



GRASS ROOTS REPORT

FALL 2023

57th Convention and Annual Meeting

BY LARRY SYVERSON

The NDTOA 2023 Convention will be held at the Ramada, 1400 Interchange Avenue, Bismarck ND , on December 4th and 5th. Speakers invited include Governor Burgum to lead-off the list, NDDOT Director Ron Henke to speak about the new Flexible Transportation Fund Program grants, Justin Messner and Brent Kahl will present on FEMA-NDDDES applications and procedures, Alan Dybing will speak on the ND Road Safety Action Plan (grants for safety issues) and the new Road Needs Survey, and there are still more being lined up. Tuesday morning will be a choice of programs: Option A will feature zoning topics, zoning for animal agriculture, flood plain management, and general zoning issues. Option B will be Clerk training and the ATR. Then back to one track with a question-and-answer period on grant funding with representatives from NDDOT, NDLTAP and UGPTI to answer all your questions about the transportation grant programs.

When the presentations and times are finalized, the agenda will be posted on our "new" website at NDTOA.COM.

While you are on the website check out all the new features and resources.

On Monday afternoon the annual business meeting will see elections of the President, Vice President and three Directors. There will also be two By-Laws issues to vote on. The first is an annual membership fee change and the second is a title change for the Executive Secretary to Executive Director.

While the cost of everything is going up, the registration fee for this convention remains unchanged from last year, \$40 per officer attending if pre-registered by November 22. The charge at the door also remains the same as last year at \$60 per officer. Pre-registration really helps us plan for and contract meals, so please take a minute and fill out and submit the registration form which can be found in this newsletter or online NDTOA.COM.

We are also currently setting up to accept payments by credit and debit cards both online and in person, we hope to have that functioning shortly.

NDTOA 2023 57TH ANNUAL MEETING REGISTRATION FORM

DECEMBER 4 AND 5, 2023

RAMADA, BISMARCK ND

Name(s) _____
 and Title(s) _____

Address: _____

City, State, Zip _____

Township _____ County _____

Total No. Attending _____ @ \$ 40 per person PRE-REGISTRATION before 11/22/23 (\$60 at the door)
 _____ @ \$ 12 per spouse attending the Monday night banquet
 _____ @ \$ 10 per spouse attending the Monday luncheon Total Amount Due \$ _____

Please complete and send this registration form, along with your check payable to NDTOA by November 22, 2023, to Barb Knutson, 2600 236th St NE, McKenzie, ND 58572.

NOTE: Townships may pay from their general fund for officer's registration fees and expenses.

For hotel reservations call the Ramada Inn 701-258-7000 by Nov. 15th

This form is available as a fillable pdf on NDTOA.COM/convention.

Now accepting payments by credit/debit card online too.

NDTOA Officers

LEE BRANDVOLD, President
20100 317th Ave. SW, Ryder ND 58779
(701) 720-5457
ljbranch@restel.com

TODD WEBER, Vice President
14996 40th St. SE, Wheatland ND 58079
(701) 347-4123/(218) 790-3123
TWFarms@live.com

LARRY SYVERSON, Executive Secretary
Director of Governmental Relations
465 150th Ave. NE, Mayville ND 58257
(701) 430-1735
larry.ndtoa@gmail.com

BARB KNUTSON, Treasurer/Mail List
2600 236th St. NE, McKenzie ND 58572
(701) 673-3198/(701) 391-6767
gbknutson@bektel.com

ROGER OLAFSON, Past President
12945 84th St. NE, Edinburg ND 58227
(701) 993-8765
rlolaf@polarcomm.com

TOM WHEELER, District 1 Director
6561 115th Ave. NW, Ray ND 58849
701-641-1073
wheelert@nccray.com

RICHARD LYNNE, District 2 Director
4951 28th St. NE, Maddock ND 58348
(701) 438-2747/(701) 202-6067 cell
rrlyne@gondtc.com

AL BEKKERUS, District 3 Director
1890 12th Ave. NE, Grand Forks ND 58201
(701) 741-2120

LEON MONKE, District 4 Director
5645 B 106th Ave. SW, Regent ND 58650
(701) 563-4498

GERALD (Jerry) MILLER, Dist. 5 Director
6455 Tj Lane, Bismarck ND 58503
(701) 381-0113
geraldmiller2013@yahoo.com

TIM GEINERT, District 6 Director
509 2nd St., Nortonville ND 58454
(701) 685-2493 (701) 320-6120 cell
geinert@drtel.net

LEGAL COUNSEL

THOMAS R. MOE, Attorney-at-Law
39 1st Ave. NW, Mayville ND 58257



PRESIDENT'S REPORT

BY LEE BRANDVOLD

Greetings Township Officers,

It certainly has been a busy summer for NDTOA. After the close of the legislative session in April, a few new laws required us to follow through with what lawmakers intended.

In June, NDTOA Executive Secretary Larry Syverson and myself were appointed to the Livestock Model Task Force. Several members of the newly appointed task force were able to take a bus tour to several livestock facilities in North Dakota. We also toured a dairy operation in Minnesota and the South Dakota State University dairy and hog facility. The object of our tour was to allow us to see and smell the confined animal feeding operations. It was amazing how clean and well-kept the facilities were and with very minimal odor. It also was discussed throughout the tour the positive reaction of neighbors around these facilities and the information about how the public was notified prior to the facilities being built. Several farmers around these facilities are seeing the benefits of the advanced manure handling systems that are now in place. They can be used by surrounding farmers to apply to their land to improve the soil and help with plant growth.

