

**DRAFT MINUTES of the 56th Annual Meeting of the
NORTH DAKOTA TOWNSHIP OFFICERS ASSOCIATION
Baymont Inn, Mandan, North Dakota
January 23, 2023**

Monday January 23, 2023

President Lee Brandvold called the business meeting to order.

The roll of counties was taken, 29 of the possible 48 counties with organized townships were present.

President Brandvold reported that the Rules and Policy Committee has recommended the following rules:

1. Officers of townships that have paid dues to NDTOA are allowed to vote with a maximum of two votes per county.
2. Robert's Rules shall prevail at this meeting.
3. Each member may speak twice on any issue, a maximum of two minutes each time.
4. Debate may be limited if the Chair determines that the issue has been covered.
5. Members shall call out their county name when moving or seconding.

Wells moved the proposed rules be adopted; seconded by Burleigh; the motion carried.

Consideration of Printed Minutes of the 55th Annual Meeting:

Renville moved that the printed minutes of the 55th Annual Meeting be approved as distributed; Burleigh seconded, the motion carried.

Treasurer's Report - Barb Knutson presented a printed report of association finances as of October 31, 2022.

She reported income for the year of \$173,165.79 expenses were \$182,211.37 for a net loss of \$9,045.58. Total of assets at year-end were \$257,815.79.

McHenry moved to approve the Treasurer's Report, Morton seconded the motion; the motion carried.

Attorney's Report: Tom Moe gave his report from a remote location. He said the year started with the workshop tour running through 16 sites. There was a good turnout, but it seems the officers that most need to attend don't. He also attended several county association meetings; one visit was to Adams County where they are working to establish a county association and possibly organize some more townships. Over the year he has fielded many calls from township officers, even getting a couple of them today. There were questions about filling board vacancies, and when they would be able to hold the annual meeting on different days (not until 2024, even if the bill passes).

He also attended the Multi-State Conference in Wisconsin during the summer. He sees value in meeting with the leaders of the other states and NATaT. One important topic is the Waters Of The US rules (WOTUS), NATaT is working on our behalf to prevent more troublesome rule development. We visited a large dairy and got to see how they handle the manure, good background for land use planning and zoning work.

He noted the work being done by the Board of Directors; in particular, the adoption of the Strategic Plan and the greater level of involvement with the legislative process.

There was a question-and-answer period.

Executive Secretary's Report – Larry Syverson reported the year began with completing the update of the

Township Officers Handbook and getting 2,500 of them printed and with the help of Mark Verke many of them were distributed at 16 workshops across the state. About 600 township officers attended the workshops and some more made the connection by Zoom. We had mixed success with the Zoom; It seems the mix of Zoom, PowerPoint, projectors, and a variety of wiring setups can be unstable, sometimes they work and other times they don't. If the technology does work, it does make our materials available to a lot more people than we can reach otherwise. Another program we have started using is called Constant Contact, it allows us to send our messages to all the email addresses in our file and accomplish it in just seconds.

Now we are very involved in the legislative process and that shows some very good potential. We have been sending out a weekly legislative update by Constant Contact email and on the website. And we are looking at even more ways to spread the legislative news.

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President's Report – Lee Brandvold reported on the workshop tour. The first week, February 7-11, was spent in the western part of the state and the second week, February 21-25 was in the east. The weather was cold and kind of stormy. Taking part in the workshop program, Mark Verke, with the ND Insurance Reserve Fund, gave a presentation on township liabilities; NDIRF pays for printing all the handbook updates. Team members from NDLTAP joined us with presentations on road technology.

There has been a lot of committee work on the Township Transportation Funding Program (TTFP); we have been meeting weekly with representatives from NDDOT and Upper Great Plains Transportation Institute as they have been searching for grants for townships.

NDTOA now has hired a second lobbyist, Scott Meske is now helping during the legislative session.

Audit Committee Report – Roger Olafson, committee chairman gave the audit report. The Audit Committee met in Carrington on November 28, 2022. They examined the bank records and the association books and records. The bank statements matched the association books and records. Showing an ending reconciled balance of \$257,815.79.

Wells moved to approve the audit report; Ward seconded. The motion carried.

Budget Committee Report – Lee Brandvold presented the proposed budget for 2022-2023. Income forecast is \$167,600 and proposed expenses are \$193,030; with an anticipated negative cash flow of (\$25,430) for the year.

Burleigh moved to adopt the proposed budget for 2022-2023; Cass seconded. The motion carried.

Old Business: none

New Business: President Brandvold presented the case for a dues increase. The dues were last increased in 2010 to \$125. Costs now far exceed what they were in 2010.

In 2022, 1,340 townships paid into NDTOA, of that number 1,265 were organized townships, 75 unorganized. The dues brought in \$167,120. We have a forecast loss of \$25,430 for the year.

Dues increase requires a By-Laws amendment; under our Constitution it is required to publish a notice in the Grassroots Report 30 days before the matter can be voted on.

Increasing the dues would bring in an additional:

- \$50 increase would bring in \$67,000
- \$75 increase would bring in \$100,500
- \$100 increase would bring in \$134,000

The annual dues go to support:

1. Lobbying effort and expense during the legislative process
2. Ongoing defense of the allocation to townships from the 2.7% of the Highway Users Fund
3. Officers and Board of Directors expense
4. Executive Secretary position
5. Township workshop expense
6. Township Officers Handbook expense
7. Annual Convention Expense
8. General assistance and advice to townships

Adding a part time lobbyist would cost the association a minimum of \$40,000 per year.

The association legal expense will greatly increase when Tom Moe retires, not many lawyers will give NDTOA the same reasonable rate.

McLean moved to bring a \$75 dues increase issue to the 57th Annual Meeting for a vote; second by McHenry, the motion carried.

There was discussion about conducting a Township Officers Day at the Capitol sometime in this session. A probable date would be March 6. A notification will be sent out by Constant Contact email when a date is set.

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Resolutions: No resolutions have been submitted to the committee.

Ward moved that resolutions be allowed from the floor; second by Cass, the motion carried.

Ward proposed a resolution:

We believe all railroad crossings in North Dakota are necessary to allow residents and emergency services access to their properties in a safe and timely manner. We urge all railroads that operate in North Dakota to not only keep all present crossings open but to maintain them in such a way as to allow for safe transportation for all.

Burleigh moved adoption of the resolution, second by McHenry. The motion carried.

Elections of District Directors: Nomination Committee Chairman – Al Bekkerus

The Committee nominated for District 2 Director: Richard Lynne.

President Brandvold called for further nominations for District 2.

There being no further nominations President Brandvold declared nominations closed and Richard Lynne elected.

The Committee nominated for District 4 Director, Leon Monke.

President Brandvold called for further nominations for District 4.

There being no further nominations President Brandvold declared nominations closed and Leon Monke elected.

The Committee nominated for District 6 Director: Tim Geinert.

President Brandvold called for further nominations for District 6.

There being no further nominations President Brandvold declared nominations closed and Tim Geinert elected.

Ward moved to adjourn; second by Burleigh. The motion carried.

President Brandvold declared the Business Meeting of the 55th Annual Convention of North Dakota Township Officers Association adjourned.

Respectfully Submitted,

Larry A Syverson

NDTOA Executive Secretary



NDTOA gratefully acknowledges the generous support of the 2023 convention by
Dakota Community Bank and the **North Dakota Livestock Alliance**



North Dakota Insurance Reserve Fund (NDIRF) &
North Dakota Local Technical Assistance Program (NDLTAP)
are important partners of NDTOA providing an invaluable resource for Township Officers. Please join the
Officers and Directors of NDTOA in thanking them for their contribution.