

## Commissioners Proceedings

On November 9, 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:

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

86526	CHRISTIE MOTOR SALES, INC.	\$32,300.00	SHERIFF
86527	FARMERS & MERCHANTS STATE BANK	\$434.96	TAX DIRECTOR
86538	CAVALIER COUNTY TREASURER	\$58.24	ESTIMATED TAXES
86539	CODE 4 SERVICES LLC	\$8,757.62	SHERIFF
86543	RADISSON HOTEL BISMARCK	\$167.40	COMMISSIONERS
86544	RICHARD RING	\$33.17	COMMISSIONERS
86545	STANLEY DICK	\$192.60	COMMISSIONERS
86546	PREMIUM WATERS, INC.	\$33.50	CLERK
86547	ADVANCED BUSINESS METHODS	\$61.09	AUDITOR
86548	COMPUTER EXPRESS	\$48.98	AUDITOR
86549	LEEVERS FOODS	\$14.82	AUDITOR
86550	REARDON OFFICE EQUIPMENT	\$1,685.01	AUDITOR/GENERAL
86551	CHAD HENDERSON	\$75.00	TAX DIRECTOR
86552	LISA BUCHWEITZ	\$150.00	TAX DIRECTOR
86553	LISA JACOBSON	\$75.00	TAX DIRECTOR
86554	MARK SCHNEIDER	\$75.00	TAX DIRECTOR
86555	TOM VALENTINE	\$75.00	TAX DIRECTOR
86556	VANGUARD APPRAISALS, INC	\$125,190.00	TAX DIRECTOR
86557	JOSH PLUMMER	\$999.00	GENERAL
86558	DACOTAH PAPER CO.	\$785.90	GENERAL
86559	ND INSURANCE DEPT	\$240.00	GENERAL
86560	MID AMERICAN RESEARCH CHEMICAL	\$1,269.08	GENERAL
86561	WILLIAM S. HARDY	\$45.00	ZONING
86562	CAROL GOODMAN	\$45.00	ZONING
86563	KEN JENNINGS	\$45.00	ZONING
86564	LAWRENCE HENRY	\$45.00	ZONING
86565	PAUL HENDERSON	\$45.00	ZONING
86566	RICHARD RING	\$45.00	ZONING
86567	STANLEY DICK	\$45.00	ZONING
86568	JOLENE HALLDORSON-ULLYOTT	\$648.00	HR
86569	PREMIUM WATERS, INC.	\$187.75	GENERAL
86570	TOTAL FUNDS BY HASLER	\$2,000.00	GENERAL
86571	ND ASSOCIATION OF COUNTIES	\$2,880.00	GENERAL
86572	OTTER TAIL POWER CO	\$2,285.35	GENERAL/R&B
86573	MONTANA-DAKOTA UTILITIES	\$924.56	GENERAL/SHERIFF/R&B
86574	LANGDON CITY	\$312.10	GENERAL/R&B
86575	COUNTRY MEDIA, INC.	\$757.32	COMMISH/TAX DIRECTOR
86576	ADVANCED BUSINESS METHODS	\$694.74	CLERK/AUD/RECORD/F-M

86577	INFORMATION TECHNOLOGY DEPT.	\$3,506.53	GENERAL
86578	D & B MOTORS	\$148.45	GENERAL/F-M
86579	LANGDON HARDWARE & RENTAL	\$45.45	GENERAL/SHERIFF
86580	CARQUEST OF LANGDON	\$988.54	GENERAL/SHERIFF/R&B
86581	LANGDON AMOCO	\$493.91	GENERAL/F-M/R&B
86582	UNITED COMMUNICATIONS	\$1,234.23	GENERAL
86583	VERIZON WIRELESS	\$203.56	GENERAL/HR/R&B/WEED
86584	AMERICINN	\$334.80	DISPATCHERS
86585	EXPRESSWAY SUITES	\$1,237.50	DISPATCHERS
86586	DANIELLE LINDSETH	\$669.30	DISPATCHERS
86587	KASANDRA KEMPert	\$855.94	DISPATCHERS
86588	KASANDRA KEMPert	\$225.15	DISPATCHERS
86589	JODY M. GIRODAT	\$56.00	SHERIFF
86590	JOHN METZGER	\$164.50	SHERIFF
86591	SLEEP INN & SUITES	\$828.80	SHERIFF
86592	QUALITY INN	\$334.80	SHERIFF
86593	GABE JOHNSTON	\$48.00	SHERIFF
86594	GREGORY FETSCH	\$96.60	SHERIFF
86595	NICK HOFFMAN	\$213.50	SHERIFF
86596	AT&T MOBILITY	\$631.03	SHERIFF
86597	HOFFARTH STEAM CLEAN	\$475.20	SHERIFF
86598	PRAETORIAN DIGITAL	\$120.00	SHERIFF
86599	LEXIPOL, LLC	\$2,598.75	SHERIFF
86600	OFFICE DEPOT	\$56.94	SHERIFF
86601	REARDON OFFICE EQUIPMENT	\$44.90	SHERIFF
86602	QUALITY SPECIALTY PRODUCTS & PRINTING	\$170.10	SHERIFF
86603	FARMERS UNION OIL CO	\$1,659.97	SHERIFF
86604	CHRISTIE MOTOR SALES, INC.	\$912.23	SHERIFF
86605	SENIOR MEALS AND SERVICES	\$21.00	SHERIFF
86606	MID-CONTINENT CABLE CO.	\$83.55	SHERIFF
86607	LEEVEES FOODS	\$102.09	SHERIFF
86608	UNIFORM CENTER	\$253.96	SHERIFF
86609	COUNTRY MEDIA, INC.	\$31.00	SHERIFF
86610	PREMIUM WATERS, INC.	\$37.50	DISPATCHERS
86611	ADVANCED BUSINESS METHODS	\$122.82	SHERIFF
86612	ADVANCED BUSINESS METHODS	\$235.00	SHERIFF
86613	BUD'S SERVICE PRODUCTS	\$1,512.35	SHERIFF
86614	ZUERCHER TECHNOLOGIES, LLC	\$5,850.00	PHONE EXCISE TAX
86615	CODE 4 SERVICES LLC	\$374.00	SHERIFF
86616	PAUL PODHRADSKY	\$100.00	SHERIFF
86617	CHRIS LUNDEBY	\$146.59	ROAD & BRIDGE
86618	CAVALIER RURAL ELECTRIC CO-OP.	\$61.95	ROAD & BRIDGE
86619	NORTHEAST REGIONAL WATER	\$55.60	ROAD & BRIDGE
86620	KYLE MCCONNELL	\$540.00	ROAD & BRIDGE
86621	ZIMMER PLUMBING & HOME CENTER	\$49.86	ROAD & BRIDGE
86622	SHAWN AMUNDSON	\$2,070.00	FARM - MARKET
86623	CLARK CONSTRUCTION	\$362.00	FARM - MARKET
86624	CLOSE CONSTRUCTION	\$141.30	FARM - MARKET
86625	MIKKELSEN BROS. CONSTRUCTION	\$4,851.50	FARM - MARKET
86626	WITZEL CONSTRUCTION LLC	\$10,854.40	FARM - MARKET

