

Commissioners Proceedings

On April 7, 2020, 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. David Zeis attended via phone conference. The courthouse was operating in lockdown at the time of this meeting in response to the COVID-19 pandemic. To comply with North Dakota open meetings laws, the meeting was live streamed on Facebook. The meeting began with the Pledge of Allegiance. Chairman Nick Moser called the meeting to order and proceeded as follows:

Moser asked if there were any changes to the agenda. Austin Lafrenz made a motion to approve the agenda, seconded by Stanley Dick; motion carried. Stanley Dick made a motion to approve the minutes, seconded by Greg Goodman; motion carried.

Austin Lafrenz made a motion to transfer \$690.00 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, seconded by Stanley Dick, motion carried. Stanley Dick made a motion to transfer \$767.68 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, seconded by Austin Lafrenz, motion carried. David Zeis made a motion to transfer \$7,676.80 from Road and Bridge Fund to Road and Bridge Excess Levy Fund, seconded by Stanley Dick, motion carried.

Terry Johnston, Road Supervisor, met with the commissioners and reviewed upcoming road projects. Johnston informed the commission of the eligible projects he had worked on with KLJ to be submitted to the ND DOT for possible additional infrastructure funding. **David Zeis made a motion to approve a site visit on County 55 to identify possible areas needing slope stability, with the estimated cost being \$1,000 to \$1,200, seconded by Greg Goodman, motion carried.**

Johnston visited with the commissioners on whether or not to proceed with hiring the oil crew. The commissioners felt it would be considered essential to preserve the county's infrastructure by continuing with crack sealing. It was decided to proceed to hire the oil crew and make modifications to procedure in the future, if needed, should the COVID-19 pandemic still be ongoing.

The commissioners decided to have Shawn Amundson run the gravel reclaimer again if the roadmen want him to run it in their district. The commissioners asked Johnston to communicate with the roadmen and ask them to be in contact directly with Shawn Amundson.

There was discussion on WIFI in county shops. Greg Goodman stated he approved it at the Vang shop due to a lack of cell coverage/reception. It was decided that WIFI would not be installed at any other shops at this time.

Gravel budgets were reviewed and set as follows: District 1 (Hannah/Sarles) \$100,000; District 2 (Munich) \$100,000; District 3 (Osnabrock) \$80,000; District 4 (Langdon) \$90,000; District 5 (Vang) \$60,000. A reserve of \$70,000 was left for future allocation/approval as needed.

Cindy Stremick, Treasurer, met with the commissioners regarding interest rates at the local banks. **Stanley Dick made a motion to deposit the interest on the CD into County General and renew the \$2,000,000 CD at FM Bank at 1.25% interest, seconded by Austin Lafrenz, motion carried.** Stremick suggested transferring some funds from Choice Financial to FM Bank, based on the interest rates. The commissioners were in agreement.

Lisa Gellner, Auditor, reviewed Governor Burgum's executive order recommending all vote by mail and no polling places on election day for the upcoming Primary Election with the commissioners. Based on the Governor's recommendation, **Austin Lafrenz made a motion to approve the proposed Resolution to NOT have a polling place on election day for the Primary Election, seconded by Greg Goodman, motion carried.** Gellner informed the commissioners that a more secure, weather proof, drop box would be installed for the Primary Election, and would be able to be utilized by the other offices in the courthouse during the COVID-19 lockdown.

The proposed Easement for Northeast Regional Water District to cross the county's property by the shop in Hannah was reviewed. Scott Stewart, State's Attorney, had reviewed the Easement and suggested a better legal description should be used. **Greg Goodman made a motion to approve the Easement, subject to the updated legal description, seconded by David Zeis, motion carried.**

Stanley Dick discussed the estimated decrease in revenue from the state as a result of the pandemic and the crash in oil prices. Dick stated the ND Association of Counties was going to ask if any of the emergency federal funding could be used to replace these funds. The commission was hopeful they would receive funding for proposed projects submitted to DOT to assist with the lack of projected revenue.

The following departmental updates were presented to the commissioners: Scott Stewart, State's Attorney; Shannon Duerr, JDA; Kensi Breyer, Water Board; Anitha Chirumamilla, NDSU Extension; Terry Girodat, Maintenance; Greg Fetsch, Sheriff.

The commissioners suggested that Terry Johnston consider updating his vehicle with the Ford Explorer being put up on bids in the Sheriff's Department. It was decided that if Johnston was interested, they would advertise his vehicle for sale on bids instead. It was decided to cancel the meeting with the roadmen in Vang for April 21st due to the COVID-19 pandemic.

