

Commissioners Proceedings

On July 7, 2020, at 8:30 a.m. the Board of Commissioners of Cavalier County, North Dakota, met in regular session via virtual Webex meeting due to the COVID-19 pandemic, with all members present. 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. Austin Lafrenz made a motion to approve the minutes, seconded by Stanley Dick; motion carried.

Lisa Gellner, Auditor, discussed billing issues the county is having with AFLAC. Gellner asked if they commissioners were in agreement to poll the employees to see if they are open to purchasing their supplemental AFLAC insurance directly. The commissioners were in agreement.

Greg Goodman made a motion to transfer \$117.48 from Road and Bridge Fund to Road and Bridge Equipment Fund, seconded by Stanley Dick, motion carried. David Zeis made a motion to transfer \$1,174.82 from Road and Bridge Fund to Road and Bridge Excess Levy Fund, seconded by Austin Lafrenz, motion carried. Stanley Dick made a motion to transfer \$730.00 from Road and Bridge Fund to Road and Bridge Equipment Replacement Fund, seconded by David Zeis, motion carried. Greg Goodman made a motion to transfer \$76,000.00 from Special County Highway Fund to Road and Bridge Fund, seconded by Austin Lafrenz, motion carried.

Terry Johnston met with the commissioners and reviewed KLJ's project update. Johnston confirmed that the specs were complete for the County 13 project and it is ready to bid. Bids were opened from Christie's and D&B Motors for a used pickup in Sarles. It was decided to request quotes from both on new vehicles with state bid discounts. New radios on the SORN were discussed for the road vehicles/equipment. It was decided it was not necessary at this time. Reclaimer hours were discussed. More information is needed in order to bill townships for reclaiming.

Jeff Schneider met with the commissioners regarding State Fire and Tornado Insurance coverage, which NDIRF recently took over. Schneider recommended increased replacement coverage amounts on various county buildings. **David Zeis made a motion to increase coverages as recommended by Schneider, to include any content coverage increases needed, seconded by Greg Goodman, motion carried.** Schneider also informed the commission that the outside of the Hannah shed needed to be cleaned up for liability.

Greg Fetsch, Sheriff, met with the commissioners regarding the proposed \$2/hour pay increase for the dispatchers related to contracting Towner County's 911 calls. Fetsch stated that they are receiving a much greater volume of calls than what Towner County estimated. **Stanley Dick made a motion to increase the dispatchers' pay \$2/hour (\$14,100 with benefits for 6 months) starting July 1, 2020 paid with \$15,000 admin fees from Towner County deposited into County General, with the increase reviewed if county ends contract for hosting Towner County's 911 calls, seconded by Austin Lafrenz, motion carried.** Towner County's admin fee for 2021 was discussed. It was decided that Greg Fetsch, Karen Kempert, and Nick Moser would meet with Towner County and propose \$50,000 admin from Towner County in 2021.

Steph Bata, Tax Director, met with the commissioners and presented an inspection procedure related to COVID-19 for the local assessors to use when they begin reviewing house valuations that were not

inspected by Vanguard during the re-assessment process. Bata explained that there are a number of houses that did not seem to have consistent values in taxation that would be looked at and that it is recommended to review all values every 3 to 6 years. The commissioners were in agreement to proceed and use the proposed inspection procedure.

The help wanted ad for VSO was reviewed. It was decided to publish the ad for two weeks. Nick Moser stated he will be in contact with the applicants that applied last time the ad was run.

Karen Kempert, Emergency Manager/911 Coordinator, met with the commissioners regarding an issue with 911 redundancy for the SORN radio project. Kempert stated the only solution to the problem was to dig an additional fiber feed, with the cost being \$27,000.00. **David Zeis made a motion to incur the cost of digging the additional fiber feed from the 911 fund, seconded by Stanley Dick, motion carried.**

Lisa Gellner, Auditor, reviewed the second half of funding for 2020 from the state for Social Services indirect expenses. Gellner reviewed the amounts sent for each county and the indirect expenses not paid by Pembina County for the first half of 2020. The commissioners directed Gellner to withhold Pembina County's expenses from the first half and send out the funds to Pembina and Walsh County.

After multiple attempts, Casey Buchmann was not able to connect to the meeting.