Another project that Larry and I have been working on is the Township Assistance Program. If you recall during the 2021 Legislative session, there was township funding that was approved in HB1015. Ten million dollars was appropriated for township road projects, however the ten million needed to be matched by federal dollars before any of the funds could be awarded to townships. Unfortunately, the federal match was never met and there were no funds available. When we went into the 2023 legislative session, legislators were asked if they could make the ten million dollars available for townships without having the federal match as a requirement. This language was added to HB 1012 and is now being worked on to get funding out to townships that applied. I hope that you were able to work with your counties to get your application in on time. The deadline to have the application submitted was October 6th.

There is also an additional program for road funding available through NDDOT for township projects. This funding can be applied for now and will come from the Flexible Funding that is available through NDDOT. To apply you must go to the NDDOT website and follow the instructions.

The last item that I need to remind all township officers of is your annual meeting, which will be held December 4th and 5th in Bismarck. I hope the weather cooperates with us and a large number of township officers are able to attend.

Sincerely,

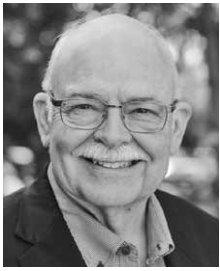
President Lee Brandvold

New NDTOA Logo Contest, \$250 PRIZE!

BY LARRY SYVERSON

The NDTOA Board of Directors has authorized a contest to seek a new association logo. So put your artistic talents to work and design a new modern logo for the NDTOA. The \$250 prize for the winning entry will be announced at the 2023 NDTOA annual convention. The convention will be held on December 4th and 5th at the Bismarck Ramada.

To be considered entries should be mailed to NDTOA, 465-150th Ave NE, Mayville, ND 58257. Or email to larry.ndtoa@gmail.com. The deadline for submission is November 15, 2023. The NDTOA Board of Directors reserves the right to reject any and all entries.



PRESIDENT’S AWARD – 2022

Former Secretary of State, Alvin Jaeger

Alvin A. Jaeger served as the 14th Secretary of State of North Dakota from 1993 to 2023. Jaeger was first elected to the office in 1992 and then re-elected in 1996, 2000, 2004, 2006, 2010, 2014, and 2018. He chose not to run in 2022.

Throughout his terms as Secretary of State, Al was always supportive of township government. He was always concerned with the integrity of the election process; to ensure decisions with valid results. Al and his office were of great help when for the first time a recall election was called in a ND Township. That help continued as we sought an amendment to the recall laws that would actually work in townships.

In recognition of his longstanding support of Grassroots Government, he was awarded the President’s Award and declared to be an Honorary Township Officer.

NDTOA Elections To Be Held

BY LARRY SYVERSON

Officer Elections to be held at this annual business meeting December 4 at 1 p.m.

President: currently held by Lee Brandvold, Ryder. *(Lee is eligible for re-election.)*

Vice President: currently held by Todd Weber, Wheatland. *(Todd is eligible for re-election.)*

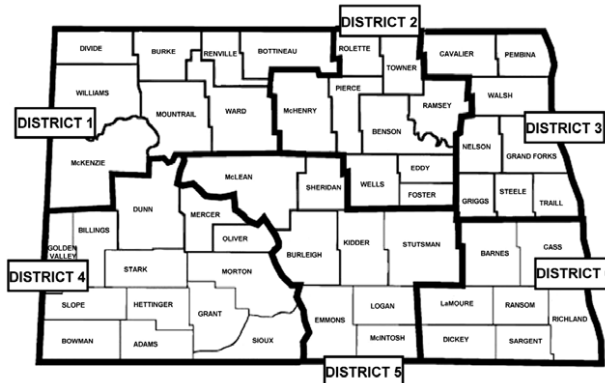
District Directorships to be filled this annual meeting are as follows: *(All are eligible for re-election.)*

District 1 consists of the following counties: Bottineau, Burke, Divide, McKenzie, Mountrail, Renville, Ward, and Williams. *Directorship currently held by Tom Wheeler, Ray.*

District 3 consists of the following counties: Cavalier, Grand Forks, Griggs, Nelson, Pembina, Steele, Traill and Walsh. *Directorship currently held by Al Bekkerus, Grand Forks.*

District 5 consists of the following counties: Burleigh, Emmons, Kidder, Logan, McIntosh, McLean, Sheridan and Stutsman. *Directorship currently held by Gerald Miller, Bismarck.*

At the time of election, a candidate to be an officer or director of NDTOA must be a currently elected township officer of a township that is a dues paying member of NDTOA.



Township Officers’ Association of North Dakota with Rail/Hwy Crossings

BY JIM STYRON – HWY/RAIL CROSSING SAFETY MANAGER

The North Dakota Department of Transportation (NDDOT) is requesting your assistance to identify locations within your jurisdiction where rail/highway crossing safety could be improved. The information provided should contain the location of the grade crossing by street or road name and the distance and direction to the nearest town(s). Please be specific about your concern or suggestion for improvement.

NDDOT has annual federal funds available for safety enhancement projects at rail/highway at-grade crossings. These funds are used for the installation of active warning devices (e.g. flashing light signals with gates), crossing signs

and crossing surface improvements. The funding breakdown of a crossing project is 100% Federal funds until the end of the 2026 federal fiscal year.

