

## Commissioners Proceedings

On August 20, 2019, 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 David Zeis called the meeting to order and proceeded as follows:

Zeis asked if there were any changes to the agenda. Karen Kempert, Emergency Manager/911 Coordinator, was added to the agenda at 9:50 a.m. Austin Lafrenz made a motion to approve the agenda, seconded by Nick Moser; motion carried. Stanley Dick made a motion to approve the minutes, seconded by Nick Moser; motion carried.

The 2020 gravel project on County 33 was discussed. **Stanley Dick made a motion to accept the low bid from Mikkelsen Bros. in the amount of \$124,200.00, seconded by Nick Moser, motion carried.**

David Zeis mentioned that Paul Liebersbach, Nekoma City, had contacted him and informed him that the city had denied Nekoma Elevator's request for a reduction in taxes for the new fertilizer plant.

Crystal Beggs, HR, met with the commissioners by phone and suggested extending the implementation of the timekeeping policy to January 1, 2019, due to the fact that she had not had time to do employee training on the new policy. **Stanley Dick made a motion to extend implementation of the policy to January 1, 2019, seconded by Nick Moser, motion carried.** Updated salary comparison information was reviewed. The commissioners asked Beggs to remove Adams County from the Sheriff's Department comparisons, eliminate the 35 hour comparison rate and compare position to position, and also to review the benefit packages.

Mark Zimmer and Cassey Breyer, representing Munich City, met with the commissioners regarding the Court Services Contract and the Sheriff's Department enforcing their new ordinances. **Nick Moser made a motion to sign the Court Services Contract, seconded by Stanley Dick, motion carried.** The contract was sent to the State Court Administrator to be signed. Greg Fetsch, Sheriff, stated his department would do the policing for Munich to enforce the ordinances.

The completion of the courthouse north bathroom update project being funded by a grant through North Central Planning was discussed. **Greg Goodman made a motion to approve the CDBG Project Completion Certification and Final Performance Report, seconded by Nick Moser, motion carried.**

Karen Kempert, Emergency Manager//911 Coordinator, met with the commissioners regarding the purchase of radio consoles for the Sheriff's Department, which is required in order to implement the SIRN 2020 radio system. Kempert stated she had met with the Local Emergency Preparedness Committee which was in agreement with moving forward with purchasing the consoles, as well as using a portion of the Hazardous Materials Fund for a possible grant match on a training exercise. There was discussion on budgeting \$10,000/year from the Sheriff's budget for the maintenance of the consoles and radio equipment. The commissioners were in agreement to purchase two fully wired consoles, based on the minimal cost savings of having one wireless console. **Greg Goodman made a motion for Cavalier County to be an early adopter of the SIRN 2020 contract to allow for increased implementation of coverage in the gorge and along the Canadian border, seconded by Stanley Dick, motion carried.**

Scott Stewart, State's Attorney, met with the commissioners to review a proposed Quit Claim Deed from CCMH and a Lease Agreement for the county's building in which CCMH stores their ambulances. Stewart pointed out a few changes he felt were needed. The commissioners were in agreement to make the changes and review the Lease Agreement again.

Terry Johnston, Road Supervisor, met with the commissioners and discussed the DOT inspection of the County 55 gravel project. The contractor was going to do more blading before another inspection was done with KLJ. Johnston stated that KLJ was still looking at possible projects for the ND DOT Special Road Fund, which has an application due date of the end of September. Snowplow operators/trucks for the upcoming season were discussed. The commissioners stated they would check with the operators from last season to see if they plan to come back. It was decided not to run a truck in the Langdon District and have the Vang and Osnabrock Districts help cover it.

There was discussion regarding the hiring of part-time help in the Auditor's Office prior to 2020. **Stanley Dick made a motion to advertise and hire starting November 1<sup>st</sup>, seconded by Greg Goodman, motion carried.**

Stephanie Bata, Tax Director, met with the commissioners to discuss State Equalization and review the 2019 Sales Ratio Study. The updated legislation on farm exemptions was discussed. Bata informed the commissioners that the deadline to file for farm exemption was now moved to March 31<sup>st</sup>. Bata also stated that the townships/cities that do not have any assessor were given until September 17<sup>th</sup> to let her office know if they would need to do the assessing.

Greg Goodman made a motion, seconded by Austin Lafrenz to review and approve the following audit of claims; motion carried:

91270	CAVALIER COUNTY MVD	\$15.00	SHERIFF
91362	NORTH LOMA TOWNSHIP CLERK/TREASURER	\$4,128.81	2017 FEMA ROAD FUND
91363	DAVID J. ZEIS	\$229.68	COMMISSIONERS
91364	STANLEY DICK	\$105.56	COMMISSIONERS
91365	PREMIUM WATERS, INC.	\$21.09	CLERK
91366	LISA GELLNER	\$69.60	AUDITOR
91367	SOFTWARE INNOVATIONS	\$1,400.00	TREASURER
91368	R. SCOTT STEWART	\$1,137.37	STATE'S ATTORNEY
91369	R. SCOTT STEWART	\$81.20	STATE'S ATTORNEY
91370	STEPHANIE BATA	\$333.41	TAX DIRECTOR
91371	HONEYWELL INTERNATIONAL INC.	\$23,513.62	GENERAL
91373	JEFF BRODINA	\$585.00	GENERAL
91374	KEVLOTT TESTING SERVICES	\$487.50	GENERAL
91375	DOCUMENT OUTPUT CENTER	\$2,640.00	GENERAL
91376	COMPUTER EXPRESS	\$877.60	GENERAL
91377	US FOODS, INC.	\$79.38	GENERAL
91378	DAWN ROPPEL	\$143.70	GENERAL
91379	DWIGHT BASSINGTHWAITE	\$143.70	GENERAL
91380	DOUGLAS KLEIN	\$114.70	GENERAL
91381	MELISSA ANDERSON	\$142.54	GENERAL
91382	OTTER TAIL POWER CO	\$3,137.66	GENERAL/R&B
91383	MATTHEW-BENDER & CO. INC.	\$80.10	COMMISH/CLERK/ST ATTY/SHERIFF
91384	INFORMATION TECHNOLOGY DEPT.	\$4,398.51	GENERAL

