

Minutes of the Board of Ward County Commissioners  
September 20, 2016

The regular meeting of the Ward County Commission was called to order by Chairman Fjeldahl at 9:00 a.m. with Comm. Louser, Walter, Wepler, and Nybakken, present. Also present were Department Heads: Ryan Kamrowski, Betty Braun, Dana Larsen, Roza Larson, Leona Lochthowe, John Crosby and Devra Smestad.

Moved by Comm. Louser, seconded by Comm. Nybakken to approve the agenda with additions. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Louser to approve minutes from Regular Commission Meeting on September 06, 2016. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad presented the bills. Moved by Comm. Walter, seconded by Comm. Louser to approve Regular bills totaling \$4,115,347.79 and the Social Welfare Fund of \$9,601.95. Roll call: all voted yes; motion carried.

Doug Larson of JLG Architects appeared with Jail Expansion Project updates and change orders. Juvenile Detention has moved to their new location as of September 1. There were two change proposals on a lower east entrance and the intercom system on the lower side. O&M manuals will be turned over as soon as they are finished with review. The office building phase of retainage is complete. O&M manuals will be turned over after reviewed. Probation area is waiting on two doors to be installed. Punch list items will be addressed due to design or contractual issues. Courthouse Clerk of Courts has finished Phase 1. States Attorney's area is almost complete with Phase 2 and without any change orders. Due to having the manpower of 50-60, the jail

is 25% complete and two months ahead of schedule. Glass is on order and at four weeks out. Coordination/teamwork with all is impeccable. Sally-port should be finished within next few days. Comm Walter commented that Court Administration area looks great. Comm. Walter asked about time frame on mock-up of cell and shower. A&P is waiting on sheet metal which should be here in about six weeks. Mock-up will be reviewed by Commisisoners when ready.

Moved by Comm. Wepler, seconded by Comm Louser to approve the alternative for JLG to provide signage for the Admin Bld. instead of paying for sealing the black panels and to have them work with Leona for finalization. Roll call: all voted yes; motion carried

Eric Hoffer and Brian Kunz of Adolfson & Peterson Construction appeared. Discussion continued on errors and omissions and who should be responsible to pay for them-in regards to the plumbing issue in the jail cells. Hoffer discussed their professional liability coverage and that due to uniqueness of building that is not mass produced- it is inevitable to not catch design errors until actual construction is in process. The project is 25% complete and with change orders, we have used approximately 18% of the owner's contingency. Concrete is currently being poured on level two and will be moving to level three next.

Moved by Comm. Wepler, seconded by Comm. Walter to to move ahead with the work. Comm. Walter stressed being tight on budets as the sales tax income is down from last years. Roll call: all voted yes; motion carried

Moved by Comm. Wepler, seconded by Comm. Walter to approve Change Order #14 for revision to cell plumbing chases to avoid conflict with structural steel in

the amount of \$51,736.00. Roll call: all voted yes; motion carried. Chairman Fjeldahl further discussed the issue of design errors not being caught before a change order has to be made. Fjeldahl discussed that JLG should be liable for cost.

Moved by Comm. Wepler, seconded by Comm. Louser to approve Change Order #15, revisions to structural steel bracing and security soffits at 2<sup>nd</sup> and 4<sup>th</sup> floor in amount of \$25,227. Roll call: all voted yes; motion carried.

Change order #17 was pulled off the table by A&P for a later time.

Moved by Comm. Walter, seconded by Comm. Nybakken to approve Change Order #18 site grading at no additional cost to county. Roll call: all voted yes; motion carried.

Ryan Ackerman, Souris River Joint Board Administrator appeared with update on Structure Acquisition, Relocation and Ring Dike (StARR) Program. The goal of this program is to reduce future flood risk to rural residents throughout the basin who were impacted by 2011 flood by removing structures from the floodplain. Once purchased, Board would like to deed property over to Ward County for upkeep and maintenance. Highway Engineer Dana Larsen supplied board with colored maps of all property. Larsen said upkeep for the city will be minimal on these properties for mowing and weed spraying. Discussion ensued about the ability to offer said land to a neighboring property but to make sure with certain covenants. Ryan Ackerman gave caution that STARR program is voluntary and advised caution about flood control on said properties. A committee was suggested by the Auditor to aid in the deciding of what could be done with properties in the future.

Moved by Comm. Wepler, seconded by Comm. Walter to authorize acceptance of land they will deed to Ward County for ownership and maintenance. Roll call: all voted yes; motion carried.

