

Minutes of the Board of Ward County Commissioners
February 6, 2024

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, Jason Blowers, Kelly Haugan, Kerrienne Boetcher, Kristi Frederick, Lolly Gorze, Marisa Haman, Noreen Wilkie, Robert Roed, and Roza Larson.

Moved by Comm. Rostad, seconded by Comm. Olson to approve the agenda with the following additions: Item 12A; Ward County Human Service Zone letter dated February 2, 2024; item 12F, NDCCA Spring Conference; item 11C, Employee Identification Policy; and item 11D, Temporary Promotion Clarification Policy. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Olson to approve the minutes of the Regular Commission Meeting on January 16, 2024 and the Special Commission Meeting on January 29, 2024. Roll call; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Rostad to approve the regular bills totaling \$486,509.72 and HS Zone direct bills totaling \$5,678.96. Roll call; all voted yes; motion carried.

REGULAR COMMISSION MEETING 02/06/2024 BILL LIST			
GENERAL BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
193343	ACCURATE CONTROLS INC	FLEXIDOME IP STARLIGHT--JAIL OPS	\$2,364.77
193344	AXON ENTERPRISE INC	35 - TASER 10--SHERIFF	\$31,848.60
DD-1110	BURKETT, EMILY	OVERNIGHT PER DIEM NATIONAL HORSE QUIZ - DENVER CO--EXTENSION	\$154.50
193345	BURLINGTON CITY	ARPA #113 - BURLINGTON PD RADIOS--COMMISSIONERS	\$7,880.41
193346	COLE PAPERS INC	LATEX FREE & NITRILE GLOVES--FACILITY MGMT	\$195.80
DD-1110	CROWDER, KYLEE B	OVERNIGHT PER DIEM PRISONER TRANSPORT FARGO--SHERIFF	\$68.00
193347	DAKOTA SUPPLY GROUP	PVC FITTINGS FOR JAIL WATER TOWER--FACILITY MGMT	\$2.13
193348	DAKOTALAND AUTOGLASS	WINDSHIELD & MOLDING --SHERIFF	\$345.00
193349	DEGELE, LESLEY M	WITNESS NECESSITY PER DIRECTION OF PROSECUTING ATTY--STATES ATT	\$5.38
193350	DESOUR VALLEY ECONOMIC DEV	ECONOMIC DEVELOPMENT CORPORATIONS 2024 ALLOCATION--GENERAL	\$30,000.00
193351	ENERBASE FARMERS UNION/CENEX	INV. 027694--TAX EQUALIZATION	\$27.32
193351	ENERBASE FARMERS UNION/CENEX	INV. 025435--TAX EQUALIZATION	\$32.65
193351	ENERBASE FARMERS UNION/CENEX	INV. 048899--TAX EQUALIZATION	\$38.00
193351	ENERBASE FARMERS UNION/CENEX	INV. 025044 --TAX EQUALIZATION	\$43.07
193352	FIRST WESTERN INSURANCE	NOTARY BOND KOSSAN--SHERIFF	\$50.00
DD-1110	HAGEN, STEPHANIE	SOILS COMMITTEE MEETING HELD ON 01/09/24--TAX EQUALIZATION	\$50.00
193353	HANER, ARDEN	MILEAGE FOR SOILS COMMITTEE MEETING 01/09/24--TAX EQUALIZATION	\$4.69
193353	HANER, ARDEN	SOILS COMMITTEE MEETING HELD ON 01/09/24--TAX EQUALIZATION	\$50.00
DD-1110	HAUGAN, KELLY J	DAY TRIP MILEAGE - OPERATION PLAN KENMARE SCHOOL--EMERGENCY MGMT	\$70.62
193354	IDEMIA IDENTITY & SECURITY USA LLC	LIVESCAN MAINTENANCE 2024--JAIL OPS	\$5,960.00
193355	INFORMATION TECHNOLOGY DEPT	NETMOTION--SHERIFF	\$273.60
193356	KASSON, SEAN BRADLEY	CONTRACT ATTORNEY 12/04/23 - 01/08/24--STATES ATTORNEY	\$1,036.47

