

## Cavalier County Commission Proceedings

On April 16, 2024, 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. Stanley Dick made a motion to approve the agenda, seconded by Nick Moser; motion carried. Austin Lafrenz made a motion to approve the minutes, seconded by Stanley Dick; motion carried.

Water Board members Bob Blake, Van Howatt, Brian Hardy, and Bruce Roder, met with the commissioners for a department update and discussion on the 2022 audit findings for the Water Board. Stanley Dick asked what steps were being taken to correct the repeat audit findings on bank reconciliations. The Water Board stated that Lia Olson, CPA, was reviewing the Water Board books. The commission asked the Water Board if there has been progress made on updating the drain assessment lists. Stephanie Bata, Tax Director, together with the commission discussed monthly reports from the county that could be used to keep the drain assessment lists up to date, as well as the tax role file which is already being provided to the Water Board. Shauna Schneider explained that she created an Excel file while she worked for the Water Board that streamlined the process of updating the drain assessment lists. The Water Board stated that they have been working with their secretary/treasurer on updating the lists, but that she needs more training. The commissioners again informed the Water Board that if the drain assessment lists do not get updated, the assessments will not be put on the tax statements this year. Bata later joined the meeting informing the commissioners that the Water Board informed her that the drain assessment lists would be updated by tomorrow and asked her to review the lists for accuracy. The commissioners stated she could spot check the lists with the list of errors found last fall, but agreed it was not her job to make sure they are all correct and up to date. Bata was instructed that all communication on the assessment lists needs to be done by email with all Water Board members included, and to keep the commissioners updated.

Terry Johnston, Road Supervisor; Sheldon Romfo, Road Foreman; and Jeff Daley, KLJ, met with the commissioners and reviewed upcoming road projects. Daley informed the commissioners that the county was awarded \$568,761 in Flexible Road Funding from ND DOT for preliminary engineering for the County 55 gorge project. Daley explained that this would get the project shelf ready for future funding opportunities and that it would assist in setting ditch grades for the ER funding. A committal letter will be coming for the county to accept or reject the funding. Daley also informed the commissioners that the Mt. Carmel Dam access road project submitted for Flexible Road Funding was unsuccessful. There was discussion on timing for the County 6 overlay project and possibly adding County 17 from Wales to Hwy 5 to the project. Daley explained that a bridge north of Hannah was needing an inspection done before the overlay project happens. **Stanley Dick made a motion to approve the contract with KLJ to inspect the bridge and do a load rating, seconded by Greg Goodman, motion carried.**

Mowing and maintenance of abandon cemeteries in Seivert and Waterloo Townships was discussed. The commissioners directed the road department to take care of it this summer.

Ryan Bachman, Mostad Insurance Services, met with the commissioners and discussed insurance coverage on the new shop, as well as liability insurance coverage. **Greg Goodman made a motion to increase the county's liability insurance to \$5,000,000, with additional premium of \$2,297.00, seconded by Austin Lafrenz, motion carried.** Bachman also explained that the blanket coverage for

property/equipment on the NDIRF policy did not require an inventory, but he recommended having one to make sure there is adequate coverage.

The commissioners discussed proposed salary increases for 2025 with the department heads. Sheldon Romfo, Road Foreman; and Matt Wright, Sheriff; on behalf of the department heads, proposed a 4% salary increase for the 2025 budgets, as well as granting the employees December 26, 2025. The commissioners stated they felt both requests were reasonable and asked for it to be on the agenda for the next commission meeting for them to give a directive for budgeting purposes.

Karen Kempert, Emergency Manager/911 Coordinator, met with the commissioners and reviewed a proposed Emergency Fire Danger Proclamation requested by the commissioners. **Austin Lafrenz made a motion to approve the following EMERGENCY FIRE DANGER PROCLAMATION: NOW, THEREFORE, BE IT RESOLVED that the Commission of Cavalier County, North Dakota declares that a Burn Declaration currently exists in Cavalier County, North Dakota that permits burning as directed by the ND Fire Danger Guidelines, dated February 5, 2024, when the Fire Index is in the High, Very High, and Extreme range or a Red Flag Warning has been issued by the National Weather Service, with a monthly review of conditions, seconded by Greg Goodman, motion carried.**

Kempert also discussed the Emergency Manager job description with the commissioners prior to advertising the position. Kempert stated she did not feel the position could take on additional FEMA related duties and also be the 911 Coordinator. She informed the commissioners that the Emergency Manager position would not qualify for Category Z reimbursement for FEMA admin, due to the position being reimbursed with federal EMPG funds. The commissioners were in agreement to continue the Emergency Manager position combined with the 911 Coordinator.

Nick Moser made a motion to transfer \$1,793.50 from Road & Bridge Fund to Road & Bridge Equipment Replacement Fund, seconded by Greg Goodman, motion carried.

