

Commissioners Proceedings

On May 2, 2017, at 8:30 a.m. the Board of Commissioners of Cavalier County, North Dakota, met at the Cavalier County Courthouse in regular session, with all members present. The commissioners began the meeting with the Pledge of Allegiance. Chairman Nick Moser called the meeting to order and proceeded as follows:

Richard Ring made a motion to approve the minutes, seconded by Stanley Dick; motion carried. Elsie Magnus made a motion, seconded by David Zeis to review and approve the following audit of claims; motion carried:

85369	MIKKELSEN BROS. CONSTRUCTION	\$24,282.25	ROAD & BRIDGE
85370	MARGARET HILTNER	\$131.25	VSO
85371	MARGARET HILTNER	\$123.75	VSO
85373	FARMERS & MERCHANTS STATE BANK	\$27,212.08	ROAD & BRIDGE
85374	CLAIR MOEN	\$52.50	VSO
85375	ANNA SPIVEY	\$60.50	VSO
85376	CLAIR MOEN	\$177.30	VSO
83377	HOAG & SONS'	\$123.75	AUDITOR
85381	DAVID J. ZEIS	\$74.90	COMMISSIONERS
85382	RICHARD RING	\$36.91	COMMISSIONERS
85383	STANLEY DICK	\$151.94	COMMISSIONERS
85384	M. GAIL PEARSON	\$78.00	CLERK
85385	REARDON OFFICE EQUIPMENT	\$152.02	CLERK
85386	US BANK	\$244.35	AUDITOR
85387	C & M HOME MARKETING	\$275.00	AUDITOR
85388	REARDON OFFICE EQUIPMENT	\$1,510.34	AUDITOR/TAX DIR.
85389	JOSH PLUMMER	\$927.00	GENERAL
85390	SIDWELL	\$1,500.00	TAX DIRECTOR
85391	JOLENE HALLDORSON-ULLYOTT	\$1,130.00	NON-DEPT
85392	CAVALIER CO MEMORIAL HOSPITAL	\$300.00	NON-DEPT
85393	MONTANA-DAKOTA UTILITIES	\$917.58	GENERAL/SHERIFF/R&B
85394	ADVANCED BUSINESS METHODS	\$648.50	CLERK/AUD/RECORD/F-M
85395	HIGH POINT NETWORKS	\$52.80	SHERIFF
85396	JODY M. GIRODAT	\$48.14	SHERIFF
85397	QUALITY SPECIALTY PRODUCTS & PRINTING	\$116.97	SHERIFF
85398	D & B MOTORS	\$57.65	SHERIFF
85399	US FOODS, INC.	\$26.33	SHERIFF
85400	SPORTS & SHIRTS	\$37.99	SHERIFF
85401	PAUL PODHRADSKY	\$28.75	SHERIFF
85402	ADVANCED BUSINESS METHODS	\$267.05	SHERIFF
85403	CLOSE CONSTRUCTION	\$515.08	FARM - MARKET
85404	NORMONT EQUIPMENT	\$288.55	FARM - MARKET
85405	CHOICE FINANCIAL GROUP	\$13,869.86	ROAD & BRIDGE