193357	KING, DAVID	SOILS COMMITTEE MEETING HELD ON 01/09/24-- TAX EQUALIZATION	\$50.00
193357	KING, DAVID	MILEAGE FOR SOILS COMMITTEE MEETING 01/09/24--TAX EQUALIZATION	\$56.95
193358	LLOYD, LEROY	REFUND FOR NON-UTILIZED VARIANCE--PLANNING AND ZONING	\$100.00
193196	MACOMB COUNTY SHERIFFS DEPARTMENT	SERVICE OF SUBPENA IN K KENNEDY CASE-- STATES ATTORNEY	\$29.00
193359	MAKOTI THRESHERS ASSOCIATION	HISTORICAL SOCIETY - 2024 ALLOCATION-- GENERAL	\$15,000.00
DD-1110	MATHIESON, ANDREW M	OVERNIGHT PER DIEM PRISONER TRANSPORT FARGO--SHERIFF	\$68.00
193061	MDU - BISMARCK OFFICE	GAS COUNTY NORTH BLDG--FACILITY MGMT	\$148.90
193221	MDU - BISMARCK OFFICE	GAS 425 BLDG--FACILITY MGMT	\$246.19
193221	MDU - BISMARCK OFFICE	GAS ADMIN BLDG--FACILITY MGMT	\$1,564.80
193221	MDU - BISMARCK OFFICE	GAS 900 BLDG--FACILITY MGMT	\$1,929.33
193254	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MGMT	\$2,064.14
193221	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MGMT	\$3,380.20
193221	MDU - BISMARCK OFFICE	GAS JAIL BLDG SUP.--FACILITY MGMT	\$3,596.06
193360	MICHIGAN.COM	TWO PUBLICATIONS FOR FORFEITURE CASES-- STATES ATTORNEY	\$397.92
193361	MOSTAD, JIM	MILEAGE FOR SOILS COMMITTEE MEETING 01/09/24--TAX EQUALIZATION	\$8.71
193361	MOSTAD, JIM	SOILS COMMITTEE MEETING HELD ON 01/09/24-- TAX EQUALIZATION	\$50.00
193362	ND COUNTY AUDITORS ASSOC.	2024 ANNUAL DUES - AUDITORS' ASSOCIATION-- AUDITOR/TREAS	\$750.00
193363	ND COUNTY RECORDERS ASSOC	2024 MEMBERSHIP DUES--RECORDER	\$200.00
193364	ND DEPT HUM SERV	INMATE MEDICAL 11/30/2023--JAIL OPS	\$1,611.86
193364	ND DEPT HUM SERV	INMATE MEDICAL - 07/31/2023--JAIL OPS	\$46,335.85
193365	ND DEPT OF CORRECTIONS & REHAB	INTERSTATE COMPACT--SHERIFF	\$400.00
193366	ND STATE RADIO COMM	TERMINAL FEE - QUARTERLY--SHERIFF	\$600.00
193366	ND STATE RADIO COMM	QUARTERLY BILLING FOR LETS--STATES ATTORNEY	\$600.00
193367	NDAE4-HWY	STATE & NATIONAL DUES 2024--EXTENSION	\$100.00
193368	NDCCAA	NDCCAA 2024 DUES--JAIL OPS	\$100.00
193369	NDSU DEPT 7510	SHARED SALARIES - 2023 Q4 - HOLLY ARNOLD-- EXTENSION	\$3,497.73
193369	NDSU DEPT 7510	SHARED SALARIES - 2023 Q4 -BRUMMUND, BURKETT, HOW, BADGER--EXT.	\$27,606.21
193222	NOVA FIRE PROTECTION, INC	REPLACED SPRINKLER IN K2 SHOWER--FACILITY MGMT	\$500.00
193222	NOVA FIRE PROTECTION, INC	REPLACED SPRINKLER IN CELL 141--FACILITY MGMT	\$500.00
DD-1110	OLSON, JENNIFER L	OVERNIGHT PER DIEM - FARGO TRANING--SHERIFF	\$67.00
DD-1110	OLSON, JENNIFER L	OVERNIGHT PER DIEM TRAINING SIOUX FALLS SD-- SHERIFF	\$328.20
193370	ROCHESTER ARMORED CAR CO INC	ARMORED CAR SERVICE --AUDITOR/TREAS	\$503.61
DD-1109	SAWYER CITY	ARPA #67 - SAWYER SEWER PAYMENT #5-- COMMISSIONERS	\$1,553.75
DD-1110	SCHROEDER, LYNAE R	DAY TRIP MILEAGE - PLANNING & ZONING MINUTES --AUDITOR/TREAS	\$34.57
193371	SOURIS VALLEY ANIMAL SHELTER	EUTHANIZE & BOARD - TWO ANIMALS--SHERIFF	\$777.49
193372	SUMMIT FOOD SERVICES LLC	MEALS FOR JUVENILE DETENTION - DECEMBER 2023--JUVENILE DET.	\$871.98
193372	SUMMIT FOOD SERVICES LLC	INMATE MEALS - DECEMBER 2023--JAIL OPS	\$46,552.75
193373	THE DIFFERENCE - A HOLISTIC APPROACH	ARPA #96 PMT #4 HEALING SESSIONS FOR TRAUMA VICTIMS--COMMISSIONERS	\$1,279.00
193279	THOMAS LAW FIRM	2024 INDIGENT DEFENSE - FEBRUARY--GENERAL	\$2,000.00
193374	UNITED MAILING SERVICES INC	SERVICES - 12/25/23 - 01-05/24--EXTENSION	\$22.07
193374	UNITED MAILING SERVICES INC	SERVICES - 12/25/23 - 01/05/24--HUMAN SERVICES	\$39.20
193374	UNITED MAILING SERVICES INC	POSTAGE - 12/25/23 - 01-05/24--EXTENSION	\$61.47

