

## Commissioners Proceedings

On June 16, 2020, at 8:30 a.m. the Board of Commissioners of Cavalier County, North Dakota, met at the Cavalier County Courthouse in regular session. David Zeis was not in attendance. 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. Greg Goodman made a motion to approve the agenda, seconded by Stanley Dick; motion carried. Austin Lafrenz made a motion to approve the minutes, seconded by Greg Goodman; motion carried.

An ad for contracted HR services was reviewed. After making a few changes to the ad, **Greg Goodman made a motion to place the ad in the Cavalier County Republican for two weeks, seconded by Austin Lafrenz, motion carried.**

Stanley Dick discussed the hosting of the NVHSZ, and what the other counties would be expected to pay for hosting next year. The commissioners were in agreement that it should not be any less. The indirect cost funding was also discussed. The commissioners suggested that Lisa Gellner, Auditor, check how much the other two counties will be getting in June for funding from the state and possibly withhold funding for indirect bills that didn't get paid by the other counties.

**Stanley Dick made a motion to approve the Township Road Miles Certification, seconded by Greg Godman, motion carried.**

Terry Johnston, Road Supervisor, brought in bids for gravel on County 7. **Stanley Dick made a motion to accept the low bid from Close Construction in the amount of \$17.80/yard, totaling \$32,040.00, seconded by Austin Lafrenz, motion carried.**

Karen Kempert, Emergency Manager/911 Coordinator, met with the commissioners and discussed whether or not the motor graders and plow trucks would be purchasing radios to be used on the State-wide Interoperable Radio Network (SIRN). The cost for the radios would be \$2,400 to \$2,500 each, with \$1,500 being reimbursed by the state. The commissioners decided to discuss it with the roadmen and get back to Kempert.

Comp time balance for one of the roadmen was discussed. Terry Johnston stated he would contact the employee and tell him to get the balance used. Possible future road projects were reviewed which would be submitted to NDACo for future funding. Johnston asked the commission if they wanted KLJ to make plans for the overlay on County 6 in preparation for future funding. It was decided to wait until there was more information available on Prairie Dog Funding. Johnston also informed the commissioners that he had received an estimate of \$9,032.00 from 3D Specialties to fix the bridge rail on County 55 that was damaged by a farmer. Johnston stated that the farmer's insurance would be paying the cost.

**Stanley Dick made a motion to approve two culverts in Billings Township which were rusted out, seconded by Greg Goodman, motion carried.** The bridge/culvert project in Banner Township was discussed. Johnston stated that the Water Board was checking with Witzel to see when the project would get completed. Johnston informed the commissioners of three more culverts that were needing to be replaced on county roads.

There was discussion on the sign post driver that was needing repair and would possibly need to be replaced soon. Greg Goodman asked if anyone had heard from Pembina County regarding the Senator Young Dam. Goodman stated that there was a company doing boring on the dam the past couple weeks. Nobody had heard from Pembina County. Johnston stated he would check with the Water Board to see if they had. Johnston asked the commissioners if they still wanted to do NDLTAP hands-on motor grader training in August. The commissioners were in agreement. **Stanley Dick made a motion to advertise for bids for a used 4X4 pickup with 75,000 miles or less, seconded by Austin Lafrenz, motion carried.**

**Greg Goodman made a motion to approve a Gaming Site Permit for Langdon Country Club, seconded by Austin Lafrenz, motion carried.**

**Austin Lafrenz made a motion to approve the 3-year generator maintenance contract with Cummins, seconded by Stanley Dick, motion carried.**

Leon Hiltner, VSO, met with the commissioners and informed them that he would be resigning at the end of 2020. Hiltner stated he would train the new VSO, if needed. It was decided to put an ad together for the position and review it at the next commission meeting.

Vicki Kubat, Recorder, met with the commissioners and requested to purchase another desktop computer for her office with the Document Preservation Fund budget. The quote for the new computer was approximately \$1,256.00. **Greg Goodman made a motion to approve the purchase, seconded by Austin Lafrenz.** Kubat stated she would also be getting a quote for a laptop for her office.

Greg Fetsch, Sheriff, met with the commissioners and requested a \$2/hour increase for the Dispatchers and his Office Deputy for 2021. Fetsch stated they were receiving far more calls than estimated for Towner County. Overall call volume is down so far for the year due to COVID. There was discussion regarding increasing Towner County's cost for admin from \$15,000 to \$20,000 to \$25,000. Karen Kempert, EM/911 Coordinator, stated she felt the increase should start next pay period. The commissioners suggested reviewing how much the 911 Fund is generating from Towner County and decide how much of the Dispatch pay could be paid from that fund. Fetsch also informed the commissioners that he had hired Shane Gallagher as Chief Deputy Sheriff. Gallagher would be starting in a couple weeks. Greg Goodman suggested getting the Dispatchers set up with a user name and password for Razor Tracking so they can see where the motor graders and snowplows are in the case of an emergency. Fetsch was in agreement.