86627	CLYDE FARM SERVICE & SUPPLY	\$39.59	ROAD & BRIDGE
86628	FARMERS UNION OIL CO	\$450.16	ROAD & BRIDGE
86629	ERLING'S OIL, INC.	\$1,225.00	ROAD & BRIDGE
86630	ERLING'S OIL, INC.	\$212.86	ROAD & BRIDGE
86631	MUNICH ELEVATOR & OIL CO.	\$2,651.97	ROAD & BRIDGE
86632	BUTLER MACHINERY CO.	\$479.51	ROAD & BRIDGE
86633	THE CAR CLINIC	\$951.53	ROAD & BRIDGE
86634	DAHL TRUCK & AUTO	\$12,638.87	ROAD & BRIDGE
86635	HOUTCOOPER IMPLEMENT	\$564.52	ROAD & BRIDGE
86636	JOHN DEERE FINANCIAL	\$2,811.74	ROAD & BRIDGE
86637	MAC'S INC.	\$12.99	ROAD & BRIDGE
86638	RDO TRUST ACCOUNT #80-5800	\$327.54	ROAD & BRIDGE
86639	RICHARD'S WELDING, INC.	\$1,290.10	ROAD & BRIDGE
86640	RICK ROSTVET	\$274.80	ROAD & BRIDGE
86641	SIGN IT	\$125.00	ROAD & BRIDGE
86642	VALLEY TRUCK	\$595.22	ROAD & BRIDGE
86643	WALHALLA COOP OIL CO.	\$181.71	ROAD & BRIDGE
86644	ND DEPT. OF TRANSPORTATION	\$84,798.73	ROAD & BRIDGE
86645	KADRMAS, LEE, & JACKSON INC.	\$17,146.54	ROAD & BRIDGE
86646	UNITED COMMUNICATIONS	\$45.61	EMG MNGR
86647	MINN-KOTA COMMUNICATIONS, INC	\$4,256.40	PHONE EXCISE TAX
86648	NDTC	\$128.03	PHONE EXCISE TAX
86649	POLAR COMMUNICATIONS	\$373.70	PHONE EXCISE TAX
86650	UNITED COMMUNICATIONS	\$190.01	PHONE EXCISE TAX
86651	COUNTRY MEDIA, INC.	\$31.00	EMG MNGR
86652	BREAD PAN	\$12.48	PHONE EXCISE TAX
86653	LEON HILTNER	\$287.30	VSO
86654	RAMADA FARGO	\$240.30	VSO
86655	ANNA SPIVEY	\$41.25	VSO
86656	CLAIR MOEN	\$90.00	VSO
86657	JAMES MAGNUSSON	\$202.35	VSO
86658	JAMES MAGNUSSON	\$108.75	VSO
86659	JAMES MAGNUSSON	\$125.37	VSO
86660	JULIE JOHNSON	\$123.75	VSO
86661	MARGARET HILTNER	\$120.00	VSO
86662	LANGDON AMOCO	\$118.62	VSO
86663	ANITHA CHIRUMAMILLA	\$590.09	COUNTY AGENT
86664	MACINE A LUKACH	\$211.15	COUNTY AGENT
86665	HOLIDAY INN OF FARGO	\$224.10	COUNTY AGENT
86666	UNITED COMMUNICATIONS	\$59.41	COUNTY AGENT
86667	NDAAEA - ATTN PENNY NESTER, TREASURER	\$75.00	COUNTY AGENT
86668	NDAE4-HYW / ATTN JULIE KRAMLICH	\$100.00	COUNTY AGENT
86669	NDEAFCS	\$115.00	COUNTY AGENT
86670	XEROX CORPORATION	\$259.46	COUNTY AGENT
86671	NDSU - DEPT 3110	\$320.00	COUNTY AGENT
86672	GREG HOFFMAN	\$115.00	WEED CONTROL
86673	MARK SCHNEIDER	\$115.00	WEED CONTROL
86674	VON CHRISTIANSON	\$115.00	WEED CONTROL
86675	SIMPLOT GROWER SOLUTIONS	\$71.00	WEED CONTROL
86676	FARMERS UNION OIL CO	\$226.50	WEED CONTROL