193374	UNITED MAILING SERVICES INC	SERVICES - 01/08/24 - 01/19/24--EXTENSION	\$62.03
193374	UNITED MAILING SERVICES INC	POSTAGE - 12/25/23 - 01/05/24--HUMAN SERVICES	\$94.46
193374	UNITED MAILING SERVICES INC	POSTAGE BALANCE END OF THIS PERIOD--EXTENSION	\$100.00
193374	UNITED MAILING SERVICES INC	SERVICES - 01/08/24 - 01/19/24--GENERAL	\$237.42
193374	UNITED MAILING SERVICES INC	POSTAGE - 01/08/24 - 01/19/24--EXTENSION	\$256.47
193374	UNITED MAILING SERVICES INC	POSTAGE - 01/08/24 - 01/19/24--GENERAL	\$1,001.93
DD-1058	US POSTAL SERVICE	ANNUAL FEE PO BOX 5005--GENERAL	\$1,580.00
193375	WARD CO DIVE RESCUE	WARD COUNTY DIVE TEAM ANNUAL BUDGET 2024--EMERGENCY MGMT	\$10,500.00
193377	WARD CO HISTORICAL SOCIETY	ARPA #101 - INSTALLATION OF WATER AND SEWER LINES--COMMISSIONERS	\$6,294.00
193376	WARD CO HISTORICAL SOCIETY	ARPA ##102 - FOUNDATION FOR MULTI USE BUILDING--COMMISSIONERS	\$21,500.00
119978	WESTLIE MOTOR CO	INSPECT FUEL GAUGE--SHERIFF	\$200.00
193054	WEX HEALTH, INC.	FSA MONTHLY FEES DECEMBER 2023--HUMAN RESOURCES	\$164.50
193379	WIDMER ROEL PC	2022 AUDIT/SINGLE AUDIT SVCS RENDERED 12/31/23--GENERAL	\$8,500.00
193280	WILHELM TIM	2024 INDIGENT DEFENSE - FEBRUARY--GENERAL	\$2,000.00
DD-1110	WILLERT, KAITLIN M	WITNESS NECESSITY PER DIRECTION OF PROSECUTING ATTY--STATES ATT	\$27.20
DD-1059	XCEL ENERGY	ELECTRICITY SOO LINE PARKING LOT--FACILITY MGMT	\$38.85
DD-1079	XCEL ENERGY	ELECTRICITY 900 BLDG - COLD STORAGE--FACILITY MGMT	\$121.15
DD-1055	XCEL ENERGY	ELECTRICITY 425 BLDG--FACILITY MGMT	\$145.66
DD-1080	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MGMT	\$728.04
DD-1055	XCEL ENERGY	ELECTRICITY COURTHOUSE--FACILITY MGMT	\$4,878.18
DD-1047	XCEL ENERGY	ELECTRICITY ADMIN BLDG--FACILITY MGMT	\$7,678.72
DD-1055	XCEL ENERGY	ELECTRICITY JAIL--FACILITY MGMT	\$9,059.49
Total General Bills:			\$321,252.05

PARK BOARD BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
193342	WARD COUNTY HIGHWAY DEPT	INV #10042 DECEMBER PARK MAINTENANCE	\$874.29
DD-1057	XCEL ENERGY	ELECTRICITY - O.S. PARK 8711 PROJECT RD N	\$58.37
DD-1058	XCEL ENERGY	ELECTRICITY - O.S. PARK PUMP 401 PARK RD	\$38.27
Total Park Board Bills:			\$970.93

ROAD/HIGHWAY BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
193317	ACME TOOLS GRAND FORKS	INV #12339575 PARTS FOR WATER PUMPS	\$85.69
193317	ACME TOOLS GRAND FORKS	INV #12334219 PARTS FOR UNIT 1709	\$396.59
193317	ACME TOOLS GRAND FORKS	INV #12335895 PARTS FOR SNOW BLOWER	\$3.40
193317	ACME TOOLS GRAND FORKS	INV #12327112 SHOP SUPPLIES	\$34.97
193317	ACME TOOLS GRAND FORKS	INV #12314268 PARTS FOR SNOW BLOWER	\$8.90
193317	ACME TOOLS GRAND FORKS	INV #12279646 SHOP SUPPLIES	\$6.66
193318	AMERICAN TRUCK & TRAILER	INV #33414 PARTS FOR UNIT 1709	\$82.56
193318	AMERICAN TRUCK & TRAILER	INV #33436 BATTERY BRAKEAWAY KIT FOR UNIT 191	\$139.96
193319	B & G ELECTRIC LLC	INV #2207 ELECTRICAL FOR NEW BATHROOM BLDG B	\$1,170.47
193320	BUTLER MACHINERY	INV #03PS0498015 WORK LIGHT FOR UNIT 158	\$106.83

