAND AUTOGLASS	GLASS ON ROAD GRADER #94A	\$133.90
	EAPC ARCHITECTS ENGINEERS	BLDG C ADDN REDESIGN - PROF SVCS 6/25/23-7/29/23	\$7,189.96
	GENERAL TRADING CO	SILICONE	\$12.60
	GENERAL TRADING CO	WASHER FLUID	\$111.60
	KLJ ENGINEERING LLC	PROJ 2203-01255.1 BRIDGE #51-117-20.3 SERVICES THRU 8/12/23	\$441.32
	LAWSON PRODUCTS INC	WASHERS, LOCK NUTS, HEX CAP SCREWS	\$1,131.05
192156	MDU - BISMARCK OFFICE	UTILITIES - ELECTRIC - KENMARE	\$57.19
192156	MDU - BISMARCK OFFICE	UTILITIES - GAS - BLDG D	\$145.54
192156	MDU - BISMARCK OFFICE	UTILITIES - GAS - BLDG B	\$138.09
192156	MDU - BISMARCK OFFICE	UTILITIES - GAS - BLDG A	\$191.09
192156	MDU - BISMARCK OFFICE	UTILITIES - GAS - BLDG C	\$96.59
192156	MDU - BISMARCK OFFICE	UTILITIES - GAS - BLDG E	\$25.08
192127	MDU - BISMARCK OFFICE	UTILITIES - GAS	\$68.16
	MENARDS - MINOT	CARB CLEANER, MOUSE TRAPS, ANTI-SEIZE LUBRICANT, WD-40	\$69.48
	MENARDS - MINOT	GLOVES, MARKING PEN, TORCH, SAFETY GLASSES, PENS	\$69.89
	NEWMAN SIGNS INC	HWY SIGNS & STICKERS	\$3,110.17
	NORTHERN PLAINS EQUIPMENT CO I	CAB FILTERS #119	\$192.50
	NORTHERN PLAINS EQUIPMENT CO I	CAB FILTER #119	\$57.50
	NORTHERN PLAINS EQUIPMENT CO I	IGNITION KEY & HYDROIC FLUID FILTER #217	\$111.09
	NORTHERN SAFETY TECHNOLOGY INC	AMBER LIGHT BAR LENS #4	\$63.36
192144	OTTERTAIL POWER CO	UTILITIES - ELECTRIC - DOUGLAS SHOP	\$88.93
	RDO/POWERPLAN	CUTTING EDGES #94A	\$1,757.00
	RDO/POWERPLAN	IGNITION SWITCH #56	\$92.01
	RDO/POWERPLAN	WINDOWPANE #94A	\$1,044.94
	RDO/POWERPLAN	BREATHER #94A	\$139.98
	RDO/POWERPLAN	O-RINGS #94A	\$8.20
192145	SECRETARY OF STATE	NOTARY PUBLIC RENEWAL - NICOLE WARATH	\$36.00
	TUFF TRUCKS INC	RUNNING BOARDS/BRACKETS, SEAT COVERS #1410	\$929.97
	UPPER GREAT PLAINS TRANSPORTATION I	WELDING BASICS CLASS - CODY HAMMER	\$50.00
	UPPER GREAT PLAINS TRANSPORTATION I	WELDING BASICS CLASS - DANA LARSEN	\$50.00
	UPPER GREAT PLAINS TRANSPORTATION I	WELDING BASICS CLASS - JUSTIN MEDLER	\$50.00
192157	XCEL ENERGY	UTILITIES - ELECTRIC - BERTHOLD	\$26.07
192128	XCEL ENERGY	UTILITIES - STREET LIGHTS	\$62.40
		Total Road/Highway Bills:	\$27,042.47

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
			\$0.00
		Total Vision Zero Bills:	\$0.00

GRAND TOTAL **\$7,905,108.30**

WARD COUNTY HUMAN SERVICE ZONE**LISTING OF BILLS****BILLS PAID - September 5, 2023****ZONE BOARD REVIEW- September 19, 2023****HUMAN SERVICE ZONE**

VENDOR	DESCRIPTION	AMOUNT
Amanda Clark	Employee-Travel/Meals	490.59
Nancy Conlee	Employee-Travel/Meals	493.52
Kory Gartner	Employee Travel	123.80
Florida Dept of Vital Statistics	Birth Certificate-ZS	10.00
Jenna Hansen	Employee Travel/FC Meals	138.23
Shelby Hysjulien	Employee Travel	178.16
Jacklynn Johnson	FHRR-School Supplies	133.98
Kim McCarty	Employee-Travel	124.45
Mountain Plains Youth Service	Jun/Jul Minot Shelter Care	7156.00
Marissa Mutschler	Employee-Travel	144.10
Ryann Rafferty	Employee-Meals	59.00
Riverside Technologies	Laptop for new PA Position	989.00
Riverside Technologies	Monitors	2528.00
Riverside Technologies	Sound Bars	234.00
Misty Shearer	Employee-Travel/Meals/Lodging	517.28
Trinity Hospital	FC-Medical Prescriptions AB	164.30
TOTAL		13,484.41

Addendum: 2023-2024
The Ward County Human Service Zone

The Ward County Human Service Zone will adhere to the policies outlined in the ND Health and Human Service Zone Human Resource Policies Manual, with the exceptions/clarifications contained in the following Addendums, approved by the Ward County Human Service Zone Board and Ward County Commission:

Chapter 2: Responsibilities

Dress/Image

Ask yourself this question regarding your clothing: Is my outfit **truly** appropriate for court or my professional interactions for today?

Clothing not listed in the Zone Policy Manual but deemed inappropriate for Ward County Human Service Zone staff include:

- Rubber or foam flip flop sandals (i.e., beach shoes); garden Crocs or similar style shoes
 - Shoes need to be appropriate for court
- T-shirts/sweatshirts with large logos; political or controversial messaging; advertising for alcoholic beverages/bars, etc.
- Crop tops

Other policies:

- The length of skirts/dresses should be near the knee or below and should not be so long that it drags on the ground.
- Yoga and athletic pants, like leggings, must be worn with a top or dress that goes to mid-thigh and must not be adorned with a logo

Exceptions to some of these rules may be made by the Zone Director for special occasions. The Zone Director or designee makes final decisions.

All Ward County Human Service Zone employees will wear and visibly display their badge while on the clock during the standard business hours of 8:00 AM to 4:30 PM. Additionally, employees will wear and visibly display their badge when they are working non-traditional hours (e.g., on-call, evening contacts).

Staff may put their badge in their pockets, bags, folders, etc., when in public places with clients. Examples include stores, life skills training in the community, medical appointments.

Chapter 4: Recruitment, Selection, Reference & Background Checks

Criminal History Records Checks

In addition to the specific fingerprint background checks required for Economic Assistance workers and certain Administrative positions, Ward County Human Service Zone will also conduct in and out of state criminal background records check on all other offers of employment, regardless of their access to certain databases.

Chapter 5: Team Member Work Hours & Personnel Records

Hours of Work

The standard work week for the Ward County Human Service Zone is Sunday at 12:00 am to Saturday at 11:59 pm. Office hours for the Ward County Human Service Zone are Monday-Friday from 8:00 am – 4:30 pm.

On-Call

The local procedure was established by Ward County Human Service Zone as directed by the North Dakota Department of Human Services; the procedure was unanimously approved by the Ward County Human Service Zone Board on 12/21/2021. The procedure reads as follows:

Procedure

The On-Call Worker (OCW) will be contacted by Minot Central Dispatch via the agency designated cell phone: 701-818-7278. Dispatch will provide the OCW with the name of the individual requesting contact (on-site officer), the phone number of the person requesting assistance, and general information regarding the situation. The OCW will then contact the requesting party and respond to the need as necessary. In situations in which Dispatch is unable to reach the OCW, a message will be left on the agency's cell phone voice mail, and Dispatch will attempt to contact a supervisor on that supervisor's personal cell phone.

Please note that the OCW does not have the authority to place children under the Zone's custody. The OCW is to be available to answer questions and give support and information as needed.

In the event an officer removes a child(ren) and then places that child(ren) in protective custody, all care, custody, and control will then immediately vest with the Ward County Human Service Zone, and the OCW will then make proper placement arrangements for the child(ren).

When talking with on-site officers, the OCW will collect the following information:

1. Inquire as to children's medical conditions, COVID, allergies, TB exposure, lice, medications, etc.
2. Inquire as to possible relatives. If options are provided, run CPS/Frame and ND Courts Search.
3. If immediately placing with relatives, collect names, addresses, any other identifying information; review agency expectations, draft and leave a copy of a supervisor-approved written safety plan, and complete a brief home walk-through of the relative's home to assess for immediate safety.

The OCW shall report each on-call situation to the Supervisor and follow up with an email to the assigned case worker, if applicable. A Supervisor will be available for consultation.

On Call Hours

The OCW rotation, including hours of on-call, is subject to change dependent on business need.

As of July 1, 2023, the OCW rotation schedule begins each Friday at 4:30 p.m. and ends the following Friday at 8:00 a.m. The OCW is responsible for arranging the transfer of the agency's cell phone at the beginning and end of their respective on-call duties. It is imperative that the cell phone remains charged. On the weeks with holidays being on a Friday, the worker will take the phone on Thursday at 4:30 p.m.

During regular business hours (8:00 a.m. to 4:30 p.m.), the assigned cell phone must be kept with the OCW. If the OCW is in the office and a call comes in on an existing CPS, In-Home, or Foster Care case, the regularly assigned case worker is responsible for responding. Workers in the Ward HSZ office do not always carry the phone while in the office; LE, etc. should call directly to the office to reach the worker needed.

Chapter 7: Leave & Human Service Zone Team Member Benefits

Annual Leave Usage

The Ward County Human Service Zone will use annual leave in quarter-hour increments.

Balance Limits

No more than 240 hours of annual leave may be carried forward beyond December 31 of each year.

Sick Leave Usage

The Ward County Human Service Zone will use sick leave in quarter-hour increments.

Leave without Pay

Human Service Zone Team Members taking non-paid leave will have their accrued benefits (vacation, sick leave, etc.) reduced proportionately by the percent of the month they did not work. Employees will also be required to prepay their portion of other benefits (including health coverage) as well as the County's portion of their premiums except when on Family and Medical Leave where the employee pays only their portion of the premium. Failure by the employee to make sure sufficient funds are available may result in loss of coverage. Paid holidays that fall in a timesheet period where NO hours are paid, will not be paid.

Workers Compensation

The Ward County Human Service Zone's Designated Medical Provider (DMP) is Trinity Medical Center and Trinity Medical Arts Clinic.

Group Benefit Programs

Human Service Zone Team Members are eligible for group benefits if they are employed in a regular status position and work a minimum of 20 hours per week and at least 20 weeks each year, effective the beginning of the month following the hire date. Should a Human Service Zone Team Member terminate employment, the benefits end as of the last day of the month following the Human Service Zone Team Member's separation date, except for those employees aged 62 or qualified for retirement using the Rule of 85.

Health Insurance

For eligible full time Human Service Zone Team Members, the Human Service Zone covers premiums at 100%. For eligible part time Human Service Zone Team Members, the premium is provided at a prorated rate. Temporary Human Service Zone Team Members may purchase coverage for dependents at his or her own expense. The Human Service Zone offers one health insurance plan:

- Preferred Provider Organization (PPO)

A PPO is a network of doctors and other healthcare providers that offers discounted care to members.

Dental/Vision Insurance

Eligible Full/Part Time Human Service Zone Team Members in a position which is regularly funded and not of limited duration are offered dental and vision insurance; however, the Human Service Zone Team Member is responsible for the entire premium. Temporary Human Service Zone Team Members are not eligible for dental/vision insurance. Individuals that participate in the dental/vision plan will be required to have coverage for a full calendar year. Coverage may only be cancelled during open enrollment or a qualifying event.

Life Insurance

Basic life insurance benefit is \$12,000; The Human Service Zone pays the full premium amount.

Supplemental coverage for Human Service Zone Team Member or dependents may be purchased at the Human Service Zone Team Member's own expense.

Temporary Human Service Zone Team Members who work a minimum of 20 hours per week and at least 20 weeks each year may purchase life insurance at his or her own expense.

Flexible Spending Accounts/Flex Comp

There are three voluntary ways an individual can participate in the Flex Comp plan:

- ***Pre-tax eligible premiums***
 - Insurance premiums can be deducted pre-tax
 - If a Human Service Zone Team Member elects to pretax an insurance premium, they may not change or drop coverage during the plan year unless a qualified change of status occurs.
- ***Medical flexible spending account (FSA)***
 - Allows a Human Service Zone Team Member to set aside money from his or her paycheck on a pretax basis to use for eligible out of pocket medical expenses.
 - Use it or lose it benefit
 - Up to \$3,050 annual election.
- ***Dependent care flexible spending account***
 - Allows a Human Service Zone Team Member to set aside money from his or her paycheck on a pretax basis to use for eligible out of pocket daycare expenses.
 - Use it or lose benefit.
 - Up to \$5,000 annual election.

Retirement

Regular and temporary status Human Service Zone Team Members are offered a retirement benefit; however temporary Human Service Zone Team Members are responsible for the entire contribution.

- ***Defined Benefit Hybrid Plan (similar to a pension plan)***
 - An account is established on the member's behalf and contributions are made to the account by the member and the Human Service Zone. If vested at retirement, members are guaranteed a monthly benefit for life. Members will receive the benefit determined under the plan regardless of the performance of the plan's investment.

- The Human Service Zone Team Member contribution is 2% and the Human Service Zone's contribution is 13.26%
- The vesting schedule is listed below:

Years of Service	Percent Vested
Less than 2 years	0%
2 years	50%
3 years	75%
4 years	100%

- **457 Deferred Compensation Supplemental Plan**

- This is an optional benefit provided to regular status Human Service Zone Team Members.
- The annual minimum Human Service Zone Team Member contribution is \$300 (\$25 a month). The annual maximum Human Service Zone Team Member contribution is \$19,000.

Non-Human Service Zone Sponsored Benefit Plans

Non-Human Service Zone sponsored benefits are NOT offered and administered by the ND Public Human Service Zone Team Members Retirement System (NDPERS) but can be payroll deducted. The following benefits plans are non-Human Service Zone sponsored:

- Aflac

Employee Assistance Program

The Employee Assistance Program (EAP) is available to all regular status Human Service Zone Team Members and their immediate family members (spouse and children living in the same household as the Team Member and dependent children attending school). A Human Service Zone Team Member or Member's immediate family may contact a designated EAP provider directly for assistance. Premiums are fully paid.

All Human Service Zone Team Member contacts with the EAP are confidential. The Human Service Zone does not have access to EAP files and will not know about a Team Member's participation.

Human Service Zone Team Members may use annual leave, sick leave, or family sick leave to cover absences from work for purposes of participation in the EAP.

The EAP for Ward Human Service Zone is The Village.

Chapter 8: Family & Medical Leave and GINA

Family Medical Leave Act (FMLA)

The Ward County Human Service Zone's Designee for FMLA leave is the HSZ / Ward County HR Department.

Chapter 14: Separations and Re-Employment

Retirement:

A Human Service Zone Team Member separation is considered retired when one of the three applies:

- Human Service Zone Team Member is age 55 (age 60 if hired on or after 1/1/16) or older and has 3 years of eligible service credit;
- Human Service Zone Team Member meets the rule of 85 (rule of 90 with minimum age of 60 if hired on or after 1/1/16);
- Human Service Zone Team Member is age 65 while actively employed with the Human Service Zone.

Deductions and Insurance Benefits

The Ward County Human Service Zone Team Member's basic life insurance and health insurance premiums paid by the Human Service Zone will end the last day of the month following the Team Member's separation date. Dental and vision insurance will end the last day of the current month following the Human Service Zone Team Member's separation date.

The Human Service Zone Team Member may elect COBRA continuation for his or her health, dental, and vision insurances.

Life insurance is eligible for conversion from the group plan to an individual policy.

Human Service Zone Team Members under age 65, retiring and drawing a pension, have the option of continuing their levels of Human Service Zone Team Member supplemental, dependent, and spouse supplemental life coverage in effect at the time of retirement by having the premium deducted from their pension. Human Service Zone Team Members aged 65 and over can only continue the basic life plan.

Flex Comp medical spending and dependent care account deductions are withheld from the final paycheck.

Chapter 15: Infant at Work

The Ward County Human Service Zone has chosen to opt out of the Infant at Work Program.

Chapter 16: Weather

Emergencies and Inclement Weather

Authority to Close

The authority to close the Ward County Administration Building and/or issue a delayed reporting will rest with the Ward County Commission Chairman and the Sheriff or their designees. Ward County Human Service Zone employees will adhere to the County's office closure/delayed reporting decisions.

Procedure

Prior to the workday beginning, the Chairman and Sheriff through a joint decision will determine the availability of travel on county roads and highways. If found to be extremely hazardous the Sheriff will contact Minot Central Dispatch to forward a press release to local TV and radio stations and shall make emergency notification calls per the list supplied to Minot Central Dispatch by the Ward County Emergency Manager's Office for an announcement concerning a closure/delay when possible before employees depart for work.

After the workday begins, if the Sheriff and Chairman of the County Commission determine that weather conditions have or may degrade to the point that travel will not be advisable during the workday, the Sheriff will issue a notification to all working employees and to Minot Central Dispatch indicating that the county will be closed for business at the specified time.

Essential Personnel

Ward County Human Service Zone Emergency On-Call must, if possible, use every means to respond to emergency calls. Those essential personnel working during a designated weather or emergency closure will be compensated hour for hour with compensatory time.

Salaried Non-Essential Personnel

Salaried non-essential personnel will receive regular duty pay with no penalty for their absence from work due to the weather/emergency related closure.

Hourly Personnel

Hourly part-time employees, such as temporary employees, will not be compensated for unworked hours during the weather/emergency closure time.

Time of Closure

All days (i.e. holidays, weekends, etc.) that are designated as weather/emergency closures will be issued with a start and stop time however, the stop time may be determined at a later date when the Sheriff has obtained additional information as to conditions surrounding the emergency. If a storm closure occurs while an employee is on approved leave, the employee will be treated as a working employee.

Chapter 17: Teleworking

The Ward County Human Service Zone provides Teleworking for Economic Assistance team members. The Director, in conjunction with the appropriate managers, will make Teleworking decisions for all other staff on a case-by-case basis, until or unless other policy is developed.

Economic Assistance and other Teleworking staff are expected to work during office closures.

Local Policies of the Ward County Human Service Zone

Requests for Donated Leave

Ward County Human Service Zone (WCHSZ) employees may donate annual leave to other WCHSZ employees. Employees may also receive donated leave. Employees requesting donated leave must use the leave donation request form.

Terms used in the section:

- a. "Household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term includes foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.
- b. "Relative of the employee" is limited to the spouse, child, stepchild, foster child, grandparent, or parent of an employee including stepparent.
- c. "Severe" or "extraordinary" means serious, extreme, or life threatening. These terms do not include conditions associated with normal pregnancy.
- d. "Ward County Human Service Zone (WCHSZ) employee" means a regular employee with over six months of continuous service with the County/ Human Service Zone. It does not include employees on temporary or other limited term appointments.

Annual Leave Donation Procedures

A WCHSZ employee may donate annual leave to another WCHSZ employee who is suffering or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to take leave without pay or terminate employment. A WCHSZ employee cannot receive leave from nor donate leave to anyone outside of the WCHSZ.

A WCHSZ employee is eligible to receive donated leave pursuant to the following conditions:

- a. The Department Head determines that the employee meets the criteria described in this section.

- b. The employee has abided by county/ WCHSZ policies regarding the use of annual leave.
- c. The employee's use of donated leave does not exceed 12 weeks (480 hours) over a twelve-month period.

A WCHSZ employee may donate annual leave to another WCHSZ employee only pursuant to the following conditions:

- a. The receiving employee has exhausted, or will exhaust, all annual leave, sick leave, and comp time.
- b. The condition has caused, or is likely to cause, the receiving employee to go on leave without pay or terminate employment.
- c. The donating employee must retain a leave balance of at least forty hours.

The Department Head may require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

Any donated leave may only be used by the recipient for the purposes specified in this section and is not payable in cash.

All forms of paid leave available for use by the recipient must be used prior to using donated leave.

Any donated leave not used by the recipient will be returned to the donor.

Employees will not accrue vacation or sick leave hours while on donated leave status. All donated leave must be given voluntarily. No WCHSZ employee may be coerced, threatened, intimidated, or financially induced into donating annual leave.

The number of hours donated to an employee cannot exceed the maximum amount of hours the employee could have accumulated during their time with Ward County/ Ward County Human Service Zone.

Non-Weather / Non-Emergency Related Office Closures

In instances where the Ward County Commission decides to close the County offices early or grant a day off for non-weather or non-emergency related reasons, the Ward County Human Service Zone will comply with the office closure.

Voting

Ward County Human Service Zone employees may use their morning, afternoon or lunch break to vote in federal, state and local elections if the employee is working in the office and voting is taking place in the Ward County Administration Building. Voting outside of the Administration Building will require an employee to use personal time if done during the workday.

Use of Personal Vehicle

Ward County Human Service Zone (WCHSZ) employees are required to use Zone vehicles for agency business when they are available. Any exceptions must be sought in advance of the trip and approved by the worker's supervisor, with email notice provided to the accounting / budget specialist. The local Zone Use of a Personal Vehicle policy is provided during orientation.

The WCHSZ uses a policy like the North Dakota Office of Management and Budget Policy 511 – Use of a Personal Vehicle, which is pursuant to NDCC 54-06-09. Specific to Ward County Human Service Zone:

Insurance: When an employee drives a WCHSZ vehicle, the Zone's liability coverage is primary should an accident occur. If a Zone employee drives a personal vehicle on Zone business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no Zone vehicles are available, the Zone's liability coverage is primary. Zone employees must provide annual proof of personal vehicle liability coverage.

Mileage: The reimbursement rate for required use of personal vehicles is generally higher than the reimbursement rate for elected use of personal vehicles.

Reimbursement rates are established annually by the U.S. General Services Administration (GSA); they are subject to change dependent on criteria established by the GSA. The WCHSZ will review the GSA website semi-annually (December 31 and June 30) for rate changes and update the WCHSZ Travel Voucher to accurately reflect any changes and calculations.

When a WCHSZ vehicle is not available and the employee must use their personal vehicle, the employee will be reimbursed for mileage in accordance with the higher rate for Privately Owned Vehicle (POV) established by the GSA.

When a WCHSZ vehicle is available and the employee elects to use their personal vehicle, the employee will be reimbursed for mileage in accordance with the lower rate for Privately Owned Vehicle (POV) established by the GSA.