86677	BUD'S SERVICE PRODUCTS	\$359.55	WEED CONTROL
86678	DARREN GELLNER	\$3,500.00	WEED CONTROL
86679	LANGDON HARDWARE & RENTAL	\$194.21	WEED CONTROL
86680	GERALD URLAUB	\$742.50	WEED CONTROL
86681	LARRY SEIM	\$1,000.00	WEED CONTROL
86682	MIKE JOHNSON	\$256.80	WEED CONTROL
86683	ROBERT URLAUB	\$585.00	WEED CONTROL
86684	VERNON GORNOWICZ	\$1,000.00	WEED CONTROL
86685	FISHER LAND SURVEYING & ENGINEERING	\$5,000.00	WEED CONTROL
86686	KIM RUDE	\$70.00	SOCIAL SERVICES
86687	MELODY KING	\$85.13	SOCIAL SERVICES
86688	SUSAN K. (FETSCH) CROCKETT	\$50.89	SOCIAL SERVICES
86689	QUALITY INN	\$167.40	SOCIAL SERVICES
86690	LANGDON CITY	\$108.20	SOCIAL SERVICES
86691	UNITED COMMUNICATIONS	\$492.41	SOCIAL SERVICES
86692	AMERIPRIDE	\$55.09	SOCIAL SERVICES
86693	JOSH PLUMMER	\$520.00	SOCIAL SERVICES
86694	U.S. POSTAL SERVICE	\$368.00	SOCIAL SERVICES
86695	NDACO RESOURCES GROUP, INC.	\$28.53	SOCIAL SERVICES
86696	INFORMATION TECHNOLOGY DEPT.	\$31.80	SOCIAL SERVICES
86697	PREMIUM WATERS, INC.	\$66.50	SOCIAL SERVICES
86698	JAN F. STEIN	\$2,000.00	SOCIAL SERVICES
86699	ADVANCED BUSINESS METHODS	\$228.68	SOCIAL SERVICES
86700	LANGDON AMOCO	\$300.00	SOCIAL SERVICES
86701	LANGDON MOTOR INN	\$77.35	SOCIAL SERVICES
86702	ND DEPT. OF HUMAN SERVICES	\$138.27	SOCIAL SERVICES

There was discussion on donation requests for NextEra Energy. It was decided that the commissioners would review any written requests that have been submitted by the next meeting on November 21<sup>st</sup>, and submit requests to NextEra.

Contracts for Administration of Community Development Block Grants through North Central Planning Council for the Cavalier County Courthouse and Senior Meals were reviewed and signed.

The commissioners discussed whether or not a commissioner would fill an open position on the Cavalier County Library board. **David Zeis made a motion, seconded by Stanley Dick, to appoint Nick Moser to the Cavalier County Library Board, motion carried.**

**Elsie Magnus made a motion, seconded by David Zeis, to approve the Emergency Fire Declaration for a burn ban issued on October 18, 2017, motion carried. Based on there no longer being a fire threat, Richard Ring made a motion to lift the Emergency Fire Declaration/burn ban, motion carried.**

The commissioners reviewed a letter received from Dr. Didrickson, indicating that she has now appointed Dr. Emerson as Deputy Coroner, effective December 1, 2017.

Terry Johnston, Road Supervisor, and Jon Markusen, KLJ, reviewed progress on various road projects. The proposed Safety Project to be combined with Pembina County and Walsh County was discussed. **Stanley Dick made a motion, seconded by Richard Ring, to sign the preliminary engineering contract with KLJ, motion carried.**

Gravel projects for 2018 were discussed and whether or not the county would have KLJ engineer the projects. Markusen stated they could do some partial engineering for the project to create specs for the projects and make sure the contractor(s) comply. Markusen was going to put engineering options together for the commissioners to consider. Johnston informed the commissioners that the FEMA inspections are now complete and the projects are slowly getting approved through the new online program with FEMA. There was discussion on the snowplow truck that had the engine removed. Johnston informed the commissioners that Earl Dunnigan was interested in purchasing the truck with no engine for \$200, based on what it would be worth for salvage. The commissioners were in agreement to sell it.

**David Zeis made a motion, seconded by Elsie Magnus, to transfer \$125,190.00 from Vanguard Receivables Fund to County General Fund, motion carried. Stanley Dick made a motion, seconded by David Zeis, to transfer \$33,000.00 from County Poor Fund to Social Welfare Fund, motion carried. Elsie Magnus made a motion, seconded by Stanley Dick, to transfer \$45,500.00 from Special County Highway Fund to Road and Bridge Fund, motion carried. David Zeis made a motion, seconded by Elsie Magnus, to transfer \$2,765.00 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, motion carried. Elsie Magnus made a motion, seconded by Stanley Dick, to transfer \$359.88 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, motion carried. Richard Ring made a motion, seconded by David Zeis, to transfer \$3,598.83 from Road and Bridge Fund to Road and Bridge Excess Levy Fund, motion carried.**

Leon Hiltner, Veterans Service Officer, met with the commissioners and discussed VSO accreditation/training. Elsie Magnus and Stanley Dick stated they would discuss the accreditation requirement with the boards they are on at the state level.

Shannon Duerr, JDA, met with the commissioners and presented a department update.

**Richard Ring made a motion, seconded by Elsie Magnus, to remove Larry Lien's mobile home (Parcel #11358100) and previous years' taxes, based on a letter received from Fremont Township Chairman and Assessor, stating the mobile home is unlivable, motion carried.**

At 10:15 a.m. Stanley Dick made a motion to recess the commission meeting for an abatement hearing. At 10:20 a.m. Elsie Magnus made a motion to adjourn the abatement hearing and reconvene the regular commission meeting, seconded by Stanley Dick, motion carried.

**Stanley Dick made a motion, seconded by Elsie Magnus, to approve William Hardy's abatements on Parcel #36090000 for 2015 and 2016, based on the fact that there is no longer a structure on the parcel, motion carried.**

Paul Liebersbach, Nekoma City Mayor, was in attendance at the meeting and asked if he could address the board. Nick Moser, Chairman, stated he could do so. Liebersbach questioned the commissioners about the bill Nekoma City had received for the Vanguard reappraisal project. He stated he did not know how they had come up with the number of parcels they were getting billed for, and did not feel Nekoma City was needing to be reassessed. The commissioners explained that the decision was made to include all residential and commercial properties in the county in order to equalize all valuations. Liebersbach was also informed that a more detailed billing would come eventually, and they could wait to pay the bill until Vanguard provides more information on the parcel counts.

Jolene Ullyott, HR, met with the commissioners to review proposed updates to the policy manual as follows: 1) 504 Inclement Weather – already approved by the commission; 2) 506.2 Overtime Compensation – Employees must use their Comp time before they use vacation time; 3) Holidays – Office closure at twelve noon on Christmas Eve; Closed all day when Christmas Eve is on a Monday; 4) 701.5 Continuation of Pay and Benefits – Accrual for benefit calculations will be suspended while an employee is on FMLA leave, and pro-rated when an employee is on intermittent FMLA leave; 5) 602.1 (3) Grievance Committee comprising of HR, Commission Chair, and that person's Department Commissioner. **Elsie Magnus made a motion to approve the changes to the Employee Policy Manual, seconded by Stanley Dick, motion carried.**

Ullyott asked the commissioners to consider granting the salary adjustment that the Weed Board had approved for the Weed Officer. It was discussed that the Weed Officer had been included in the proposal brought forward by the Salary Committee, based on his desire to be included in the negotiations those negotiations. The commissioners stated they did not think they could approve a salary adjustment after the Weed Board budget has been approved. It was agreed that in the future the Weed Board would decide if the Weed Officer is included in the salary negotiation done by the Salary Committee, and that it would have to be consistent one way or the other from year to year.

Pam Lafrenz, Tax Director, met with the commissioners and presented the letters she received from State Equalization appeals.

Stephanie Bata, Deputy Tax Director, met with the commissioners on behalf of the Soils Committee. The following 2018 land use values were presented to the commissioners for approval: 1) Farm Sites: 1,000 per acre 2) Trees: 200 per acre; 3) Un-drained Crop: equal to inundated value; 4) Wet Pasture: equal to inundated value; 5) Waste: equal to inundated value. Sidwell had created a land use layer in the GIS software program. **Stanley Dick made a motion to accept the land use values as presented by the Soils Committee, seconded by Richard Ring, motion carried.** It was discussed the aerial imaging Sidwell is using for land use is outdated, and would need to be updated every 3-5 years. Satellite aerial imaging from Sidwell would be free, with digital imaging being \$53,500 to \$58,250. It was decided to use satellite imaging.

The commission meeting schedule for 2018 was reviewed, with the following changes made to the regular commission meeting schedule: First meeting in January moved to Thursday, January 4; July meetings moved to July 10 and July 24; First meeting in November moved to November 8.

At 12:08 p.m., Richard Ring made a motion to adjourn the meeting, seconded by Elsie Magnus; motion carried.

*Board of Commissioners  
Cavalier County, North Dakota*

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Nick Moser - Chairman

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Stanley Dick - Vice Chairman

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Richard Ring

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David Zeis

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Elsie Magnus

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Attest: Lisa Gellner - Auditor