Construction & Maintenance Agreement SC-5153(060) was presented. Moved by Comm. Walter, seconded by Comm. Wepler to approve. Roll call: all voted yes; motion carried.

NDSU Extension Mike Hanson appeared regarding vacant position as Michael Slaaten resigned. County is responsible for 50% of this salary and NDSU office is responsible for other 50% plus medical. Position needs to be advertised for three weeks and NDSU would like the interview committee to be comprised of 2 Commissioners and 3 local citizens. Paige will be in contact with the Commissioners to see who can participate. Comm. Wepler commented on the positive affect that the NDSU Extension office activities are having in the community.

Moved by Comm. Wepler, seconded by Comm. Louser to approve hiring process. Roll call: all voted yes; motion carried.

Recorder Betty Braun appeared with a Contract to Index Records. Braun advised that everything has been digitized, that indexing is the addition of grantor/grantee and the legal description to documents. At current time those seeking that information need to call into the Recorder's office. Indexing will add this information and cut back on the amount of walk-ins, phone calls etc. The Commissioners asked details such as a time frame and why in-house staff doesn't have the time to do this?

Moved by Comm. Wepler, seconded by Comm. Nybakken to approve Ward County Recorder Contractor Agreement with Sheila Dalen @ \$20/hour and amend to

have the contract reviewed during the annual budget process. Roll call: all voted yes; motion carried.

Chief Deputy Barnard appeared with the Corrections update. Ward County Juvenile Detention Division as of August 11, 2016 has moved into their new facility with a capacity of 13. This new facility is manned 24 hours a day, which as of January 2017, will have a total of 11 employees. In August the detention center was inspected for PREA compliance. Inspectors found no significant deficiencies. The Minot facility being only the second in the state to be PREA compliant. Medical treatment has expanded to the residents in the juvenile detention facility.

Moved by Comm. Weppler, seconded by Comm. Louser to file Ward County Sheriff's Department Detention Facilities Status Report. Roll call: all voted yes; motion carried.

Facilities Manager Leona Lochtowe appeared regarding purchase of 35 Courthouse window roll shades. Estimate included (5)96x99 and (30)36x99. Lochtowe showed the two different samples and added that they are fireproof.

Moved by Comm. Weppler, seconded by Comm. Walter to authorize purchase of shades from Inspired Interiors totaling \$15,175.00 and cost would come from Construction budget FFE. Roll call: all voted yes; motion carried.

Auditor/Treasurer Devra Smestad appeared. Comm. Weppler requested Attendant Care letter be pulled for discussion. Facility rental is not to end until November. LSS wants to inspect the site along with the state prior to moving. Equipment such as bunkbeds, desks, and tvs have been moved into location. New area is much larger than last location.

Moved by Comm. Wepler, seconded by Comm. Walter to receive and file Attendant Care submission. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to receive and file the following correspondence: NDSU-Local Road Conference. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Nybakkaen, that the following monthly reports to include financial report be received and filed: Revenue vouchers, Records Office, Tax equalization, and Sheriff's Department. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm Walter to approve the request for duplicate voucher in the amount of \$402.94. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm Nybakken to accept Minot's offer to purchase a Foreclosed Property for \$23,5000.00. Roll call: all voted yes; motion carried.

Moved by Comm. Walter, seconded by Comm. Louser to approve budget transfers of the following to the General Fund: Child Support, Clerk of Court Trust, Eastside Estate paving, Sheriff Auto Impound, LLEBG Fund, Property Tax Relief, and Abandoned Property Holding. The following merging of accounts: The Road and Bridge and Farm to Market funds will merge with Road Ops., and Jail operations, Insurance Reserves and County Park will merge with the General Fund. Roll call: all voted yes; motion carried.

Moved by Comm. Wepler, seconded by Comm. Walter to approve the following payroll amendments: Terri Vigstol- Auditor/Treasurer (Level 16); Gwen Askew- Social Services (level 13). Roll call: all voted yes; motion carried.

Other Business: Comm. Walter spoke of the brass plaques and three private entities donations will help pay for them. Plaques should be in next week and at next commissioners meeting a date will be set for the ribbon cutting.

Comm. Wepler commented how nice the outside brick structures look.

Comm. Nybakken made reminder to special meeting next Tuesday, September 27<sup>th</sup> at 7:00p.m.

Auditor Smestad made reminder to Elmer Jesme meeting next Monday, September 26<sup>th</sup> at 10:00a.m..

At 10:45 a.m. with no further business, the meeting was adjourned.