Approvals Record

Moved and approved by the Ward County Commission: PENDING

Commission Chair: James Fjeldahl (per Commission Minutes)

Moved and approved by the Ward County HSZ Board: August 15, 2023

Zone Board Chair / Zone Director: Kristi Frederick, MSW, CSW (per Zone Board Minutes)

Updates moved and approved by the Ward County Commission: June 7, 2022

Commission Chair: James Rostad (per Commission Minutes)

Updates moved and approved by the Ward County HSZ Board: May 17, 2022

Zone Board Chair / Zone Director: Kristi Frederick, MSW, CSW (per Zone Board Minutes)

**Date Original Addendum moved and approved by the Ward County Commission:
December 1, 2020 HR**

**Date Original Addendum moved and approved by the Ward County HSZ Board:
December 1, 2020**

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

2024 FINAL Budget Breakdown

ZONE BOARD MEETING DATE:

August 15, 2023

INCOME MAINTENANCE	2024 ORIGINAL	2023	DIFFERENCE	%
BUDGET LINE ITEM	BUDGET	Amended BUDGET	(UNDER)/OVER	EXP
MISCELLANEOUS (150.0026.302.1081)	\$200.00	\$100.00	\$100.00	200.00%
INTERPRETER FEES (150.0026.302.2202)	\$250.00	\$250.00	\$0.00	100.00%
ZONE VEHICLE GAS (150.0026.302.2300)	\$150.00	\$100.00	\$50.00	150.00%
PROFESSIONAL DEVELOPMENT (150.0026.302.2301)	\$300.00	\$200.00	\$100.00	150.00%
PERSONAL VEHICLE MILEAGE (150.0026.302.2306)	\$0.00	\$0.00	\$0.00	#DIV/0!
MEALS (150.0026.302.2307)	\$150.00	\$100.00	\$50.00	150.00%
LODGING (150.0026.302.2308)	\$500.00	\$400.00	\$100.00	125.00%
SERVICE AWARDS (150.0026.302.2310)	\$775.00	\$625.00	\$150.00	124.00%
IT OTHER/SUPPLIES(150.0026.302.2401)	\$9,000.00	\$6,150.00	\$2,850.00	146.34%
ADVERTISING (150.0026.302.2409)	\$350.00	\$300.00	\$50.00	116.67%
IT EQUIPMENT (150.0026.302.2410)	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
OFFICE EQUIPMENT (150.0026.302.2500)	\$0.00	\$0.00	\$0.00	#DIV/0!
CELL PHONES (150.0026.302.2601)	\$0.00	\$0.00	\$0.00	#DIV/0!
INCOME MAIN. SALARIES (150.0026.304.2000)	\$1,336,490.25	\$1,160,595.81	\$175,894.44	115.16%
RETIREMENT (150.0026.304.2101)	\$177,218.61	\$151,100.14	\$26,118.47	117.29%
SOCIAL SECURITY (150.0026.304.2102)	\$82,862.40	\$79,162.33	\$3,700.07	104.67%
MEDICARE (150.0026.304.2103)	\$19,379.11	\$18,513.77	\$865.34	104.67%
HEALTH INSURANCE (150.0026.304.2104)	\$593,314.99	\$486,043.96	\$107,271.03	122.07%
LIFE INS. (150.0026.304.2105)	\$84.00	\$84.00	\$0.00	100.00%
WORKERS COMP (150.0026.304.2106)	\$0.00	\$0.00	\$0.00	#DIV/0!
UNEMPLOYMENT (150.0026.304.2107)	\$2,083.25	\$2,083.25	\$0.00	100.00%
EMPLOYEE BACKGROUND/DRUG TESTS (150.0026.304.2110)	\$150.00	\$150.00	\$0.00	100.00%
EMPLOYEE ASSISTANCE PROGRAM (150.026.304.2703)	\$750.00	\$750.00	\$0.00	100.00%
TOTAL INCOME MAINTENANCE EXPENDITURES	\$2,224,007.61	\$1,908,708.26	\$315,299.35	116.52%

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

2024 FINAL Budget Breakdown

ZONE BOARD MEETING DATE:

August 15, 2023

<i>FAMILY SOCIAL WORKER (IN HOME)</i>	2024 ORIGINAL	2023	DIFFERENCE	%
BUDGET LINE ITEM	BUDGET	Amended BUDGET	(UNDER)/OVER	EXP
MISCELLANEOUS (150.0027.302.1081)	\$200.00	\$100.00	\$100.00	200.00%
CLIENT SUPPORT (150.0027.302.2200)	\$1,000.00	\$0.00	\$1,000.00	#DIV/0!
CLIENT DRUG TESTING (150.0027.302.2201)	\$3,000.00	\$3,000.00	\$0.00	100.00%
INTERPRETER FEES (150.0027.302.2202)	\$200.00	\$150.00	\$50.00	133.33%
ZONE VEHICLE GAS (150.0027.302.2300)	\$2,150.00	\$2,000.00	\$150.00	107.50%
PROFESSIONAL DEVELOPMENT (150.0027.302.2301)	\$500.00	\$500.00	\$0.00	100.00%
PERSONAL VEHICLE MILEAGE (150.0027.302.2306)	\$4,000.00	\$4,000.00	\$0.00	100.00%
MEALS (150.0027.302.2307)	\$250.00	\$200.00	\$50.00	125.00%
LODGING (150.0027.302.2308)	\$500.00	\$400.00	\$100.00	125.00%
SERVICE AWARDS (150.0027.302.2310)	\$0.00	\$0.00	\$0.00	#DIV/0!
IT OTHER/SUPPLIES(150.0027.302.2401)	\$540.00	\$360.00	\$180.00	150.00%
IT EQUIPMENT (150.0027.302.2410)	\$2,000.00	\$2,000.00	\$0.00	100.00%
OFFICE EQUIPMENT (150.0027.302.2500)	\$0.00	\$0.00	\$0.00	#DIV/0!
CELL PHONES (150.0027.302.2601)	\$10,000.00	\$5,760.00	\$4,240.00	173.61%
IN HOME SALARIES (150.0027.304.2000)	\$621,746.22	\$562,267.89	\$59,478.33	110.58%
IN HOME ON CALL PAY (150.0027.304.2003)	\$6,050.00	\$6,050.00	\$0.00	100.00%
RETIREMENT (150.0027.304.2101)	\$82,443.55	\$72,895.55	\$9,548.00	113.10%
SOCIAL SECURITY (150.0027.304.2102)	\$38,923.37	\$33,966.38	\$4,956.99	114.59%
MEDICARE (150.0027.304.2103)	\$9,103.05	\$7,943.75	\$1,159.30	114.59%
HEALTH INSURANCE (150.0027.304.2104)	\$214,790.93	\$176,866.76	\$37,924.17	121.44%
LIFE INS. (150.0027.304.2105)	\$30.24	\$30.24	\$0.00	100.00%
WORKERS COMP (150.0027.304.2106)	\$0.00	\$0.00	\$0.00	#DIV/0!
UNEMPLOYMENT (150.0027.304.2107)	\$749.97	\$749.97	\$0.00	100.00%
EMPLOYEE BACKGROUND/DRUG TESTS (150.0027.304.2110)	\$200.00	\$150.00	\$50.00	133.33%
EMPLOYEE ASSISTANCE PROGRAM (150.027.304.2703)	\$270.00	\$270.00	\$0.00	100.00%
TOTAL IN HOME EXPENDITURES	\$998,647.33	\$879,660.54	\$118,986.79	113.53%

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

2024 FINAL Budget Breakdown

ZONE BOARD MEETING DATE:

August 15, 2023

CHILD PROTECTION	2024 ORIGINAL	2023	DIFFERENCE	%
BUDGET LINE ITEM	BUDGET	Amended BUDGET	(UNDER)/OVER	EXP
MISCELLANEOUS (150.0028.302.1081)	\$300.00	\$200.00	\$100.00	150.00%
CLIENT SUPPORT (150.0028.302.2200)	\$500.00	\$0.00	\$500.00	#DIV/0!
CLIENT DRUG TESTING (150.0028.302.2201)	\$6,000.00	\$3,000.00	\$3,000.00	200.00%
INTERPRETER FEES (150.0028.302.2202)	\$200.00	\$150.00	\$50.00	133.33%
ZONE VEHICLE GAS (150.0028.302.2300)	\$1,500.00	\$1,500.00	\$0.00	100.00%
PROFESSIONAL DEVELOPMENT (150.0028.302.2301)	\$1,500.00	\$1,500.00	\$0.00	100.00%
PERSONAL VEHICLE MILEAGE (150.0028.302.2306)	\$7,500.00	\$7,500.00	\$0.00	100.00%
MEALS (150.0028.302.2307)	\$550.00	\$500.00	\$50.00	110.00%
LODGING (150.0028.302.2308)	\$500.00	\$400.00	\$100.00	125.00%
SERVICE AWARDS (150.0028.302.2310)	\$260.00	\$160.00	\$100.00	162.50%
IT OTHER/SUPPLIES(150.0028.302.2401)	\$840.00	\$560.00	\$280.00	150.00%
IT EQUIPMENT (150.0028.302.2410)	\$4,000.00	\$2,000.00	\$2,000.00	200.00%
OFFICE EQUIPMENT (150.0028.302.2500)	\$0.00	\$0.00	\$0.00	#DIV/0!
CELL PHONES (150.0028.302.2601)	\$13,400.00	\$8,400.00	\$5,000.00	159.52%
CHILD PROTECTION SALARIES (150.0028.304.2000)	\$996,083.62	\$881,026.55	\$115,057.07	113.06%
CHILD PROTECTION ON CALL PAY (150.0028.304.2003)	\$6,100.00	\$6,100.00	\$0.00	100.00%
RETIREMENT (150.0028.304.2101)	\$132,080.69	\$121,325.60	\$10,755.09	108.86%
SOCIAL SECURITY (150.0028.304.2102)	\$62,135.38	\$61,489.72	\$645.66	101.05%
MEDICARE (150.0028.304.2103)	\$14,531.66	\$14,380.66	\$151.00	101.05%
HEALTH INSURANCE (150.0028.304.2104)	\$267,589.73	\$202,454.30	\$65,135.43	132.17%
LIFE INS. (150.0028.304.2105)	\$47.04	\$47.04	\$0.00	100.00%
WORKERS COMP (150.0028.304.2106)	\$0.00	\$0.00	\$0.00	#DIV/0!
UNEMPLOYMENT (150.0028.304.2107)	\$1,166.62	\$1,166.62	\$0.00	100.00%
EMPLOYEE BACKGROUND/DRUG TESTS (150.0028.304.2110)	\$200.00	\$150.00	\$50.00	133.33%
EMPLOYEE ASSISTANCE PROGRAM (150.028.304.2703)	\$420.00	\$420.00	\$0.00	100.00%
TOTAL CHILD PROTECTION EXPENDITURES	\$1,517,404.74	\$1,314,430.49	\$202,974.25	115.44%

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

2024 FINAL Budget Breakdown

ZONE BOARD MEETING DATE:

August 15, 2023

ZONE BOARD	2024 ORIGINAL	2023	DIFFERENCE	%
BUDGET LINE ITEM	BUDGET	Amended BUDGET	(UNDER)/OVER	EXP
MISCELLANEOUS (150.0029.302.1081)	\$0.00	\$0.00	\$0.00	#DIV/0!
SUBSCRIPTIONS/MEMBERSHIPS (150.0029.302.2303)	\$0.00	\$0.00	\$0.00	#DIV/0!
PERSONAL VEHICLE MILEAGE (150.0029.302.2306)	\$0.00	\$0.00	\$0.00	#DIV/0!
MEALS (150.0029.302.2307)	\$0.00	\$0.00	\$0.00	#DIV/0!
LODGING (150.0029.302.2308)	\$0.00	\$0.00	\$0.00	#DIV/0!
ZONE BOARD SALARIES (150.0029.304.2000)	\$4,200.00	\$4,200.00	\$0.00	100.00%
SOCIAL SECURITY (150.0029.304.2102)	\$260.40	\$226.93	\$33.47	114.75%
MEDICARE (150.0029.304.2103)	\$60.90	\$53.07	\$7.83	114.75%
HEALTH INSURANCE (150.0029.304.2104)	\$0.00	\$0.00	\$0.00	#DIV/0!
LIFE INS. (150.0029.304.2105)	\$0.00	\$0.00	\$0.00	#DIV/0!
WORKERS COMP (150.0029.304.2106)	\$0.00	\$0.00	\$0.00	#DIV/0!
UNEMPLOYMENT (150.0029.304.2107)	\$0.00	\$0.00	\$0.00	#DIV/0!
EMPLOYEE BACKGROUND/DRUG TESTS (150.0029.304.2110)	\$0.00	\$0.00	\$0.00	#DIV/0!
EMPLOYEE ASSISTANCE PROGRAM (150.029.304.2703)	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL ZONE BOARD EXPENDITURES	\$4,521.30	\$4,480.00	\$41.30	100.92%

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

2024 FINAL Budget Breakdown

ZONE BOARD MEETING DATE:

August 15, 2023

ADMINISTRATION	2024 ORIGINAL	2023	DIFFERENCE	%
BUDGET LINE ITEM	BUDGET	Amended BUDGET	(UNDER)/OVER	EXP
MISCELLANEOUS (150.0030.302.1081)	\$600.00	\$500.00	\$100.00	120.00%
CLIENT SUPPORT (150.0030.302.2200)	\$500.00	\$1,000.00	(\$500.00)	50.00%
CLIENT DRUG TESTING (150.0030.302.2201)	\$0.00	\$0.00	\$0.00	#DIV/0!
INTERPRETER FEES (150.0030.302.2202)	\$50.00	\$50.00	\$0.00	100.00%
ZONE VEHICLE GAS (150.0030.302.2300)	\$1,500.00	\$1,500.00	\$0.00	100.00%
PROFESSIONAL DEVELOPMENT (150.0030.302.2301)	\$1,500.00	\$1,500.00	\$0.00	100.00%
SUBSCRIPTIONS/MEMBERSHIPS (150.0030.302.2303)	\$400.00	\$375.00	\$25.00	106.67%
PERSONAL VEHICLE MILEAGE (150.0030.302.2306)	\$600.00	\$500.00	\$100.00	120.00%
MEALS (150.0030.302.2307)	\$300.00	\$200.00	\$100.00	150.00%
LODGING (150.0030.302.2308)	\$500.00	\$400.00	\$100.00	125.00%
SERVICE AWARDS (150.0030.302.2310)	\$0.00	\$155.00	(\$155.00)	0.00%
MOVING EXPENSE (150.0030.302.2311)	\$0.00	\$0.00	\$0.00	#DIV/0!
OFFICE SUPPLIES (150.0030.302.2400)	\$60,000.00	\$13,000.00	\$47,000.00	461.54%
IT OTHER/SUPPLIES(150.0030.302.2401)	\$480.00	\$320.00	\$160.00	150.00%
ADVERTISING (150.0030.302.2409)	\$150.00	\$100.00	\$50.00	150.00%
IT EQUIPMENT (150.0030.302.2410)	\$4,000.00	\$2,000.00	\$2,000.00	200.00%
OFFICE EQUIPMENT (150.0030.302.2500)	\$0.00	\$4,202.00	(\$4,202.00)	0.00%
CELL PHONES (150.0030.302.2601)	\$1,650.00	\$1,200.00	\$450.00	137.50%
CONTRACT SERVICES (150.0030.302.2800)	\$11,000.00		\$11,000.00	#DIV/0!
ADMINISTRATION SALARIES (150.0030.304.2000)	\$520,727.54	\$429,675.12	\$91,052.42	121.19%
ANNUAL LEAVE PAYOUTS (150.0030.304.2000)	\$95,000.00	\$135,000.00	(\$40,000.00)	70.37%
RETIREMENT (150.0030.304.2101)	\$69,048.47	\$60,958.66	\$8,089.81	113.27%
SOCIAL SECURITY (150.0030.304.2102)	\$38,175.10	\$33,689.06	\$4,486.04	113.32%
MEDICARE (150.0030.304.2103)	\$8,928.05	\$7,878.89	\$1,049.16	113.32%
HEALTH INSURANCE (150.0030.304.2104)	\$174,292.90	\$147,212.45	\$27,080.45	118.40%
LIFE INS. (150.0030.304.2105)	\$26.88	\$26.88	\$0.00	100.00%
WORKERS COMP (150.0030.304.2106)	\$250.00	\$487.52	(\$237.52)	51.28%
UNEMPLOYMENT (150.0030.304.2107)	\$666.64	\$666.64	\$0.00	100.00%
EMPLOYEE BACKGROUND/DRUG TESTS (150.0030.304.2110)	\$150.00	\$300.00	(\$150.00)	50.00%
EMPLOYEE ASSISTANCE PROGRAM (150.030.304.2703)	\$240.00	\$240.00	\$0.00	100.00%
TOTAL ADMINISTRATION EXPENDITURES	\$990,735.58	\$843,137.22	\$147,598.36	117.51%

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

2024 FINAL Budget Breakdown

ZONE BOARD MEETING DATE:

August 15, 2023

<i>FOSTER CARE</i>	2024 ORIGINAL	2023	DIFFERENCE	%
BUDGET LINE ITEM	BUDGET	Amended BUDGET	(UNDER)/OVER	EXP
MISCELLANEOUS (150.0035.302.1081)	\$5,500.00	\$5,000.00	\$500.00	110.00%
CLIENT SUPPORT (150.0035.302.2200)	\$30,000.00	\$30,000.00	\$0.00	100.00%
CLIENT DRUG TESTING (150.0035.302.2201)	\$6,500.00	\$3,000.00	\$3,500.00	216.67%
INTERPRETER FEES (150.0035.302.2202)	\$200.00	\$200.00	\$0.00	100.00%
ZONE VEHICLE GAS (150.0035.302.2300)	\$8,000.00	\$7,500.00	\$500.00	106.67%
PROFESSIONAL DEVELOPMENT (150.0035.302.2301)	\$1,300.00	\$1,000.00	\$300.00	130.00%
PERSONAL VEHICLE MILEAGE (150.0035.302.2306)	\$5,500.00	\$5,000.00	\$500.00	110.00%
MEALS (150.0035.302.2307)	\$2,200.00	\$2,000.00	\$200.00	110.00%
LODGING (150.0035.302.2308)	\$1,200.00	\$1,000.00	\$200.00	120.00%
AIRFARE (150.0035.302.2309)	\$3,500.00	\$3,500.00	\$0.00	100.00%
SERVICE AWARDS (150.0035.302.2310)	\$55.00	\$160.00	(\$105.00)	34.38%
MOVING EXPENSE (150.0035.302.2311)	\$0.00	\$2,230.30	(\$2,230.30)	0.00%
OFFICE SUPPLIES (150.0035.302.2400)	\$0.00	\$0.00	\$0.00	#DIV/0!
IT OTHER/SUPPLIES(150.0035.302.2401)	\$660.00	\$440.00	\$220.00	150.00%
IT EQUIPMENT (150.0035.302.2410)	\$2,000.00	\$2,000.00	\$0.00	100.00%
OFFICE EQUIPMENT (150.0035.302.2500)	\$0.00	\$0.00	\$0.00	#DIV/0!
CELL PHONES (150.0035.302.2601)	\$12,200.00	\$7,101.00	\$5,099.00	171.81%
CONTRACT SERVICES (150.0035.302.2800)	\$1,000.00	\$0.00	\$1,000.00	#DIV/0!
FOSTER CARE SALARIES (150.0035.304.2000)	\$776,993.31	\$601,526.62	\$175,466.69	129.17%
FOSTER CARE ON CALL PAY (150.0035.304.2003)	\$6,100.00	\$6,100.00	\$0.00	100.00%
RETIREMENT (150.0035.304.2101)	\$100,112.11	\$55,917.98	\$44,194.13	179.03%
SOCIAL SECURITY (150.0035.304.2102)	\$48,551.79	\$34,232.66	\$14,319.13	141.83%
MEDICARE (150.0035.304.2103)	\$11,354.85	\$8,006.03	\$3,348.82	141.83%
HEALTH INSURANCE (150.0035.304.2104)	\$250,879.58	\$179,920.89	\$70,958.69	139.44%
LIFE INS. (150.0035.304.2105)	\$36.96	\$36.96	\$0.00	100.00%
WORKERS COMP (150.0035.304.2106)	\$0.00	\$0.00	\$0.00	#DIV/0!
UNEMPLOYMENT (150.0035.304.2107)	\$916.63	\$916.63	\$0.00	100.00%
EMPLOYEE BACKGROUND/DRUG TESTS (150.0035.304.2110)	\$200.00	\$150.00	\$50.00	133.33%
EMPLOYEE ASSISTANCE PROGRAM (150.035.304.2703)	\$330.00	\$330.00	\$0.00	100.00%
TOTAL FOSTER CARE EXPENDITURES	\$1,275,290.23	\$957,269.07	\$318,021.16	133.22%

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

2024 FINAL Budget Breakdown

ZONE BOARD MEETING DATE:

August 15, 2023

<i>PARENT AIDE (DIRECT CARE ASSOCIATE III)</i>	2024 ORIGINAL	2023	DIFFERENCE	%
BUDGET LINE ITEM	BUDGET	Amended BUDGET	(UNDER)/OVER	EXP
MISCELLANEOUS (150.0100.302.1081)	\$600.00	\$500.00	\$100.00	120.00%
CLIENT SUPPORT (150.0100.302.2200)	\$500.00	\$0.00	\$500.00	#DIV/0!
CLIENT DRUG TESTING (150.0100.302.2201)	\$0.00	\$0.00	\$0.00	#DIV/0!
INTERPRETER FEES (150.0100.302.2202)	\$100.00	\$100.00	\$0.00	100.00%
ZONE VEHICLE GAS (150.0100.302.2300)	\$3,700.00	\$3,500.00	\$200.00	105.71%
PROFESSIONAL DEVELOPMENT (150.0100.302.2301)	\$500.00	\$500.00	\$0.00	100.00%
PERSONAL VEHICLE MILEAGE (150.0100.302.2306)	\$700.00	\$700.00	\$0.00	100.00%
MEALS (150.0100.302.2307)	\$2,150.00	\$2,000.00	\$150.00	107.50%
LODGING (150.0100.302.2308)	\$1,300.00	\$1,100.00	\$200.00	118.18%
AIRFARE (150.0100.302.2309)	\$2,500.00	\$2,000.00	\$500.00	125.00%
SERVICE AWARDS (150.0100.302.2310)	\$0.00	\$0.00	\$0.00	#DIV/0!
IT OTHER/SUPPLIES(150.0100.302.2401)	\$180.00	\$120.00	\$60.00	150.00%
IT EQUIPMENT (150.0100.302.2410)	\$2,000.00	\$2,000.00	\$0.00	100.00%
OFFICE EQUIPMENT (150.0100.302.2500)	\$0.00	\$0.00	\$0.00	#DIV/0!
CELL PHONES (150.0100.302.2601)	\$3,400.00	\$2,000.00	\$1,400.00	170.00%
PARENT AIDE SALARIES (150.0100.304.2000)	\$130,535.44	\$117,706.13	\$12,829.31	110.90%
RETIREMENT (150.0100.304.2101)	\$17,309.00	\$28,856.95	(\$11,547.95)	59.98%
SOCIAL SECURITY (150.0100.304.2102)	\$8,093.20	\$11,958.20	(\$3,865.00)	67.68%
MEDICARE (150.0100.304.2103)	\$1,892.76	\$2,796.67	(\$903.91)	67.68%
HEALTH INSURANCE (150.0100.304.2104)	\$76,586.68	\$66,672.82	\$9,913.86	114.87%
LIFE INS. (150.0100.304.2105)	\$10.08	\$10.08	\$0.00	100.00%
WORKERS COMP (150.0100.304.2106)	\$0.00	\$0.00	\$0.00	#DIV/0!
UNEMPLOYMENT (150.0100.304.2107)	\$249.99	\$249.99	\$0.00	100.00%
EMPLOYEE BACKGROUND/DRUG TESTS (150.0100.304.2110)	\$150.00	\$150.00	\$0.00	100.00%
EMPLOYEE ASSISTANCE PROGRAM (150.0100.304.2703)	\$90.00	\$90.00	\$0.00	100.00%
TOTAL PARENT AIDE EXPENDITURES	\$252,547.15	\$243,010.84	\$9,536.31	103.92%

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

2024 FINAL Budget Breakdown

ZONE BOARD MEETING DATE:

August 15, 2023

BUDGET LINE ITEM	2024 ORIGINAL BUDGET	2023 Amended BUDGET	DIFFERENCE (UNDER)/OVER	% EXP
SAFETY/PERMANENCY FUNDS (150.0093.302.2426)	\$10,000.00	\$10,000.00	\$0.00	100.00%
IV-E FC TRANS. CLIENT SUPPORT (150.0094.302.2200)	\$3,000.00	\$3,000.00	\$0.00	100.00%
FC TRANS.PERS. VEHICLE MILEAGE (150.0094.302.2306)	\$0.00	\$0.00	\$0.00	#DIV/0!
FC TRANS Non-IV-E-Client Sup. (150.0096.302.2200)	\$15,000.00	\$14,500.00	\$500.00	103.45%
FC NON IV-E Client Sup. (All Other) (150.0096.302.2200)	\$0.00	\$0.00	\$0.00	#DIV/0!
FC TRANS. NON IV-E LODGING (150.0096.302.2308)	\$0.00	\$0.00	\$0.00	#DIV/0!
FC (ASFA) COURT COSTS (150.0097.302.2428)	\$0.00	\$0.00	\$0.00	#DIV/0!
GA BURIALS (150.0098.302.2429)	\$150,000.00	\$133,000.00	\$17,000.00	112.78%
GA OTHER (150.0098.302.2430)	\$1,000.00	\$1,000.00	\$0.00	100.00%
SAFE BEDS (150.0099.302.1017)	\$50,000.00	\$150,000.00	(\$100,000.00)	33.33%
MEDICAL (F.C.) (150.0099.302.2812)	\$8,000.00	\$7,500.00	\$500.00	106.67%
VEHICLES	\$45,000.00		\$45,000.00	#DIV/0!
VEHICLE MAINTENANCE	\$2,300.00		\$2,300.00	#DIV/0!
ZONE INSURANCE POLICIES	\$13,500.00		\$13,500.00	#DIV/0!
TOTAL OTHER THAN DEPARTMENTS	\$297,800.00	\$319,000.00	(\$21,200.00)	93.35%
TOTAL HS ZONE EXPENDITURES	\$7,560,953.94	\$6,469,696.42	\$1,091,257.52	116.87%

**BUDGETED AMOUNTS PER LINE ITEMS
WARD COUNTY HUMAN SERVICE ZONE**

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

MONTH EXPENSES INCURRED:

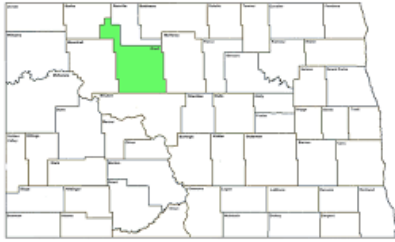
ZONE BOARD MEETING DATE:

2024 FINAL Budget Breakdown

August 15, 2023

	2024 ORIGINAL BUDGET	2023 ORIGINAL BUDGET	DIFFERENCE (UNDER)/OVER	% EXP
INDIRECT COSTS				
TRAVEL (001.0092.300.2300)				
Oil Changes	Vehicle Maintenance Now	\$ 500.00	(\$500.00)	0.00%
Tires		\$ 1,200.00	(\$1,200.00)	0.00%
Maintenance/Repairs		\$ 2,000.00	(\$2,000.00)	0.00%
OFFICE SUPPLIES (001.0092.300.2400)				
Postage/Box Rent/Prepaid Envelopes	In with our Office Supplies line now	\$ 15,500.00	(\$15,500.00)	0.00%
Record Shredding		\$ 3,500.00	(\$3,500.00)	0.00%
Copy Paper		\$ 4,500.00	(\$4,500.00)	0.00%
Ink Cartridge/Toners		\$ 12,000.00	(\$12,000.00)	0.00%
Printing		\$ 1,000.00	(\$1,000.00)	0.00%
Building Supplies (Locks/Keys/etc.)	Stays Indirect	\$ 200.00	(\$200.00)	0.00%
EQUIPMENT (001.0092.300.2500)				
Copiers/Contracts	In with our IT Equipment/Contrac ted Services now in the admin (30) dept only.	\$ 10,000.00	(\$10,000.00)	0.00%
Printers/Scanners		\$ 1,500.00	(\$1,500.00)	0.00%
Furniture		\$ 2,000.00	(\$2,000.00)	0.00%
Computer Licenses/Software		\$ 12,000.00	(\$12,000.00)	0.00%
Server		\$ -	\$0.00	#DIV/0!
AED/Fire Extinguisher Checks	Stays Indirect	\$ 1,500.00	(\$1,500.00)	0.00%
UTILITIES (001.0092.300.2601)				
Telephone	ALL Indirect Now	\$ 18,500.00	(\$18,500.00)	0.00%
Kenmare Office	\$ -	\$ -	\$0.00	#DIV/0!
INSURANCE (001.0092.300.2701)				
General Liability Insurance	Zone Insurance Policies Now	\$ 10,500.00	(\$10,500.00)	0.00%
Auto Liability Insurance		\$ 2,000.00	(\$2,000.00)	0.00%
CONTINGENCY/MISC. (001.0092.300.2900)	Stays Indirect	\$ 100.00	(\$100.00)	0.00%
IT COSTS				
BUILDING MAINTENANCE				
BUILDING IMPROVEMENTS				
UTILITIES				
AUDITOR/TREASURER				
STATE'S ATTORNEY				
TOTAL INDIRECT BUDGET	\$ -	\$ 98,500.00	\$ (98,500.00)	0.00%

TOTAL RECEIVED FROM STATE = \$441,059.62



Ward County Human Service Zone

225 3rd St SE
PO Box 2209
Minot, ND 58702-2209
701-852-3552

August 31, 2023

Ward County Commission
C/O: Chairman Fjeldahl
315 3rd St. SE
Minot, ND 58701

Dear Chairman Fjeldahl, and Commissioners Weppeler, Olson, Anderson, and Rostad

Over the past year, the Ward County Human Service Zone has executed service delivery changes related to state-implemented redesign of program operations. Most notably, people in need of Economic Assistance programs now primarily apply for services online through a self-service portal, and when they have questions, clients access representatives by contacting the Customer Support Center by phone or email. This change in program and service access has decreased direct client contact and allowed the Human Service Zone to shift its service delivery model.

Over the summer, the Human Service Zone's Economic Assistance employees have transitioned to remote work status. These team members fully perform all duties from home offices. All work is monitored because the programs used allow for performance tracking. The Human Service Zone continues to provide in-person support for walk-in clients by scheduling daily intake workers. This helps ensure that all clients continue to have access to programs and services.

The decreased number of Zone staff working in the Ward County Administration Building led to full integration of the Zone's Administration Staff with the Children and Family Services staff on the third floor. This integration allows the Zone to fully vacate the fourth floor of the Administration Building no later than December 31, 2023.

The Human Service Zone Board has been included in discussions over the past several months and has been supportive of the proposed changes. Please consider this letter as the Human Service Zone's notice to vacate the fourth floor of the County Administration Building by the end of this calendar year.

Respectfully,

Kristi Frederick

Kristi Frederick, MSW, CSW

Director – Ward County Human Service Zone

Economic Assistance Phone: (866) 614-6005 Email: applyforhelp@nd.gov
Child Welfare Fax: (701) 857-0791
www.co.ward.nd.us/215/Human-Service-Zone
Kristi Frederick, Director

**JOINT POWERS AGREEMENT
BETWEEN THE COUNTY OF MCKENZIE AND COUNTY OF WARD
ON THE TRANSFER OF PERSONAL PROPERTY BY DONATION OR PURCHASE**

I. Parties, Authority, Purpose, Term

- A. This Joint Powers Agreement (“JPA” or “Agreement”) is entered into on the date of last approval by the parties below, by McKenzie County, a political subdivision of the State of North Dakota, (“McKenzie County”) and the Ward County, a political subdivision of the State of North Dakota, (“Ward County”) in order to transfer funds or personal property by donation from one entity to the other.
- B. North Dakota Century Code Chapter 54-40.3, Chapter 11-27, and Article VII, Section 10 of the North Dakota Constitution provide the enabling authority for this JPA. If any term of this JPA is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms is unaffected, and if possible the rights and obligations of McKenzie County and Ward County are to be construed and enforced as if the JPA did not contain that term.
- C. The parties occasionally want to assist one another by donating funds or personal property for the purposes of undertaking joint projects. In the spirit of cooperation, the parties agree that they will consider transferring monetary funds or personal property to the other if they deem the circumstances advantageous. In this particular case, Ward County possessed ten Haenni truck weighing scales (truck scales) that are not in use and McKenzie County has expressed interest in said truck scales. Therefore, Ward County agrees to sell ten (10) truck scales for \$25,000.00 to further their ability to perform their duties within its community.

- D. Ward County disclaims all warranty and liability on the condition of the truck scales. The truck scales transferred are provided AS IS and the receiving party agrees to such condition.
- E. Ward County does hereby indemnify and hold McKenzie County harmless from and against any and all liability, loss damage claims, demand actions, causes of actions, including court costs and reasonable attorney's fees which may result from property damage, personal injury, death, loss, destruction, or damage that arises out of the use of the transfer of said truck scales or subsequent use thereafter.
- F. Nothing in this Agreement creates or is intended to create an association, trust, partnership, joint venture or any other entity or similar legal relationship among the McKenzie County and Ward County, or impose a trust, partnership or fiduciary duty, or similar obligation or liability on or with respect to any Party. Furthermore, no Party is or shall act as or be the agent or representative of any other Party.
- G. This joint powers agreement will be effective upon the final required signature, and shall remain effective until the truck scales is paid for and transferred to Ward County.

VI. Approval

This JPA is approved by the **COUNTY OF McKENZIE** by motion made on the ____ day of _____, 2023, by _____, seconded by _____, and approved on a vote of ____ ayes and ____ nays.

Howdy Lawlar
Chairman, Board of County Commissioners

Erica Johnsrud
County Auditor

This JPA is approved by the **Ward County** by motion made on the ____ day of

_____, 2023, by _____, seconded by _____, and approved on a
vote of ____ ayes and ____ nays.

Chairman, Board of Ward County Commissioners

**DIRECTOR OF TAX EQUALIZATION**

Noreen Wilkie
Ward County Tax Director
PO Box 5005
Minot, ND 58702-5005
(701) 857-6430
noreen.barton@wardnd.com
www.wardnd.com

MEMO

DATE: 9/5/2023

TO: Ward County Commissioners

FROM: Noreen Wilkie, Director of Tax Equalization

RE: Tax Roll Adjustments & Items for Consideration and Action on September 5, 2023

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
Legacy Acres LLC	SE10005U040000 W2SW Less Hwy S10-153-81	14625 139 th St SE Sawyer, ND 58781	2023	\$1,162,000	\$41,000	\$52,490	\$2,050
Legacy Acres LLC	SE10005U040000 W2SW Less Hwy S10-153-81	14625 139 th St SE Sawyer, ND 58781	2022	\$1,230,000	\$41,000	\$55,540	\$2,050
Braaflat, Eric & Traci	LU330040000000 SE Less RD & ROW S33-153-87	19850 366 th St SW Plaza, ND 58771	2023	\$503,000	\$89,000	\$23,080	\$4,450

2. Parcel was Annexed into the City of Minot for 2023:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Mcfarlane, Albert & Susan	NE300990000330 Olt 33 of NE Less Lot A & Less Por. Belview 2 nd	2205 EL RIO DR. Minot, ND 58701	2023	\$170,000	\$0.00	\$7,650	\$0.00

3. Corrected Land Value 2 Acres are valued as Residential and remaining Acres qualified as Agricultural Land:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Aberle, Todd & Domini	SR290990000020 Olt 2 of E2 S29-154-82	3400 93 rd Ave SE Minot, ND 58701	2023	\$198,000	\$139,000	\$8,910	\$6,270

4. Property qualifies for 57-02-08 (6), property is owned by non-profit school:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Bishop Ryan Catholic School	MI13C490000020 Broadway Heights 2 nd Addn. Lot 2	Unassigned Minot, ND 58703	2023	\$1,034,000	\$7,000	\$51,700	\$350

5. Property sold 8/4/23, prorate Blind Exemption for 7 months:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
AW Properties LLC	MI356500000030 Cedar Lake Condominiums Carlsons 2 nd Addn. Replat Lot 7 Unit 2400	2400 8 th St SW Minot, ND 58701	2023	\$50,000	\$106,000	\$2,500	\$4,770

6. Property sold 8/1/23, prorate Wheel Chair Exemption for 7 months:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
ERA LLP & GHI LLC	MI202470000171 R/A Millers Addn. Lot 16 & 17	1025 36 th St SE Minot, ND 58701	2023	\$141,000	\$183,000	\$6,345	\$8,235

7. Property purchased by the City of Minot 7/23, prorate value 7 months, exempt 5 months:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot	MI192882520060 Olts Block 142 SW ¼ of S19-155-82 Lot 6 known as Lot A	1623 8 th Ave SE Minot, ND 58701	2023	\$204,000	\$119,000	\$9,180	\$5,355

8. Missed Annexation into city limits, ordinance 5689 dated January 3, 2022:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Mcfarlane, Albert & Susan	MI302882520330 Olt 33 of NE Less Lot A & Less Por. Belview 2 nd Addn.	2205 El RIO DR Minot, ND 58703	2023	\$0.00	\$170,000	\$0.00	\$7,650

9. Recent Inspection concluded that reduction is needed to reflect market value:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Venable, Jeanette & William	MI140850200061 Ehr's Fifth Addn. S45' of Lot 6 Block 2	1120 11 th St NW Minot, ND 58703	2023	\$174,000	\$136,000	\$7,830	\$6,120

10. Purchased from Trinity Health 7/23, no longer exempt, prorate value for 5 months from date of purchase:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Town & Country Credit Union	MI24B020100020 Manorcare Addn. Block 1 Lot 2	517 1 st ST SW Minot, ND 58701	2023	\$0.00	\$15,000	\$0.00	750
Town & Country Credit Union	MI24B020100030 Manorcare Addn. Block 1 Lot 3	Unassigned Minot, ND 58701	2023	\$0.00	\$16,000	\$0.00	800
Town & Country Credit Union	MI24B020100040 Manorcare Addn. Block 1 Lot 4	525 1 st ST SW Minot, ND 58701	2023	\$0.00	\$37,000	\$0.00	\$1,850

11. Property no longer exempt, return to tax roll:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Open Gate Church INC	MI111330300030 Goheens Addn. Lot 3 Block 3	2035 3 rd ST NW Minot, ND 58703	2023	\$0.00	\$163,000	\$0.00	\$8,150

12. Adjustment needed to reflect market value:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Twin Villa Apartments LLC	MI255310001831 Twin Villas Condo Unit 1831 South Park Terrace 2 nd Addn. Amended Plat of Block 2	1831 2 nd St SE Minot, ND 58701	2023	\$208,000	\$170,000	\$10,400	\$8,500
Twin Villa Apartments LLC	MI255310001823 Twin Villas Condo Unit 1823 South Park Terrace 2 nd Addn. Amended Plat of Block 2	1823 2 nd St SE Minot, ND 58701	2023	\$208,000	\$170,000	\$10,400	\$8,500
Twin Villa Apartments LLC	MI255310001833 Twin Villas Condo Unit 1833 South Park Terrace 2 nd Addn. Amended Plat of Block 2	1833 2 nd St SE Minot, ND 58701	2023	\$208,000	\$170,000	\$10,400	\$8,500
Twin Villa Apartments LLC	MI255310001825 Twin Villas Condo Unit 1825 South Park Terrace 2 nd Addn. Amended Plat of Block 2	1825 2 nd St SE Minot, ND 58701	2023	\$208,000	\$170,000	\$10,400	\$8,500
Twin Villa Apartments LLC	MI255310001835 Twin Villas Condo Unit 1835 South Park Terrace 2 nd Addn. Amended Plat of Block 2	1835 2 nd St SE Minot, ND 58701	2023	\$208,000	\$170,000	\$10,400	\$8,500
Twin Villa Apartments LLC	MI255310001827 Twin Villas Condo Unit 1827 South Park Terrace 2 nd Addn. Amended Plat of Block 2	1827 2 nd St SE Minot, ND 58701	2023	\$208,000	\$170,000	\$10,400	\$8,500

13. Continuation of #12:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Twin Villa Apartments LLC	MI255310001821 Twin Villas Condo Unit 1821 South Park Terrace 2 nd Addn. Amended Plat of Block 2	1821 2 nd St SE Minot, ND 58701	2023	\$207,000	\$170,000	\$10,350	\$8,500
Twin Villa Apartments LLC	MI255310001829 Twin Villas Condo Unit 1829 South Park Terrace 2 nd Addn. Amended Plat of Block 2	1829 2 nd St SE Minot, ND 58701	2023	\$208,000	\$170,000	\$10,400	\$8,500

14. 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
Hanson, Christ & Lori	CP200010000000 NE S20-157-86	32601 170 th Ave NW Minot, ND 58703	2023	\$232,000	\$126,000	\$11,070	\$6,300



Douglas Diedrichsen
Planning and Zoning Admin.
701-857-6405
PO Box 5005
Minot, ND 58702-5005

DATE: August 25, 2023
TO: Ward County Board of Commissioners
FROM: Doug Diedrichsen, Planning and Zoning Administrator
SUBJECT: Planning and Zoning Items from Planning Commission

MEMORANDUM

Variance

Public Hearing:

1. Wade & Amber Rademacher

Application for a **Variance** for the following described property:

OL1 of the SE4 31-157-84 St. Mary's Township

The applicant is requesting a relief of front yard setback requirements due to existing infrastructure on their property. Ward County zoning applies with the township recommending approval.

Planning Commission recommends Approval of the Variance Application based on finding of facts.

2. Valarie Walters

Application for a **Special Use Permit** for the following described property:

Amended OL 9 E2E2SE4 8-153-81

The applicant is requesting to be allowed to place an accessory dwelling on the property. Ward County zoning applies with the township recommending approval.

Planning Commission recommends Approval of the Special Use Permit Application based on finding of facts.

Plats

3. Kathleen Kupser

Application for a **Plat** for the following described property:

Proposed Outlots 7&8 being a portion of the E2NE4NE4 26-155-84

The applicant is proposing to parcel two outlots, proposed outlet 7 is 10.00 acres, proposed outlet 8 is 7.75 acres. These outlots are for future residential purposes. Ward County zoning applies with the township recommending approval.

Planning Commission recommends Approval of the Outlot Plats Application based on finding of facts and staff recommendations.

4. Scott Knudsvig

Application for a **Plat** for the following described property:

Proposed Outlot 1 lying in the NW4SW4 and the SW4SW4 22-153-87

The applicant is proposing to parcel an outlet, proposed outlet 1 is 55.73 acres. This outlet is for future agricultural purposes. Ward County zoning applies with the township recommending approval.

Planning Commission recommends Approval of the Outlot Plat Application based on finding of facts and staff recommendations.

**Planning/Zoning Office**

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

VARIANCE APPLICATION \$100**APPLICANT INFORMATION**

Name: Wade and Amber Rademacher
Email Address: rad.amber27@gmail.com Phone: 701-822-1306
Current Address: 17350 128th Ave NW
City: Foxholm State: ND ZIP Code: 58718
Legal description of subject property: OTL 1 OF SE S31-157-84 St MARY'S S107 A2.738

REASON* FOR VARIANCE

- | | | |
|--|---|--|
| ☐ Exceptional shallowness of parcel | ☐ Oddly shaped parcel | ☐ Exceptional topographical conditions |
| ☐ Reasonable use of parcel is not possible | ☒ Unique preexisting circumstances | ☐ Other: _____ |

*Financial inconvenience is NOT an exceptional hardship, thus does not qualify as a reason for a variance.

DESCRIBE THE PROPOSED PROJECT

We have an existing septic, well and power pole that we would like to leave where they are, so that we don't have the extra expense to move them. We propose to build an Ag Shop 16' from the right away, 91' from the center line of Cty Rd 8.

VARIANCE TO WHAT ORDINANCE

- | | | |
|--|---------------------------------------|--------------------------------------|
| ☒ Set back requirements | ☐ Building height | ☐ Square footage |
| ☐ Parking | ☐ Landscaping | ☐ Other: _____ |

SIGNATURES

☒ I, the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant: Amber Rademacher Date: 6-13-23

OFFICIAL USE

Date Received by Staff:	Received by:	Paid: Yes No
Staff Check List: ☐ PHN to MDN ☐ PHN to Ntn Area ☐ Comment Received Y____ N____ ☐ Staff report written	PC Action:	CC Action:



PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

Item #: 1

Planning Commission Staff Report

1st Reading Meeting Date: July 20th, 2023

2nd Reading Meeting Date: August 17th, 2023

Applicant: Wade & Amber Rademacher
17350 128th Ave NW Foxholm, ND 58718
701.822.1306

Owner: Wade & Amber Rademacher

Current legal description: OL1 of the SE4 31-157-84 St. Mary's Township

Address: (if applicable) 17350 128th Ave NW Foxholm, ND 58718

Township St. Mary's Township

Current Zoning: Ward County Rural

Zoning Ordinance Reference: Ward County Zoning Dist. 2

PROJECT DESCRIPTION:

The applicant is requesting a setback variance for front yard.

FINDINGS OF FACT:

1. Proposed shop setback of 16 ft. front yard from property line being 91' from CL of County Road
2. The land is currently residential/Agricultural and will be used for residential/agricultural purposes.



HIGHWAY ENGINEERING CONSIDERATIONS:

Setbacks do not meet Ward County minimum standards. Encroachment of this nature and area will affect snow drifting perpetually into the future. It's recommended that the proposed variance be denied as there is adequate room on the lot for the structure to be built without encroaching upon setbacks.