193320	BUTLER MACHINERY	INV #03PS0497671 WATER HEATER ELEMENT FOR UNIT 127	\$84.05
193321	CAPITAL ONE TRADE CREDIT	INV #D44356 SHOP SUPPLIES	\$23.03
193321	CAPITAL ONE TRADE CREDIT	INV #D43910 PARTS FOR BRIDGE 117-20.2	\$137.56
193322	DAKOTA FLUID POWER INC	INV #7158081 HYDROLIC HOSE ASSEMBLY FOR UNIT 158	\$130.48
193322	DAKOTA FLUID POWER INC	INV #7157327 HYDROLIC HOSES FOR UNIT 158	\$896.45
193323	DICKINSON TRUCK EQUIPMENT	INV #012527 CANISTER ASSEMBLY FOR UNIT 156	\$2,020.62
193324	EAPC ARCHITECTS ENGINEERS	INV #56129 ENGINEERING SERVICES FOR BLDG C ADDITION	\$1,311.14
193325	GENERAL TRADING CO	INV #308888 SHOP SUPPLIES	\$139.97
193325	GENERAL TRADING CO	INV #308223 SHOP SUPPLIES	\$228.72
193325	GENERAL TRADING CO	INV #308731 SHOP SUPPLIES	\$55.80
193325	GENERAL TRADING CO	INV #308224 SHOP SUPPLIES	\$39.70
193326	GERDAU	INV #9012889119 PART FOR UNIT 191	\$660.00
193326	GERDAU	INV #9012826842 PARTS FOR UNIT #1709 & BRIDGE 117-20.2	\$1,568.48
193326	GERDAU	INV #9012799119 PART FOR BRIDGE 117-20.2	\$247.50
193326	GERDAU	INV #9012750108 PART FOR UNIT 156	\$729.40
193326	GERDAU	INV #9012824361 PART FOR UNIT 156	\$32.63
193327	GRAVEL PRODUCTS INC	INV #441339 SAND BLASTING SAND	\$218.25
193328	IHEARTMEDIA	INV #8820834061 JOB ADVERTISEMENT	\$582.50
193166	KENMARE CITY OF	UTILITIES - WATER, SEWER, LANDFILL	\$57.50
193329	LAWSON PRODUCTS INC	INV #9311224064 SHOP SUPPLIES	\$1,971.41
193330	MAGIC CITY GARAGE DOOR INC	INV #I24-0141 GARAGE DOOR REPAIR ON BLDG B	\$110.00
193331	MARCO TECHNOLOGIES, LLC NW7128	INV #12097509 MONTHLY SUBSCRIPTION	\$36.00
193197	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG D	\$1,133.51
193197	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG B	\$1,690.41
193197	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG A	\$723.11
193197	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG C	\$1,600.09
193197	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG E	\$262.66
193283	MDU - BISMARCK OFFICE	KENMARE BLDG ELECTRIC	\$131.83
193167	MDU - BISMARCK OFFICE	GAS 201 72ND AVE NE SHOP	\$1,161.57
193332	MENARDS - MINOT	INV #50255 SHOP SUPPLIES	\$132.87
193332	MENARDS - MINOT	INV #50190 SHOP SUPPLIES	\$193.15
193332	MENARDS - MINOT	INV #50091 SHOP SUPPLIES	\$101.18
193332	MENARDS - MINOT	INV #49681 SHOP SUPPLIES	\$193.25
193332	MENARDS - MINOT	INV #49427 SHOP SUPPLIES- COUPLINGS, EXTENSION CORDS	\$341.29
193332	MENARDS - MINOT	INV #49431 SHOP SUPPLIES	\$3.38
193332	MENARDS - MINOT	INV #49129 SHOP SUPPLIES- RAT GLUE	\$24.95
193333	NDACE - GENNY DIENSTMANN	NACE DUES	\$550.00
193334	NEWMAN SIGNS INC	INV #TRFINV051884 SIGNS	\$4,643.50
193335	NORTHWESTERN EQUIPMENT INC	INV #54008 COIL SPRING FOR UNIT 158	\$265.00
193224	OTTERTAIL POWER CO	ELECTRIC - DOUGLAS SHOP	\$551.69
193336	PARKLAND USA CORP DBA FARSTAD OIL	INV #889889-24 GREASE AND OIL FOR SHOP	\$3,129.15
193337	RDO/POWERPLAN	INV #P9036207 CUTTING EDGES	\$2,780.00
193337	RDO/POWERPLAN	INV #E0718607 SNOW PUSHER	\$7,300.00
193338	SIGN SOLUTIONS USA	INV #410016	\$9,190.07
193339	SUNDRE SAND & GRAVEL INC	INV #M122423-26 STOCKPILE SALT SAND AT MINOT SHOP	\$1,715.41
193284	TRI N PROPANE	INV # 103211 DOUGLAS SHOP PROPANE	\$284.14

193284	TRI N PROPANE	INV # 103168 SAWYER SHOP PROPANE	\$173.29
193168	TRI N PROPANE	INV # 101881 SAWYER SHOP PROPANE	\$310.00
193340	WALLWORK TRUCK CENTER	INV #07P126143 TRUCK PART, FENDER FOR UNIT 158	\$830.00
	WALLWORK TRUCK CENTER	INV #07P126144 CREDIT ON INV #07P125146 RETURNED PART	-\$685.00
193340	WALLWORK TRUCK CENTER	INV #07P125146 TRUCK REPAIR PARTS FOR UNIT 158	\$1,117.50
193341	WARD CO AUDITOR	2023 INSURANCE SHARE	\$111,043.39
DD-1056	XCEL ENERGY	ELECTRICITY - BERTHOLD	\$78.13
		Total Road/Highway Bills:	\$164,286.74

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
193194	WARD CO AUDITOR	2023 INSURANCE PREMIUMS FOR TWO TRAILERS & TWO SIDNE VEHICLES	\$147.00
			\$0.00
		Total Vision Zero Bills:	\$0.00

GRAND TOTAL \$486,509.72

Moved by Comm. Wepler, seconded by Comm. Anderson to open the public hearing at 9:08 AM regarding Hemphill-Greg Fegley’s application for a Special Use Permit for the following described property: W2SE Less Hwy 52 & Otl 4 of Sec. 18-156-84, Kirkelie Twn. Roll call; all voted yes; motion carried.

The applicant is requesting to build a wireless facility to include a 195’ self-support tower with 4’ lightening rod, and 75’x75’ chain link fence compound. Ward County zoning applies with the township recommending approval. Planning Commission recommends Approval of the Special Use Permit Application based on finding of facts.

No one from the public came forward to speak to this issue.

Moved by Comm. Wepler, seconded by Comm. Rostad to close the public hearing at 9:09 AM. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to approve the Special Use Permit request for Hemphill-Greg Fegley as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Anderson to open the public hearing at 9:10 AM regarding Orville Nesdahl/Star Rentals, LLC’s application for a Subdivision Plat for the following described property: Proposed Nesdahl Addition Lots 1-3 being Outlots 8&9 of the SWSW of Sec. 32-156-83, Eureka Twn. Roll call; all voted yes; motion carried.

The applicant is proposing to parcel 3 Subdivision lots, proposed lot 1 is 10.06 acres, proposed lot 2 is 2.92 acres and proposed lot 3 is 2.00 acres. These lots are for future residential and agricultural purposes. Eureka Township zoning applies with the township recommending approval. Planning Commission recommends Approval of the Subdivision Plat Application based on finding of facts.

No one from the public came forward to speak to this issue.