85406	NORTHEAST REGIONAL WATER	\$55.00	ROAD & BRIDGE
85407	MARCOTTE BUILDER'S SUPPLY CO.	\$233.62	ROAD & BRIDGE
85408	NEWMAN SIGNS	\$706.78	ROAD & BRIDGE
85409	MIKKELSEN BROS. CONSTRUCTION	\$10,903.36	F-M/R&B
85410	DOT	\$2,284.48	ROAD & BRIDGE
85411	CARQUEST OF LANGDON	\$80.24	ROAD & BRIDGE
85412	ERLING'S OIL, INC.	\$2,039.83	ROAD & BRIDGE
85413	FARMERS UNION OIL CO	\$1,252.80	R&B/WEED
85414	DUBOIS OIL CO.,INC	\$2,257.29	ROAD & BRIDGE
85415	H. E. EVERSON CO	\$203.59	ROAD & BRIDGE
85416	ZIMMER PLUMBING & HOME CENTER	\$25.96	ROAD & BRIDGE
85417	STEIN AUTO BODY, INC.	\$794.19	ROAD & BRIDGE
85418	JOHN DEERE FINANCIAL	\$522.40	ROAD & BRIDGE
85419	MAC'S INC.	\$33.96	ROAD & BRIDGE
85420	BUD'S SERVICE PRODUCTS	\$1,495.05	ROAD & BRIDGE
85421	KADRMAS, LEE, & JACKSON INC.	\$11,378.10	ROAD & BRIDGE
85422	KAREN KEMPERT	75.6	EMG MNGR
85423	UNITED COMMUNICATIONS	\$51.33	EMG MNGR
85424	UNITED COMMUNICATIONS	\$209.49	E-911 PHONE EXCISE TAX
85425	POLAR COMMUNICATIONS	\$373.70	E-911 PHONE EXCISE TAX
85426	LANGDON AMOCO	\$70.98	VSO
85427	MACINE A LUKACH	\$25.28	COUNTY AGENT
85428	JEAN BAIRD	\$100.00	COUNTY AGENT
85429	XEROX CORPORATION	\$333.89	COUNTY AGENT
85430	ANITHA CHIRUMAMILLA	\$347.75	COUNTY AGENT
85431	JANE HAYEN	\$136.98	COUNTY AGENT
85432	ND NEWSPAPER ASSOC.	\$191.40	COUNTY AGENT
85433	MACINE A LUKACH	\$16.11	COUNTY AGENT
85434	REARDON OFFICE EQUIPMENT	\$23.57	COUNTY AGENT
85435	D & B MOTORS	\$94.60	SOCIAL SERVICES
85436	JOSH PLUMMER	\$520.00	SOCIAL SERVICES
85437	QUILL CORPORATION	\$130.94	SOCIAL SERVICES
85438	JAN F. STEIN	\$2,000.00	SOCIAL SERVICES
85439	ADVANCED BUSINESS METHODS	\$228.68	SOCIAL SERVICES
85440	LANGDON DAY CARE CENTER	\$198.00	SOCIAL SERVICES
85441	PEMBINA COUNTY SOCIAL SERVICES	\$7,405.86	SOCIAL SERVICES

The commission meeting that lands on July 4, 2017 was discussed. It was decided that the meeting would be moved to Thursday, July 6, 2017 at 8:30 a.m.

Stanley Dick discussed options to help get the work caught up in the Tax Director's office. Dick suggested getting help with data entry and road billing, possibly making the Deputy Tax Director position full-time until the Vanguard reassessment is complete, office hours by appointment only, and addressed the lack of office space. Later in the meeting, upon agreement by the

Deputy Tax Director, **David Zeis** made a motion to change the Deputy Tax Director position to five days per week from May 1, 2017 through September 30, 2017, with pay and benefits increased for the extra day, to be reviewed at the October 3rd commission meeting, seconded by **Elsie Magnus**, motion carried. It was also decided that the office would be available to the public daily from 8:30 a.m. to 2:30 p.m., and by appointment only from 2:30 p.m. to 4:30 p.m., due to the Vanguard reassessment project from May until the end of September, to be reviewed by the commissioners on October 3rd. The commissioners asked that this be published in the Cavalier County Republican for two weeks, put on the websites, put on KNDK website, and posted on the office door, as well as the front courthouse doors. Elsie stated she would put the wording together for the ad. Stanley Dick mentioned that Langdon City had requested Jerry Ratzlaff be able to access the Vanguard computer. Additional reporting issues were discussed with the Langdon City information for taxes, and it was decided that Chairman Nick Moser would line up an evening meeting with Langdon City to work through future reporting to the county to make sure we are receiving the correct information for taxes. It was decided that Nick Moser, Stanley Dick, Pam Lafrenz, Steph Bata, and Cindy Stremick would meet with Langdon City Auditor-Roxanne Hoffarth, Assessor-Jerry Ratzlaff, Mayor-Chuck Downs, and possibly one more City Commissioner. It was also decided that the Treasurer's Office would assist with data entry and the Auditor's Office would take over the road bills.

Terry Johnston, Road Supervisor, and Jeff Daley, KLJ, met with the commissioners and reviewed road project bids for upcoming summer projects. **Stanley Dick** made a motion, seconded by **Elsie Magnus**, to accept the low bid from Morris Seal Coat in the amount of \$486,518.53, for the seal coat project on County 17 and 6 from Hwy 5 to Hannah, and County 6 from Hwy 20 to Sarles, motion carried. Stanley Dick made a motion, seconded by David Zeis, to accept the low bid from Knife River Materials for Alternate B - RAP Superpave, in the amount of \$174,462.45 on County 45 at Milton, motion carried. Elsie Magnus made a motion, seconded by David Zeis, to accept the low bid from Knife River Materials for the gravel project on County 24 and 32, in the amount of \$454,428.47, motion carried. It was discussed that this gravel project could possibly be extended on County 24 to use up the county's HB 1176 funding. Jeff Daley stated he would check with ND DOT to see if that was an option. **Elsie Magnus** made a motion, seconded by **David Zeis**, to approve **Contract Engineering Agreements with KLJ** on the above projects, motion carried.