Please remit your concerns or suggestions before December 29, 2023, so they can be included in the annual review process. Be assured past concerns have been incorporated in the statewide pool of prioritized crossings.

Crossing concerns or suggestions can be forwarded via email to: jstyron@nd.gov

Thank you in advance for your cooperation and supporting rail/hwy crossing safety.



GRASSROOTS LEADERSHIP AWARD - 2022

Gerald Sieg



Each year Township Officers are given the opportunity to recognize a locally elected official, currently in office, from within their own township who has shown leadership, creativity, and dedication to the township by nominating them for the Grassroots Leadership Award.

This year's Award winner was chosen from a list of 4 names submitted.

Gerald Sieg was born and raised in Union Township and has lived there most of his life. He was elected supervisor of the Township in 1975 and has held that position continuously ever since.

Gerald retired from the Grand Forks County Highway Department in December 2021. He was employed by the county for ONLY 58 years. It's hard to find good help these days!! Gerald's duties for the county started out as a blade operator. In 1984 he was promoted to assistant superintendent.

Gerald was always right in the middle of selecting which roads needed to be graveled, and which signs and culverts should be replaced. Gerald will be retiring from the township board this March and his valuable knowledge will be greatly missed by the other members of the Union Township board.

Gerald was unable to attend the awards ceremony during the convention but received the award later from District 3 Director, Al Bekkerus, at the Grand Forks County Township Officers meeting.

Grassroots Government Leadership Award

To recognize the leadership, creativity, and dedication of township officials, the NDTOA has established a leadership award to pay tribute every year to an individual whose community service exhibits the highest standard of dedication, ability and service.

ELIGIBILITY

The award will be presented to an individual, locally elected official, currently in office. It will recognize him or her for their outstanding contributions on a sustained basis or from a single performance.

Nominees should have responsibility for accomplishing or causing to be accomplished significant programs or projects within their area of responsibility, to the ultimate benefit of the general public.

Examples of such professional accomplishments include local government cost-cutting, coordination of a major local volunteer effort, and promoting townships at the national level, establishing new local services or programs, and success in securing public or private funding for local projects.

SELECTING CRITERIA

Nomination should include as much information as possible, such as:

- **Complexity of the problem(s) addressed.**
- **Measurable improvements resulting from nominee's accomplishments.**
- **Use of original, innovative or creative approaches and solutions in difficult situations.**
- **Long-term or lasting benefit of the nominee's accomplishments.**

NOMINATING PROCEDURE

Nominations may be submitted by member townships and counties of the NDTOA. A nomination form is below for your convenience. Just complete and mail (or e-mail larry.ndtoa@gmail.com). **Nominations must be received by November 15th.**

North Dakota Township Officers Grassroots Government Leadership Award

NOMINATION FORM

NOMINEE: Name, office, Township, County, address and phone numbers.

Your name, office, address and phone numbers.

Other objective references: name, office, address, phone numbers.

Please attach a summary of the major accomplishments for which the Township official is being nominated. Also attach as much information as you can, such as a brief biography of the nominee summarizing positions held, civic and professional affiliations, and other relevant personal data. The more information you can provide the better chance your candidate will be selected.

The award will be presented at the NDTOA Annual Convention in December.

Mail (or email) the completed form to: NDTOA; 465-150th Ave NE; Mayville ND 58257-9011

For questions or for copies of this form please phone 701-430-1735 or email larry.ndtoa@gmail.com.

This form is available as a fillable PDF on NDTOA.COM under Resources / Forms.



TREASURER'S REPORT

BY BARB KNUTSON

Fall is upon us. The colors have been beautiful but then comes the wind. Hope harvest is going well for all.

Just some reminders: This is the end of the fiscal year and thus we are closing out our books. It is always nice to have the dues come in the proper year, but if you have some out there, please make an effort to get them in asap.

Thanks to all that have helped in the gathering of officer information. I am still missing updates from a few areas. Thanks to the auditors that have helped us keep up to date with that information. When supplying the addresses, please include: name, address, office held, phone numbers, home and cell phone, and email address. This makes it much easier

for the material we have to share with you reach you. I would appreciate it if all boards would check to see that your board members are getting the GrassRoots and emails, if they have shared an email address with us. If you prefer, You may opt to receive the newsletter electronically. Just let us know.

Annual Convention coming up December 4th and 5th in Bismarck at the Ramada Look for registration information in this issue. Hope to see many of you there.

Thanks for all the work that is carried on by boards everywhere. This is important to our communities and our country!

Township Officers, Is It Time For A Dues Increase?

If you recall, there was an article to increase dues in the last Grassroots. I would like to remind everyone of the proposed dues change that will be voted on at the NDTOA Annual Meeting held in Bismarck on December 4th and 5th.

A proposed dues increase of \$75 per township will be voted on. If the dues increase passes, it will bring the total dues paid to the state association to \$200 for organized townships. If the current number of townships continue to pay state dues, the increase would generate an additional \$100,500. Some may ask if a dues increase is necessary. You,

the township officers need to decide. If we look back for the last 12 years, 2010 through 2021 our association had more than enough revenue to cover the expenses. In 2022 we had a loss of over \$9000, and even though we have not completed our year-end financials at this time it appears we will show a loss for 2023. We have revenue to cover these losses, however, you need to ask yourself how long we can deficit spend and still provide the necessary services that North Dakota Townships deserve.