TOWNSHIP RECOMMENDATION:

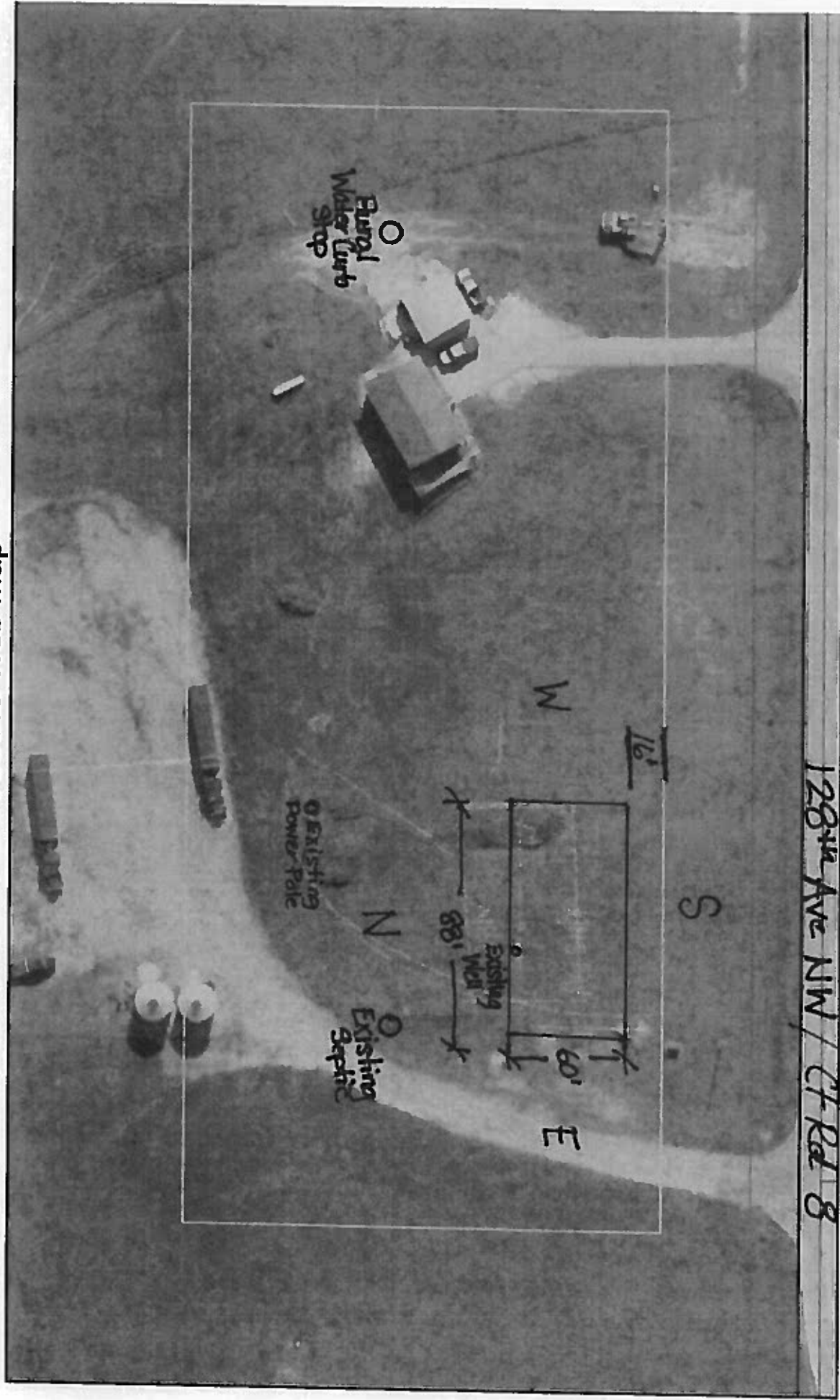
Based upon review St Marys Township has responded and the St Marys Township Board of Supervisors has recommended the SUP be approved without comment or objection.

WATERBOARD RECOMMENDATION:

Based upon review and recommendation of the Water Resource Board Engineer, the plat is returned without objection but with the following recommendations:

1. A storm water management plan may be required if the subject property:
 - has a special use permit applied for
2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.

ArcGIS Web Map

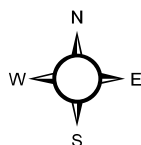
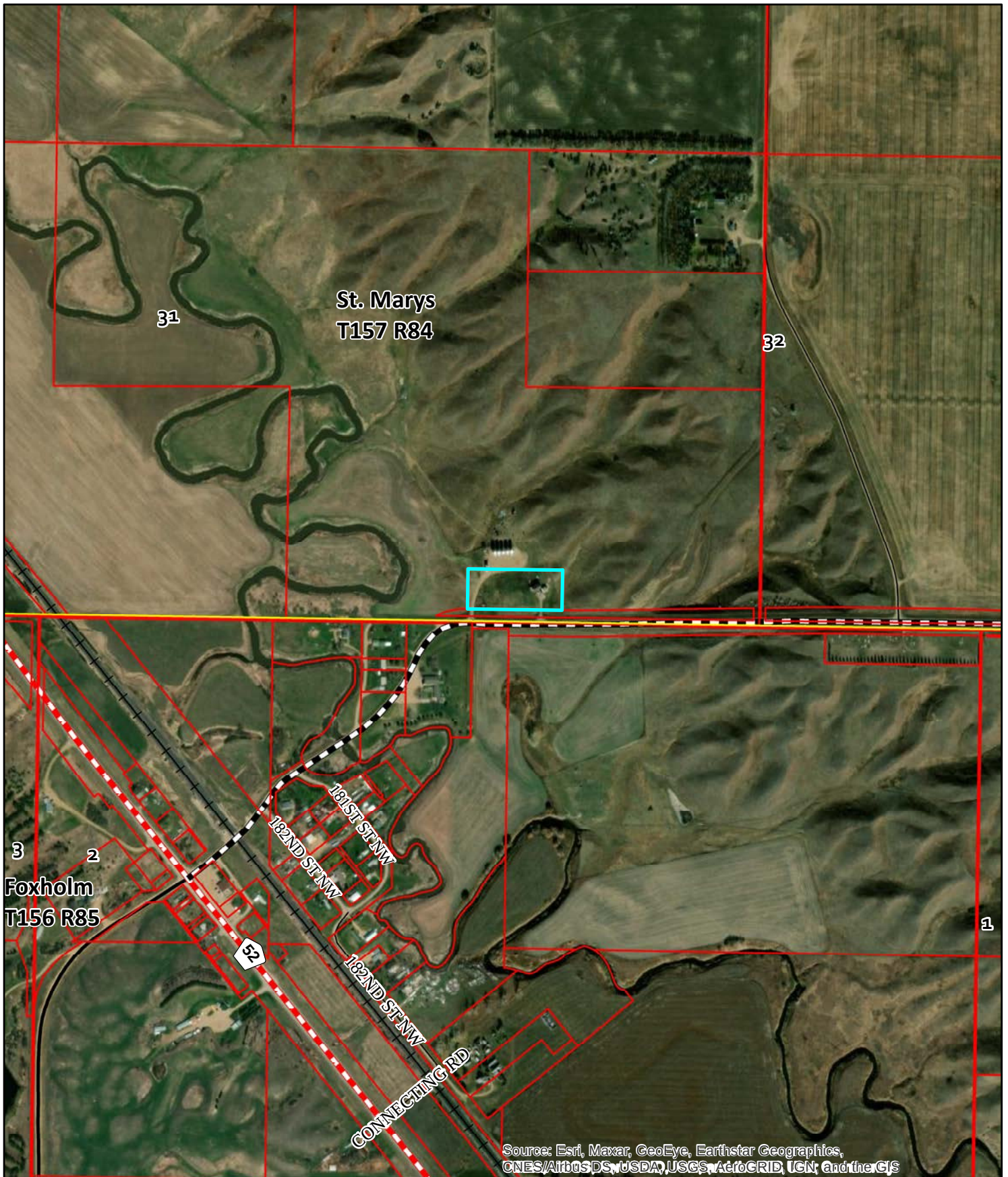


5/21/2023, 4:37:13 PM

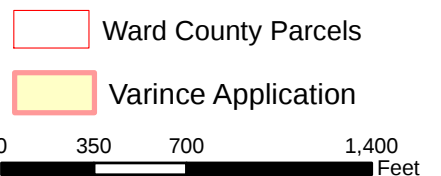
☐ Township Boundaries ☐ Ward County, ND Parcels

Ward County Zoning Levels

☐ Zoning District 2



Wade & Amber Rademacker
Variance Application
31-157-84
St. Mary's Township



**Planning/Zoning Office**

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

SPECIAL USE PERMIT \$200

Permit Number: _____

APPLICANT INFORMATION

Name: Valarie Walters

Phone: 701-226-8656

Email Address: valariew218@gmail.com

Current Address: 1804 Northwest Ave Apt.D Minot ND 58703

SUBJECT PROPERTY INFORMATION

Legal Description: AMEN OLT 9 E2E2SE S8-153-81 SAWYER TWP S16 SFD A 11.49

Address: (If Applicable) 14700 125TH ST SE SAWYER ND 58781

Building Foot Print: (SF) 952

Number of Stories: 1

Total SF of Structure:

Parcel Size: (SF)

Existing Use: Residence

Off Street Parking: yes

On Street Parking:

☒ New Construction ☐ Addition**DESCRIBE THE PROPOSED PROJECT**

I would like to put a mobile home on my parents land to help and allow them to stay rural longer. We would also like to allow my small grandchildren the opportunity to grow up on this property as their father, my son, passed away and I now have guardianship.

OWNER INFORMATION

Name: Allen and Diana Dockter

Phone: 701-720-7692

Address: 14700 125th St SE Sawyer ND 58781

Email Address:

CONTRACTOR INFORMATION (IF APPLICABLE)

Name: Bryce's Mobile Home Movers

License Number:

Address:

Phone: 701-852-5587

Email Address:

SIGNATURE

☒ I, the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant:

Date: 6/15/2023

OFFICIAL USE

Date Received by Staff:

Received by:

Paid: Yes / No | Date:

Staff Check List:

- ☐ PHN to MDN
- ☐ PHN to Ntfn Area
- ☐ Comment Received Y ____ N ____
- ☐ Staff report written

PC Action:

CC Action:



PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

Item #: 2

Planning Commission Staff Report

1st Reading Meeting Date: July 20th, 2023

2nd Reading Meeting Date: August 17th, 2023

Applicant: Valarie Walters

14700 125th St. SE Sawyer, ND 58781

701.226.8656

Owner: Allen & Diana Dockter

Current legal description: Amended OL 9 E2E2SE4 8-153-81

Address: (if applicable) 14700 125th St. SE Sawyer, ND 58781

Township Sawyer Township

Current Zoning: Ward County Rural

Zoning Ordinance Reference: Ward County Zoning Dist. 2

PROJECT DESCRIPTION:

The applicant is requesting a Special Use Permit for an accessory dwelling.

FINDINGS OF FACT:

1. Proposed addition mobile home placed on a lot with an existing single family home
2. The land is currently residential and will be used for residential purposes.



HIGHWAY ENGINEERING CONSIDERATIONS:

None

TOWNSHIP RECOMMENDATION:

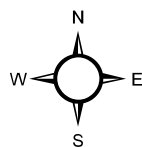
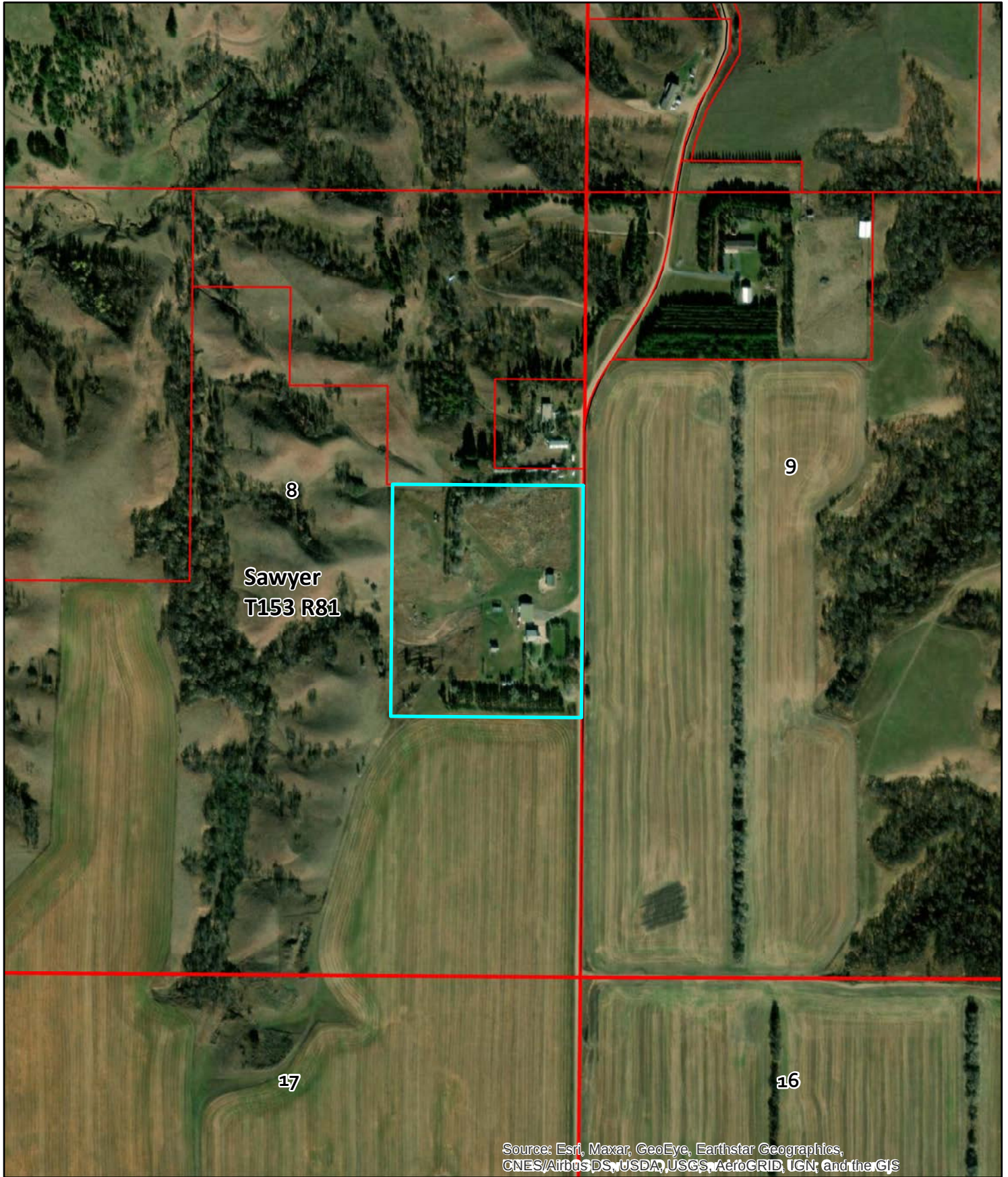
Based upon review Sawyer Township has responded and the Sawyer Township Board of Supervisors has recommended the SUP be approved without comment or objection.

WATERBOARD RECOMMENDATION:

Based upon review and recommendation of the Water Resource Board Engineer, the plat is returned without objection but with the following recommendations:

1. A storm water management plan may be required if the subject property:
 - has a special use permit applied for
2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.





Valarie Walters
Special Use Application
8-153-81
Sawyer Township

 Ward County Parcels

 Varince Application

0 210 420 840
Feet



Planning/Zoning Office

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

PLAT APPLICATION \$50/LOT

APPLICANT INFORMATION

Name: Kathleen Kupser Phone: 701-839-7128
Email Address: _____
Mailing Address: P.O. Box 509 Minot, ND 58702

SUBJECT PROPERTY INFORMATION

Proposed Name of Plat(s): Outlot 7
Legal Description: 26-155-84
Address: (If Applicable) _____
Proposed use: Ag Existing Use: Ag Number of Lots Proposed: 1

OWNER OF RECORD INFORMATION

Name: Kathleen Kupser Phone: 701-839-7128
Address: P.O. Box 509 Minot, ND 58702
Email Address: _____

If applicant is different than the owner, please explain the position of the applicant as to the property in question:

SIGNATURE

[Signature], the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant: Kathleen S. Kupser Date: 4-14-23

**** Please submit with this application, an official, notarized and signed surveyor's plat. All Landowners names and signatures must the plat.**

OFFICIAL USE

Current Zoning:	Paid: Yes / No	Amount Paid:	Payment method/date:
Date Received: <u>4/14/23</u>	Received By:		
Staff Check List: ☐ Tnsp rcmd sent _____ Received _____ ☐ WRD rcmd sent _____ Received _____ ☐ Rcdr Rvw sent _____ Received _____ ☐ Staff report written	PC Action:		CC Action:



Planning/Zoning Office

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

PLAT APPLICATION \$50/LOT

APPLICANT INFORMATION

Name: Kathleen Kupser Phone: 701-839-7128
Email Address: _____
Mailing Address: P.O. Box 509 Minot, ND 58702

SUBJECT PROPERTY INFORMATION

Proposed Name of Plat(s): Outlot 8
Legal Description: 26-155-84
Address: (If Applicable) _____
Proposed use: Ag Existing Use: Ag Number of Lots Proposed: 1

OWNER OF RECORD INFORMATION

Name: Kathleen Kupser Phone: 701-839-7128
Address: P.O. Box 509 Minot, ND 58702
Email Address: _____

If applicant is different than the owner, please explain the position of the applicant as to the property in question:

SIGNATURE

X I, the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant: Kathleen L. Kupser Date: 4-14-23

**** Please submit with this application, an official, notarized and signed surveyor's plat. All Landowners names and signatures must the plat.**

OFFICIAL USE

Current Zoning:	Paid: Yes / No	Amount Paid:	Payment method/date:
Date Received:	Received By:		
Staff Check List: ☐ Tnsp rcmd sent _____ Received _____ ☐ WRD rcmd sent _____ Received _____ ☐ Rcdr Rvw sent _____ Received _____ ☐ Staff report written	PC Action:		CC Action:



PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

Planning Commission Staff Report

Item #: 4

Recommendations

Staff: **Approval w/conditions**

Township: **Approval w/o conditions**

Water Board: **Approval w/conditions**

Meeting Date: August 17th, 2023

Applicant: Kathleen Kupser
PO Box 509 Minot, ND 58702
701.839.7128

Owner: Kathleen Kupser

Current legal description: E2NE4NE4 26-155-84

Proposed legal description: Outlots 7&8 being a portion of the E2NE4NE4 26-155-84

Address: (if applicable) N/A

Township: Burlington Township

Current Zoning: Ward County R-1

Zoning Ordinance Reference: Ward County Zoning Dist. 2

PROJECT DESCRIPTION:

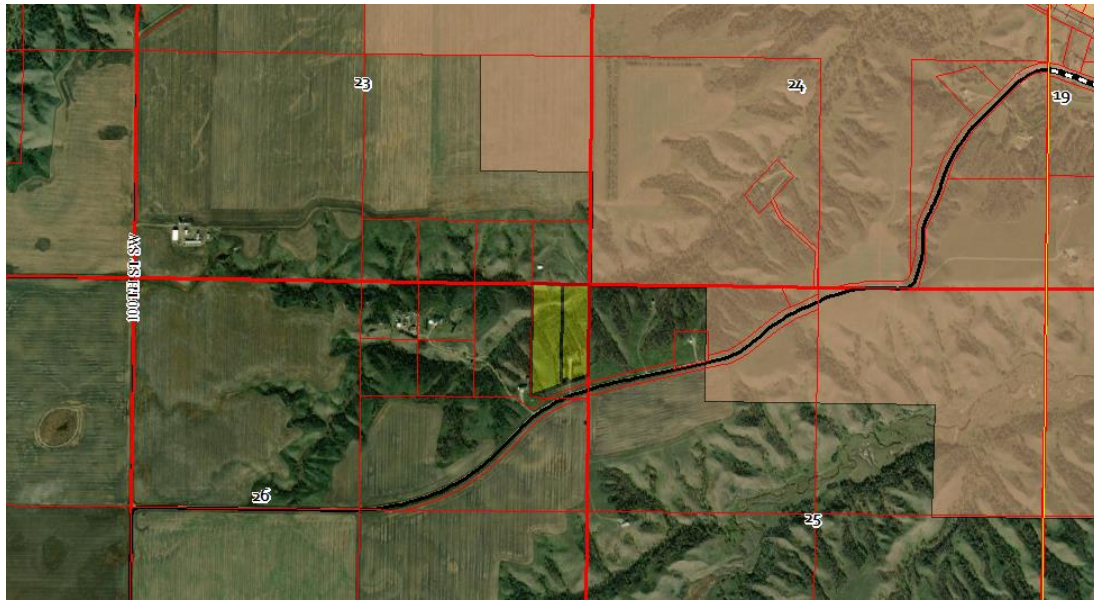
The applicant is requesting to outlot for a future residential use.

RECOMMENDATION:

Staff recommends approval based on the findings of fact and staff recommendations.
Township recommends approval.

FINDINGS OF FACT:

1. Proposed Outlot 7 is 10.00 acres, Proposed Outlot 8 is 7.75 acres
2. The land is currently agricultural and will be used for agricultural purposes.
3. The outlots 7&8 has access from CR 12 on the south side of the proposed outlots.



PLANNING AND ZONING CONSIDERATIONS:

The applicant is proposing to parcel two outlots for agricultural purpose. Outlot 7 is 10.00 acres, Outlot 8 is 7.75 acres. The proposed outlots meet the 2.00 acre Ward County minimum.

HIGHWAY ENGINEERING CONSIDERATIONS:

Outlots access an existing approach. Any change to current access would need to be permitted with Ward County Highway Department. No new approach access will be permitted.

TOWNSHIP RECOMMENDATION:

Based upon review Burlington Township has responded and the Burlington Township Board of Supervisors has recommended the plat be approved without comment or objection.

WATERBOARD RECOMMENDATION:

Based upon review and recommendation of the Water Resource Board Engineer, the plat is returned without objection but with the following recommendations:

1. A storm water management plan may be required if the subject property:
 - has a special use permit applied for
2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.

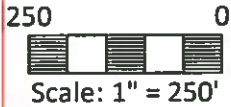
being a Portion of a
Warranty Deed and an
Unplatted Portion of the

PLAT OF OUTLOT 7

SHEET 1 OF 4

of $E\frac{1}{2}NE\frac{1}{4}NE\frac{1}{4}$, Section 26, Township 155 N, Range 84 W

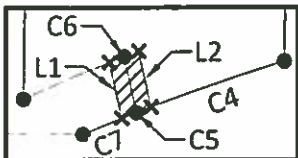
Owners Kathleen Kupser ($E\frac{1}{2}NE\frac{1}{4}NE\frac{1}{4}$ Less Warranty Deed) Charles M & Linda D Tompkins (Warranty Deed)



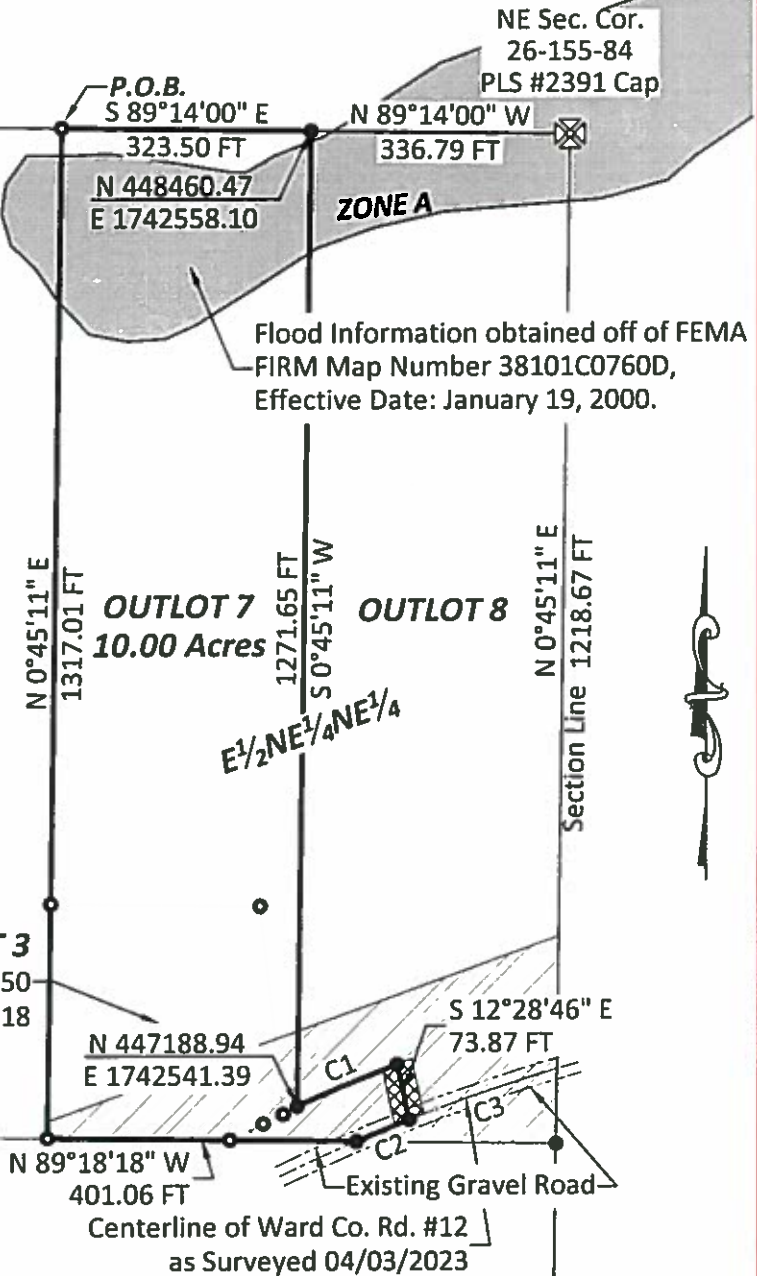
OUTLOT 2
Ward Co. Doc. #2861911
Recorded 11/13/2006

□ - **WARRANTY DEED**
Ward Co. Doc. #2845048
Recorded 05/15/2005

EXHIBIT "A"



VACATED OUTLOT 3
Ward Co. Doc. #3016950
Recorded 03/12/2018



- - Denotes Property Corners Set 18" #5 Rebar with PLS Cap #6134
- - Denotes Property Corner Found
- × - Denotes Traverse Point
- ⊠ - Denotes Section Corners
- ⊞ - Denotes Quarter Corners
- ⊞ - Denotes 40' Road Dedication Area = 0.07 Acres See Exhibit "A"

NOTES:

- Basis of Bearing and Coordinates obtained from NGS OPUS Solution NAD 83 North Dakota North (3301) Int. Feet.
- Bearings and Distances may vary from previous plats due to different methods of measurement.
- Plat is subject to all prior Easements of record.
- See Sheet 3 for line and curve tables.

AREA BREAKDOWN:

$E\frac{1}{2}NE\frac{1}{4}NE\frac{1}{4}$ Less Warranty Deed = 7.17 Acres
Warranty Deed = 0.83 Acres
TOTAL = 10.00 Acres

DESCRIPTION:

Outlot 7 of $E\frac{1}{2}NE\frac{1}{4}NE\frac{1}{4}$, Section 26, Township 155 N, Range 84 W described as follows:

Beginning at the Northeast Property Corner of Outlot 2, a Plat being on file at the Ward County Recorder's Office, lying in the $NE\frac{1}{4}$, of Section 26, Township 155 N, Range 84 W, of the 5th Principal Meridian, Ward County, North Dakota; Thence S 89°14'00" E, on the North Line, of said $NE\frac{1}{4}$, a distance of 323.50 FT; Thence S 0°45'11" W, being Parallel to the East Line, of said $NE\frac{1}{4}$, a distance of 1271.65 FT; Thence along a Curve to the Right, said Curve having a Length of 141.01 FT, a Radius of 2534.63 FT, and a Delta Angle of 3°11'15"; Thence S 12°28'46" E, a distance of 73.87 FT; Thence along a Curve to the Left, said Curve having a Length of 74.60 FT, a Radius of 2461.63 FT, and a Delta Angle of 1°44'11", to a Point on the South Line of the $NE\frac{1}{4}NE\frac{1}{4}$; Thence N 89°18'18" W, on the South Line of the $NE\frac{1}{4}NE\frac{1}{4}$, a distance of 401.06 FT, to the Southwest Corner, of said Outlot 2; Thence N 0°45'11" E, on the East Line, of said Outlot 2, a distance of 1317.01 FT, to the Point of Beginning.

Said described tract of land contains 10.00 Acres more or less.



WOLD
ENGINEERING, P.C.

Bottineau: 228-2292
Minot: 852-0338
Bismarck: 258-9227

THE UNDERSIGNED, Owners of the within described property, in accordance with the provisions of Sec. 57-02-39, Revised Code of 1943, and upon demand of the County Auditor of Ward County, North Dakota, have caused to be made the within and foregoing plat of said land with the lots as herein described, hereby donate and dedicate all the streets and alleys hereon shown to the public for public use, and have caused the same to be placed on record, as provided by law.

IN TESTIMONY WHEREOF the said owner has here unto set their hand 5 and seal this 14th day of July, 2023

Signed in the presence of
(Seal)

James D. Tompkins
(Seal)

(Seal)

Kathleen L. Kupser
Kathleen L. Kupser
Charles M. Tompkins

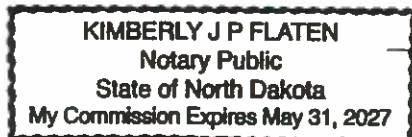
STATE OF NORTH DAKOTA }ss

County of Ward

On this 14th day of July in the year 2023, before me, a Notary Public in and for said County and State, personally appeared

Kathleen Kupser, Charles M. Tompkins and Linda A. Tompkins
known to me to be the person who described in, and who executed the foregoing instrument and acknowledged that he executed the same.

My Commission Expires:



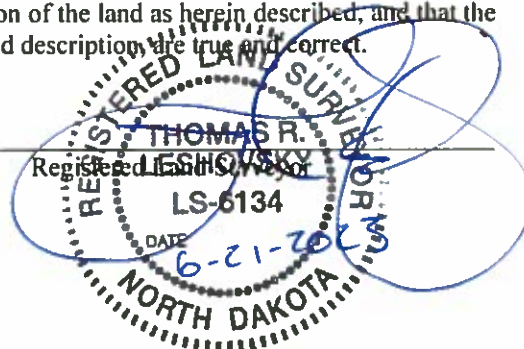
[Signature]
Notary Public

SURVEYOR'S CERTIFICATE

I, Thomas R. Leshovsky Registered Land Surveyor, do hereby certify that at the request of Kathleen Kupser made the within and foregoing plat and description of the land as herein described, and that the lots, distances, area and location, as indicated on said plat and contained in said description are true and correct.

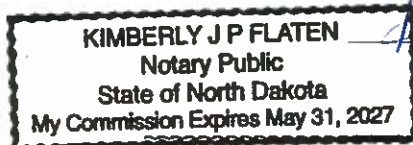
STATE OF NORTH DAKOTA }ss

County of Ward



Subscribed and sworn to before me this 21st day of June, 2023.

My Commission Expires:



[Signature]
Notary Public

Approved _____, 20____

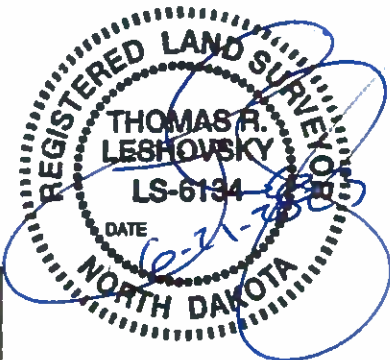
Approved _____, 20____

PLAT OF OUTLOT 7

SHEET 3 OF 4

of lying in the E½NE¼NE¼, Section 26, Township 155 N, Range 84 W

Owners Kathleen Kupser



Line Table		
Line #	Direction	Length
L1	N 12°28'46" W	73.96 FT
L2	S 12°28'46" E	73.78 FT

Curve Table					
Curve #	Length	Radius	Delta Angle	Chord Direction	Chord Length
C1	141.01 FT	2534.63 FT	3°11'15"	N 67°15'43" E	140.99 FT
C2	74.60 FT	2461.63 FT	1°44'11"	S 67°43'43" W	74.59 FT
C3	202.61 FT	2461.63 FT	4°42'57"	N 70°57'16" E	202.55 FT
C4	182.37 FT	2461.63 FT	4°14'41"	S 71°11'24" W	182.33 FT
C5	40.49 FT	2461.63 FT	0°56'33"	S 68°35'47" W	40.49 FT
C6	40.46 FT	2534.63 FT	0°54'53"	S 68°51'20" W	40.46 FT
C7	54.34 FT	2461.63 FT	1°15'53"	S 67°29'34" W	54.34 FT



WOLD
ENGINEERING, P.C.

Bottineau: 228-2292
Minot: 852-0338
Bismarck: 258-9227

THE UNDERSIGNED, Owners of the within described property, in accordance with the provisions of Sec. 57-02-39, Revised Code of 1943, and upon demand of the County Auditor of Ward County, North Dakota, have caused to be made the within and foregoing plat of said land with the lots as herein described, hereby donate and dedicate all the streets and alleys hereon shown to the public for public use, and have caused the same to be placed on record, as provided by law.

IN TESTIMONY WHEREOF the said owner has here unto set _____ hand _____ and seal this _____ day of _____, 20__.

Signed in the presence of _____
(Seal)

(Seal)

(Seal)

STATE OF NORTH DAKOTA }ss

County of _____

On this _____ day of _____ in the year _____, before me, a Notary Public in and for said County and State, personally appeared _____

known to me to be the person who described in, and who executed the foregoing instrument and acknowledged that he executed the same.

My Commission Expires: _____ Notary Public

being a Portion of a
Warranty Deed and an
Unplatted Portion of the

PLAT OF OUTLOT 8

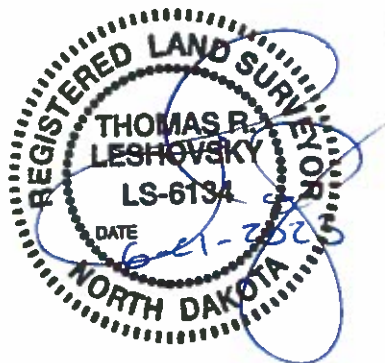
SHEET 1 OF 4

of $E\frac{1}{2}NE\frac{1}{4}NE\frac{1}{4}$, Section 26, Township 155 N, Range 84 W

Owners Kathleen Kupser ($E\frac{1}{2}NE\frac{1}{4}NE\frac{1}{4}$ Less Warranty Deed) Charles M & Linda D Tompkins (Warranty Deed)

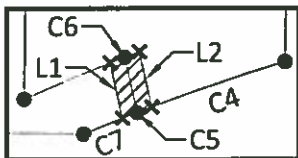
250 0
Scale: 1" = 250'

Section Line

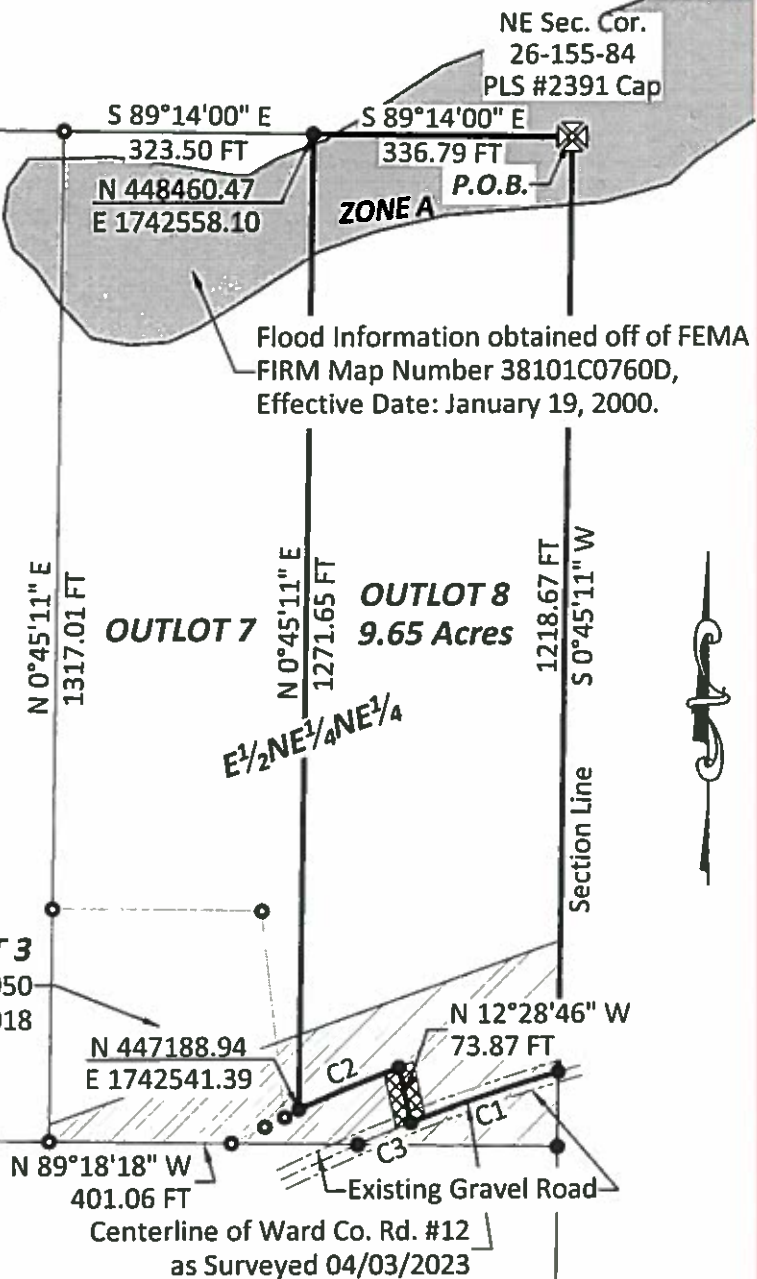


OUTLOT 2
Ward Co. Doc. #2861911
Recorded 11/13/2006

EXHIBIT "A"



VACATED OUTLOT 3
Ward Co. Doc. #3016950
Recorded 03/12/2018



- - Denotes Property Corners Set 18" #5 Rebar with PLS Cap #6134
- - Denotes Property Corner Found
- × - Denotes Traverse Point
- ⊠ - Denotes Section Corners
- ⊞ - Denotes Quarter Corners
- ⊞ - Denotes 40' Road Dedication Area = 0.07 Acres See Exhibit "A"

NOTES:

- Basis of Bearing and Coordinates obtained from NGS OPUS Solution NAD 83 North Dakota North (3301) Int. Feet.
- Bearings and Distances may vary from previous plats due to different methods of measurement.
- Plat is subject to all prior Easements of record.
- See Sheet 3 for line and curve tables.

AREA BREAKDOWN:

$E\frac{1}{2}NE\frac{1}{4}NE\frac{1}{4}$ Less Warranty Deed = 8.59 Acres
Warranty Deed = 1.06 Acres
TOTAL = 9.65 Acres

DESCRIPTION:

Outlot 8 of $E\frac{1}{2}NE\frac{1}{4}NE\frac{1}{4}$, Section 26, Township 155 N, Range 84 W described as follows:

Beginning at the Northeast Corner of Section 26, Township 155 N, Range 84 W, of the 5th Principal Meridian, Ward County, North Dakota; Thence S 0°45'11" W, on the East Line of the $NE\frac{1}{4}$, a distance of 1218.67 FT; Thence on a Curve to the Left, said Curving having a Length of 202.61 FT, a Radius of 2461.63 FT, and a Delta Angle of 4°42'57"; Thence N 12°28'46" W, a distance of 73.87 FT; Thence on a Curve to the Left, said Curving having a Length of 141.01 FT, a Radius of 2534.63 FT, and a Delta Angle of 3°11'15"; Thence N 0°45'11" E, being Parallel to the East Line, of said $NE\frac{1}{4}$, a distance of 1271.65 FT, to a point being on the North Line of the $NE\frac{1}{4}$; Thence S 89°14'00" E, on the North Line, of said $NE\frac{1}{4}$, a distance of 336.79 FT, to the Point of Beginning.

Said described tract of land contains 9.65 Acres more or less.



WOLD
ENGINEERING, P.C.

Bottineau: 228-2292
Minot: 852-0338
Bismarck: 258-9227

THE UNDERSIGNED, Owners of the within described property, in accordance with the provisions of Sec. 57-02-39, Revised Code of 1943, and upon demand of the County Auditor of Ward County, North Dakota, have caused to be made the within and foregoing plat of said land with the lots as herein described, hereby donate and dedicate all the streets and alleys hereon shown to the public for public use, and have caused the same to be placed on record, as provided by law.

IN TESTIMONY WHEREOF the said owner has here unto set their hand 5 and seal this 14th day of July, 2023.

Signed in the presence of
(Seal)

Linda D. Tompkins
(Seal)

(Seal)

Kathleen R. Kupser
Kathleen L. Kupser
Charles M. Tompkins

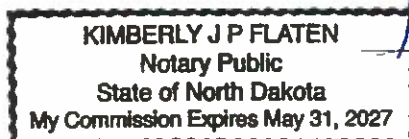
STATE OF NORTH DAKOTA }ss

County of Ward

On this 14th day of July in the year 2023, before me, a Notary Public in and for said County and State, personally appeared

Kathleen Kupser, Charles M. Tompkins and Linda D. Tompkins
known to me to be the person who described in, and who executed the foregoing instrument and acknowledged that he executed the same.

My Commission Expires:



[Signature]
Notary Public

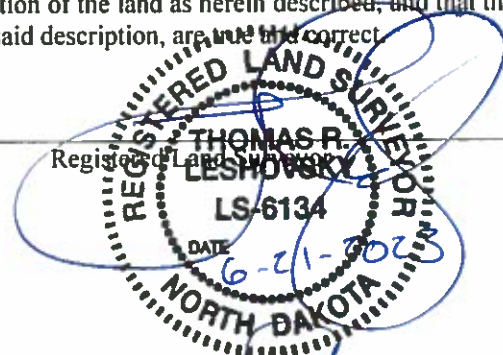
SURVEYOR'S CERTIFICATE

I, Thomas R. Leshovsky Registered Land Surveyor, do hereby certify that at the request of Kathleen Kupser made the within and foregoing plat and description of the land as herein described, and that the lots, distances, area and location, as indicated on said plat and contained in said description, are true and correct.

STATE OF NORTH DAKOTA }ss

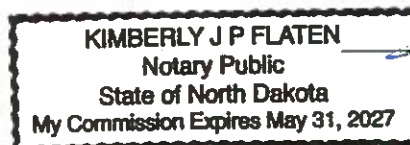
County of Ward

Registered Land Surveyor



Subscribed and sworn to before me this 21st day of June, 2023.

My Commission Expires:



[Signature]
Notary Public

Approved _____, 20

Approved _____, 20

PLAT OF OUTLOT 8

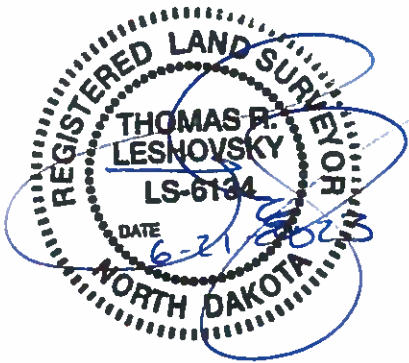
SHEET 3 OF 4

of lying in the E½NE¼NE¼, Section 26, Township 155 N, Range 84 W

Owners Kathleen Kupser

Line Table		
Line #	Direction	Length
L1	N 12°28'46" W	73.96 FT
L2	S 12°28'46" E	73.78 FT

Curve Table					
Curve #	Length	Radius	Delta Angle	Chord Direction	Chord Length
C1	202.61 FT	2461.63 FT	4°42'57"	S 70°57'16" W	202.55 FT
C2	141.01 FT	2534.63 FT	3°11'15"	S 67°15'43" W	140.99 FT
C3	74.60 FT	2461.63 FT	1°44'11"	S 67°43'43" W	74.59 FT
C4	182.37 FT	2461.63 FT	4°14'41"	S 71°11'24" W	182.33 FT
C5	40.49 FT	2461.63 FT	0°56'33"	S 68°35'47" W	40.49 FT
C6	40.46 FT	2534.63 FT	0°54'53"	S 68°51'20" W	40.46 FT
C7	54.34 FT	2461.63 FT	1°15'53"	S 67°29'34" W	54.34 FT



WOLD
ENGINEERING, P.C.

Bottineau: 228-2292
Minot: 852-0338
Bismarck: 258-9227

THE UNDERSIGNED, Owners of the within described property, in accordance with the provisions of Sec. 57-02-39, Revised Code of 1943, and upon demand of the County Auditor of Ward County, North Dakota, have caused to be made the within and foregoing plat of said land with the lots as herein described, hereby donate and dedicate all the streets and alleys hereon shown to the public for public use, and have caused the same to be placed on record, as provided by law.

IN TESTIMONY WHEREOF the said owner has here unto set _____ hand _____ and seal this _____ day of _____, 20 ____.

Signed in the presence of _____
(Seal)

(Seal)

(Seal)

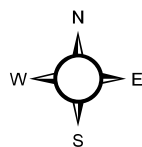
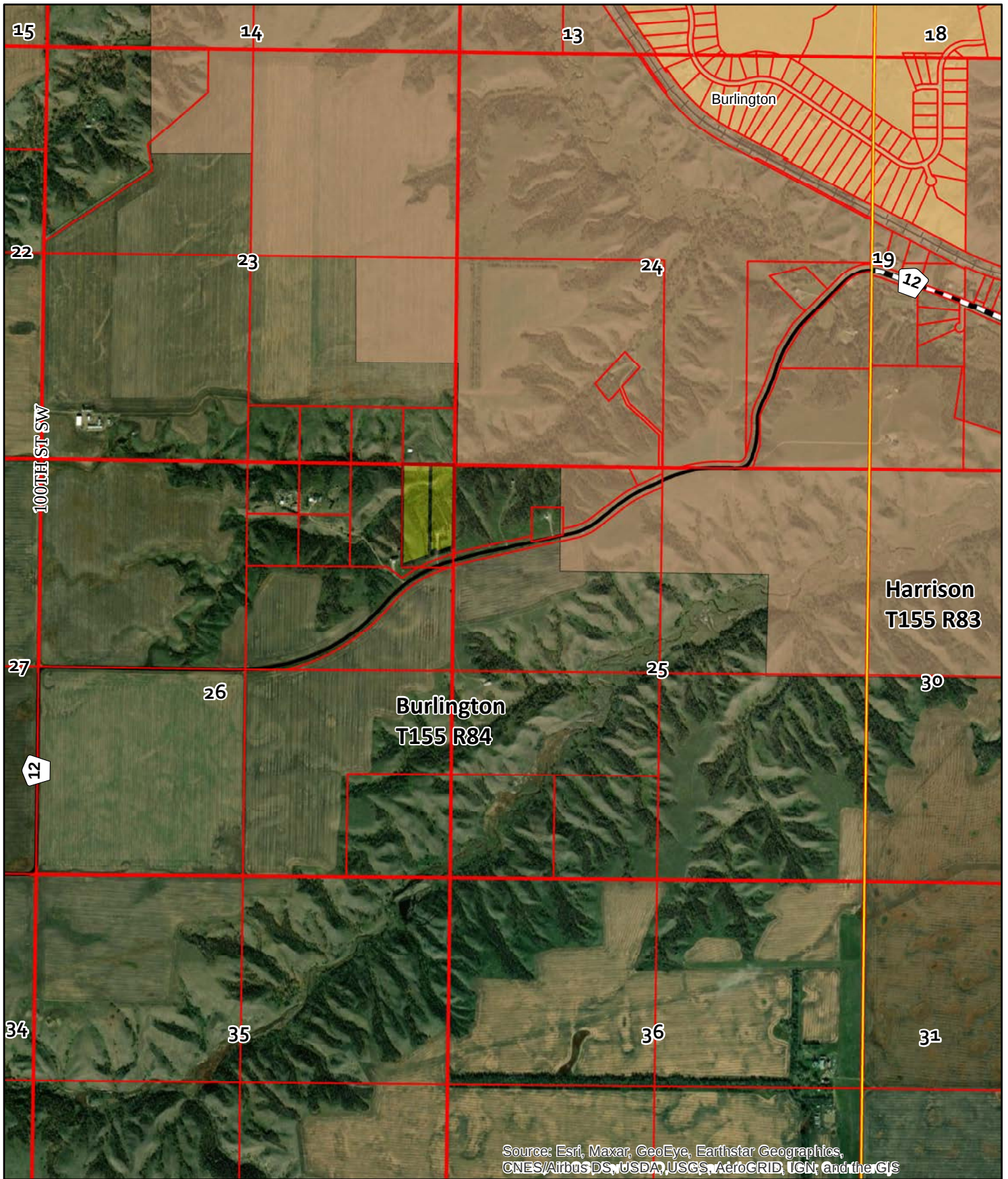
STATE OF NORTH DAKOTA }ss

County of _____

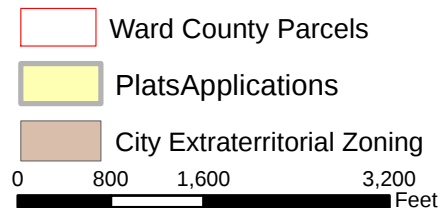
On this _____ day of _____ in the year _____, before me, a Notary Public in and for said County and State, personally appeared _____

_____ known to me to be the person who described in, and who executed the foregoing instrument and acknowledged that he executed the same.

My Commission Expires: _____ Notary Public



Kathleen Kupser
Outlot Plat Application
26-155-84
Burlington Township



**Planning/Zoning Office**

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

PLAT APPLICATION \$50/LOT**APPLICANT INFORMATION**

Name: **Scott M. Knudsvig** Phone: **(701) 852-0381**
Email Address: **sknudsvig@pringlend.com/kristib@pringlend.com**
Mailing Address: **P.O. Box 1000 - Minot, ND 58702-1000**

SUBJECT PROPERTY INFORMATION

Proposed Name of Plat(s): **Outlot 1**
Legal Description: **22-153-87**
Address: (If Applicable) **N/A**
Proposed use: **Agricultural** Existing Use: **Agricultural** Number of Lots Proposed: **1**

OWNER OF RECORD INFORMATION

Name: **Curt & Tammy Braaflat** Phone: **(701) 497-3329**
Address: **19800 - 380th Street SW Plaza ND, 58771 - 9698**
Email Address: **N/A**

If applicant is different than the owner, please explain the position of the applicant as to the property in question:

Applicant is legal counsel for owner

SIGNATURE

☒ I, the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant:  Date: **7-17-23**

**** Please submit with this application, an official, notarized and signed surveyor's plat. All Landowners names and signatures must the plat.**

OFFICIAL USE

Current Zoning:	Paid: Yes / No	Amount Paid:	Payment method/date:
Date Received:	Received By:		
Staff Check List: ☐ Tnsp rcmd sent _____ Received _____ ☐ WRD rcmd sent _____ Received _____ ☐ Rcdr Rvw sent _____ Received _____ ☐ Staff report written	PC Action:		CC Action:



PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

**Planning Commission
Staff Report**

Item #: 5

Recommendations

Staff: Approval w/ Conditions

Township: Approval w/o Conditions

Water Board: Approval w/conditions

Meeting Date: August 17th, 2023

Applicant: Scott Knudsvig
PO. Box 1000, Minot ND 58702
701.852.0381

Owner: Curt & Tammy Braaflat

Current legal description: NW4SW4 and the SW4SW4 22-153-87

Proposed legal description: Outlot 1 lying in the NW4SW4 and the SW4SW4 22-153-87

Address: (if applicable) N/A

Township: Lund Township

Current Zoning: Ward County Rural

Zoning Ordinance Reference: Ward County Zoning Dist. 2

PROJECT DESCRIPTION:

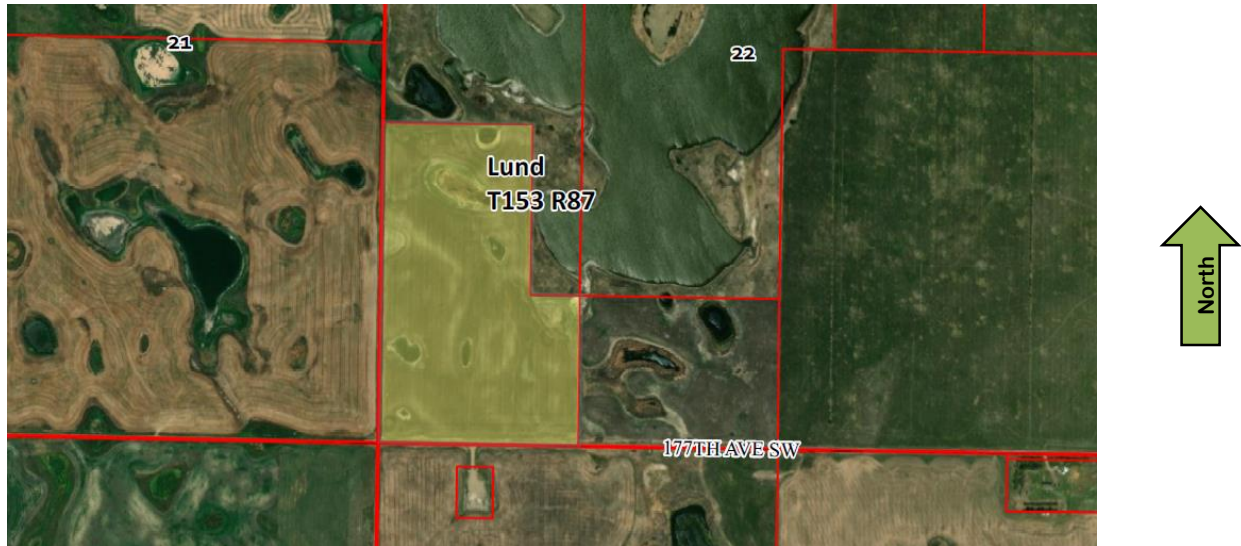
The applicant is requesting to outlot for a future agricultural use.

RECOMMENDATION:

Staff recommends approval based on the findings of fact, recommendations from the Water Board and County Highway Department.

FINDINGS OF FACT:

1. Proposed Outlot 1 is 55.73 acres
2. The land is currently agricultural and will be used for agricultural purposes.
3. The outlot 1 has access from 177th Ave SW on the south side of the proposed outlot.



PLANNING AND ZONING CONSIDERATIONS:

The applicant is proposing to parcel an outlot for agricultural purpose. Outlot 1 is 55.73 acres. The proposed outlot meets the 2.00 acre Ward County minimum.

HIGHWAY ENGINEERING CONSIDERATIONS:

Proposed Outlot applicant to work with respective township for access.

TOWNSHIP RECOMMENDATION:

Based upon review Lund Township has responded and the Lund Township Board of Supervisors has recommended the plat be approved without comment or objection.

WATERBOARD RECOMMENDATION:

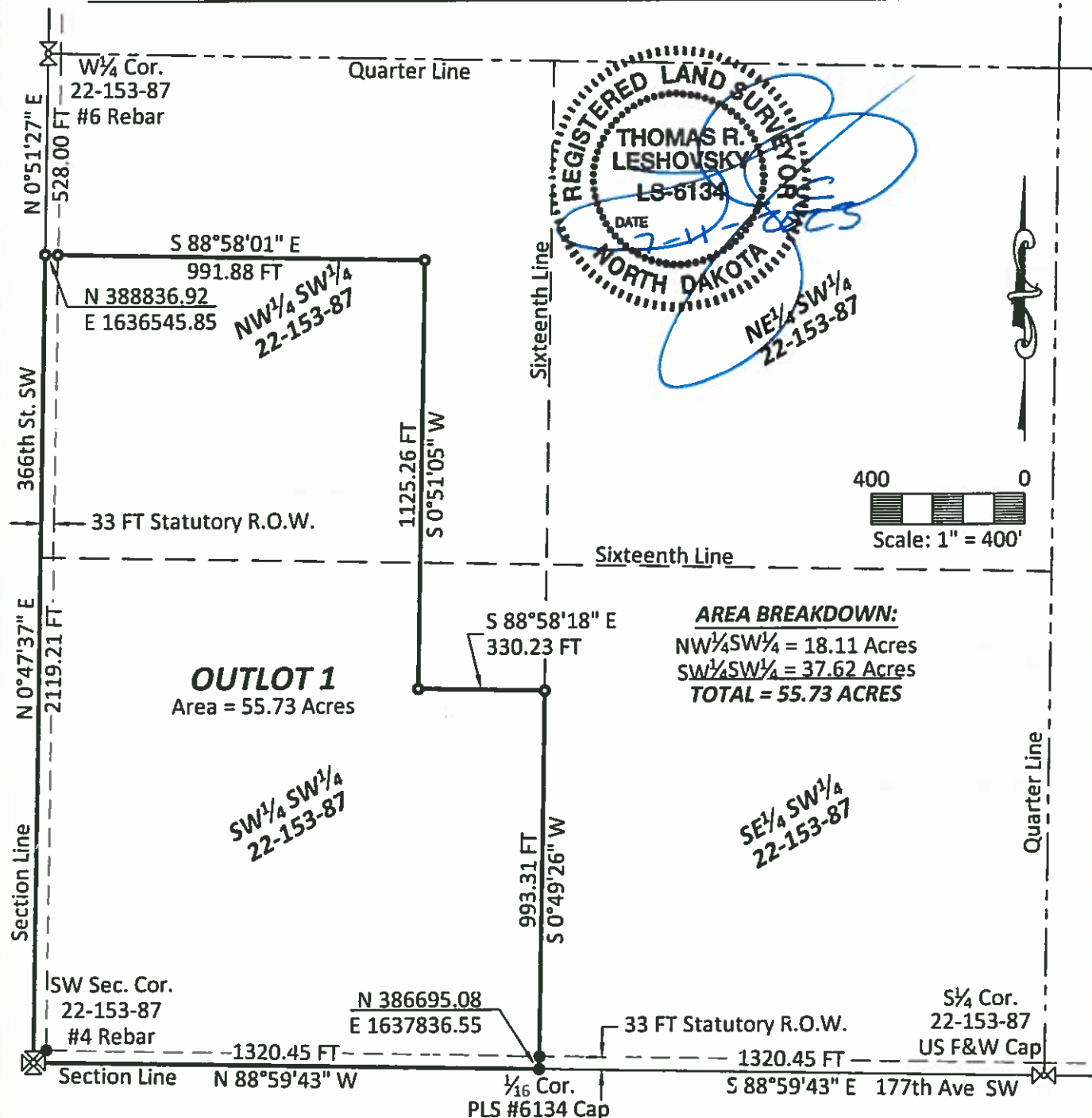
Based upon review and recommendation of the Water Resource Board Engineer, the plat is returned without objection but with the following recommendations:

1. A storm water management plan may be required if the subject property:
 - has a special use permit applied for
2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.

PLAT OF OUTLOT 1

lying in the NW $\frac{1}{4}$ SW $\frac{1}{4}$ and
of the SW $\frac{1}{4}$ SW $\frac{1}{4}$, Section 22, Township 153 N, Range 87 W

Owners Curt & Tammy Braaflat



- - Denotes Property Corners Set 18" #5 Rebar with PLS Cap #6134
- - Denotes Property Corners Found
- ⊗ - Denotes Section Corners
- ⊗ - Denotes Quarter Corners

NOTES:

- Basis of Bearing and Coordinates obtained from NGS OPUS Solution NAD 83 North Dakota North (3301) Int. Feet.
- Bearings and Distances may vary from previous plats due to different methods of measurement.
- Plat is subject to all prior Easements of record.

DESCRIPTION:

Outlot 1 of lying in the NW $\frac{1}{4}$ SW $\frac{1}{4}$ and the SW $\frac{1}{4}$ SW $\frac{1}{4}$, Section 22, Township 153 N, Range 87 W described as follows:

Beginning at the Southwest Corner of Section 22, Township 153 N, Range 87 W, of the 5th Principal Meridian, Ward County, North Dakota; Thence N 0°47'37" E, on the West Line, of said Section 22, a distance of 2119.21 FT; Thence S 88°58'01" E, a distance of 991.88 FT; Thence S 0°51'05" W, a distance of 1125.26 FT; Thence S 88°58'18" E, a distance of 330.23 FT, to a Point being on the East Line of the SW $\frac{1}{4}$ SW $\frac{1}{4}$; Thence S 0°49'26" W, on the East line of the SW $\frac{1}{4}$ SW $\frac{1}{4}$, a distance of 993.31 FT, to the Southeast Corner of the SW $\frac{1}{4}$ SW $\frac{1}{4}$; Thence N 88°59'43" W, on the South line of the SW $\frac{1}{4}$ SW $\frac{1}{4}$, a distance of 1320.45 FT, to the Point of Beginning.

Said described tract of land contains 55.73 Acres more or less.



WOLD
ENGINEERING, PC

Bottineau: 228-2292
Minot: 852-0338
Bismarck: 258-9227

THE UNDERSIGNED, Owners of the within described property, in accordance with the provisions of Sec. 57-02-39, Revised Code of 1943, and upon demand of the County Auditor of Ward County, North Dakota, have caused to be made the within and foregoing plat of said land with the lots as herein described, hereby donate and dedicate all the streets and alleys hereon shown to the public for public use, and have caused the same to be placed on record, as provided by law.

IN TESTIMONY WHEREOF the said owner has here unto set their hands and seal this 12th day of July, 2023

Signed in the presence of
(Seal) Curt Braaflat
(Seal) Tammy K Braaflat

STATE OF NORTH DAKOTA }ss
County of Ward

On this 12th day of July in the year 2023, before me, a Notary Public in and for said County and State, personally appeared Curt Braaflat and Tammy Braaflat

known to me to be the person who described in, and who executed the foregoing instrument and acknowledged that he executed the same.

My Commission Expires:

KRISTI L BAILIE
Notary Public
State of North Dakota
My Commission Expires Feb. 20, 2024

Kristi L Bailie
Notary Public

SURVEYOR'S CERTIFICATE

I, Thomas R. Leshovsky Registered Land Surveyor, do hereby certify that at the request of Matthew Olson made the within and foregoing plat and description of the land as herein described, and that the lots, distances, area and location, as indicated on said plat and contained in said description, are true and correct.

STATE OF NORTH DAKOTA }ss
County of Ward

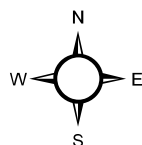
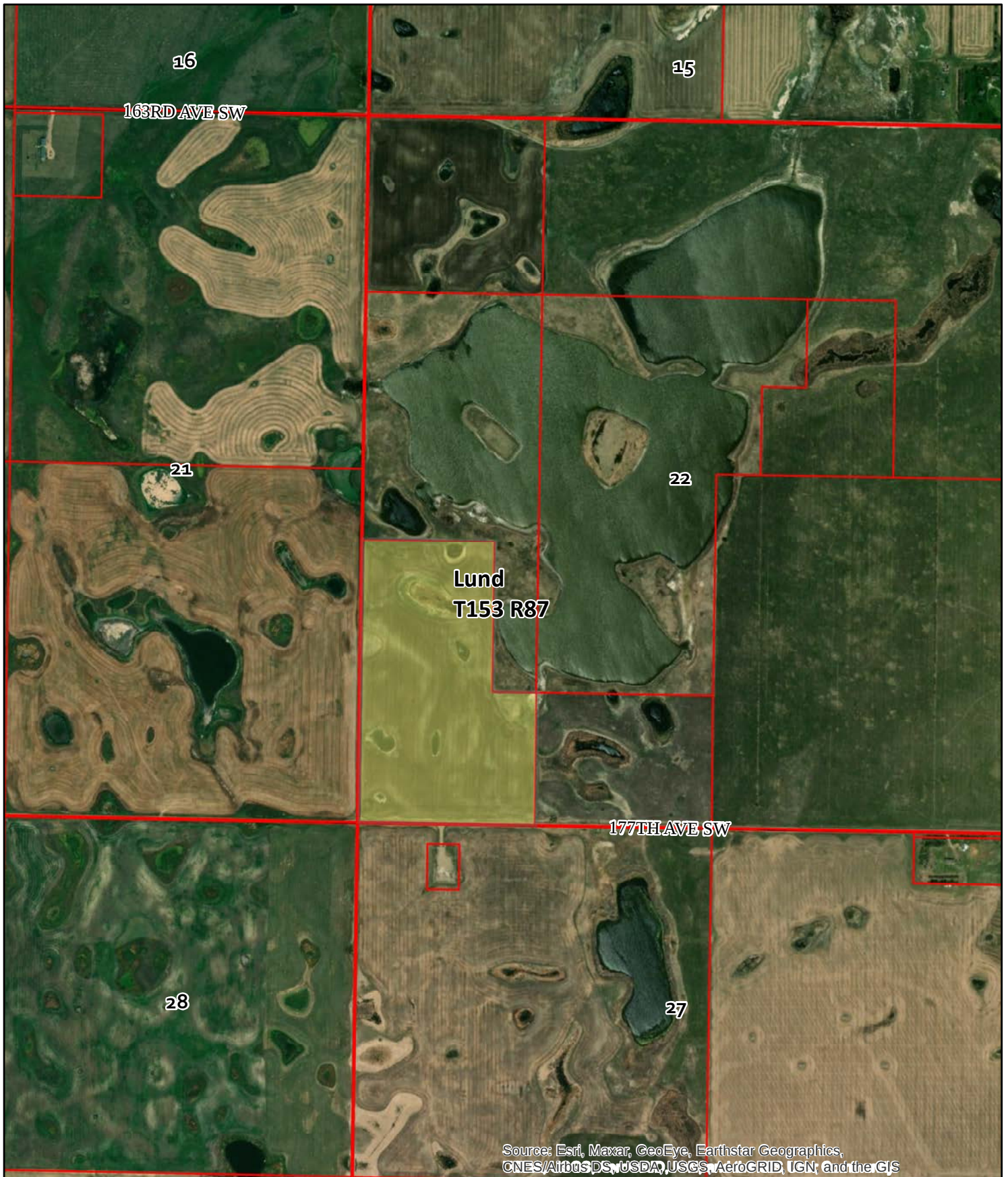
Subscribed and sworn to before me this 11th day of July, 2023.

My Commission Expires:

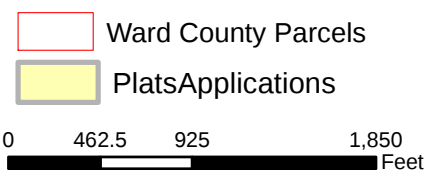
KIMBERLY J P FLATEN
Notary Public
State of North Dakota
My Commission Expires May 31, 2027

Kimberly J P Flaten
Notary Public

Approved _____, 20____ Approved _____, 20____



Scott Knudsvig
Outlot Plat Application
22-153-87
Lund Township





WARD COUNTY HUMAN RESOURCES DEPARTMENT

LOLLY GORZE, SHRM-CP
DIRECTOR

HUMAN RESOURCE GENERALISTS:
MYRNA MOBERG
DANAE GREEK

Memorandum

To: Commissioners

From: Lolly Gorze, Human Resources Director

Date: September 5, 2023

Re: Human Resource's Agenda Items for September 5, 2023 Commission Meeting

Human Resources Office's Agenda items for the September 5, 2023 Commission Meeting are as follows:

1. Pay Amendments

Pay Amendments 9.5.23**New Hires/Rehires**

Name	Dept	Title	FT/PT	Pay	Start Date
Mary Brooks	Library	Librarian II/Bookmobile Driver	PT	\$19.31 hr	9.5.23
Jersey Rynestad	Juvenile	Juvenile Detention Officer	FT	\$23.25 hr	8.28.23

Promotions

Name	Dept	Title	FT/PT	Pay	Start Date
Kylee Crowder	Sheriff	Patrol Deputy	FT	\$24.62	8.15.23
Christopher Berentsen	Sheriff	Corporal	FT	\$28.10	8.15.23

Terminations

Troy White Owl	Sheriff	Court Security Officer	FT		9.1.23
Roxanne Houim	Juvenile	Lieutenant	FT		9.8.23

Featured Job Opportunities

Assistant State's Attorney

Posted August 15, 2023 8:30 AM | Closes September 18, 2023 4:30 PM

You can find the Online Ward County Application: [HERE](#) Assistant State's Attorney The Ward County Human Resources Department will be accepting applications for... [Full Description](#)

Building & Grounds II: Maintenance

Posted August 22, 2023 3:45 PM | Closes September 19, 2023 4:30 PM

Please submit a COVER LETTER, RESUME, and WARD COUNTY APPLICATION by September 19, 2023 at 4:30pm. SCHEDULE: 6:30 3:30PM, Possible Rotating Weekends & Holidays... [Full Description](#)

[Apply Online](#)

Correctional Officer

Posted August 15, 2023 10:00 AM | Closes September 1, 2023 4:30 PM

Correctional Officer The Ward County Human Resources Department will be accepting applications for the position of a Correctional Officer in the Ward County Detention... [Full Description](#)

Court Security Officer

Posted August 29, 2023 2:00 PM | Closes September 12, 2023 4:30 PM

Court Security Officer The Ward County Sheriff's Department is currently taking applications for the position of Court Security Officer. Applications must be received... [Full Description](#)

Equipment Operator II - With Underfill

Posted August 15, 2023 10:00 AM | Closes September 1, 2023 4:30 PM

Equipment Operator II – with Underfill The Ward County Human Resource Department will be accepting applications for the position of an Equipment Operator II available... [Full Description](#)

Equipment Operator III w/ Motorgrader Experience

Posted August 15, 2023 10:00 AM | Closes September 1, 2023 4:30 PM

Equipment Operator III w/Motorgrader Experience The Ward County Human Resource Department will be accepting applications for the position of an Equipment Operator III w... [Full Description](#)

Patrol Deputy

Posted August 17, 2023 10:45 AM | Closes August 30, 2023 11:59 PM

Online Ward County Application The Ward County Sheriff's Department is currently taking applications for the position of Dep Sheriff. Applications must be received, or... [Full Description](#)

[Apply Online](#)

Court Facilities Improvement Advisory Committee

600 E Boulevard Ave.
Bismarck, ND 58505-0530
Phone: (701) 328-2689
Fax: (701) 328-2092

Sally Holewa, Chair

August 24, 2023

Mr. John Fjeldahl, Chairman
Ward County Commission
301 254th St SW
Berthold, ND 58718-9183

Dear Mr. Fjeldahl,

The Court Facilities Advisory Committee is now accepting applications for grants to be awarded from the Court Facility Improvement and Maintenance Fund. If your county elects to request a grant, please complete an Application for Court Facility Improvement Grant Funds. You may wish to consult the applicable statutes and the Rules of Operation and Procedure to assist you in identifying a project that may qualify for grant funds. The application form and rules can be found on the committee page on the North Dakota Supreme Court website at: www.ndcourts.gov.