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

Moved by Comm. Rostad, seconded by Comm. Anderson to approve the Subdivision Plat Application request for Orville Nesdahl/Star Rentals, LLC as presented. Roll call; all voted yes; motion carried.

Craig Hashbarger, Partner at Widmer Roel PC, appeared to present a review of the Financial Statements for the year ending December 31, 2022.

Mr. Hashbarger discussed the Single Audit report which was conducted. Ward County was in compliance with the Federal Programs regarding ARPA funding. Mr. Hashbarger stated he had two areas of recommendations regarding the Single Audit. In regard to ARPA funds, management needs to develop a process to make sure than any of the subrecipients who receive funds ARPA funds are cleared through a database to make sure they are not prohibited from receiving awards. That process was put in place immediately.

The second recommendation from Mr. Hashbarger is in regard to subrecipient monitoring. Ward County has the responsibility to monitor and make sure money was spent in the purpose for which it was granted. Mr. Hashbarger also stated there should be language in the contract letting the subrecipients know that they may be selected for a single audit by the Federal Government for funds if the dollar amount received by the subrecipient exceeds the \$750,000.00 threshold.

A short discussion was held on the Commission Contingency fund and whether or not it was adequate. Mr. Hashbarger feels that Ward County's contingency is very conservative and within the guidelines recommended.

Moved by Comm. Weppler, seconded by Comm. Anderson to receive and file the December 31, 2022 audit presented by Mr. Hashbarger from Widmer Roel PC as presented. Roll call; all voted yes; motion carried.

Major Paul Olthoff, Jail Commander, presented the Purchase or Service Agreement with First District Health Unit. The contract has been updated with no changes.

Moved by Comm. Weppler, seconded by Comm. Olson to approve the Purchase or Service Agreement with First District Health District and to authorize the chairman to sign. Roll call; all voted yes; motion carried.

Next, Major Paul Olthoff presented the Contract for Boarding City of Minot's Inmates. There was a change to the paragraph on the top of page 2 regarding disputes and when the bills are due.

Moved by Comm. Rostad, seconded by Comm. Weppler to approve the Contract for Boarding City of Minot's Inmates. Roll call; all voted yes; motion carried.

Jason Blowers, IT Department, presented a budget amendment for the jail security camera replacement. Payment from the driver's insurance was received last summer but the bill for the actual camera replacement was received January 17, 2024.

Moved by Comm. Weppler, seconded by Comm. Olson to pay the bill and make the budget amendment to reflect the income and the outflow. Roll call; all voted yes; motion carried.

Noreen Wilkie, Director of Tax Equalization, presented the Tax Roll Memorandum.

1. Property Owner qualifies for Farm Residence Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Kaufmann, Dwaine & Sherry	NE24005U070000 W425' of S2SW Less Hwy S24-155-82	8601 11 th Ave SE Minot, ND 58701	2023	\$152,000	\$3,000	\$6,855	\$150
Novak, Lee Mary	TR240990000020 Olt 2 Being all of Olt 1 and an Unplated Por of NE Less ROW S24-153-84	7501 163 rd Ave SW Minot, ND 58701	2023	\$377,000	\$3,000	\$16,980	\$150

2. Adjusting the MH Value for 2024, the size of the MH has been corrected:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Bridge Investments LLC	MI5104994 Bridge Investments MHP Lot 4	1625 Hwy 2 Bypass E Lot 4 Minot, ND 58701	2024	\$48,000	\$37,000	\$2,160	\$1,665
Bridge Investments LLC	MI5104995 Bridge Investments MHP Lot 5	1625 Hwy 2 Bypass E Lot 5 Minot, ND 58701	2024	\$48,000	\$37,000	\$2,160	\$1,665
Bridge Investments LLC	MI5104997 Bridge Investments MHP Lot 6	1625 Hwy 2 Bypass E Lot 6 Minot, ND 58701	2024	\$48,000	\$37,000	\$2,160	\$1,665
Bridge Investments LLC	MI5104998 Bridge Investments MHP Lot 8	1625 Hwy 2 Bypass E Lot 7 Minot, ND 58701	2024	\$48,000	\$37,000	\$2,160	\$1,665

3. Property is Owned by an Exempt Entity:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
United States of America	EV120040000000 SE S12-155-87	Unassigned Minot, ND 58701	2023	\$102,000	\$0.00	\$5,100	\$0.00
United States of America	MA070040000000 SE Less Hwy S7-155-86	Unassigned Minot, ND 58701	2023	\$41,000	\$0.00	\$2,050	\$0.00
City of Surrey	SY190240000180 Lot 18 Springtime Addn.	Unassigned Surrey, ND 58785	2023	\$3,000	\$0.00	\$150	\$0.00

4. New Parcel # was created CA15005U040000, the parcel # listed below has been removed from tax roll:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Kramer, David & Carol	CA150040000000 SE S15-151-85	623 17 th Ave SE Minot, ND 58701	2023	\$81,000	\$0.00	\$4,050	\$0.00

5. Ward County Sold the Property is no longer Exempt:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Sechrist, Kirt	CO12005U120000 Por. in W2NE Less Tri Por. SE Corner S12-157-86	Unassigned Carpio, ND 58725	2023	\$0.00	\$30,000	\$0.00	\$1,500

6. Property Owner qualifies for Blind Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Budeau, Ted & Patricia	MI5104485 Woodridge MHP Lot 211	406 31 st Ave SE Lot 211 Minot, ND 58701	2024	\$2,000	\$0.00	\$90	\$0.00