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

104214	MAC'S HARDWARE	\$158.01	R&B
104215	UNITED COMMUNICATIONS	\$57.31	R&B
104216	BUSINESS ESSENTIALS	\$137.30	AUD
104217	ECOLAB INC.	\$129.00	MAINT
104218	PENNER BROTHERS INC.	\$560.00	MAINT
104219	LISA GELLNER	\$96.60	AUD
104220	MOSTAD INSURANCE SERVICES	\$133.00	MISC
104221	QUADIENT FINANCE USA, INC	\$2,000.00	MISC
104222	US IMAGING INC	\$15,000.00	REC
104223	DACOTAH PAPER CO.	\$273.13	MAINT
104224	WEST PAYMENT CENTER	\$321.41	STATE'S ATTY
104225	PREMIUM WATERS, INC.	\$27.98	CLERK
104226	FARMERS UNION OIL CO	\$219.25	MAINT
104227	PREMIUM WATERS, INC.	\$108.89	MISC
104228	SAMSON ELECTRIC LTD.	\$5,879.27	MAINT/R&B
104229	INFORMATION TECHNOLOGY DEPT.	\$4,577.09	GEN/E-911
104230	VERIZON WIRELESS	\$111.16	R&B/WEED

104231	OTTER TAIL POWER CO	\$2,816.76	GEN/R&B
104232	LANGDON CITY	\$403.03	GEN/R&B
104233	UNITED COMMUNICATIONS	\$1,662.09	GEN/R&B/VSO
104234	MOCIC	\$100.00	SHERIFF
104235	OFFICE OF THE ADJUTANT GENERAL	\$526.00	SHERIFF
104236	LEEVEFS FOODS	\$30.79	SHERIFF
104237	FINEST AUTO BODY & GLASS LLC	\$80.00	SHERIFF
104238	WK9.CA	\$125.00	SHERIFF
104239	CHRISTIE MOTOR SALES, INC.	\$118.30	SHERIFF
104240	NDPOA	\$40.00	SHERIFF
104241	ROLETTE COUNTY SHERIFF'S OFFICE	\$255.00	SHERIFF
104242	D & B MOTORS, INC.	\$125.16	SHERIFF
104243	PEMBINA COUNTY SHERIFF	\$7,470.00	SHERIFF
104244	FARMERS UNION OIL CO	\$3,186.61	SHERIFF
104245	PREMIUM WATERS, INC.	\$56.94	DISP
104246	STREICHER'S	\$60.95	SHERIFF
104247	JP MORGAN CHASE BANK	\$2,349.97	SHERIFF/DISP
104248	SIGN SOLUTIONS	\$5,116.99	R&B
104249	CAVALIER RURAL ELECTRIC CO-OP.	\$136.32	R&B
104250	WALHALLA COOP OIL CO.	\$407.31	R&B
104251	KLJ ENGINEERING LLC	\$900.00	R&B
104252	RICHARD'S WELDING, INC.	\$2,565.70	R&B
104253	FARMERS UNION OIL OF DEVILS LAKE	\$618.59	R&B
104254	FARMERS UNION OIL CO	\$2,584.45	R&B
104255	DAHL TRUCK & AUTO	\$433.47	R&B
104256	POLAR COMMUNICATIONS	\$379.70	E-911
104257	NDTC	\$128.03	E-911
104258	UNITED COMMUNICATIONS	\$205.98	E-911
104259	OFFICE OF THE ADJUTANT GENERAL	\$1,768.96	E-911
104260	UNITED COMMUNICATIONS	\$99.36	EMG MGR
104261	FARMERS UNION OIL CO	\$63.58	VSO
104262	LEEVEFS FOODS	\$40.48	NDSU EX TR
104263	UNITED COMMUNICATIONS	\$53.50	NDSU EXT.
104264	COLE PAPERS, INC.	\$79.60	NDSU EXT.
104265	CAVALIER COUNTY AUDITOR	\$347.81	NDSU EXT.
104266	BUSINESS ESSENTIALS	\$59.27	NDSU EXT.
104267	NDSU EXT	\$13,642.61	NDSU EXT.
104268	HWY 35 DESIGN	\$68.41	WEED
104269	FARMERS UNION OIL CO	\$61.65	WEED
104270	JOSHUA SHORT	\$57.62	WEED
104271	CHRIS OLSON	\$115.00	WEED
104272	ADAM HENDERSON	\$115.00	WEED
104273	JADYN KLINDT	\$115.00	WEED
104274	GREG HOFFMAN	\$115.00	WEED
104275	LANGDON CITY	\$120.00	SS
104276	WINDWOOD ESTATES	\$63.26	NVHSZ
104277	XCEL ENERGY	\$16.19	NVHSZ
104278	INFORMATION TECHNOLOGY DEPT.	\$37.50	NVHSZ

104279	BUSINESS ESSENTIALS	\$771.56	NVHSZ
104280	PEMBINA COUNTY HIGHWAY DEPT	\$396.80	NVHSZ
104281	WALSH COUNTY HIGHWAY DEPT	\$894.29	NVHSZ
104282	ARAMARK	\$113.50	NVHSZ
104283	CARL HOFFARTH	\$120.00	NVHSZ
104284	CAVALIER COUNTY HEALTH	\$50.00	NVHSZ
104285	JILL DENAULT	\$146.05	NVHSZ
104286	AT&T MOBILITY	\$1,159.00	SHERIFF
104287	COMPUTER EXPRESS	\$68.98	COMM
104288	NICK MOSER	\$81.07	COMM
104289	MARK SCHNEIDER	\$115.00	WEED
104290	RAMADA BY WYNDHAM BISMARCK	\$192.60	COMM

Stanley Dick visited with the commissioners regarding the need for two more members on the Selective Service Board.

At 12:15 p.m., Austin Lafrenz made a motion to adjourn the meeting, seconded by Stanley Dick; motion carried.

*Board of Commissioners  
Cavalier County, North Dakota*

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David Zeis – Chairman

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Attest: Lisa Gellner - Auditor