President Lee Brandvold

Proposed By-Laws Changes

BY LARRY SYVERSON

There will be an election for two By-Laws changes held during the annual business meeting December 4 at 1:00 p.m. at the Ramada Inn of Bismarck, ND. Under the NDTOA Constitution each county is allowed two votes. Should there be more than two township officers from a county present for the election they must caucus to select the two voting delegates.

First Item: Article VIII of the By-Laws – Membership Fee of the Association

The 2022 annual meeting passed a resolution that seventy-five-dollar fee increase proposal shall be voted on by the 2023 annual meeting after the required notice has been published in the Grassroots Report at least thirty days prior to the meeting. Should this proposal be passed the annual membership fee of the Association would be two hundred dollars beginning in 2024. The revised Article VIII would read:

VIII.

The annual fee for membership in the association shall be \$200.00 per year per township in counties with a county

organization and \$205.00 per year per township in counties without a county organization. All dues shall be paid by May 1 and if unpaid shall become delinquent on October 1. A township shall be ineligible to vote at the Annual Meeting of the Association if dues are not paid by October 31 or may be allowed to vote at the discretion of the Association President.

Second Item: Article XI of the By-Laws – Appointment of the Executive Secretary

The Board of Directors has recommended that the title Executive Secretary be changed to Executive Director because the activities performed are more commonly attributed to an Executive Director in other associations. The revised Article XI would read:

XI.

At the first meeting of the Board of Directors after the annual meeting, the Board of Directors shall annually appoint an Executive Secretary Director who shall also serve as Secretary of the association and a Treasurer who shall serve as Treasurer of the association.



THE COUNTRY LAWYER

BY THOMAS R. MOE, ATTORNEY AT LAW

Greetings! Wow—did that Summer ever go fast! Fall is a pleasant time of year—but full of sick ‘Dad’ jokes: Why do trees hate going to school in the fall? Because they get easily stumped; What do you get when you drop a pumpkin? Squash.; and What month does every tree dread? Sept—timberrrrrrr!

Harvest is in full swing, and not much rain—yet—so haven’t seen a lot of mud on our roads. Hopefully the operator will aid in cleaning the road surface when the mud does arrive. Mud could be deemed an ‘obstruction’ so the rules providing for removal of an obstruction can come in to play as well.

NDTOA is just a month or so away for the annual convention in Bismarck in the first part of December. See elsewhere in this issue for a short listing of the agenda items. There will also be a proposed change to our By-laws that will need approval by the convention, so it is important that we have a good turnout. I’m always surprised when visiting with township officers across the state that many have never been to a state meeting, or worse, thinking that they are not allowed to attend. The Convention is for all township officers, and is quite educational. And for me, it is always good to place a face with a name or a voice heard only on a phone call. Please make plans to attend! And remember, attending the convention is official business, so your township should pay for your registration fees, transportation and lodging while in Bismarck.

February workshops are also around the corner as well, so we’ll finalize the locations and agenda at the December Bismarck meeting also. During the last years’ sessions we experimented with one or two of the workshops being connected via ‘zoom’, so one could attend virtually without having to physically attend at one of the locations we visit. The Zoom meetings worked out quite well, so we will definitely do those again this time—so no excuses for not attending! These workshop sessions are another good way to get the word out, as we review the actions of the past legislative session, go over new handbook revisions, visit about how to resolve various township problems, plus we always end with a question and answer session with not only myself, but with all of the travelling team. And, I admit it can be discouraging to find out that many township officers fail to attend these workshops because once again they think that they are not allowed to attend, or “someone else from my township will go”. And remember, both the state convention and the workshops are official township business, so expenses for attending can and should be reimbursable by the attendee’s township, plus it should also qualify for daily pay. I think many township officers

forget that the residents of their township—plus absentee landowners as well for that matter—would rightfully expect that their supervisors and officers would avail themselves of every opportunity to learn about proper township procedures. Please mark your calendars for these upcoming events—I expect to see you there!

Try to get a road and sign survey accomplished yet this fall, before the snow flies. Check the reflectivity of signs after dark, and remember to document your trip for your records. Such a road survey trip is a ‘meeting’ under our state open meeting rules, so make sure to post notice with the county auditor of your intended trip.

Here’s hoping the rest of the harvest goes problem-free, and done safely as well. Hope to see you in Bismarck in December. Following are a few questions received in the office over the course of the Summer. TRM

Q: We’ve got some trees growing in the road right-of-way and the landowner is adamant that we leave them alone. It’s making it difficult to traverse the road with large combine headers. Can we have a contractor remove the trees and pile them on the landowner’s side?

A: Yes and No! The township has the right, and the obligation really, to remove these obstructions, and with proper notice to the landowner, the costs of removal can be charged against taxes. Piling the debris on the owner’s property without permission, however, cannot be done. The stuff will have to be hauled away. This is why I sometimes suggest for the township to pay for the removal if the landowner will agree to piling the removed trees on his/her side, rather than the added expense of hauling—assuming of course that you have a cooperating landowner—which doesn’t appear you have in this situation. Sure would have been a lot easier if the township officers years ago would have enforced the ditch-mowing procedures!

Q: We have a new business in our township and the owner naturally wants to put up an advertising sign. Do we have any control over the content and placement of the sign?

A: Obviously, the sign can’t be within the 33 foot right-of-way as that would be an obstruction. Without being zoned with set-back requirements there’s not much you can do beyond the 33 foot line. Probably the same with any content issues. Interestingly, there is a section of our law that deals with signs and billboards along State highways. See Section 24-17 of the Century Code. (not in our handbook, but available on-line on the State’s website)

Q: I know the definition of “freeholder” means landowner. Does an oil company which is the owner of

Update On Grant Programs

BY LARRY SYVERSON

There were quite a few townships that applied for the Township Transportation Funding Program (TTFP) grants that originated after the 2021 legislative session. Unfortunately, that program required a federal discretionary grant before the state could fund a project, the federal grants never materialized and the state fund of ten million dollars went unused. Those funds were rolled over into the new biennium after the 2023 session and became the Township Assistance Program (TAP). The applications from the TTFP program did not carry over to the TAP program, projects needed to be resubmitted to the new program and the application period for that ended on October 6th. There were sixty-eight million dollars' worth of applications for the ten million that is available. The applications that don't meet the requirements are being weeded out and the qualifying applications will be judged for value to the area transportation network. The TAP program will end when the ten million is spent.

The new grant program termed the Flexible Transportation Fund Program (FTFP) has begun. This is a continuing program that will offer grant opportunities periodically; the application period for the first round started in early October and will end on December 31, 2023. Like the TAP grants, the applications for FTFP must be done through the county. The applications for the TAP did not directly carry over into the FTFP as there are some different requirements for the two different programs. But if a township has the information available for the earlier programs it should not be too difficult to complete the new program application. NDDOT

will contact applicants to supply additional information.

Projects must meet the requirements, they must be on a local transportation corridor, that is a road that connects from one county major connector (CMC), state highway, or BIA highway to another. A qualifying road can also connect from a major economic generator to a county or other major roadway. If there is more than one project they can be added together, but all projects must meet the requirements. An application to gravel all the roads in the township will not qualify nor will graveling a mile here and there. A gravel project will be a layer three inches thick when packed across the surface of the road, it should also include road preparation work and culvert replacement if necessary.

Townships must levy 18 mills to qualify for FTFP grants, the deadline for increasing the levy for 2024 passed on October 10th, 2023. Any changes after that will not be effective until 2025.

Funding will be a reimbursement process through the county just like it is for other state to county project costs. The townships will not be receiving and handling any funds from the grants.

There will be more information available at the annual convention on December 4th and 5th. There will be a question-and-answer session with representatives of NDDOT and Upper Great Plains Transportation Institute so you can get your answers.

Further information on the grant programs can be found on our website NDTOA.COM.

the mineral rights below the surface also a freeholder? We had an oil guy claim he could vote at a township meeting because he too, was a freeholder.

A: First of all, being a freeholder is not a requirement for voting—one must be a resident to be a township voter—obviously the oil person is not a resident. And, a “freeholder” is defined as in our state as “.....means the legal title owner of the surface estate in real property.” (Section 58-01-01.1 N.D.C.C.) On a side note, freeholders do have a few rights under township laws. I can think of a couple of examples: they can vote in special assessment district elections; and also can petition the township clerk to force the calling of a meeting if the supervisors fail to do so.

Q: We have a township road that goes around a slough—it's on a section line except where it veers off to go around the slough. We got permission and an easement from the

landowner to widen and improve the road where it goes on his property, but he's saying we don't have the authority to build it up to the extent that we want. It is a fairly busy road and we want to make it safe.

A: Township supervisors have the general supervision over the roads, highways, and bridges throughout the township.....” Section 24-06-01 N.D.C.C. And, the township road overseer shall: “..... Have direct charge of the construction and maintenance of all township highways.....” Section 58-12-03(1). I believe these two sections of State law are quite clear about your authority. Making township roadways safe for the travelling public will win out every time. And, I'm glad you got an easement for the property—make sure you get it filed at the County Recorder's office, so a potential future owner of the land is put on notice of the easement.



Grass Roots Report

North Dakota Township Officers Association
2600 236th St. NE
McKenzie, ND 58572



PRSR STD
U.S. Postage
PAID
Permit #222
Bismarck, ND
58501

RETURN SERVICE REQUESTED

Check Out The New NDTOA.COM Website!

New look! The site is also mobile friendly so check it out on your phone. Resources, important township information is added frequently – check back often. We now accept payment by credit or debit cards online.

NORTH DAKOTA

NDIRF

For North Dakota. For Local Government. For You.

INSURANCE RESERVE FUND

PO Box 2258 Bismarck ND 58502

Local (701)224-1988

Toll Free 1-800-421-1988

Fax (701)224-0609

www.ndirf.com

NDTOA 2023 57th Annual Meeting Registration Form
December 4 and 5, 2023 **Ramada, Bismarck ND**

Name(s),and Title(s) _____

Address: _____

City, State, Zip _____

Township _____ County _____

Total No. Attending ____ @ \$ ____ per person **PRE-REGISTRATION before 11/22/23 (\$60 at the door)**
____ @ \$ ____ per spouse attending the Monday night banquet
____ @ \$ ____ per spouse attending the Monday luncheon **Total Amount Due \$ _____**

Please complete and send this registration form, along with your check payable to NDTOA by November 22, 2023, to Barb Knutson, 2600 236th St NE, McKenzie, ND 58572.

NOTE: Townships may pay from their general fund for officer's registration fees and expenses.

Now accepting payments by credit/debit card online too.

For hotel reservations call the Ramada Inn 701-258-7000 by Nov. 17th

Grassroots Government Leadership Award

To recognize the leadership, creativity, and dedication of township officials, the NDTOA has established a leadership award to pay tribute every year to an individual whose community service exhibits the highest standard of dedication, ability and service.

ELIGIBILITY

The award will be presented to an individual, locally elected official, currently in office. It will recognize him or her for their outstanding contributions on a sustained basis or from a single performance.

Nominees should have responsibility for accomplishing or causing to be accomplished significant programs or projects within their area of responsibility, to the ultimate benefit of the general public.

Examples of such professional accomplishments include local government cost-cutting, coordination of a major local volunteer effort, and promoting townships at the national level, establishing new local services or programs, and success in securing public or private funding for local projects.

SELECTING CRITERIA

Nomination should include as much information as possible, such as:

- **Complexity of the problem(s) addressed.**
- **Measurable improvements resulting from nominee's accomplishments.**
- **Use of original, innovative or creative approaches and solutions in difficult situations.**
- **Long-term or lasting benefit of the nominee's accomplishments.**

NOMINATING PROCEDURE

Nominations may be submitted by member townships and counties of the NDTOA. A nomination form is below for your convenience. Just complete and mail (or e-mail larry.ndtoa@gmail.com). **Nominations must be received by November 15th.**

North Dakota Township Officers Grassroots Government Leadership Award

NOMINATION FORM

NOMINEE: Name, office, Township, County, address and phone numbers.

Your name, office, address and phone numbers.

Other objective references: name, office, address, phone numbers.

Please attach a summary of the major accomplishments for which the Township official is being nominated. Also attach as much information as you can, such as a brief biography of the nominee summarizing positions held, civic and professional affiliations, and other relevant personal data. The more information you can provide the better chance your candidate will be selected.

The award will be presented at the NDTOA Annual Convention in December.

Mail (or email) the completed form to: NDTOA; 465-150th Ave NE; Mayville ND 58257-9011

For questions or for copies of this form please phone 701-430-1735 or email larry.ndtoa@gmail.com.

This form is available as a fillable PDF on NDTOA.COM under Resources / Forms.

NDLTAP Upcoming Events

In addition to the offerings below, NDLTAP customers have access to learning opportunities organized by the Transportation Learning Network (TLN). Upcoming TLN presentations are listed on the [TLN website](#).

- [Winter Maintenance for Local Roads](#)
 - Nov 1, 2023 – Williams County Highway Dept., 5218 141st Ave NW, Williston ND
 - Nov 8, 2023 – Walsh County Courthouse, 600 Cooper Ave, Grafton ND
- [I Am a Leader](#)
 - Nov 14, 2023 – Dickinson Public Works, 3411 Public Works Blvd., Dickinson ND
 - Nov 15, 2023 – Dickinson Public Works, 3411 Public Works Blvd., Dickinson ND
- [Roadway Foundation Basics](#)
 - Nov 16, 2023 – Walsh Co. Courthouse Building, 600 Cooper Ave., Grafton ND
- [Bridge 101 - Bridge Basics, Inspection and Maintenance](#)
 - Sep 27, 2023 – City of West Fargo Public Works Bldg., 810 12th Ave NW, West Fargo ND
 - Nov 21, 2023 – Morton County Highway Dept., 2916 37th St NW, Mandan ND
- [Roadway Safety for Local Agencies](#)
 - Dec 19, 2023 – Memorial Hall (basement), 224 2nd Ave SE, Rugby ND

Some NDLTAP and TLN presentations are recorded and made available for you. More information about accessing these videos, along with TLN's online self-paced learning modules, is available on the [LMS help page](#).

WINTER MAINTENANCE FOR LOCAL ROADS

(MOTOR-GRADER/SNOW PLOW TRUCK)

On-site

6 Hours – Road Scholar Credits

November 1, 2023 (Wednesday) 9:00 am–3:00 pm (CST)

Williams County Highway Dept.

5218 141st Ave NW, Williston, ND

Lunch will be provided

November 8, 2023 (Wednesday) 9:00 am–3:00 pm (CST)

Walsh County Courthouse

600 Cooper Ave, Grafton, ND

Lunch will be provided

FEE: \$50.00 (covers cost of lunch, refreshment breaks,
instructor fee, and printed materials)

Registration Deadline: one week prior to training



North Dakota public agencies deal with winter weather many months of the year. This training examines current methods of winter maintenance on the local transportation system as well as some newer technologies. The goals of this course are to:

- provide an overview of current winter maintenance practices
- review essential elements of a winter maintenance policy and who should know those elements
- identify tools for winter maintenance
- provide safety information to return you home safely when operating long hours
- examine benefits/concerns with those tools on both paved and gravel roads

Motor-grader Best Practices. Jason Kraft, Ramsey County Road Foreman

Operators will participate in a group discussion and demonstrate best practices of snow removal using the motor-grader which will be available on-site for training.

Snowplow Truck Best Practices. TBD, Williams County Operator

Operators will participate in a group discussion and will demonstrate best practices of snow removal using the snowplow truck which will be available on-site for training.

NDDOT. TBD

Will provide expertise on the following topics:

- Product selection for anti-icing and de-icing
- Provide expertise on truck calibration
- Provide the importance of snow equipment maintenance
- NDDOT will also provide hands-on training with a Force America representative focusing on the controller and calibration

Target Audience: County, Township, City, Tribal, and State maintenance personnel, supervisors, and elected officials.