7. Land needs a reduction to reflect Market Value:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Curb 2 Curb LLC	SY190250000020 Lot 2 Rearr Springtime Addn.	Unassigned Surrey, ND 58785	2023	\$3,000	\$2,000	\$150	\$100
Curb 2 Curb LLC	SY190250000030 Lot 3 Rearr Springtime Addn.	Unassigned Surrey, ND 58785	2023	\$3,000	\$2,000	\$150	\$100
Curb 2 Curb LLC	SY190250000040 Lot 4 Rearr Springtime Addn.	Unassigned Surrey, ND 58785	2023	\$3,000	\$2,000	\$150	\$100
Curb 2 Curb LLC	SY190250000050 Lot 5 Rearr Springtime Addn.	Unassigned Surrey, ND 58785	2023	\$3,000	\$2,000	\$150	\$100
Curb 2 Curb LLC	SY190250000060 Lot 6 Rearr Springtime Addn.	Unassigned Surrey, ND 58785	2023	\$3,000	\$2,000	\$150	\$100
Curb 2 Curb LLC	SY190250000070 Lot 7 Rearr Springtime Addn.	Unassigned Surrey, ND 58785	2023	\$3,000	\$2,000	\$150	\$100
Geiger, Wesley	SY190250000080 Lot 8 Rearr Springtime Addn.	Unassigned Surrey, ND 58785	2023	\$3,000	\$2,000	\$150	\$100
Arneson, Ramona	NE310350000070 Brookview 3 rd Addn. Lot 7	Unassigned Minot, ND 58701	2023	\$93,000	\$68,000	\$4,650	\$3,400

8. Removing the 2024 MH Value, this will be taxed with the Real Estate on parcel AN250040000000:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Bezanson, Max	AN5100402 SE S25-152-86	21910 275 th Ave SW Ryder, ND 58779	2024	\$10,000	\$0.00	\$450	\$0.00

9. Owner qualifies for Wheelchair Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Jordan, Kay	MI25A040000010 Edgewood 16 th Addn. Lot 1	1216 Hiawatha St. Minot, ND 58701	2022	\$395,000	\$245,000	\$17,775	\$11,025
Jordan, Kay	MI25A040000010 Edgewood 16 th Addn. Lot 1	1216 Hiawatha St. Minot, ND 58701	2023	\$421,000	\$271,000	\$18,945	\$12,195

10. Property Damaged by Fire January 2023, value prorated:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Raveling, Sharyn	MI28B720000120 Plainview Addn., S/D of Lot 3 Lot 12	4600 16 TH Ave SE Minot, ND 58701	2023	\$123,000	\$78,000	\$5,535	\$3,510

11. Property was partially complete as of February 1st Assessment Date:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
D & R Rentals LLC	MI018190000100 Ridgedale Industrial Park Lot 10	11 45 th Ave NW Minot, ND 58703	2023	\$941,000	\$611,000	\$47,050	\$30,550

12. Owner qualifies for Property Tax Exemption, prorated from date of sale 12/23

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Islamic Society of Fargo Moorhead	MI243980000020 Sunnyside Addn. R/A of Lots 1,2 & 3 Block 6 Lot 2	916 5 th Ave SE Minot, ND 58701	2023	\$110,000	\$6,000	\$4,950	\$270

13. Property Damaged by Fire 8/31/23, prorated from date of incident:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Gonzalez, Luis & Adilene	MI02F410000040 Ramstad Heights 5 th Addn. Lot 4	3301 Kodiak St NW Minot, ND 58703	2023	\$286,000	\$204,000	\$12,870	\$9,180

14. Recent Inspection concluded that a 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
Trihub Zakopyko, Diane	MI358040000030 Dakota South Condo #5 on Lot 6 Thompsons's 12 th Plat Unit C	500 32 nd Ave SW Unit C Minot, ND 58701	2023	\$301,000	\$225,000	\$13,545	\$10,125
Trihub Zakopyko, Diane	MI358040000030 Dakota South Condo #5 on Lot 6 Thompsons's 12 th Plat Unit C	500 32 nd Ave SW Unit C Minot, ND 58701	2022	\$285,000	\$215,000	\$12,825	\$9,675
Smetana, Dennis & Elizabeth	MI223080000070 R/A of Peterson's 1 st Addn. Lot 7	205 27 th St NW Minot, ND 58703	2023	\$134,000	\$90,000	\$6,030	\$4,050
Boomtown Enterprises LLC	MI2671500001010 Southview Condominium on Olt. 33 SE ¼ S26-155-83 Unit 101	408 20 th Ave SW Unit 101 Minot, ND 58701	2023	\$387,000	\$325,000	\$19,350	\$16,250
Boomtown Enterprises LLC	MI2671500001010 Southview Condominium on Olt. 33 SE ¼ S26-155-83 Unit 102	408 20 th Ave SW Unit 102 Minot, ND 58701	2023	\$622,000	\$536,000	\$31,100	\$26,800
Larson, Mike	MI242381900240 Original Minot Addn. Lots 23 & 24 Block 19	3405 15 th St SW Minot, ND 58701	2023	\$550,000	\$417,000	\$27,500	\$20,850
DMK Properties LLP	MI241450000030 Heckers 1 st Addn. All of Lots 2 & 3 Except por. of Lot 2	511 Valley St. Minot, ND 58701	2023	\$513,000	\$340,000	\$25,650	\$17,000
PAB LLP	MI254260200070 South Park Terrace 5 th Addn. Lot 7 Block 2	505 19 th Ave SE Minot, ND 58701	2023	\$237,000	\$203,000	\$11,850	\$10,150
Johnson, Elliot	MI241460000020 Heckers 2 nd Addn. Lot 2	826 Valley St. Minot, ND 58701	2023	\$196,000	\$156,000	\$8,820	\$7,020
Ortorro LLC	MI241023000100 Minot 1 st Addn. Por. of Lots 2,3,45,6,8,9,10,11 Block 30	1601 Railway Ave. Minot, ND 58703	2023	\$939,000	\$798,000	\$46,950	\$39,900