All applications must be postmarked no later than December 31, 2023, to be considered in this round of application reviews. A separate application should be used for each project. Committee bylaws require that the application be for a future project only.

Please submit completed applications to the address listed above.

Sincerely,



Sally A. Holewa, Chair
Court Facilities Improvement Advisory
Committee

SH/lz

cc: County Auditor

Ward County Department Head Meeting

Wednesday July 26, 2023 9:00 am – 10:00 am.

Location: Ward Co. Admin. Bldg. – Meeting Rooms 105-106

AGENDA

- I. Old Business: None**
- II. New Business:**
 - a. UPS/FedEx deliveries:** There needs to be a consensus as to where packages should be left by UPS/FedEx. After some discussion, Brian (Facilities Management) said his department could receive them and get the deliveries where they belong.
 - b. Stop the Bleed Class:** Trinity offers this class. If anyone is interested, please contact Kelly in Emergency Management so he can gauge if there is enough interest to schedule this.
 - c. 2024 Budget:** There will be a continued 2024 Budget discussion in the Commission Room at 8:30 AM on July 27th and all department heads are encouraged to attend.

III. Department Head Roundtable:

Auditor/Marisa: Handed out affirmation of Oaths. In case we don't have one on file, everyone please resign. Working on Budgets.

NDSU Extension/Emily: Busy time with it being NDSF time. On Friday, July 28th at 5:00PM there is a leadership/showmanship event and there will be several big name people in attendance. Have an interview on the 30th to replace Ellen.

Sheriff's Office: Busy with the NDSF, usual shenanigans going on out there. ☺

Tax Equalization/Noreen: Has staff out assessing. Working on 2024 land values.

Recorder/Kristin: Fully staffed and going well now.

Human Services/Kristi: Economic Assistance is transitioning to remote work. They plan on vacating the 4th floor by the end of the year. All other operations will be managed on the 3rd floor.

IT/Jason: 911 locations are tied to the telephones. Phones should not be moved once the 911 locations are set. Brian and Jason are working on switching the

control panel for the courthouse. Mailroom access should be good now. Waiting for replacement camera by juvenile detention.

Library/Kerrienne: Bookmobile position is open. Have two events in August. Prepared with Pedro for grades 5-2 and the Pillowcase Project for grades 3-5.

Highway Dept./Dana: County parks have been very busy. New pavilion being build down at Rice Lake. Second Frisbee golf course at Talbot Court is finished. Down 4 employees and have one more retiring this summer. 4-5 more retirements next year. 72nd street construction will begin in August. Have some bridge construction underway.

Facilities Management/Brian: Very short handed at the moment, not fully staffed. Looking to hire 3 positions.

Human Resources/Lolly: Open enrollment with consist of mandatory meetings this year. There will be a training session on sexual harassment. Will be sending out a survey to employees or possibly department heads in regards to opinions on dental insurance.

Meeting Adjourned.

Dates of Upcoming Department Head Meetings:

- **August 16, 2023**
- **September 20, 2023**
- **October 18th,2023**
- **November 15th, 2023**
- **December 20th 2023**

Ward County Department Head Meeting

Wednesday August 16, 2023 9:00 am – 10:00 am.

Location: Ward Co. Admin. Bldg. – Meeting Rooms 105-106

AGENDA

I. Old Business: None

II. New Business:

a. Automatic deduction of lunch breaks: Employees have the option to have Ward County automatically deduct their 30 minute lunch break. If they choose to do this, they will need to sign the form. Otherwise they will continue to just punch in and out.

III. Department Head Roundtable:

Auditor/Marisa: Posted the Admin Asst. position and that will close in two weeks. Lynae has been covering both positions. Property tax estimates should go out next week.

Emergency Management/Kelly: Hazard Mitigation plan has been reviewed by FEMA, had a couple of changes that were made. Staff will be out of the office September 11-15.

NDSU Extension: Interviewed two people for Ellen's position. 4-H sign up starts in September.

Tax Equalization/Noreen: Staff is out assessing. With property tax estimates going out next week anticipating a lot of phone calls regarding those.

Recorder/Kristin: Been very busy with marriage licenses and passports and recordings are up.

Human Services/Kristi: 4th floor will be vacant by September 11, 2023. Will have staff available in person on 3rd floor for assistance. Most Economic Assistance programs are done online.

Library/Kerrienne: Have STEAM on September 5th and Crafty Crew on September 21st. Hoping to be fully staffed, just waiting on background checks. Received a lot of book donations so sorting through that and if anyone is interested stop by.

Highway Dept./Dana: Lots of operator positions open as well as Assistant Highway Engineer. Lots of construction going on. Talbot Court is open for Frisbee Golf. Plans to add a canoe launch as well.

Facilities Management/Brian: Still down two staff members and only had one application. Starting next week NDSU Extension will only have access off of 13th St due to construction on Valley St. Expected to last between 3-5 weeks.

Human Resources/Lolly: Executime is scheduled to be down Thursday and possibly Friday. Please have previous pay period completed today.

Meeting Adjourned.

Dates of Upcoming Department Head Meetings:

- **September 20, 2023**
- **October 18th, 2023**
- **November 15th, 2023**
- **December 20th 2023**

**MPO STEERING COMMITTEE
MEETING MINUTES
June 28th, 2023**

A meeting was held at 2:02 p.m. on June 28th, 2023, with the following people present:

Burlington City- Jerick Hedges, Sarah Karhoff, Zach Walker

Minot City- Lance Meyer, Lisa Olson, Harold Stewart

NDDOT- Paul Benning, Stacey Hanson, Michael Johnson, Wayne Zacher

Surrey City- Steve Fennewall, Anita Trana, Michael Theisen

Ward County- Bucky Anderson, John Fjeldahl, Marisa Haman, Dana Larsen

Introductions were made.

Wayne Zacher presented a summary and gave an overview of other MPOs in the state.
Discussion was held about the different structures.

The group then discussed the main goal of this meeting, which was determining board make-up and the overall project approval process.

Lisa Olson suggested the MPO board be made up of total of seven appointed individuals with the following breakdown: three from Minot, two from Ward, one from Burlington and one from Surrey. She also suggested that the chairman position rotate between Minot, Surrey & Ward County.

Discussion was held.

The committee agreed with Ms. Olson that a seven-person board made sense and each entity should bring this recommendation to their respective boards for approval and appointment of their members by July 13th, 2023.

The next meeting is scheduled for Friday, July 14th, 2023

With no other business the meeting was adjourned at 3:24 p.m.

**MPO STEERING COMMITTEE
MEETING MINUTES
July 14, 2023**

A meeting was held at 2:08 p.m. on July 14, 2023, with the following people present:

Burlington City- Sarah Karhoff (via Teams), Zach Walker

Minot City- Lance Meyer, Lisa Olson, Harold Stewart, Mark Jantzer, Mikayla McWilliams

NDDOT- Stacey Hanson, Michael Johnson, Wayne Zacher

Surrey City- Michael Thiesen

Ward County- Bucky Anderson, John Fjeldahl, Dana Larsen

Policy Board Members

City of Minot

1. Mark Jantzer
2. Lisa Olson
3. Harold Stewart

Ward County

1. John Fjeldahl
2. Bucky Anderson

City of Surrey

1. Mike Thiesen

City of Burlington

1. Zach Walker

MPO Policy Board Chairperson

The board members discussed the process of choosing a chairperson. The idea was discussed of a rotation between each entity every year.

Harold motioned the board appoint Mike Thiesen as the interim chairperson for two meetings then the board can vote in a chairperson. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

MPO Boundary Map

Dana Larsen discussed the urbanized area and how the boundary was created. This area will have planning funds and urbanized funding for road projects whether it be county, city, or state roads. The ETA zoning area will have planning funds only.

Changes were made to the boundaries on the NE Bypass to include it in the urbanized area. The board also wanted to include more of 62nd St SW in the ETA boundary map. Dana will e-mail an updated map to the board.

Mark Jantzer motioned the board to approve the preliminary MPO Boundary map with the updated changes. The motion was seconded by Harold Stewart and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

MPO Name

Lisa Olson motioned the board approve Central Dakota MPO as the MPO name. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

MPO Housing

Harold Stewart mentioned the MPO staff could be housed in the Public Works Department. He also discussed the ability to have the board meeting at the City of Minot but the meetings could also rotate to the different entities.

Mark Jantzer motioned the board approve the City of Minot housing the MPO staff at Public Works and the public meetings rotating to the different entities. The motion was seconded by Lisa Olson and carried the following vote: ayes: Jantzer, Olson, and Stewart; nays: Anderson, Fjeldahl, Thiesen, and Walker. The motion failed.

Mark Jantzer motioned the board approve the City of Minot housing the MPO staff at Public Works. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

MPO Staff

The MPO might make around \$400,000 in Federal funds each year for planning and the MPO needs to match 20%. The discussion on an MPO Executive Director, who has planning credentials is the best idea in order to save money on hiring both positions. Job descriptions to be used as samples can be e-mailed to the board. The group also discussed the administrative duties of the MPO. The item was tabled at this time. Anita Trana, from the City of Surrey, will be at the next meeting to take minutes. The City of Burlington will discuss with their clerk if they can be in the rotation also.

MPO Board Meetings

The TAC usually meets the week prior to the MPO Policy Board. The 2nd and 3rd Wednesday of the month is not good for the NDDOT staff.

Harold Stewart motioned the board approve the Policy Board meetings to be held the 4th Thursday of every month at 3:00 pm. The motion was seconded by Mark Jantzer and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: Fjeldahl.

The first meeting for the MPO Policy Board will be August 24, 2023 at 3:00 pm.

MPO Board Member Alternates

The idea would be for the alternate member would be a non-voting member unless a current voting member is unable to attend a meeting. This process can be eventually added into the bylaws. Each jurisdiction can bring back an alternate's name.

John Fjeldahl motioned the board approve to add one alternate to each jurisdiction. The motion was seconded by Zach Walter and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, and Walker; nays: none.

Funding the 20% Match

The group will need to have this in the budget for 2024. It could possibly be population based with a break out for Ward County's portion. The group will have to look at options soon.

Adjournment

There being no further business, Mark Jantzer motioned the board meeting be adjourned. Motion was seconded by Lisa Olson and carried unanimously. The meeting adjourned at 3:39 pm.

The next meeting is scheduled for August 24, 2023 at 3:00 pm.

CENTRAL DAKOTA METROPOITAN PLANNING ORGANIZATION MEETING MINUTES

August 24, 2023

Minot City Hall

3:00 p.m.

Chair Thiesen called the initial meeting of the Central Dakota MPO to order at 3:00 p.m. with roll call taken and the following people present:

Policy Board Members:

Chair Surrey City - Michael Thiesen

Burlington City - Zach Walker

Ward County - John Fjeldahl, Bucky Anderson

Minot City - Lisa Olson, Harold Stewart, Kari Evans-Alternate, and Mark Jantzer (via teleconference).

Also Present:

NDDOT- Stacey Hanson, Michael Johnson, Paul Benning, Korby Seward

Shelly Weppler, Dana Larsen, and Lance Meyer

Scribe: Anita Trana

Minutes:

The previous steering committee meeting minutes were presented to the members. Mr. Anderson moved to approve the June 28th and July 14th meeting minute sets as provided. Motion 2nd by Ms. Olson. Roll Call Vote: Mr. Anderson-Aye, Ms. Olson-Aye, Ms. Evans-Aye, Mr. Stewart-Aye, Mr. Fjeldahl-Aye, Mr. Walker-Aye, and Mr. Thiesen-Aye. Motion passed unanimously. Mr. Jantzer was able to join the meeting remotely.

MPO Technical Advisory Committee

A list of titled representatives from each vested entity was provided for consideration to work on a team that will provide recommendations to the Policy Board. The committee members would officially be appointed by each organization and then eventually included within the bylaws. Whether to include the Executive Director was questioned. Ms. Olson moved to approve the proposed Technical Advisory Committee as provided, adding the Executive Director, and removing the Surrey City Auditor. Motion 2nd by Mr. Fjeldahl. This would be held as a base listing of members until everything is set. Ms. Olson amended her motion to approve the proposed Technical Advisory Committee as provided temporarily until the Bylaws are complete including the Executive Director and removing the Surrey City Auditor. Mr. Fjeldahl 2nd the amendment. Roll Call Vote: Ms. Olson-Aye, Mr. Fjeldahl-Aye, Mr. Walker-Aye, Mr. Jantzer-Aye, Mr. Stewart-Aye, Mr. Thiesen-Aye, and Mr. Anderson-Aye. Motion carried.

Central Dakota Metropolitan Planning Organization	
Proposed Technical Advisory Committee	
Agency	Title
MPO	Executive Director
City of Burlington	City Auditor
City of Burlington	Public Works Director
City of Minot	City Engineer
City of Minot	Principle Planner
City of Minot	Transit Superintendent
City of Surrey	City Engineer
City of Surrey	City Auditor
Ward County	County Engineer
Ward County	Planning & Zoning Administrator
NDDOT	Minot District Engineer
NDDOT	MPO Coordinator

Executive Director Job Announcement

A drafted Transportation Planner job description was provided for review. Reference was made towards an email sent August 1st with the Alternate members requesting to be added to future communications. Discussion went back and forth on whether a Director or a Planner be hired to best fit the position. Covering both tasks is going to be a heavy lift of duties starting out. All members agreed whoever be chosen will be good for that person selected to grow with the group. Question was raised on how the position will be paid for. Mr. Johnson quoted \$428,000 as the approximate funds that will be available at the beginning of the year. There will be startup costs of writing Bylaws, Admin policies, plus paying for the position. All members agreed to keep personnel costs at a minimum and utilize the most for planning purposes. With year end in sight, goal will be to advertise position, interview, take back to boards for their approval, and then hire with a start date beginning the first of the new year. Four months is not that far out. The City of Minot will not be able to support the Planning load. Whomever is hired will be responsible for meetings, recommendations, staffing, policies, paperwork, deadlines, etc. Mr. Stewart will ask Minot's HR to draft a job description geared towards a director instead of a planner and bring back for the next meeting. Topic was tabled.

Preliminary Bylaws

Copies of Bylaws from both the Bismarck-Mandan Area and Grand Forks-East Grand Forks MPO's were provided to the members as example. Keeping them very basic to amend as decisions are made was expressed as desire. Designation letters and setting the Boundary Map will meet the requirements needed for the Governor to submit signoff of the organization. Mr. Meyer volunteered to draft a sample set of Bylaws. Member terms to follow Grand Forks where the term follows the time not the person. Two years except members of the respective governing bodies hold membership by their elected positions, only during their terms of office. Non-elected holding terms for two years. Staggered so that no more than one-half expire at one time.

Cost sharing Dues was discussed on whether to determine the amount be based on percentage, votes, or population of each group. 50% Minot City, 30% County, 10% each Burlington and Surrey was suggested. Be a large amount of money for the smaller cities with not a lot of return. The county has population outside of each City. Reducing 10 to 5 and the county picking up the difference was proposed. The organization is going to need money the 1st couple of years. All entities will be

responsible for the initial Transportation Improvement Plan and Metro Plan then match the share each of their own studies. Mr. Jantzer moved to approve establishing annual Central Dakota Metropolitan Planning Organization dues based on population. Motion 2nd by Ms. Olson. Costs would change per Census every 10 years. Roll Call Vote: Mr. Jantzer-Aye, Ms. Olson-Aye, Mr. Walker-Aye, Mr. Fjeldahl, Mr. Anderson, Mr. Stewart-Aye, and Mr. Thiesen-Aye. Motion passed unanimously.

Ward County	= \$ 34,000.00
Minot City	= \$ 87,000.00
Surrey City	= \$ 2,400.00
<u>Burlington City</u>	<u>= \$ 2,300.00</u>
Annual Total Dues	= \$125,000.00

Other:

Mr. Thiesen addressed his temporary appointment of chair. Ms. Olson nominated Mr. Thiesen to hold position of chair through the end of the year. Motion 2nd by Mr. Anderson. Voice Vote-All Ayes. Motion carried. The next meeting will be September 28, 2023 at 3:00 pm.

Meeting adjourned at 4:33 p.m.

08/08/2023

To whom it may concern,

I was out in the Logan area looking for possible places to bow hunt for deer this year and I came across some land that I was informed was owned by the county. It looks like a decent area and I didn't see that the land was posted but I wanted to make sure that it was ok with the land owner (county) to set up my ground blind and trail cam on. If granted permission, I would go out there and find a good spot to set up (away from houses or any other structure, if present). I also will not disturb the land or litter anything on the property. I appreciate you taking the time to consider. You can reach me at the number listed below, or through email.

Thank You,

Brett Winkels

Regional Manager

STEIN'S, INC.

309 40th Ave NE #3

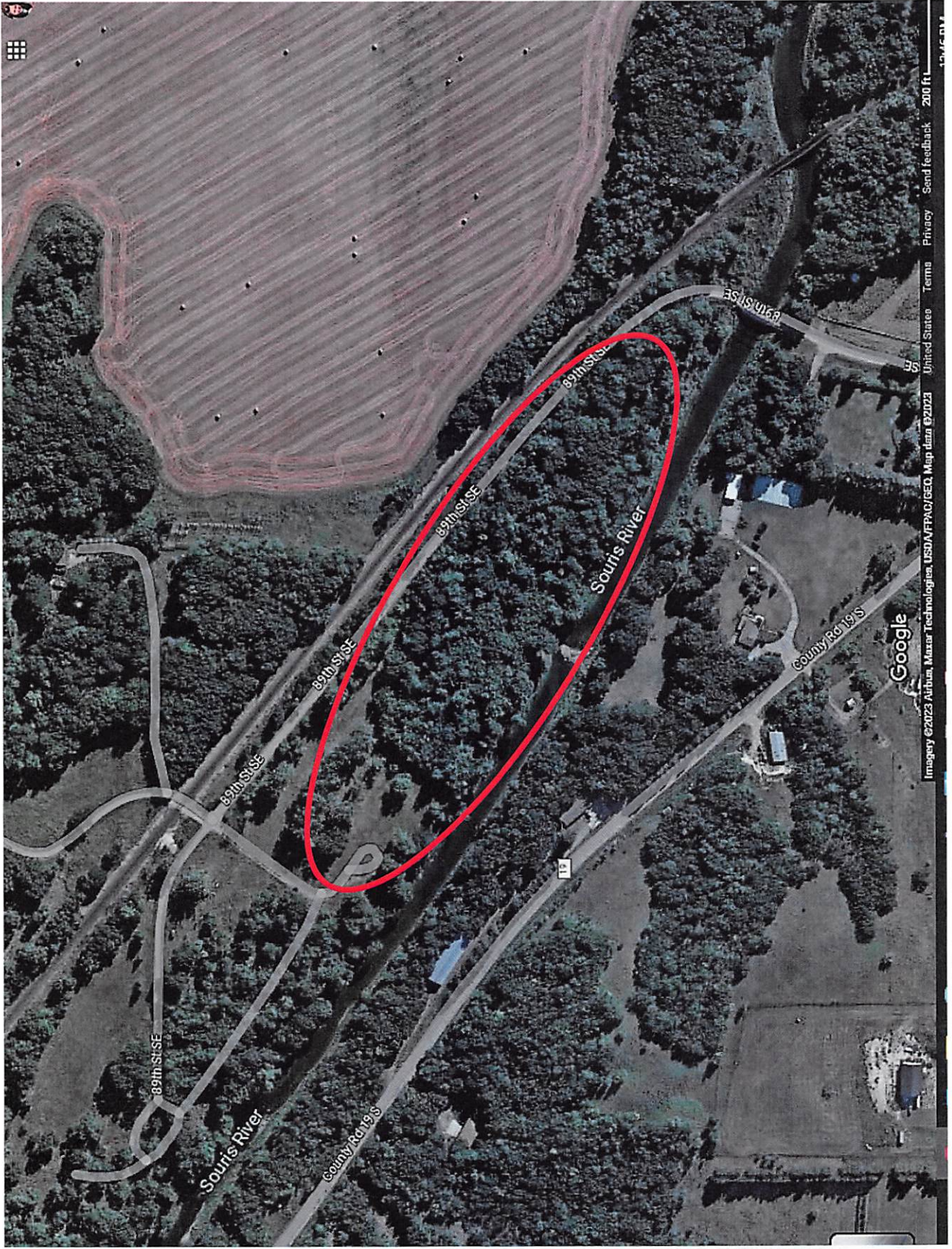
P.O. Box 2154

Minot, ND 58703-2154

Cell: (701)781-9944

Phone: (701)-852-4323

brett@steinsinc.com





GAMING SITE AUTHORIZATION

ND OFFICE OF ATTORNEY GENERAL

SFN 17996 (4-2023)

G - _____ (_____) _____
Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

Pleasantly For the Future Inc

This organization is authorized to conduct games of chance under the license granted by the North Dakota Attorney General at the following location

Name of Location

ND State Fair Assn - Game Fish Bldg

Street

2005 Burdick Expwy E

City

Minot

ZIP Code

58701

County

Ward

Beginning Date(s) Authorized

Oct 1, 2023

Ending Date(s) Authorized

Oct 21, 2023

Number of Twenty-One
tables, if zero, enter "0"

9

Specific location where games of chance will be conducted and played at the site (required)

Game Fish Bldg

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known

Oct ~~21, 2023~~ Oct. 21, 2023

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)

- | | | |
|--|--|---|
| ☐ Bingo | ☐ Club Special | ☐ Sports Pools |
| ☐ ELECTRONIC Quick Shot Bingo | ☐ Tip Board | ☐ Twenty-One |
| ☒ Raffles | ☐ Seal Board | ☐ Poker |
| ☐ ELECTRONIC 50/50 Raffle | ☐ Punchboard | ☐ Calcuttas |
| ☐ Pull Tab Jar | ☐ Prize Board | ☐ Paddlewheel with Tickets |
| ☐ Pull Tab Dispensing Device | ☐ Prize Board Dispensing Device | ☐ Paddlewheel Table |
| ☐ ELECTRONIC Pull Tab Device | | |

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

APPROVALS

Attorney General

Date

Signature of City/County Official

Date

PRINT Name and official position of person signing on behalf of city/county above

INSTRUCTIONS:

1. City/County - Retain a **copy** of the Site Authorization for your files.
2. City/County - Return the **original** Site Authorization form to the Organization.
3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval

RETURN ALL DOCUMENTS TO:

Office of Attorney General
Licensing Section
600 E Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040
Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9413 (7-2023)

License Number (Office Use Only)

Site Owner (Lessor) ND State Fair Assn		Site Name Game & Fish Bldg		Site Phone Number 701-857-7620	
Site Address 2005 Burdick Hwy E		City Minot	State ND	Zip Code 58701	County Ward
Organization Pheasants for the Future Inc		Rental Period Oct 1 2023 to Oct 31, 2023			Monthly Rent Amount
1. Is Bingo going to be conducted at the site?				☒ No	☐ Yes
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.				☐ No	☐ Yes \$
2. Is Twenty-One conducted at this site?				☒ No	☐ Yes \$
Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____					
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____					\$
3. Is Paddlewheels conducted at this site?				☒ No	☐ Yes \$
Number of Tables _____ X Rent per Table \$ _____					
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site?				☒ No	☐ Yes \$
Please Check: ☐ Jar Bar ☐ Standard Dispensing Device					
5. Are Electronic Pull-Tabs conducted at this site?				☒ No	☐ Yes \$
If "Yes" please indicate the number of devices _____					
Total Monthly Rent					\$ 0
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. ☒					

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance.