If you have questions about this event, contact NDLTAP @ 701-328-9855; ndltap@ugpti.org

I AM A LEADER

TRAINING FOR SUPERVISORS & OPERATORS

On-site

7 Hours – Road Scholar Credits

November 14, 2023 (Tuesday) 1:00 – 4:00 PM MST (classroom and evening outing)

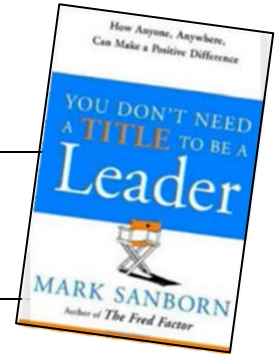
November 15, 2023 (Wednesday) 8:00 AM – 3:00 PM MST

LOCATION: Dickinson Public Works, 3411 Public Works Blvd, Dickinson, ND 58601

REGISTRATION FEE: \$50 (includes cost of breakfast, refreshment breaks, and book)

CLASS LIMIT: 20

REGISTRATION DEADLINE: November 8, 2023



You Don't Need a TITLE to be a Leader. Leadership is influence. A leader is a team player that works for the success of the entire team and organization. A leader empowers their coworkers for the greater good of the organization.

Get a jump start on your growth plan. Leadership skills to learn:




- Become a person of influence
- Develop your career ladder
- Learn life skills for success
- Learn to lead from any position
- Grow your leadership skills

A copy of *You Don't Need a TITLE to be a Leader*, will be given to each participant. The book is a phenomenal tool for leadership development.

TARGET AUDIENCE:

Contractors, county/city/tribal superintendents, foreman, operators, and others that work on our roadway/street network.

INSTRUCTORS:

 <p>LEANNA EMMER NDLTAP Technical Representative. Leanna has worked cooperatively with others for more than 40 years. Her experience includes 15 years as supervisor in the Permit Office of the ND Highway Patrol. As supervisor, she worked collaboratively with the Department of Transportation, the motor carrier industry and other government entities on transportation policies and concerns related to vehicle size and weight.</p>	 <p>BRYON FUCHS NDLTAP Director and TTAP Co-Director. Bryon has over 25-years of Transportation Engineering experience. He led the Rural and Special Programs area in the Local Government Division overseeing oil-impact funds provided to local agencies and numerous other funding programs. He focuses on collaborating with federal, state, local, and tribal partners to make a successful transportation system across the state.</p>	 <p>GENNY DIENSTMANN Assistant Director of Operations with the ND Association of Counties. Her responsibilities include finance and human resources including the HR Collaborative for Local Government. She is also responsible for management assistance to the ND Association of County Engineers and the ND Association of County Recorders. Genny has degrees in accounting and business administration and is achieved designation as a Certified Association Executive by the American Society of Association Executives.</p>
---	--	--

Need help? Contact us at ndltap@ugpti.org or 701.328.9855. If you have a request for an accommodation related to a disability or have special dietary needs, please contact Jody Jones at (701)328-9855 or jody.jones@ndsu.edu


ROADWAY FOUNDATION BASICS

6 Hours
Road Scholar Credits



November 16, 2023 (Thursday) 9:00 a.m. – 4:00 p.m.
Walsh Co. Courthouse Building • 600 Cooper Ave., Grafton, ND

FEE \$25 (covers cost of refreshment breaks and printed materials) **REGISTRATION DEADLINE:** November 9, 2023

Lunch sponsored by: 
ENGINEERING, REIMAGINED



Topics covered in this training:

- Roadway structure
- Soil classification
- Subgrade
- Soil related failures
- Testing
- Drainage
- Frost Heaves
- Roadway repair
- Roadway stabilization
- Roadway materials

INSTRUCTORS:



Matt Johnson, PE, has 29 years of experience in the transportation industry. Matt was an assistant city engineer and city engineer from 1994 to 2002. He was then a project engineer from 2002 to 2018, serving as the design and construction engineer of record for numerous

municipal and transportation projects. He oversaw office and engineering staff and was responsible for relations with clients, agencies, NDDOT. Beginning in 2018, he operated his own construction engineering consulting firm, providing coordination between owners, engineers, contractors, subcontractors and the public. Matt has been with UGPTI/NDLTAP since 2020.



Scott Whaley, PE, is a regional sales manager with Tensar and resides in Morton County. His 14 years of experience designing and constructing with geosynthetics includes paved and unpaved roadways, industrial facilities, and MSE walls and reinforced soil slopes. Scott has helped counties, communities, townships, and other agencies resolve foundation issues with innovative and cost-effective solutions.

Gowan Construction, Inc. was founded by brothers Roy and Charles Gowan in 1961 with two pieces of equipment. Now almost six decades later, Gowan Construction, Inc. has over 150 pieces of equipment and employs over 200 people at peak season.

We value our roots as a family-owned company of 3 generations, and are proud of the unmatched expertise we are able to offer from over 55 years' experience working in the Red River Valley and surrounding areas. We employ a competent staff that is able to complete projects of all sizes. We pride ourselves on producing high quality projects. We want our overall appearances above ground to reflect the quality of what you are unable to see below ground. Our staff includes civil engineers, construction managers, accounting professionals and heavy equipment technicians.


Subject Matter Expert: Bryon Fuchs, PE, NDLTAP and Wade Thompson, PE, KLJ

TARGET AUDIENCE: Operators, laborers, road foremen/superintendents and County Commissioners.