15. Property purchased by Exempt Entity, prorate value from date of sale, property is assessed fire levy of T & F value of \$16,000:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Minot Soccer Association	MI279530300000 Unplatted S27-155-83 SWSW Less Elk Heights & RD	Unassigned Minot, ND 58701	2023	\$16,000	\$9,000	\$800	\$450

16. Property Owned by Exempt Entity value removed:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
MPYSC Properties LLC	MI014470000050 Thompsons 6 th Plat Lots 4 & 5	4 39 th Ave SW Minot, ND 58701	2023	\$266,000	\$0.00	\$11,970	\$0.00

17. Lease signed over to Exempt Organization 12/23:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Minot Co Civil Air Patrol	MI379590000020 Minot, International Airport 1 st Addn. Lot 2	700 Airport Rd. Unit H2 Minot, ND 58703	2023	\$0.00	\$68,000	\$0.00	\$3,400

18. Property purchased by a tax exempt organization, prorate value from date of sale 8/3/23:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
The Pursuit	MI259400000040 20 th Ave Mall Condominium on Lot 2 S Park Terrace 15 th Addn. Unit IV	515 20 th Ave SE STE 4 Minot, ND 58701	2023	\$638,000	\$425,000	\$31,900	\$21,250

19. Property sold no longer qualifies for Exemption value prorated for 1 month:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Fleming, William & Karen	MI190920001060 Elmwood Addn. Lot 106	608 19 th St SE Minot, ND 58701	2023	\$0.00	\$10,000	\$0.00	\$500

20. Assessment needs to match value approved in TIF agreement:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Big M Minot LLC	MI242380600150 Original Minot Addn. Lots 13,14,25, & S3.2' of Lot 16 Block 6	123 1 st St SW Minot, ND 58701	2023	\$14,766,000	\$14,700,000	\$738,300	\$735,000

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

Ms. Wilkie requested a date and time be set for the 2024 County Board of Equalization meeting.

Moved by Comm. Olson, seconded by Comm. Weppler to approve the 2024 County Board of Equalization meeting to be held on June 4, 2024 at 1:00 PM. Roll call; all voted yes; motion carried.

Beth Pietsch, Planning and Zoning Administrator, appeared regarding seven (7) Plat Applications. The Plat Application for Wally Birkeland has been pulled from this agenda, as the original has not been received.

Application for a plat was received from LeRoy Lloyd for the following described property: Proposed Outlot 8 coming out of all of Outlot 3 and a portion of Lot A&B of Outlot 5 in the NENE Sec. 14-153-83, Freedom Twn. The applicant is proposing to parcel an outlot, proposed Outlot 8 is 0.97 acres. This outlot is for residential purposes. Freedom Township zoning applies with the township recommending approval. Planning Commission recommends approval of the Outlot Plat Application based on finding of facts and staff recommendations.

Moved by Comm. Anderson, seconded by Comm. Weppler to approve the Outlot Plat Application from LeRoy Lloyd as presented. Roll call; all voted yes; motion carried.

Application for a plat from Kevin Bonness for the following described property: Proposed Outlot 2 coming out of a portion of SENW Sec. 30-156-83, Eureka Twn. The applicant is proposing to parcel an outlot, proposed Outlot 2 is 2.00 acres. This outlot is for future agricultural purposes. Eureka Township zoning applies with the township recommending approval. Planning Commission recommends Approval of the Outlot Plat Application based on finding of facts and staff recommendations.

Moved by Comm. Olson, seconded by Comm. Rostad to approve the Outlot Plat Application from Kevin Bonness as presented. Roll call; all voted yes; motion carried.

Application for a plat from Arlan Irwin for the following described property: Proposed Outlot 6 coming out of a portion of SESE Sec. 26-153-83, Freedom Twn. The applicant is proposing to parcel an outlot, proposed Outlot 5 is 7.48 acres. This outlot is for future residential purposes. Freedom Township zoning applies with the township recommending approval. Planning Commission recommends approval of the Outlot Plat Application based on finding of facts and staff recommendations.

Moved by Comm. Olson, seconded by Comm. Weppler to approve the Outlot Plat Application from Arlan Irwin as presented. Roll call; all voted yes; motion carried.

Application for a plat from Shane Cardinal for the following described property: Proposed Outlot 1 coming out of a portion of SW Sec. 13-160-87 Sauk Prairie Twn. The applicant is proposing to parcel an outlot, proposed Outlot 1 is 9.99 acres. This outlot is for future residential/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.

Moved by Comm. Olson, seconded by Comm. Rostad to approve the Outlot Plat Application from Shane Cardinal as presented. Roll call; all voted yes; motion carried.

Application for a plat from Martin Peterson-Steffes Group/Peterson for the following described property: Proposed Outlot 5 coming out of a portion of Gov't Lot 11 Sec. 3-152-85, Rice Lake Twn. The applicant is proposing to parcel an outlot, proposed Outlot 5 is 15.05 acres. This outlot 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.

Moved by Comm. Weppler, seconded by Comm. Anderson to approve the Outlot Plat Application from Martin Peterson-Steffes Group/Peterson as presented. Roll call; all voted yes; motion carried.

Application for a plat from Martin Peterson-Steffes Group/Peterson for the following described property: Proposed Outlot 6 coming out of a portion of Gov't Lots 10,11,12 & 13 Sec. 3-152-85, Rice Lake

Twn. The applicant is proposing to parcel an outlot, proposed Outlot 6 is 46.06 acres. This outlot 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.