The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a credit ticket voucher from an electronic tab device, winning pull tab involving a dispensing device, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device, and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessors on call or temporary or permanent employee(s) will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming credit ticket vouchers from an electronic pull-tab device, or pull tabs or prize boards involving a dispensing device, **the lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.**

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

A LESSOR who is an officer or board member of an organization **may not** participate in the organization's decision-making that is a conflict of interest.

At the LESSOR's option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor <i>Danae Hershman</i>	Title Manager	Date 8-23-2023
Signature of Lessee <i>Greg Ackerman</i>	Title Gaming mgr	Date 8-23-23

North Dakota Century Code § 53-06.1-11 (Gross Proceeds - Allowable Expenses - Rent Limits)

4. For a site where bingo is conducted:
 - a. If bingo is the primary game, the monthly rent must be reasonable
 - b. If bingo is not the primary game, but is conducted with twenty-one, paddlewheels, or pull tabs, no additional rent is allowed.
5. For a site where bingo is not the primary game.
 - a. If twenty-one or paddlewheels is conducted, the monthly rent may not exceed two hundred dollars multiplied by the necessary number of tables based on criteria prescribed by gaming rule. For each twenty-one table with a wager greater than five dollars, an additional amount up to one hundred dollars may be added to the monthly rent. If pull tabs is also conducted involving only a jar bar, the monthly rent for pull tabs may not exceed an additional one hundred seventy-five dollars. If pull tabs is conducted involving only a dispensing device or a jar bar and dispensing device, the monthly rent for pull tabs may not exceed an additional three hundred twenty-five dollars.
 - b. If twenty-one and paddlewheels are not conducted but pull tabs is conducted involving either a jar bar or dispensing device, the monthly rent may not exceed four hundred dollars.
 - c. If pull tabs is conducted using one or more electronic pull tab devices, the monthly rent may not exceed one hundred seventy-five dollars per machine for the first five machines in the same venue. For each additional machine in the same venue beyond five, the monthly rent may not exceed seventy-five dollars per machine up to a maximum of one thousand two hundred fifty dollars per month for all electronic pull tab devices in a single venue.

North Dakota Administrative Code § 99-01.3-02-06 (Rental Agreement)

3. Rent must be a fixed dollar amount per month
 - a. A participatory or graduated rate arrangement based on gross proceeds or adjusted gross proceeds is prohibited.
 - b. If bingo is the primary game or if a site is leased by an organization that has the alcoholic beverage license for that site, the monthly rent must be reasonable. Factors include time usage, floor space, local prevailing rates, and available sites and services. An organization may pay seasonal expenses, such as snow removal, air-conditioning, and heating, to a vendor.
 - c. If bingo is not the primary game, the maximum monthly rent must be according to subsection 5 of North Dakota Century Code section 53-06.1-11.

Special considerations are:

 - (1) If two or more organizations conduct twenty-one or paddlewheels, or both, involving a table and pull tabs for less than a month at a temporary site which is a public or private premise, or if two or more organizations are issued site authorizations to conduct games at a site on different days of the week, the maximum monthly rent, in the aggregate, may not exceed the limit set by subsection 5 of North Dakota Century Code section 53-06.1-11; and
 - (2) If a raffle, calcutta, sports pool, or poker is conducted with twenty-one, paddlewheels or pull tabs, no additional rent is allowed.
 - d. Except for applying subsection 3 or 4 of section 99-01.3-03-04, and additional rent paid to a lessor for simulcast racing, an organization or employee may not pay any additional rent or expense, from any source, or for any other purpose, including office or storage space, snow removal, maintenance or cleaning fees, equipment, furnishings, entertainment, or utilities. Except for a leased site at which bingo is the primary game conducted, an organization may not pay for any capital or leasehold improvements or remodeling.
- *4. If there is a change in the monthly rent or any other material change to a rental agreement, the agreement must be amended and a copy received by the attorney general before its effective date.

North Dakota Administrative Code § 99-01.3-08-01 (Restrictions and Requirements)

4. An organization may pay monthly rent for more than one table provided that each additional table is used at least thirteen times a quarter. This level of activity is based on a site's historical experience, or seasonal activity, for each of the previous four quarters, regardless of which organization conducted twenty-one at the site. For a new site or a site that has been completely remodeled in appearance and function, the level of activity must be reviewed and reestablished after the first full quarter. If an additional table is used at least thirteen times in at least one but not all of the previous four quarters, the allowable monthly rent for that table must be prorated over all the active months of the licensing year. For example, if a second table was used at least thirteen times in only two of the previous four quarters, the additional monthly rent for the second table would be a maximum of two hundred dollars per month (or three hundred dollars per month if a wager greater than five dollars is accepted on the table) multiplied by six months (totaling one thousand two hundred dollars) and prorated to one hundred dollars per month for the licensing year. The organization shall document each table's usage, which includes the date, table number, and drop box cash amount for each table and how the prorated rental amounts were determined. This documentation must be retained with the organization's twenty-one records for three years.

APPLICATION FOR GAMING SITE AUTHORIZATION

WARD COUNTY, NORTH DAKOTA

This application shall be considered for approval in accordance with regulations for Site Authorizations adopted by the Ward County Commissioners. By completing and submitting this application the applicant acknowledges having read and understood the regulations. Should additional space be needed to answer any question(s) on this form, please attach additional pages with references to the questions responded to.

This application is for: (check one)

New application

Renewal

Requested effective date: Oct 1 2023

1. Applicant: Pheasants for the Future

2. Address of primary business office for the State of North Dakota:

PO Box 594

Minot ND 58702

3. Phone number at primary business office: (701) 838.8005

4. Ward County business address (if different):

5. Ward County phone number: (701) _____

6. Proposed gaming site: ND State Fair Assn - Games Fish Bldg

7. Address: 2005 Buddick Expy E

Minot ND 58701

8. Owner of proposed gaming site: ND State Fair Assn

9. Business owner proposed site (if different): _____

10. List all administrative staff and the Board of Directors of the applicant organization:

NAME	TITLE
<u>Kris Walcher</u>	<u>Pres</u>
<u>Kellen Latendresse</u>	<u>V. Pres.</u>
<u>Justin Hughes</u>	<u>Co. Banquet chair</u>
<u>Bocky Walcher</u>	<u>Co. Banquet chair</u>
<u>Alan Hick</u>	<u>Sec</u>
<u>Mike Johnson</u>	<u>Treas</u>
<u>Ben Goodman</u>	<u>Ex. Officer</u>
<u>Greg Ackerman</u>	<u>Gaming Mgr</u>

Are any paid staff members or members of your organization's Board of Directors related to one another? NO If so, please identify the names, positions and relationships on a separate page attached to this application.

Are any individuals who directly or indirectly receive funds or services from your organization's paid staff or Board of Directors? NO If so, please name the individuals, their titles, their funds or services received during the past year and their relationships with one another on a separate, attached page.

- 11a. How many total staff members and employees are paid by your organization?

1.	non-gaming:	full-time	<u>0</u>	part-time	<u>0</u>
2.	gaming	full-time	<u>0</u>	part-time	<u>0</u>

- 11b. How many of the above numbers reside in Ward County?

1.	non-gaming:	full-time	<u>0</u>	part-time	<u>8</u>
2.	gaming:	full-time	<u>0</u>	part-time	<u>1</u>

12. How long has the applicant's organization been in existence in North Dakota?
43 years

13. Is your organization a chapter of a national organization? NO
If so, what organization? _____

- 14a. What games are you applying to operate at the site applied for?

Raffle

- 14b. If you plan to operate blackjack, how many tables, maximum, are you applying for? NO

15. What is the seating capacity of the site? 25

16. What is the total square footage of the building for which you are applying for this Site Authorization? 4000 sq. ft.

How many square feet will your gaming operation occupy? 1500 sq. ft.

17. What is your cost per square foot for rental of your gaming site? \$ 0
What additional services beyond floor space does this rent cover and what is the monthly cost of each?

- \$ 0 /mo.

- \$ 0 /mo.

What services will your organization provide for the lessor as part of your rental agreement and what do you estimate the monthly value to be for each?

- \$ 0 /mo.

- \$ 0 /mo.

18. What is the total off street automobile parking capacity of this site? 150

19. Are there any residences, schools, churches, hospitals, clinics, nursing homes, child care facilities, or similar facilities within 500 feet of this site? NO
If so, identify them:

20. For what days of the week and hours each day are you applying for authorization to operate gaming at this site?

Fri - Sat 8 AM - 12 AM

Note: This application must be accompanied by all items listed in Ward County's Site Authorization Regulations before it will be presented to the County Commissioners for consideration.

I, the undersigned and authorized representative of Phasanti for the Future certify the information presented on this application and all accompanying materials is true, accurate and correct and can and will be substantiated upon request of the Ward County Commissioners by records and documents pertaining to the operation of this organization and its gaming operation.

Signed: [Signature]
Name: Greg Ackerman
Title: Gaming Mgr
Daytime Phone Number: 701-726-0698
Date: 8.23.23

STATE OF NORTH DAKOTA

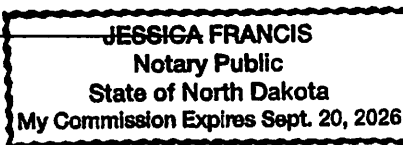
} ss

COUNTY OF WARD

On this 23 day of August, 2023, before me, personally appeared Greg Ackerman known to me to be the person(s) who (is/are) described in, and who executed the within and foregoing instrument, and severally acknowledged that (he/she/they) executed the same.

[Signature]
Notary Public
Ward County, North Dakota

My Commission expires: _____





APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (2-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☒ Sports Pool ☐ Poker* ☐ Twenty-One ☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group South Prairie Athletic Boosters		Dates of Activity (Does not include dates for the sales of tickets) 8/18/2023 to 5/1/2024	
Organization or Group Contact Person Bryan Kramer	E-mail bryan.kramer@k12.nd.us	Telephone Number (701) 722-3537	
Business Address 100 177th Ave. SW	City Minot	State ND	ZIP Code 58703
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name South Prairie High School		County Ward	
Site Physical Address 100 177th Ave. SW	City Minot	State ND	ZIP Code 58701
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) 50/50 Raffle - see attached list and Superbowl Board - February 11, 2024			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 Raffle	1/2 of proceeds collected	Varies
Superbowl Board	Cash	\$2,000.00
Total (limit \$40,000 per year)		\$ \$10,000.00

Intended Uses of Gaming Proceeds

Supporting school athletes	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from any city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Name Bryan Kramer	Title Athletic Director	Telephone Number (701) 722-3537	E-mail Address bryan.kramer@k12.nd.us
Signature of Organization or Group's Top Official 		Title Athletic Director	Date 8/1/23

SOUTH PRAIRIE-MAX "ROYALS"

VARSITY FOOTBALL SCHEDULE-2023

<u>DATE</u>	<u>OPPONENT</u>	<u>SITE</u>	<u>TIME</u>
Aug. 3	first practice	South Prairie	
Aug. 18	Southern McLean	Home	7:00
Aug. 25	Killdeer	Away	6:00 (Mtn. time)
Sept. 1	Ray-PL	Home	7:00
Sept. 8	BRCS	Away	7:00
Sept. 15	Velva	Garrison	7:00
Sept. 22	DL-B	Home	7:00 (Homecoming)
Sept. 29	Nedrose	Away	7:00
Oct. 6	Stanley	Away	7:00
Oct. 13	Kenmare-B-BC	Home	7:00

SOUTH PRAIRIE-MAX "ROYALS" A/B/C VOLLEYBALL SCHEDULE

<u>DATE</u>	<u>OPPONENT</u>	<u>SITE</u>	<u>TIME</u>
Aug. 26	"C" Tournament	Garrison	TBA
Aug. 29	Bottineau	Away	5/6/7
Aug. 31	Nedrose	Home	5/6/7
Sept. 5	Newburg	Away	6/7
Sept. 7	Kenmare	Home	5/6/7
Sept. 9	JV Tournament	Bottineau	TBA
Sept. 9	Varsity Tournament	Center	TBA
Sept. 12	TGU-Towner	Away	5/6/7
Sept. 14	Glenburn	Away	6/7
Sept. 16	JV Tournament	Home	TBA
Sept. 19	Berthold	MAX	5/6/7
Sept. 21	DL-B	Away	5/6/7
Sept. 26	BRCS	Home	5/6/7
Sept. 30	Varsity Tournament	Washburn	TBA
Oct. 3	ORCS	Away	5/6/7
Oct. 5	M-L-S	Home	5/6/7
Oct. 7	JV Tournament	ORCS	TBA
Oct. 9	Parshall	Away	6/7
Oct. 10	Surrey	Home	5/6/7
Oct. 16	Velva	Home	5/6/7
Oct. 17	Drake-Anamoose	MAX	6/7
Oct. 23	Stanely	Away	6/7
Oct. 26, 27, 30	District Tournament	Minot Aud	TBA
Nov. 6, 7, 9	Region Tournament	Minot Aud	TBA
Nov. 16, 17, 18	State Tournament	Fargo	TBA

SOUTH PRAIRIE-MAX ROYALS 2023-24 GIRLS BASKETBALL

<u>DATE</u>	<u>OPPONENT</u>	<u>SITE</u>	<u>TIMES</u>
Nov. 28	Kenmare	Away	4:15, 5:45, 7:15
Nov 30	Parshall	Home	5:45/7:15
Dec. 1	Wahpeton	Aud	7:00
	JV vs. Wahpeton	Armory	5:30
Dec. 2	Thompson	Aud	4:00
	JV vs. Velva	Armory	2:30
Dec. 5	M-L-S	Away	4:15, 5:45, 7:15
Dec. 12	Hazen	MAX	5:30/7:00
Dec. 14	BRCS	Home	5:45, 7:15
Jan. 2	ORCS	Home	4:15, 5:45, 7:15
Jan. 4	Nedrose	Home	5:45/7:15
Jan. 5	Glenburn	Home	4:15/5:45
Jan. 8	Stanley	Away	4:15, 5:45, 7:15
Jan. 9	Beulah	Away	4:00/5:30/7:00
Jan. 13	ORCS JV Jamboree	ORCS	TBA/TBA
Jan. 16	New Town	MAX	5:45/7:15
Jan. 22	Bottineau	Home	4:15/5:45/7:15
Jan. 25	Dunseith	Away	4:15/5:45/7:15
Jan. 29	Wilton-Wing	Away	5:45/7:15
Jan. 30	Rugby	Away	4:15/5:45/7:15
Feb. 2	DL-B	Home	5:45/7:15
Feb. 3	Watford City	Away	1:00/2:30/4:00
Feb. 5	Nedrose	Away	5:45/7:15
Feb. 12	Turtle Mountain	Home	4:15/5:45/7:15
Feb. 19, 20, 22	Region Tournament		
Feb. 29,	State Tournament		
March 1, 2	Minot MSU Dome		

SOUTH PRAIRIE "ROYALS"

2023-24 BOYS BASKETBALL

<u>DATE</u>	<u>OPPONENT</u>	<u>LOCATION</u>	<u>TIME</u>
Dec. 9	Kenmare	Home	11:30/1:00/2:30
Dec. 12, 15,16	ORCS Tournament	ORCS	TBA
Dec. 18	ORCS	Away	4:15/5:45/7:15
Dec. 21	BRCS	Away	5:45/7:15
Jan. 5	Glenburn	Home	4:15/7:15
Jan. 9	Nedrose	Home	4:15/5:45/7:15
Jan. 15	Hazen	Away	4:30/6:00/7:30
Jan. 16	ORCS JV Tourn.	ORCS	TBA
Jan. 20	ORCS JV Tourn.	ORCS	TBA
Jan. 22	Parshall	Away	5:45/7:15
Jan 23	Dunseith	Away	4:15/5:45/7:15
Jan. 26	Bottineau	Home	4:15/5:45/7:15
Jan. 27	M-L-S	Home	2:00/3:30/5:00
Jan. 29	Rugby	Away	4:15/5:45/7:15
Feb. 1	New Town	MAX	4:15/5:45/7:15
Feb. 3	Wilton-Wing	Away	3:00/4:30/6:00
Feb. 6	Turtle Mountain	Home	4:15/5:45/7:15
Feb. 9	DL-B	Away	4:15/5:45/7:15
Feb. 13	Stanley	Home	4:15/5:45/7:15
Feb. 16	Nedrose	Away	4:15/5:45/7:15
Feb. 17	Watford City	Home	1:00/2:30/4:00
March 4, 5, 7	Region Tournament	Minot MSU Dome	
March 14, 15, 16	State Tournament	Fargo	



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (2-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games to be conducted

☒ Raffle by a Political or Legislative District Party

☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker* ☐ Twenty-One ☐ Paddiewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddiewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group DAKOTA DISTRICT PAC (MINOT AREA REPUBLICAN DISTRICTS)		Dates of Activity (Does not include dates for the sales of tickets) SEPT 5th thru Nov 17th, 2023	
Organization or Group Contact Person TRAVIS ZABOTNEY	E-mail quattrac@min.mnco.net	Telephone Number 701-509-8271	
Business Address 1412 12th ST SW	City MINOT	State ND	ZIP Code 58701
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name NORTH DAKOTA STATE FAIR ARENA II		County WARD	
Site Physical Address 2005 BONDZIL EXPY E	City MINOT	State ND	ZIP Code 58701
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) NOVEMBER 17th, 2023 ONE TIME			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
RAFFLE	23 FIREARMS	39,068
Total (limit \$40,000 per year)		\$ 39,068

Intended Uses of Gaming Proceeds

WILL BE USED FOR POLITICAL CAMPAIGN PURPOSES TO ELECT LOCAL DISTRICT REPUBLICANS

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)

☐ Yes ☒ No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)

☐ Yes ☒ No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)

☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)

☒ Yes ☐ No

Name TRAVIS ZABOTNEY	Title DISTRICT 5 CHAIR	Telephone Number 701-509-8271	E-mail Address quattrac@min.mnco.net
Signature of Organization or Group's Top Official 		Title CHAIRMAN	Date 8-21-2023

WARD COUNTY LOCAL GAMING PERMIT
SUPPLEMENTARY APPLICATION
(please type or print)

1. The name of your organization: DAKOTA PATRIOT PAL COUNTRY AREA RECREATION DISTRICTS

2. Type of gaming applied for: circle one

Bingo

Raffle(s)

Sports Pool

3. Date of event(s): NOVEMBER 17th, 2023

4. Name of the event (if any): DAKOTA PATRIOT RALLY

5. Person in charge of gaming event: TRAVIS ZABLOTNEY

Weekday telephone number: 701-509-8271

6. Has your organization received a local gaming permit from Ward County in the past? YES
If not, please refer to the attached Ward County gaming resolution and provide with your application the following:

- a. Evidence of the non-profit status of your organization. This may include a copy of your organization's Charter, constitution, by-laws, or articles of incorporation which is dated and signed by an officer of the organization attesting to the authenticity of the document and which clearly identifies the non-profit nature of your organization. A copy of an IRS determination on non-profit state may also be provided.
- b. Evidence your organization serves a "public-spirited" role in the community. This would include documents related to the formation or operation of your organization which specifically state the purposes of your organization. Financial records which identify the way in which the organization's funds are spent and pamphlets or brochures may also be helpful in identifying the purposes of your organization.

7. Attach a permit fee of \$25.00. If a check is used, make it payable to the Ward County Auditor.

8. If different then shown on the application, to which name and address do you wish your permit to be mailed?

Name: CALL - WITH PICKUP - 701-509-8271

Address: _____

**APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT**

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (2-2023)

Applying for (check one)

☐ Local Permit☒ Restricted Event Permit*

Games to be conducted

☐ Raffle by a Political or Legislative District Party☐ Bingo☒ Raffle☐ Raffle Board☐ Calendar Raffle☐ Sports Pool☐ Poker*☐ Twenty-One☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group Rodeo Minot LLC		Dates of Activity (Does not include dates for the sales of tickets) Oct 13-15, 2023	
Organization or Group Contact Person Jarod Seifert	E-mail jseifert@newkota.com	Telephone Number 701.833.7575	
Business Address 6500 County Rd 13	City Burlington	State ND	ZIP Code 58722
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name PRCA Badlands Circuit Finals NDSF Center		County WARD	
Site Physical Address 2005 E Burdick Expy	City Minot	State ND	ZIP Code 58701
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) 50/50 Raffle each day (3 days)			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
50/50	half of amount collected	TBD
Total (limit \$40,000 per year)		\$ 3000

Intended Uses of Gaming Proceeds
donation to local charities

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)

☐ Yes ☒ No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)

☐ Yes ☒ No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)

☐ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)

☐ Yes ☒ No

Name Jarod Seifert	Title President	Telephone Number 701.500.1660	E-mail Address jseifert@newkota.com
Signature of Organization or Group's Top Official 		Title President	Date 08.23.2023

Information required to be preprinted on a standard raffle ticket:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time for each drawing and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and physical street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The total of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-08.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.

Dates for raffle:

October 13, 2023

October 14, 2023

October 15, 2023

WARD COUNTY LOCAL GAMING PERMIT
SUPPLEMENTARY APPLICATION
(please type or print)

1. The name of your organization: RODEO MINOR, LLC
2. Type of gaming applied for: circle one
Bingo Raffle(s) Sports Pool
3. Date of event(s): OCT. 13-15, 2023
4. Name of the event (if any): Badlands Circuit Finals
5. Person in charge of gaming event: Jarod Seifert
Weekday telephone number: 701.500.1660
6. Has your organization received a local gaming permit from Ward County in the past? _____
If not, please refer to the attached Ward County gaming resolution and provide with your application the following:
- a. Evidence of the non-profit status of your organization. This may include a copy of your organization's Charter, constitution, by-laws, or articles of incorporation which is dated and signed by an officer of the organization attesting to the authenticity of the document and which clearly identifies the non-profit nature of your organization. A copy of an IRS determination on non-profit state may also be provided.
- b. Evidence your organization serves a "public-spirited" role in the community. This would include documents related to the formation or operation of your organization which specifically state the purposes of your organization. Financial records which identify the way in which the organization's funds are spent and pamphlets or brochures may also be helpful in identifying the purposes of your organization.
7. Attach a permit fee of \$25.00. If a check is used, make it payable to the Ward County Auditor.
8. If different then shown on the application, to which name and address do you wish your permit to be mailed?

Name: _____

Address: _____