Steph Welsh, Public Health, met with the commissioners to updated on COVID-19. In light of the positive COVID tests in Cavalier County, Welsh was asked her opinion on the Water Board meeting in the north meeting room. Welsh stated it would be better for them to do it virtual, but make sure they social distance if they are allowed to meet in person. Welsh stated the mass testing event was successful with 295 tests being issued. In the future testing in the county most likely will be targeted testing, rather than mass testing. Welsh stated they are seeing more close contacts per case than they have in the past. Re-opening of the courthouse was discussed and it was decided to wait on the results from the mass testing and Nick Moser will meet with Welsh on a plan for re-opening to be discussed the next time the commissioners meet.

Representatives from Premier Benefits met with the commissioners and presented a proposal for a compensation analysis, hourly blocks of time for HR consulting, and employee training options. The commissioners stated they would review the proposals and discuss it during budgeting and possibly make a decision at their next regular commission meeting.

Cindy Stremick, Treasurer, met with the commissioners regarding possible driver's license renewal and kiosk to be added to her office. Stremick stated there will soon be opportunity to apply for grant funding through the state to make changes to the office if they were approved to add driver's license renewals, and wanted to make sure the commissioners were on board to proceed. The commission felt it would fill a much needed service to the community and were in agreement to proceed with applying. Stremick stated they may need some part-time help in the future, depending on the added workload.

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

93661	VERIZON WIRELESS	\$171.37	HUMAN SERV. ZONE
93673	DISCOVER	\$1,273.67	HUMAN SERV. ZONE
93674	QUILL CORPORATION	\$242.85	HUMAN SERV. ZONE
93675	TOLLEFSON FUNERAL HOME	\$1,154.76	HUMAN SERV. ZONE

93676	REDWOOD TOXICOLOGY LABORATORY	\$28.32	HUMAN SERV. ZONE
93677	WALSH COUNTY HIGHWAY DEPT	\$237.89	HUMAN SERV. ZONE
93678	MATHEW OR KAYLYNN HUFFMAN	\$539.04	HUMAN SERV. ZONE
93691	DARYL RITCHISON	\$2,150.00	NDSU EXT.
93696	BREAD PAN	\$39.73	ELECTIONS
93697	MARCOTTE BUILDER'S SUPPLY CO.	\$15.29	GENERAL
93698	BUSINESS ESSENTIALS	\$107.00	CLERK
93699	ELSIE MAGNUS	\$45.00	GENERAL
93700	PAUL HENDERSON	\$45.00	GENERAL
93701	NICK MOSER	\$45.00	GENERAL
93702	LAWRENCE HENRY	\$45.00	GENERAL
93703	CAROL GOODMAN	\$45.00	GENERAL
93704	STANLEY DICK	\$45.00	GENERAL
93705	ES&S, LLC	\$123.31	ELECTIONS
93706	SEACHANGE ELECTION SERVICES	\$35.65	ELECTIONS
93707	HOAG & SONS	\$140.07	AUDITOR
93708	CAVALIER COUNTY AUDITOR	\$68.30	VSO/WEED
93709	BUSINESS ESSENTIALS	\$35.68	TAX DIRECTOR
93710	BUSINESS ESSENTIALS	\$1,179.17	AUD/GENERAL/ELECTION
93711	ES&S, LLC	\$3,953.92	ELECTIONS
93712	LISA GELLNER	\$16.00	GENERAL
93713	COMPUTER EXPRESS	\$1,100.00	GENERAL
93714	JOSH PLUMMER	\$792.00	GENERAL
93715	DOCU SHRED INC.	\$37.26	GENERAL
93716	JUNQUE DECOR	\$90.49	GENERAL
93717	MID AMERICAN RESEARCH CHEMICAL	\$580.26	GENERAL
93718	MONTANA-DAKOTA UTILITIES	\$340.55	GENERAL/SHERIFF/R&B
93719	ADVANCED BUSINESS METHODS	\$653.76	GENERAL
93720	CARQUEST OF LANGDON	\$488.98	GENERAL/R&B/F-M
93721	LANGDON HARDWARE & RENTAL	\$565.01	GENERAL/R&B/F-M
93722	CLOSE CONSTRUCTION	\$33,820.00	ROAD & BRIDGE
93723	ADVANCED BUSINESS METHODS	\$253.06	SHERIFF
93724	CHAD KAISER	\$468.50	DISPATCHERS
93725	AT&T MOBILITY	\$648.64	SHERIFF
93726	KEVIN FINNISON	\$137.23	SHERIFF
93727	FARMERS UNION OIL CO	\$1,254.38	SHERIFF
93728	SPORTS & SHIRTS	\$126.00	DISPATCHERS
93729	HIGH POINT NETWORKS, LLC	\$391.00	SHERIFF
93730	PRAETORIAN DIGITAL	\$852.00	SHERIFF
93731	WALHALLA COOP OIL CO.	\$86.00	SHERIFF
93732	D & B MOTORS	\$77.55	SHERIFF
93733	SPORTS & SHIRTS	\$369.00	DISPATCHERS
93735	BREAD PAN	\$22.50	DISPATCHERS
93736	BUSINESS ESSENTIALS	\$23.49	SHERIFF
93737	ERLING'S OIL, INC.	\$125.20	ROAD & BRIDGE
93738	MIKKELSEN BROS. CONSTRUCTION	\$87,663.35	F-M/R&B
93739	KENT MIKKELSEN	\$58.08	ROAD & BRIDGE
93740	DALGLIESH ENTERPRISES	\$1,700.00	ROAD & BRIDGE
93741	CLOSE CONSTRUCTION	\$54,853.50	FARM - MARKET
93742	NORTHEAST REGIONAL WATER	\$60.00	ROAD & BRIDGE