Need help? Contact us at ndltap@ugpti.org or 701-328-9855

BRIDGE 101: Bridge Basics, Inspection, and Maintenance

On-site – Classroom
6 Hours – Road Scholar Credits



September 27, 2023 (Wednesday) 9:00 – 4:00 p.m. CST
City of West Fargo Public Works Bldg • 810 12th Ave NW • West Fargo

November 21, 2023 (Tuesday) 9:00 – 4:00 p.m. CST
Morton County Highway Dept. • 2916 37th St NW • Mandan

\$25 Registration Fee
(includes printed training material, refreshment breaks and lunch)

Class Limit: 30 attendees per workshop

REGISTRATION DEADLINE: 1 week prior to workshop



Training will include an on-site bridge visit.
ALL attendees must wear a high visibility safety vest to participate in the on-site training.

Want to learn everything there is to know about bridges in one day? Bridge 101 is for you. While we can't promise that you will learn EVERYTHING about bridges, we will help you understand the key elements, such as:

- What is a bridge
- Bridge Components?
- Scour surveys
- Critical findings
- Significant findings
- Inspection
- Inspection App: InspectX
- Loading ratings
- Load limits/Postings
- Signing Requirements
- Preservation
- Maintenance best practices

TARGET AUDIENCE: Blade operators, truck drivers, road superintendents, county, city, township, and tribal officials, and those in local governmental road or street departments.

INSTRUCTORS:



Bryon Fuchs, P.E. NDLTAP Program Director with twenty-five plus years of transportation experience. He previously worked for a consulting engineering firm and NDDOT in Materials & Research and Local Government Division. Bryon was involved in the bridge replacement & inspection program for local agencies while at NDDOT.

Houston Engineering – Houston is one of the consultants that have been inspecting the Local Agency bridges in the SE portion of the state and will be providing on-site bridge portion instruction for the West Fargo class.



Matthew Luger P.E. NDDOT Bridge Management Team Lead with 15 years of transportation engineering experience. He previously worked in the NDDOT Materials and Research Division. Matt is currently responsible for the NDDOT Bridge Management System, Bridge STIP, Bridge Scoping, Bridge Load Rating, and Bridge Preservation programs.

HDR, Inc. – HDR has been inspecting the Local Agency bridges in the SW portion of the state and will be providing on-site bridge portion instruction for the Morton County class.

Subject matter experts: Kelly Bengston, P.E., Bridge & Pavement Engineer | Upper Great Plains Transportation Institute, NDSU
Nancy Huether, P.E. | TSP2 Bridge Preservation Engineer

Need help? Contact us at ndltap@ugpti.org or 701.328.9855. If you have a request for an accommodation related to a disability or have special dietary needs, please contact Jody Jones at (701) 328-9855 or jody.jones@ndsu.edu

ROADWAY SAFETY FOR LOCAL AGENCIES

On-site
5 Hours – Road Scholar Credits



December 19, 2023 (Tuesday) – Memorial Hall (basement) 224 2nd Ave SE, Rugby ND
9:00 am – 3:00 pm **CST**, 8:00 am – 2:00 pm **MT**

\$25 Registration Fee

(includes printed training materials and refreshment breaks)





REGISTRATION DEADLINE: 1 week in advance to training date

Course Learning Objectives: After completing this course, participants will be able to:

- Explain the need for making roads safer
- Separate safety myths from reality
- Demonstrate how to “read the road”
- Describe practical and low-cost countermeasures to improve safety, both on existing roads and during the design stage – including driving surface and signing improvement
- Identify ways to plan, implement, and fund low-cost safety measures
- Identify effective ways of encouraging communities to make their roads safer
- Behavioral aspects from your Regional Vision Zero Coordinator



Instructors:

 <p>Denise Brown. Program Manager for NDLTAP. Denise has been employed with the North Dakota Local Technical Assistance Program (NDLTAP) for 17 years. She serves on several national committees and has attended several trainings and train-the-trainer sessions on roadway safety. Denise’s passion for roadway safety focuses on getting everyone home safely every day.</p>	 <p>Bryon Fuchs. NDLTAP Program Director with twenty-five plus years of transportation experience. He previously worked for NDDOT and was instrumental in the Load Road Safety Plans developed for the Counties, Urban areas, and the Tribal Governments. He has presented on local road safety for national webinars.</p>
 <p>Mark Verke. Member Services Representative for the North Dakota Insurance Reserve Fund. Mark is a Certified Playground Safety Inspector (CPSI) and performs on-site liability surveys, teaches Defensive Driving courses, and provides other training to members of the fund. Mark has been employed with the NDIRF since April 1991 and been a member of the NDLTAP Advisory Board since 1993.</p>	 <p>Kyle Patterson, NDDOT Vision Zero SME, hails from the town of Norwich, ND, and is a proud graduate of Minot State University. With a career marked by a dedication to the world of broadcasting, Patterson’s journey has been a dynamic one. His journey includes stints with iHeartMedia of Minot at KCJB Radio, and has served as Sports Director at various North Dakota radio stations including KHND in Harvey and KSJB/KSJZ in Jamestown. As a family man, Patterson returned to Minot to work as an admissions counselor at his alma mater before rejoining the radio business. He currently is the Vision Zero Outreach Coordinator in the northwest region of North Dakota.</p>

Target Audience: motor-grader operators, road supervisors, county commissioners signing personnel, maintenance personnel, contractor, consulting engineers, project managers and safety officers.

This program is offered with sponsorship from FHWA, ND Department of Transportation, Western Dakota Energy Association, ND Insurance Reserve Fund, ND Township Officers Association, the Northland Chapter of the American Traffic Safety Services Association, and ND chapter of the American Public Works Association.