91385	UNITED COMMUNICATIONS	\$1,308.72	GENERAL
91386	COUNTRY MEDIA, INC.	\$818.46	COMMISH/AUD/TREAS
91387	FARMERS UNION OIL CO	\$1,538.28	SHERIFF
91388	KJS COMPUTER SERVICES	\$217.20	SHERIFF
91389	SENIOR MEALS AND SERVICES	\$655.50	SHERIFF
91390	HUBERT'S OUTDOOR POWER	\$37,676.00	SHERIFF
91391	MID-CONTINENT CABLE CO.	\$99.57	SHERIFF
91392	SIGN IT	\$280.00	SHERIFF
91393	US FOODS, INC.	\$142.68	SHERIFF
91394	AT&T MOBILITY	\$649.44	SHERIFF
91395	PAUL PODHRADSKY	\$199.82	SHERIFF
91396	PAUL PODHRADSKY	\$42.73	SHERIFF
91397	JOSH PLUMMER	\$250.00	SHERIFF
91398	CODE 4 SERVICES, INC	\$2,438.60	SHERIFF
91399	SWANSTON EQUIPMENT CORP	\$313.14	FARM - MARKET
91400	FARMERS UNION OIL CO	\$4,019.91	F-M/R&B
91401	KRYSTAL RATZLAFF	\$47.06	FARM - MARKET
91402	HUSKY MARKETING & SUPPLY	\$17,805.48	FARM - MARKET
91403	CLARK GRAVEL & CONST. INC.	\$21,198.60	F-M/R&B
91404	MUNICH ELEVATOR & OIL CO.	\$2,634.45	ROAD & BRIDGE
91405	ERLING'S OIL, INC.	\$1,020.54	ROAD & BRIDGE
91406	JOHN DEERE FINANCIAL	\$9,983.79	ROAD & BRIDGE
91407	NEWMAN SIGNS	\$48.45	ROAD & BRIDGE
91408	NEWMAN SIGNS	\$211.58	ROAD & BRIDGE
91409	NDTC	\$128.09	E-911 EXCISE TAX
91410	VERIZON WIRELESS	\$49.53	EMG MNGR
91411	ND SURPLUS PROPERTY	\$80.00	E-911 EXCISE TAX
91412	C & M HOME MARKETING	\$70.00	VSO
91413	AT-A-GLANCE	\$17.69	NDSU EXT.
91414	XEROX CORPORATION	\$214.15	NDSU EXT.
91415	LEEVERS FOODS	\$25.46	NDSU EXT.
91416	BUSINESS ESSENTIALS	\$275.49	NDSU EXT.
91417	NDSU EXTENSION	\$20.00	NDSU EXT.
91418	NDSU EXT SERVICE	\$10,864.68	NDSU EXT.
91419	COLE PAPERS, INC.	\$99.60	NDSU EXT.
91420	UNITED COMMUNICATIONS	\$62.17	NDSU EXT.
91421	DEVIN HURSMAN	\$115.00	WEED CONTROL
91422	LARRY PENGILLY	\$115.00	WEED CONTROL
91423	STEVE RATZLAFF	\$115.00	WEED CONTROL
91424	FINEST AUTO BODY & GLASS	\$446.03	WEED CONTROL
91425	DAHL TRUCK & AUTO	\$424.68	WEED CONTROL
91426	ALLEN KINGZETT	\$115.00	WEED CONTROL
91427	BUSINESS ESSENTIALS	\$12.75	WEED CONTROL
91428	MARK SCHNEIDER	\$115.00	WEED CONTROL
91429	GREG HOFFMAN	\$115.00	WEED CONTROL
91430	LANGDON HARDWARE & RENTAL	\$7.99	SOCIAL SERVICES
91431	PREMIUM WATERS, INC.	\$84.29	SOCIAL SERVICES
91432	LANGDON CITY	\$113.70	SOCIAL SERVICES

91433	GLENN'S APPLIANCE CENTER	\$161.77	SOCIAL SERVICES
91434	COUNTRY MEDIA, INC.	\$104.50	SOCIAL SERVICES
91435	TURTLE MOUNTAIN STAR	\$537.60	SOCIAL SERVICES
91436	BUSINESS ESSENTIALS	\$130.44	SOCIAL SERVICES
91437	SUSAN K. (FETSCH) CROCKETT	\$50.89	SOCIAL SERVICES
91438	INFORMATION TECHNOLOGY DEPT.	\$38.95	SOCIAL SERVICES
91439	LINDA GEISEN	\$50.89	SOCIAL SERVICES
91441	OTTER TAIL POWER CO	\$410.16	SOCIAL SERVICES
91442	VISA	\$437.06	SOCIAL SERVICES
91443	AMERIPRIDE	\$5.91	SOCIAL SERVICES
91444	DEVILS LAKE JOURNAL	\$537.60	SOCIAL SERVICES
91445	LEEVEERS FOODS	\$22.49	SOCIAL SERVICES

At 12:00 p.m., Nick Moser made a motion to adjourn the meeting, seconded by Austin Lafrenz; motion carried.

*Board of Commissioners  
Cavalier County, North Dakota*

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David Zeis – Chairman

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Nick Moser – Vice Chairman

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Greg Goodman

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Austin Lafrenz

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Stanley Dick

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Attest: Lisa Gellner - Auditor