93743	THE CAR CLINIC	\$153.98	FARM - MARKET
93744	RAZOR TRACKING, INC.	\$200.00	ROAD & BRIDGE
93745	KLJ ENGINEERING LLC	\$1,339.06	F-M/R&B
93746	KTP ENTERPRISES, INC.	\$34.50	FARM - MARKET
93747	JOHN DEERE FINANCIAL	\$189.84	ROAD & BRIDGE
93748	NORTHERN EDGE ELECTRIC	\$4,925.85	ROAD & BRIDGE
93749	WALHALLA COOP OIL CO.	\$28.14	ROAD & BRIDGE
93750	POLAR COMMUNICATIONS	\$373.70	E-911 EXCISE TAX
93751	HEARTLAND CONSULTING GROUP, LLC	\$4,540.00	EMG MNGR
93752	STEIN AUTO BODY, INC.	\$60.00	VSO
93753	FARMERS UNION OIL CO	\$72.44	VSO
93754	BREAD PAN	\$38.50	NDSU EXT. TRUST ACCOUNT
93755	ANITHA CHIRUMAMILLA	\$40.25	NDSU EXT.
93756	ANITHA CHIRUMAMILLA	\$233.31	NDSU EXT. TRUST ACCOUNT
93757	CAVALIER COUNTY AUDITOR	\$326.90	NDSU EXT.
93758	BUSINESS ESSENTIALS	\$29.99	NDSU EXT.
93759	NDSU - DEPT 3110	\$39.85	NDSU EXT.
93760	SPORTS & SHIRTS	\$346.00	WEED CONTROL
93761	JOHN DEERE FINANCIAL	\$108.12	WEED CONTROL
93762	BUD'S SERVICE PRODUCTS	\$53.45	WEED CONTROL
93763	THE CAR CLINIC	\$65.00	WEED CONTROL
93764	MONTANA-DAKOTA UTILITIES	\$23.10	WEED CONTROL
93765	OTTER TAIL POWER CO	\$38.03	WEED CONTROL
93766	MARCOTTE BUILDER'S SUPPLY CO.	\$40.00	WEED CONTROL
93767	C&R SUPPLY	\$343.50	WEED CONTROL
93768	ALLEN KINGZETT	\$115.00	WEED CONTROL
93769	GREG HOFFMAN	\$115.00	WEED CONTROL
93770	HWY 35 DESIGN	\$284.17	WEED CONTROL
93771	LARRY PENGILLY	\$115.00	WEED CONTROL
93772	DEVIN HURSMAN	\$115.00	WEED CONTROL
93773	SIMPLOT GROWER SOLUTIONS	\$4,860.00	WEED CONTROL
93774	LEEVEERS FOODS	\$3.18	SHERIFF
93775	ND STATE RADIO COMMUNICATIONS	\$120.00	SHERIFF
93776	FARMERS UNION OIL CO	\$1,054.45	SHERIFF
93777	GALLS, LLC	\$277.53	SHERIFF
93778	CHRISTIE MOTOR SALES, INC.	\$251.05	SHERIFF
93779	COUNTRY MEDIA, INC.	\$968.55	COMMISH/AUDITOR/ELECTION
93780	DACOTAH PAPER CO.	\$433.45	GENERAL
93781	VERIZON WIRELESS	\$159.65	GENERAL/F-M/R&B/WEED
93782	LANGDON CITY	\$349.17	GENERAL/R&B
93783	FARMERS UNION OIL CO	\$2,842.64	GENERAL/F-M/R&B
93784	DAHL TRUCK & AUTO	\$1,728.78	ROAD & BRIDGE
93785	BLUETARP CREDIT SERVICES	\$57.97	ROAD & BRIDGE
93786	CAVALIER RURAL ELECTRIC CO-OP.	\$77.34	ROAD & BRIDGE
93787	LANGDON BLDG. CENTER	\$4,101.82	R&B/WEED
93788	DAKOTA WHOLESALE TIRE	\$670.36	SHERIFF
93789	KIM RUDE	\$129.45	SOCIAL SERVICES
93790	MONTANA-DAKOTA UTILITIES	\$31.20	SOCIAL SERVICES
93791	QUILL CORPORATION	\$29.67	HUMAN SERV. ZONE
93792	FARMERS UNION OIL CO	\$157.30	VSO