Monica Porterfield, Deputy Auditor, did an overview on the Families First Coronavirus Response Act (FFCRA) which went into effect on April 1, 2020. After reviewing the requirements, **Greg Goodman made a motion to require employees eligible for FFCRA to use any comp time balance and allow delinquent vacation and sick leave balances, if necessary, to cover the 1/3 salary not covered by FFCRA, provided the employee signs an acknowledgement at the end of each pay period they remain deficit, seconded by David Zeis. A roll call vote was taken with all members voting in favor.** It was reiterated that employees will not be required to use sick leave, but the employee can choose to use sick leave to supplement FFCRA.

The commissioners were in agreement to pay employees full salary for working from home. Employees will be required to take applicable vacation/sick leave if they are not available from home.

Karen Kempert, Emergency Manager, asked the commissioners to allow offices that can maintain a 6-foot distance from each other to have the option to continue working at the office at this point and give employees with medical conditions the opportunity to work from home, if possible.

The commissioners approved the work from home plans submitted by each department and encouraged offices to make arrangements to be able to implement their plans to only have one person in the office at a time. The commissioners designated the Emergency Manager's spare laptop computer for the Road Supervisor; and the other two spare laptop computers for the Tax Director and Treasurer. Departments that already have technology set up to work from home were encouraged to try it to make sure everything works as planned, but stated it would not be mandatory at this point.

Offices continuing to work with two or more employees were asked to either have office separation for the employees or make sure there is at least a 6-foot distance between employees.

Karen Kempert, Emergency Manager, discussed options for Sheriff Department employees, should they need to stay in-house in the future as essential personnel. Distribution of hand sanitizer purchased from the distilleries to area businesses was discussed. It was decided to incur the cost of the hand sanitizer from County General and submit it to FEMA for reimbursement. Kempert stated she was checking on a couple other things for possible reimbursement from FEMA, but had not heard back yet.

Greg Goodman stated that the Tax Director's office will be utilizing conference calls through United Communications for the township and city equalization meetings they were in charge of, with the cost being billed to the Tax Director's office.

It was decided not to subscribe to Webex as of now for commission meetings. The Emergency Manager and Auditor will continue to test Webex with the commissioners as time allows.

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

931843	VISA	\$10.00	HUMAN SERV. ZONE
93188	STANLEY DICK	\$73.02	COMMISSIONERS
93189	COMPUTER EXPRESS	\$107.00	COMMISSIONERS
93190	WEST PAYMENT CENTER	\$240.60	STATE'S ATTORNEY
93191	BUSINESS ESSENTIALS	\$358.93	TAX DIRECTOR
93192	SIDWELL	\$378.00	TAX DIRECTOR
93193	DACOTAH PAPER CO.	\$534.38	GENERAL
93194	HANSEL PLUMBING & HEATING, LLC	\$90.00	GENERAL
93195	JOSH PLUMMER	\$1,080.00	GENERAL
93196	MID AMERICAN RESEARCH CHEMICAL	\$260.00	GENERAL
93197	BUSINESS ESSENTIALS	\$56.44	AUDITOR/ELECTIONS
93198	MONICA PORTERFIELD	\$80.50	ELECTIONS
93199	ES&S, LLC	\$370.59	ELECTIONS
93200	DOCU SHRED INC.	\$37.71	GENERAL
93201	PREMIUM WATERS, INC.	\$160.98	GENERAL
93202	RED PINE DISTILLERY	\$350.00	GENERAL
93203	CAVALIER COUNTY AUDITOR	\$32.30	EMG MNGR/VSO/WEED
93204	INFORMATION TECHNOLOGY DEPT.	\$4,415.89	GENERAL
93205	COUNTRY MEDIA, INC.	\$805.08	COMMISH/ELECTIONS
93206	LANGDON CITY	\$376.97	GENERAL/R&B
93207	VERIZON WIRELESS	\$159.94	GENERAL/F-M/R&B/WEED
93208	UNITED COMMUNICATIONS	\$1,384.73	GENERAL
93209	WALSH CO SHERIFFS DEPT	\$90.00	SHERIFF
93210	ND STATE RADIO COMMUNICATIONS	\$120.00	SHERIFF
93211	ND STATE RADIO COMMUNICATIONS	\$180.00	SHERIFF
93212	FARMERS UNION OIL CO	\$1,603.27	SHERIFF
93213	CHRISTIE MOTOR SALES, INC.	\$63.30	SHERIFF
93214	LANGDON COMMUNITY DRUG	\$71.76	SHERIFF
93215	D & B MOTORS	\$863.34	SHERIFF
93216	LEEVEES FOODS	\$39.50	SHERIFF
93217	ND WORKFORCE SAFETY & INS.	\$250.00	SHERIFF
93218	PREMIUM WATERS, INC.	\$94.98	DISPATCHERS
93219	LANGDON AMOCO	\$109.53	F-M/R&B

93220	NORTHEAST REGIONAL WATER	\$60.50	ROAD & BRIDGE
93221	THE CAR CLINIC	\$173.75	ROAD & BRIDGE
93222	RICHARD'S WELDING, INC.	\$1,468.00	ROAD & BRIDGE
93223	ON THE RUN SERVICE	\$250.00	ROAD & BRIDGE
93224	ACME TOOLS	\$134.99	ROAD & BRIDGE
93225	RAZOR TRACKING, INC.	\$137.50	ROAD & BRIDGE
93226	CAVALIER RURAL ELECTRIC CO-OP.	\$99.15	ROAD & BRIDGE
93227	DALGLIESH ENTERPRISES	\$552.76	ROAD & BRIDGE
93228	BUTLER MACHINERY CO.	\$3,248.76	ROAD & BRIDGE
93229	DUBOIS OIL CO.,INC	\$1,623.22	ROAD & BRIDGE
93230	FARMERS UNION OIL CO	\$2,130.76	ROAD & BRIDGE
93231	POMPS TIRE SERVICE	\$2,565.50	ROAD & BRIDGE
93232	ERLING'S OIL, INC.	\$65.93	ROAD & BRIDGE
93233	MUNICH ELEVATOR & OIL CO.	\$418.94	SHERIFF/R&B
93234	BLUETARP CREDIT SERVICES	\$208.47	ROAD & BRIDGE
93235	NDC	\$128.03	E-911 EXCISE TAX
93236	UNITED COMMUNICATIONS	\$193.95	E-911 EXCISE TAX
93237	POLAR COMMUNICATIONS	\$373.70	E-911 EXCISE TAX
93238	UNITED COMMUNICATIONS	\$34.50	EMG MNGR
93239	VICTOR HECK	\$10.00	VSO
93240	LANGDON AMOCO	\$53.21	VSO
93241	TOM HARDY	\$13.26	VSO
93242	U.S. POSTAL SERVICE	\$55.00	NDSU EXT.
93243	XEROX CORPORATION	\$191.44	NDSU EXT.
93244	BUSINESS ESSENTIALS	\$27.73	NDSU EXT.
93245	NDSU - DEPT 3110	\$4.00	NDSU EXT.
93246	CAVALIER COUNTY AUDITOR	\$284.75	NDSU EXT.
93247	MONTANA-DAKOTA UTILITIES	\$27.68	WEED CONTROL
93248	OTTER TAIL POWER CO	\$26.85	WEED CONTROL
93249	THE CAR CLINIC	\$342.16	WEED CONTROL
93250	SANFORD HEALTH OCC MEDICINE CLINIC	\$340.00	SOCIAL SERVICES
93252	BUSINESS ESSENTIALS	\$210.30	SOCIAL SERVICES
93253	JOSH PLUMMER	\$600.00	SOCIAL SERVICES
93254	ADVANCED BUSINESS METHODS	\$245.13	SOCIAL SERVICES
93255	JEANNETTE JOHNSON	\$220.15	HUMAN SERV. ZONE
93256	TAMMY MCMILLAN	\$377.20	HUMAN SERV. ZONE
93257	PEMBINA CO. HIGHWAY DEPT	\$289.60	HUMAN SERV. ZONE
93258	KATHY JOHNSON	\$79.80	HUMAN SERV. ZONE
93259	EDDY FUNERAL HOME	\$2,000.00	HUMAN SERV. ZONE
93260	GRAFTON MUNICIPAL UTILITIES	\$119.10	HUMAN SERV. ZONE
93261	BJORNSON OIL CO	\$60.67	HUMAN SERV. ZONE
93262	SERI GERSZEWSKI	\$85.10	HUMAN SERV. ZONE
93263	QUILL CORPORATION	\$72.68	HUMAN SERV. ZONE
93264	WALSH COUNTY HIGHWAY DEPT	\$477.10	HUMAN SERV. ZONE
93265	CATHOLIC CHARITIES NORTH DAKOTA	\$200.00	HUMAN SERV. ZONE
93266	DISCOVER	\$1,614.34	HUMAN SERV. ZONE
93267	JUSTIN SCHNACKENBERG	\$70.30	HUMAN SERV. ZONE
93268	NORTHDALE OIL INC	\$11.69	HUMAN SERV. ZONE
93269	NORTHLAND PROPERTIES	\$300.00	HUMAN SERV. ZONE
93270	JILL DENAULT	\$38.50	HUMAN SERV. ZONE

At 12:30 p.m., Stanley Dick made a motion to adjourn the meeting, seconded by Greg Goodman; motion carried.

*Board of Commissioners
Cavalier County, North Dakota*

Nick Moser – Chairman

Austin Lafrenz – Vice Chairman

Greg Goodman

Stanley Dick

David Zeis

Attest: Lisa Gellner - Auditor