Johnston presented a Culvert Request from Waterloo Township, between Sections 28 and 33, for a 40' X 36" culvert. He stated he was unable to verify if it was for sure a 36" culvert until it is dug out. **Stanley Dick** made a motion to approve the culvert request, contingent on the culvert being 36", seconded by **David Zeis**, motion carried.

A Culvert Request was presented from Seivert Township for (2) 6' X 40' culverts between Sections 17 and 20. Johnston stated the township plans to install 50' culverts, and will pay the difference. **Richard Ring** made a motion to approve the culvert request for (2) 6' X 40' culverts, seconded by **Stanley Dick**, motion carried.

Elsie Magnus made a motion, seconded by David Zeis, to approve a utility permit for Polar Communications to install fiber optics in the county right of way in East Alma Township, motion carried.

Stanley Dick made a motion, seconded by Richard Ring, to approve (5) utility permits for Northeast Regional Water to put water line in the county road right of way, motion carried.

Traffic counters were discussed. Terry Johnston stated he has been busy working on damage estimates for the possible federal FEMA declaration. There was discussion on the (3) 7' culverts that washed out in the Murphy Coulee in West Hope Township. The road will remain closed until the outcome on the federal FEMA declaration is determined.

The commissioners had a phone conference with Mel Obbink at Sidwell (soils mapping program). A number of questions were discussed with Mel to include parcels with no acres listed, as well as timeline for implementation of new NRCS soil types in October, and removal of road right of ways.

Mark Schneider, on behalf of the Soils Committee, stated they are were proposing \$75/soils committee meeting with no mileage reimbursement. **David Zeis made a motion, seconded by Richard Ring, to approve \$75/meeting with no mileage reimbursement for the soils committee, retroactive to January 1, 2017, motion carried.**

Vicki Kubat, Recorder, met with the commissioners and discussed whether or not the county would proceed with digitizing documents in her office. The commissioners asked Kubat to see if a payment of \$20,000 in 2017 would be enough to begin Stage 1 of the project this summer, and make annual payments starting in 2018. The commissioners stated they would make a decision at the next commission meeting once they had more information.

Bruce Lee, Fremont Township, and Mike Duerre, ND Parks and Recreation, met with the commissioners and asked Cavalier County to be the non-financial sponsor for an application for the ND DOT Special Road Fund Program. The county would only be acting as a pass through for the funds, should the application be successful. **Elsie Mangus made a motion, seconded by Stanley Dick, to approve the county being the non-financial sponsor (financial pass through) for the project, motion carried.**

David Zeis made a motion, seconded by Stanley Dick, to transfer \$472.81 from Road and Bridge Fund to Road and Bridge Equipment Fund, motion carried. Elsie Magnus made a motion, seconded by Stanley Dick, to transfer \$4,728.10 from Road and Bridge Fund to Road and Bridge Excess Levy Fund, motion carried. Stanley Dick made a motion, seconded by David Zeis, to transfer \$21,000.00 from Special County Highway Fund to Road and Bridge Fund, motion carried. Richard Ring made a motion, seconded by Elsie Magnus, to transfer \$42,000.00 from County Poor Fund to Social Welfare Fund, motion carried. Elsie Magnus made a motion, seconded by Richard Ring, to transfer \$4,415.00 from Road and Bridge Fund to Road and Bridge Equipment Fund, motion carried. Stanley Dick made a motion, seconded by David Zeis, to transfer \$1,440.00 from Road and Bridge Fund to Road and Bridge Equipment Fund, motion carried.

At 11:50 a.m., Richard Ring made a motion to adjourn the meeting, seconded by Elsie Magnus; motion carried.

*Board of Commissioners
Cavalier County, North Dakota*

Nick Moser - Chairman

Stanley Dick - Vice Chairman

Richard Ring

David Zeis

Elsie Magnus

Attest: Lisa Gellner - Auditor