

Commissioners Proceedings

On June 2, 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 was in attendance by 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. David Zeis made a motion to approve the agenda, seconded by Greg Goodman; motion carried. Greg Goodman made a motion to approve the minutes, seconded by Austin Lafrenz; motion carried.

The commissioners reviewed the standing committees for the ND County Commissioners Association. Greg Goodman signed up for the Legislative Committee and Nick Moser signed up for the Resolutions Committee. Fresh air ventilation in the courthouse was discussed with Terry Girodat, Maintenance. Girodat assured the commissioners that there was sufficient ventilation in the Sheriff's Department as well. Nick Moser stated he would work with Jill Denault on the Social Services offices.

Terry Johnston, Road Supervisor, met with the commissioners and reviewed the road project status update from KLJ. There was discussion on graveling various roads. **Stanley Dick made a motion to use the extra \$70,000 gravel budget in District 1 for County 7 and County 13, seconded by David Zeis, motion carried.** There was brief discussion on spot graveling the Mt. Carmel Dam road. **Stanley Dick made a motion to accept the low quote in the amount of \$4,096.41 from Langdon Building Center to replace the overhead shop door in Osabrock, seconded by David Zeis, motion carried.**

David Zeis made a motion to lift the load limits on county gravel roads only (not pavement), effective when signs are removed, seconded by Greg Goodman for discussion. After discussion, David Zeis amended his motion to take load limits off all county roads, seconded by Stanley Dick, motion carried. Greg Goodman stated that load limits are not being following and encouraged everyone to take responsibility to abide by the load limits to help the county maintain the roads.

Nick Moser discussed a right of way encroachment issue in Hay Township. Terry Johnston stated that Scott Stewart would send a letter for the township.

Greg Goodman made a motion to approve the Northeast Regional Water Utility Permit for boring the water line under County 13, seconded by Stanley Dick, motion carried.

Austin Lafrenz made a motion to approve a culvert request for (2) culverts in Storlie Township, seconded by Stanley Dick, motion carried. Stanley Dick made a motion to approve a culvert request in Hay Township, seconded by Austin Lafrenz, motion carried.

Johnston presented a report from NTI for 13 spots with erosion/slide spots on County 55 through the gorge.

Vicki Kubat, Recorder, met with the commissioners regarding a new computer she needs in her office. Kubat had received similar quotes in the amount of \$1,300.00 to replace the computer and requested to purchase the computer from Computer Express. Kubat stated that she would be able to pay for the computer from her Document Preservation Fund. **Austin Lafrenz made a motion to approve**

purchasing the computer, seconded by Greg Goodman, motion carried. Kubat also stated that she was in need of new sleeves for the plats in her office, which would cost about \$1,972 and could also be paid for from the Document Preservation Fund. Kubat confirmed that both items would remain within the amount budgeted from Document Preservation. The commissioners were in agreement to do so.

Options for HR were discussed. Lisa Gellner, Auditor, stated that her office and Nick Moser attended a virtual meeting with Premier Benefits to discuss the possibility of contracting HR services. Premier Benefits stated they would do an assessment of the county's needs and then give a quote on what the needed services would cost. The question of needing to advertise was discussed. The commissioners were in agreement to proceed and include Austin Lafrenz in future virtual meetings with Premier Benefits.

Cindy Stremick, Treasurer, met with the commissioners on behalf of the salary committee and stated that other than a request for an increase for the Dispatchers in the Sheriff's Department due to the contracting of 911 services for Towner County, the salary committee was proposing a zero-pay increase for 2021. This request was based on all the uncertainties with the pandemic and an anticipated increase in health insurance in July 2021. Stremick also stated that if pay increases were given in other departments, the salary committee reserves the opportunity to request increases for the rest of the departments.

Stremick also stated that interest rates remained the same at the banks and that she would continue to update when there was a change.

There was discussion on the lockdown status of the county offices due to COVID-19. After much discussion, it was decided to bring all courthouse employees back into the offices, with the exception of the Clerk of Court which would be following the court administrator's plan for getting all employees back in the office on June 15th. The Northern Valley Human Service Zone would also discuss the returning of the zone employees at their upcoming meeting on June 8th.

The need for each office to complete a Workplace Assessment was discussed, as well as several other items that would need to be addressed before buildings would be ready to re-open. A tentative date of June 17th was set to re-open the courthouse if everything was in order when it is reviewed at the next commission meeting.

At 11:00 a.m. Stanley Dick made a motion to recess the regular commission meeting for County Equalization, seconded by Greg Goodman, motion carried. At 12:30 p.m. David Zeis made a motion to adjourn the County Equalization meeting and reconvene the regular commission meeting, motion carried.

Anitha Chirumamilla, NDSU Extension, introduced Katie Henry, the newly hired Family and Consumer Wellness Agent. The commissioners welcomed Henry. Chirumamilla also informed the commission that Lesley Lubenow had taken over as the new area NDSU Extension director. The temporary pay for the administrative assistant for NDSU Extension was discussed. Chirumamilla requested that she continue to receive ½ of the temporary pay while helping to train Henry. **Stanley Dick made a motion to continue to pay the administrative assistant \$210/month temporary pay for up to 40 hours per week through the end of 2020, seconded by Greg Goodman, motion carried.** Chirumamilla also asked the commissioners for reimbursement for her cell phone. Later in the meeting **Greg Goodman made a motion to reimburse Chirumamilla \$30/month for her cell phone, seconded by Austin Lafrenz, motion carried.**

Austin Lafrenz made a motion to appoint Sina Lawson as commission rep on the Cavalier County Library Board, seconded by Stanley Dick, motion carried. David Zeis made a motion to appoint Melissa Anderson to the Cavalier County Library Board, seconded by Greg Goodman, motion carried.