Steph Welsh, Public Health Nurse, met with the commissioners to discuss the pay for her Administrative Assistant that was hired a year ago. Welsh stated the salary was reduced 15% compared to the former employee in the position, and pointed out the wide array of job duties the position is responsible for. **Austin Lafrenz made a motion to increase the salary back to what it was at for the prior employee on July 1, 2020, seconded by Stanley Dick. A roll call vote was taken with all members present voting "yes". David Zeis was not in attendance to vote.**

The commissioners continued to review various items related to COVID-19. It was decided to reach out to the Census Bureau and suggest having their employee training in the basement of the Library. Austin Lafrenz stated he would contact them. Workplace assessments were reviewed. Hand sanitizer for the dispensers at each entry was still unavailable and the acrylic barriers were not scheduled to ship until June 22<sup>nd</sup>. Maximum capacity for the meeting rooms was discussed. It was decided to post maximum capacity of 20 people for the north meeting room and two people in the audience in the

commission room. Lisa Gellner, Auditor, stated she would check with Anita Beauchamp, Clerk of Court, on the Law Library to see if the court system would allow it to be used for public meetings. Employee travel was discussed by Steph Welsh, Public Health. It was decided the county employees would not need to wear a mask for two weeks following domestic travel, but they would be encouraged to self-monitor for two weeks and told not to come to work if they are sick. Employees would be required to quarantine for two weeks after international travel (Canada included). It was decided to wait to re-open the county offices until the acrylic barriers arrive.

Anitha Chirumamilla, NDSU Extension, met with the commissioners and requested that her Administrative Assistant's temporary pay be extended through May of 2021. The commissioners asked Chirumamilla to put the request in her budget and they would make the decision when budgets are reviewed.

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

93573	STANLEY DICK	\$116.71	COMMISSIONERS
93574	GABE JOHNSTON	\$245.00	SHERIFF
93575	PREMIUM WATERS, INC.	\$21.49	CLERK
93576	WEST PAYMENT CENTER	\$240.60	CLERK
93577	ES&S, LLC	\$123.31	ELECTIONS
93578	ES&S, LLC	\$9.50	ELECTIONS
93579	SPORTYS	\$37.00	ELECTIONS
93580	DACOTAH PAPER CO.	\$301.54	GENERAL
93581	SHARON LIVINGOOD	\$479.58	GENERAL
93582	HANSEL PLUMBING & HEATING, LLC	\$673.00	GENERAL/SHERIFF
93583	SANFORD HEALTH OCCUPATIONAL MEDICINE CLINIC	\$129.00	GENERAL
93584	PREMIUM WATERS, INC.	\$61.49	GENERAL
93585	QUADIENT LEASING USA INC	\$891.24	GENERAL
93586	COMPUTER EXPRESS	\$1,815.00	GENERAL/EMG MGR/RECORDER
93587	OTTER TAIL POWER CO	\$1,991.19	GENERAL/R&B
93588	INFORMATION TECHNOLOGY DEPT.	\$4,461.82	GENERAL
93589	UNITED COMMUNICATIONS	\$1,354.72	GENERAL
93590	LANGDON CITY	\$347.66	GENERAL/R&B
93591	COUNTRY MEDIA, INC.	\$1,360.16	COMMISH/AUDITOR/ELECTIONS
93592	MUNICH ELEVATOR & OIL CO.	\$1,444.31	SHERIFF/R&B
93593	JOSH PLUMMER	\$310.00	SHERIFF
93594	UNIFORM CENTER	\$180.00	SHERIFF
93595	SAMSON ELECTRIC LTD.	\$130.00	SHERIFF
93596	ROOSEVELT INN & SUITES	\$432.00	SHERIFF
93597	GREGORY FETSCH	\$31.50	SHERIFF
93598	BUSINESS ESSENTIALS	\$38.47	SHERIFF
93599	KJS COMPUTER SERVICES	\$747.82	SHERIFF
93600	BUSINESS ESSENTIALS	\$105.67	SHERIFF
93601	MID-CONTINENT CABLE CO.	\$99.57	SHERIFF
93602	PREMIUM WATERS, INC.	\$43.49	DISPATCHERS
93603	PHIL WOLD	\$40.25	ROAD & BRIDGE
93604	ERLING'S OIL, INC.	\$1,403.89	ROAD & BRIDGE
93605	SHAWN HALL	\$53.02	FARM - MARKET
93606	KEVLOTT TESTING SERVICES	\$850.00	F-M/WEED
93607	RICHARD'S WELDING, INC.	\$908.00	ROAD & BRIDGE
93608	CAVALIER RURAL ELECTRIC CO-OP.	\$86.73	ROAD & BRIDGE
93609	BUTLER MACHINERY CO.	\$1,960.62	ROAD & BRIDGE