93793	BUTLER MACHINERY CO.	\$375.30	ROAD & BRIDGE
93794	HONEYWELL	\$24,219.03	GENERAL
93795	WEST PAYMENT CENTER	\$486.01	STATE'S ATTORNEY
93796	NICK MOSER	\$166.75	COMMISSIONERS

At 1:00 p.m. David Zeis made a motion to adjourn the meeting, seconded by Greg Goodman; motion carried.

On July 15, 2020, at 8:30 a.m. the Board of Commissioners of Cavalier County, North Dakota, met for a special meeting via virtual Webex meeting due to the COVID-19 pandemic, with all members present. The meeting began with the Pledge of Allegiance. Chairman Nick Moser called the meeting to order. Budgets were presented, followed by discussion on re-opening the courthouse to the public. It was decided to table any decision on re-opening the courthouse until the July 16, 2020 special meeting. At 11:45 a.m. Greg Goodman made a motion to adjourn, seconded by David Zeis, motion carried.

On July 16, 2020, at 8:30 a.m. the Board of Commissioners of Cavalier County, North Dakota, met for a special meeting via virtual Webex meeting due to COVID-19 pandemic, with all members present. The meeting began with the Pledge of Allegiance. Chairman Nick Moser called the meeting to order. Budgets were presented. After hearing recommendations from Steph Welsh, Public Health, re-opening of the courthouse was discussed at length. **Greg Goodman made a motion to re-open the courthouse to the public by appointment only on July 20, 2020 with access only through Door 1 (southwest door); restrooms closed to the public; signage in place to social distance at least 6 feet apart; and departments submitting individual plans to be used if employees need to be quarantined; seconded by Stanley Dick. A roll call vote was taken: Greg Goodman-yes; David Zeis-no; Stanley Dick-yes; Austin Lafrenz-yes; Nick Moser-yes. Motion carried 4 to 1.** It was further discussed that the public will be strongly encouraged to wear a mask when they are in the building; employees are asked to wear a mask when working with customers or closely with co-workers; additional entrances will be blocked inside to prevent them being used and not latched again; a sign will be placed outside indicating access is by appointment only; and a table with hand sanitizer and masks will be available inside Door 1. Upcoming commission and zoning meetings were discussed and it was decided to utilize Webex and have it available in the north meeting room for extra audience space. At 10:40 a.m. David Zeis made a motion to adjourn, seconded by Stanley Dick, motion carried.

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*Board of Commissioners
Cavalier County, North Dakota*

Nick Moser – Chairman

Austin Lafrenz – Vice Chairman

Greg Goodman

Stanley Dick

David Zeis

Attest: Lisa Gellner – Auditor