Moved by Comm. Anderson, seconded by Comm. Rostad to approve the Outlot Plat Application from Martin Peterson-Steffes Group/Peterson as presented. Roll call; all voted yes; motion carried.

Application for a plat from Josh Cogdill for the following described property: Proposed Outlot 8 & 9 coming out of a portion of Outlot 7 Sec. 33-156-84, Kirkelie Twn. The applicant is proposing to parcel two outlots, proposed Outlot 8 is 3.90 acres and proposed Outlot 9 is 2.61 acres. These outlots are for future residential 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.

Moved by Comm. Rostad, seconded by Comm. Wepler to approve the Outlot Plat Application from Josh Cogdill s presented. Roll call; all voted yes; motion carried.

Dana Larsen, County Highway Engineer, appeared regarding snow plow equipment. Ward County purchased 9 trucks between 2007-2009 and this is the last truck being converted into a snow plow. Mr. Larsen is asking for permission to purchase the remaining items for this conversion totaling approximately \$49,000.00.

Moved by Comm. Rostad, seconded by Comm. Olson to authorize the Highway Department to order a Falls reversible snow plow, a Henke postless snow wing, a Monroe underbody scraper, and a Saltdog stainless steel sander body. Roll call; all voted yes; motion carried.

The second item from Mr. Larsen was in regard to the county road graveling project in the Kenmare area. There will be approximately 3-5 inches of gravel added to the road with an estimated cost of \$4 million.

Moved by Comm. Rostad, seconded by Comm. Anderson to authorize the Highway Department to advertise and bid the Kenmare Area Graveling project to be completed in 2024. Roll call; all voted yes; motion carried.

Lastly, Mr. Larsen brought forth a letter of support for RAISE planning grant. This letter of support will bring the connector corridor project to an approximate 30% design. The quote from Bolton and Menk is \$8,000.00, with it being split 50/50 with the City of Minot.

Moved by Comm. Wepler, seconded by Comm. Olson to authorize the scope and fees from Bolton and Menk to assist the county and city with applying for the 2024 RAISE grant as presented. Roll call; all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Olson to authorize the chairman to sign the letter of support for the 2024 RAISE planning grant. Roll all; all voted yes; motion carried.

Lolly Gorze, Human Resource Director, appeared with the following pay amendments: M. Behles, Highway; A. Baker, Highway; D. Leon, Jail; T. Parisien-Trottier; Jail; and J. Berg, Highway.

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

Ms. Gorze asked for approval to post the Senior Assistant County Engineer position with a possible underfill listed as an Assistant County Engineer with the ability to hire.

Moved by Comm. Rostad, seconded by Comm. Anderson to post this position with the ability to hire. Roll call; all voted yes; motion carried.

In regard to the Employee Identification Policy, Ms. Gorze is asking to add language to the policy. Mr. Blowers came forward to speak regarding the Employee Identification Policy and stated new fobs will be given out to all employees in the form of an employee badge. This badge will be required to be worn while at work with the exception of law enforcement and court security officers. Language stating badges need to be worn as well as providing additional info regarding badges will be added to the policy.

Moved by Comm. Weppler, seconded by Comm. Anderson to add the employee identification Policy wording to the Ward County Employee Handbook and implement this policy once the new card reader system is in place. Roll call; all voted yes; motion carried.

Lastly Ms. Gorze brought forth a change of wording to the Promotions/Demotions/Lateral Moves/Reclassification section regarding the last sentence which shall now read: This increase in pay will begin when the employee has assumed the assigned responsibilities and until the position is filled or direction of the commission.

Moved by Comm. Weppler, seconded by Comm. Olson to approve the change of the wording of the Promotions/Demotions/Lateral Moves/ Reclassification section as presented above. Roll call; all voted yes; motion carried.

Auditor/Treasurer Marisa Haman appeared.

Moved by Comm. Rostad, seconded by Comm. Weppler to receive and file the following correspondence: Letter from Court Facilities Improvement Advisory Committee dated January 12, 2024; email/letter from Northern Plains Children's Advocacy Center dated 1-22-2024; Central Dakota Metropolitan Planning Organization minutes dated December 21, 2023; and letter from Ward County Human Service Zone dated February 2, 2024. Roll call; all voted yes; motion carried.

Moved by Comm. Olson, seconded by Comm. Rostad to approve the revised December 2023 financials – including amendments and transfers approved January 16, 2024. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Anderson to approve the annual contracts for DeSour Valley Development Corporation and Makoti Threshers Association. Roll call; all voted yes; motion carried.

Ms. Haman led a discussion on the Coroner Contract. Trinity Health does not want to continue the contract after the 1st quarter of 2024.

Moved by Comm. Weppler, seconded by Comm. Rostad to put out Request for Proposal for the coroner position for 6 weeks and have committee approve what goes into the Request for Proposal. Roll call; all voted yes; motion carried.

Moved by Comm. Weppler, seconded by Comm. Anderson to approve the Raffle Permits for Fire Fighters Local 1157, Heritage Singers, and Minot Area Men's Winter Refuge. Roll call; all voted yes; motion carried.

Ms. Haman mentioned the North Dakota County Commissioners Association Summit will be held March 19-20, 2024 with a social on Tuesday evening the 19th.

At 10:58 AM with no further business, the meeting was adjourned.

ACCEPTED AND APPROVED THIS 20th DAY OF FEBRUARY, 2024

Chairman, Ward County Commission

ATTEST:
