

Commissioners Proceedings

On October 16, 2018, 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 meeting began with the Pledge of Allegiance. Chairman Stanley Dick called the meeting to order and proceeded as follows:

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

89064	MID AMERICAN RESEARCH CHEMICAL	\$311.67	GENERAL
89065	ANITA BEAUCHAMP	\$144.47	CLERK
89066	DAVID J. ZEIS	\$279.04	COMMISSIONERS
89067	ND SECRETARY OF STATE	\$3,834.86	ELECTIONS
89068	QUALITY SPECIALTY PRODUCTS & PRINTING	\$370.15	ELECTIONS
89069	RADISSON HOTEL BISMARCK	\$169.20	COMMISSIONERS
89070	REDWOOD TOXICOLOGY LABORATORY, INC.	\$38.70	TAX DIRECTOR
89071	ES&S, LLC	\$1,393.55	ELECTIONS
89072	STEPHANIE BATA	\$17.50	TAX DIRECTOR
89073	BISMARCK RAMKOTA HOTEL	\$169.20	CLERK
89074	LANGDON HARDWARE & RENTAL	\$35.95	CLERK
89075	NELSON COUNTY AUDITOR	\$36.00	RECORDER
89076	LEEVEFS FOODS	\$53.30	GENERAL
89077	WEST PAYMENT CENTER	\$235.88	STATE'S ATTORNEY
89078	KLEMETSrud PLUMBING & HEATING CO.	\$2,693.95	GENERAL
89079	TOTAL FUNDS	\$1,000.00	GENERAL
89080	VERIZON WIRELESS	\$130.62	GENERAL/R&B/WEED
89081	LANGDON AMOCO	\$294.32	GEN/EMG MGR/F-M/R&B
89082	INFORMATION TECHNOLOGY DEPT.	\$3,876.53	GENERAL
89083	LANGDON CITY	\$360.71	GENERAL/R&B
89084	UNITED COMMUNICATIONS	\$1,241.02	GENERAL
89085	COMPUTER EXPRESS	\$1,100.00	GENERAL
89086	COUNTRY MEDIA, INC.	\$541.90	COMMISSIONERS
89087	OTTER TAIL POWER CO	\$2,289.41	GENERAL/R&B
89088	FARMERS UNION OIL CO	\$1,835.85	SHERIFF
89089	CAVALIER COUNTY AUDITOR	\$47.04	VSO/WEED
89090	PREMIUM WATERS, INC.	\$75.49	CLERK/GENERAL
89091	RADISSON HOTEL BISMARCK	\$23.85	TAX DIR./EMG. MGR
89092	ND STATE RADIO COMMUNICATIONS	\$120.00	SHERIFF
89093	ND SAFETY COUNCIL	\$10.00	SHERIFF
89094	BEST WESTERN PLUS KELLY INN & SUITES	\$502.20	SHERIFF
89095	PREMIUM WATERS, INC.	\$39.74	DISPATCHERS
89096	MID-CONTINENT CABLE CO.	\$89.13	SHERIFF
89097	SPORTS & SHIRTS	\$12.84	SHERIFF
89098	HOFFARTH OIL COMPANY	\$1,385.00	ROAD & BRIDGE
89099	NDLTAP - UGPTI/ND SU	\$300.00	ROAD & BRIDGE
89100	MUNICH ELEVATOR & OIL CO.	\$2,943.23	ROAD & BRIDGE
89101	BUTLER MACHINERY CO.	\$773.84	ROAD & BRIDGE
89102	CHRISTIE MOTOR SALES, INC.	\$225.56	SHERIFF/F-M

89103	RICHARD'S WELDING, INC.	\$937.55	ROAD & BRIDGE
89104	DUBOIS OIL CO.,INC	\$1,502.80	ROAD & BRIDGE
89105	DAHL TRUCK & AUTO	\$46.38	ROAD & BRIDGE
89106	RICK ROSTVET	\$54.50	ROAD & BRIDGE
89107	ERLING'S OIL, INC.	\$1,183.01	ROAD & BRIDGE
89108	ND DEPT. OF TRANSPORTATION	\$459.78	R&B EXCESS LEVY
89109	CAVALIER RURAL ELECTRIC CO-OP.	\$57.38	ROAD & BRIDGE
89110	FARMERS UNION OIL CO	\$2,499.34	AUDITOR/R&B
89111	CLARK CONSTRUCTION	\$9,086.00	F-M/R&B
89112	NDTC	\$128.03	E-911 EXCISE TAX
89113	VERIZON WIRELESS	\$98.44	EMG MNGR
89114	LANGDON AMOCO	\$111.17	VSO
89115	MACINE A LUKACH	\$172.22	NDSU EXT.
89116	WITZEL CONSTRUCTION LLC	\$6,439.00	WEED CONTROL
89117	FARMERS UNION OIL CO	\$539.02	WEED CONTROL
89118	LANGDON HARDWARE & RENTAL	\$1.99	WEED CONTROL
89119	LEEVEERS FOODS	\$4.74	NDSU EXT.
89120	COLE PAPERS, INC.	\$94.20	NDSU EXT.
89121	ACCO BRANDS DIRECT	\$17.48	NDSU EXT.
89122	UNITED COMMUNICATIONS	\$92.10	NDSU EXT.
89123	XEROX CORPORATION	\$261.21	NDSU EXT.
89124	BISMARCK RAMKOTA HOTEL	\$1,184.40	COMMISH/REC/CLERK/TAX/SHERIFF
89125	LEON PEDERSON	\$390.00	WEED CONTROL
89126	ELSIE MAGNUS	\$334.29	COMMISSIONERS
89127	ELSIE MAGNUS	\$198.93	COMMISSIONERS
89128	NICK MOSER	\$300.84	COMMISSIONERS
89129	SHAWN HALL	\$114.45	ROAD & BRIDGE
89130	STANLEY DICK	\$268.14	COMMISSIONERS
89131	VICKI KUBAT	\$316.85	RECORDER
89133	OTTER TAIL POWER CO	\$437.42	SOCIAL SERVICES
89134	PREMIUM WATERS, INC.	\$40.49	SOCIAL SERVICES
89135	LANGDON CITY	\$109.00	SOCIAL SERVICES
89136	READY TALK	\$6.82	SOCIAL SERVICES
89137	QUALITY SPECIALTY PRODUCTS & PRINTING	\$339.90	SOCIAL SERVICES
89138	INFORMATION TECHNOLOGY DEPT.	\$31.80	SOCIAL SERVICES
89139	VISA	\$351.33	SOCIAL SERVICES
89140	LANGDON AMOCO	\$300.00	SOCIAL SERVICES
89141	LANGDON DAY CARE CENTER	\$825.80	SOCIAL SERVICES

Elsie Magnus made a motion, seconded by David Zeis, to adopt a Fund Balance Policy as required by the ND State Auditor's Office, motion carried.

Richard Ring made a motion, seconded by Nick Moser, to approve signing the Request for Amendment for the Senior Center's CDBG, motion carried.

State bids for pickups were reviewed from D&B Motors and Christie Motors. It was decided to advertise for bids on a used pickup for the Osnabrock District.

Elsie Magnus made a motion, seconded by Richard Ring, to transfer \$353.14 from Road and Bridge Fund to Road and Bridge Excess Levy Fund, motion carried. Nick Moser made a motion, seconded by David Zeis, to transfer \$35.31 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, motion carried. David Zeis made a motion, seconded by Richard Ring, to transfer \$1,865.00 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, motion carried.

Terry Johnston, Road Supervisor, met with the commissioners and presented a Maintenance Certificate from the ND Dept of Transportation for the chairman's signature. Johnston also brought a proposed letter to ND Dept of Transportation requesting eleven (11) miles of County Major Collector (CMC) route be moved from County 6 to County 55, based on the current traffic load on the two stretches of road. Johnston explained that the designated CMC routes are eligible for Federal Aid funding for projects, but are not eligible for FEMA funding. **David Zeis made a motion to proceed with the CMC route change request to ND Dept of Transportation, seconded by Richard Ring, motion carried.** Johnston also informed the commissioners that a bridge bundling grant was available for application. The only bridge the county had that was eligible for the grant funding was a bridge east of the box culvert that was replaced this year on County 39. It was decided not to apply for the grant funding being the county could use federal bridge funding with the same county cost share percentage.

Tom Borgen met with the commissioners regarding his 2018 omitted tax notice he received for his parcel in Elgin Township. Borgen presented a number of comparable parcels in the county to the commissioners. After reviewing the comparisons presented, the commissioners explained that the value was set by Vanguard and no motion was made to change the value.

Stephanie Bata, Tax Director, met with the commissioners and presented costs on various updates/options to the Sidwell GIS program. The total contract amount for 2019 was \$14,710. **David Zeis made a motion to approve the proposed changes to the Sidwell program, seconded by Richard Ring. David Zeis later made a motion to rescind his motion being the county did not have the contract yet, seconded by Richard Ring, motion carried.** Bata also informed the commissioners that it was time to consider if they wanted to renew the contract for the Vanguard website. It was decided to wait on this as well until the contract came. Later in the meeting Scott Stewart, State's Attorney, stated he wanted to review the contracts prior to approval.

Bata then asked the commissioners if they had any more ideas for an office that would give her department more space with two employees. A committee was set up to review the options: Stephanie Bata, Nick Moser, David Zeis, and Terry Girodat. Stanley Dick also suggested that they should wait to see what happens with the possible state takeover of Social Services and some ideas that would be reviewed at their next Social Service board meeting. It was decided to discuss it again at the November 20th commission meeting.

The following presented department updates: Scott Stewart, State's Attorney; Larry Gellner, Water Board; Terry Girodat, Maintenance; and Macine Lukach, NDSU Extension.

The commissioners put prices on the potential delinquent tax sale parcels and discussed liability/removal of personal property with Scott Stewart, State's Attorney.

Karen Kempert, Emergency Manager/911 Coordinator, met with the commissioners as well as the county roadmen to discuss options for communicating with radios/cell phones until a state-wide radio network is implemented. It was explained that this discussion was due to the landowner's request to take down the tower the county's repeater is currently located on. After all the options were reviewed, it was decided to further research the cost of cell phone boosters in all the motor graders, trucks, and pickups; as well as the cost of upgrading cell phone plans to international plans to eliminate any possibility of roaming charges from Canadian cell towers with the boosters.

Nick Moser informed the commissioners that the snowplow operator for the Osnabrock District would not be returning for the upcoming season. It was decided to put an ad in the newspaper for the position.

At 12:30 p.m. Nick Moser made a motion to adjourn the meeting, seconded by David Zeis; motion carried.

On October 30, 2018, at 8:00 a.m. the Board of Commissioners of Cavalier County, North Dakota, met at the Cavalier County Courthouse for a special meeting, with all members present. Chairman Stanley Dick called the meeting to order. There was discussion on how to handle possible grievances with the county no longer having a contract for HR. Scott Stewart, State's Attorney, informed the commissioners that he was willing to be the HR contact for when it is referred to in the policy manual, and he would assist in deciding if there is need to contract HR services, based on the situation at hand. Lisa Gellner, Auditor, stated the county does have some HR services included in the Employee Assistance Program with The Village, which the Department Head is able to request at no charge. **Richard Ring made a motion, seconded by Elsie Magnus, that effective immediately the following individuals will have the authority to decide whether or not HR services should be contracted for a specific issue at hand: Department Head; Department Commissioner; Commission Chair; and State's Attorney; motion carried.** At 8:15 a.m. Nick Moser made a motion to adjourn.

*Board of Commissioners
Cavalier County, North Dakota*

Stanley Dick - Chairman

David Zeis - Vice Chairman

Richard Ring

Elsie Magnus

Nick Moser

Attest: Lisa Gellner - Auditor