93610	WITZEL CONSTRUCTION LLC	\$29,360.50	F-M/R&B
93611	CLOSE CONSTRUCTION	\$225.00	ROAD & BRIDGE
93612	DAHL TRUCK & AUTO	\$76.58	ROAD & BRIDGE
93613	FARMERS UNION OIL CO	\$2,189.42	GENERAL/F-M/R&B
93614	ELECTRIC COMMUNICATIONS INC	\$1,995.00	EMG MNGR
93615	UNITED COMMUNICATIONS	\$36.52	EMG MNGR
93616	VERIZON WIRELESS	\$49.24	EMG MNGR
93617	UNITED COMMUNICATIONS	\$200.71	E-911 EXCISE TAX
93618	NDC	\$128.03	E-911 EXCISE TAX
93619	WARNE CHEMICAL & EQUIPMENT CO.	\$715.00	WEED CONTROL
93620	SAMSON ELECTRIC LTD.	\$730.16	WEED CONTROL
93621	COUNTRY MEDIA, INC.	\$140.75	WEED CONTROL
93622	WARNE CHEMICAL & EQUIPMENT CO	\$120.50	WEED CONTROL
93623	NDSU PESTICIDE PROGRAM - DEPT 7060	\$140.00	WEED CONTROL
93624	JOSH SHORT	\$91.55	WEED CONTROL
93625	FORESTRY SUPPLIERS	\$261.01	WEED CONTROL
93626	ANITHA CHIRUMAMILLA	\$239.20	NDSU EXT.
93627	TOWNER COUNTY EXTENSION	\$1,150.00	NDSU EXT.
93628	XEROX CORPORATION	\$208.62	NDSU EXT.
93629	ANITHA CHIRUMAMILLA	\$40.00	NDSU EXT.
93630	JANE HAYEN	\$20.32	NDSU EXT.
93631	UNITED COMMUNICATIONS	\$51.84	NDSU EXT.
93632	VICTOR HECK	\$10.00	VSO
93633	CAVALIER COUNTY TREASURER	\$33.00	SOCIAL SERVICES
93634	OTTER TAIL POWER CO	\$164.46	SOCIAL SERVICES
93635	UNITED COMMUNICATIONS	\$588.03	SOCIAL SERVICES
93636	LANGDON CITY	\$107.86	SOCIAL SERVICES
93637	READY TALK	\$129.31	SOCIAL SERVICES
93638	U.S. POSTAL SERVICE	\$150.00	SOCIAL SERVICES
93639	LEEVEES FOODS	\$35.76	SOCIAL SERVICES
93640	BUSINESS ESSENTIALS	\$183.90	HUMAN SERV. ZONE
93641	ASKEW FUNERAL HOMES	\$2,000.00	HUMAN SERV. ZONE
93642	SUSAN K. (FETSCH) CROCKETT	\$50.89	HUMAN SERV. ZONE
93643	LINDA GEISEN	\$50.89	HUMAN SERV. ZONE
93644	NDEWA	\$315.00	HUMAN SERV. ZONE
93645	LITTLE KEEPERS	\$4,029.55	HUMAN SERV. ZONE
93646	ACCUSOURCE	\$56.29	HUMAN SERV. ZONE
93647	SERI GERSZEWSKI	\$164.02	HUMAN SERV. ZONE
93648	KEVLOTT TESTING SERVICES	\$90.00	HUMAN SERV. ZONE
93649	INFORMATION TECHNOLOGY DEPT.	\$308.72	HUMAN SERV. ZONE
93650	ANNIE BENNETT	\$59.43	HUMAN SERV. ZONE
93651	S&A, INC.	\$160.00	HUMAN SERV. ZONE
93652	TERRY'S TRUE VALUE	\$7.96	HUMAN SERV. ZONE
93653	VISA	\$15.00	HUMAN SERV. ZONE
93654	VERIZON WIRELESS	\$271.60	HUMAN SERV. ZONE
93655	QUILL CORP	\$298.64	HUMAN SERV. ZONE
93656	CONNIE KASTE	\$77.00	HUMAN SERV. ZONE
93657	JAYNE BROWN	\$56.63	HUMAN SERV. ZONE
93658	DIANA LAXDAL	\$51.55	HUMAN SERV. ZONE
93659	TAMMY MCMILLAN	\$60.38	HUMAN SERV. ZONE
93660	VISA	\$28.20	HUMAN SERV. ZONE

At 11:55 a.m., Greg Goodman made a motion to adjourn the meeting, seconded by Stanley Dick; 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