David Zeis made a motion to approve Beer and Liquor License for Frost Fire, seconded by Greg Goodman, motion carried.

Stanley Dick made a motion to transfer \$42,000.00 from Special County Highway Fund to Road and Bridge Fund, seconded by Greg Goodman, motion carried. Austin Lafrenz made a motion to transfer \$1,955.24 from Road and Bridge Fund to Road and Bridge Excess Levy Fund, seconded by Greg Goodman, motion carried. Greg Goodman made a motion to transfer 195.52 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, seconded by Austin Lafrenz, motion carried. Stanley Dick made a motion to transfer \$777.50 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, seconded by Austin Lafrenz, motion carried.

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

93512	DOMESTIC VIOLENCE & ABUSE CENTER	\$876.82	GENERAL
93513	COMPUTER EXPRESS	\$359.00	GENERAL
93514	BUSINESS ESSENTIALS	\$311.76	GENERAL
93515	COMPUTER EXPRESS	\$1,100.00	GENERAL
93516	STANLEY DICK	\$96.60	COMMISSIONERS
93517	NICK MOSER	\$276.00	COMMISSIONERS
93518	CAVALIER COUNTY REPUBLICAN	\$75.00	CLERK
93519	BUSINESS ESSENTIALS	\$5.48	CLERK
93520	NDACS	\$50.00	AUDITOR
93521	ND STATES ATTORNEY ASSN	\$300.00	STATE'S ATTORNEY
93522	JOSH PLUMMER	\$738.00	GENERAL
93523	ES&S, LLC	\$1,402.39	ELECTIONS
93524	DOCU SHRED INC.	\$18.61	GENERAL
93525	VERIZON WIRELESS	\$160.25	GENERAL/F-M/R&B/WEED
93526	LANGDON HARDWARE & RENTAL	\$405.33	GENERAL/R&B
93527	ADVANCED BUSINESS METHODS	\$653.76	CLERK/AUD/RECORD/F-M
93528	AED MARKET	\$237.00	GENERAL/SHERIFF
93529	D & B MOTORS	\$219.90	SHERIFF
93530	CHRISTIE MOTOR SALES, INC.	\$146.08	SHERIFF
93531	AURORA TACTICAL GROUP LLC	\$13,350.00	SHERIFF
93532	SAMANTHA BECK	\$124.00	SHERIFF
93533	D & B MOTORS	\$77.55	SHERIFF
93534	US FOODS, INC.	\$75.16	SHERIFF
93535	ADVANCED BUSINESS METHODS	\$253.06	SHERIFF
93536	HOFFARTH OIL COMPANY	\$1,388.16	ROAD & BRIDGE
93537	JOHN DEERE FINANCIAL	\$2,471.60	ROAD & BRIDGE
93538	NORTHEAST REGIONAL WATER	\$120.50	ROAD & BRIDGE
93539	BUD'S SERVICE PRODUCTS	\$527.25	ROAD & BRIDGE
93540	DUBOIS OIL CO.,INC	\$2,072.41	ROAD & BRIDGE
93541	CARQUEST OF LANGDON	\$6.99	ROAD & BRIDGE
93542	MIKKELSEN BROS. CONSTRUCTION	\$5,847.25	FARM - MARKET
93543	STEIN AUTO BODY, INC.	\$1,466.50	ROAD & BRIDGE
93544	NORTHERN EDGE ELECTRIC	\$773.38	ROAD & BRIDGE

93545	RAZOR TRACKING, INC.	\$200.00	ROAD & BRIDGE
93546	KEVIN MIKKELSEN	\$20.00	ROAD & BRIDGE
93547	RDO TRUST ACCOUNT #80-5800	\$109.50	ROAD & BRIDGE
93548	BLUETARP CREDIT SERVICES	\$100.02	ROAD & BRIDGE
93549	WALHALLA COOP OIL CO.	\$236.16	ROAD & BRIDGE
93550	ERLING'S OIL, INC.	\$429.93	ROAD & BRIDGE
93551	3D SPECIALTIES	\$128.00	ROAD & BRIDGE
93552	KLJ ENGINEERING LLC	\$3,094.46	F-M/R&B
93553	BUSINESS ESSENTIALS	\$127.45	FARM - MARKET
93554	CLOSE CONSTRUCTION	\$225.00	FARM - MARKET
93555	VERIZON WIRELESS	\$44.24	EMG MNGR
93556	KJS COMPUTER SERVICES	\$25.00	EMG MNGR
93557	KAREN KEMPERT	\$80.50	EMG MNGR
93558	POLAR COMMUNICATIONS	\$373.70	E-911 EXCISE TAX
93559	CAVALIER COUNTY REPUBLICAN	\$41.00	NDSU EXT.
93560	CARQUEST OF LANGDON	\$50.21	WEED CONTROL
93561	OTTER TAIL POWER CO	\$30.47	WEED CONTROL
93562	LANGDON HARDWARE & RENTAL	\$68.53	WEED CONTROL
93563	INTEGRATED WEED CONTROL	\$880.00	WEED CONTROL
93564	LANGDON HARDWARE & RENTAL	\$106.96	WEED CONTROL
93565	BUD'S SERVICE PRODUCTS	\$75.00	WEED CONTROL
93566	MONTANA-DAKOTA UTILITIES	\$54.81	WEED CONTROL
93567	KEVLOTT TESTING SERVICES	\$188.60	WEED CONTROL
93568	JOSH PLUMMER	\$600.00	SOCIAL SERVICES
93569	ADVANCED BUSINESS METHODS	\$245.13	SOCIAL SERVICES

At 1:20 p.m. Stanley Dick made a motion to adjourn the meeting, seconded by Austin Lafrenz; 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