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The Official Newsletter of the ND Township Officers Association • NATaT Member

## 40th Annual Meeting Highlights

Just under 100 township officers from 26 county associations gathered in Bismarck on December 4th and 5th for their 40th annual meeting.

A newly updated history book was available to all officers attending this event. This publication covered the growth of the grassroots government organization from 1966 to 2006. President Thacker presented the first copy to sponsor, Fred Meyer, owner of FHM Equipment of Mandan.

This meeting featured a presentation from Joel Quanbeck on Township Zoning Procedures.

Rough Rider Industries CEO, Dennis Fracassi, informed us of what products were being made by the inmates of our state prison. Many were surprised to find out that no tax dollars are being used to support this industry.



Dennis Fracassi

Sales of the products that are made in the facility make it self supporting. Dennis explained that the products are not hurried down an assembly line. He said if it takes a little longer to do a better job that is okay—after all, the inmates do have some time on their hands.

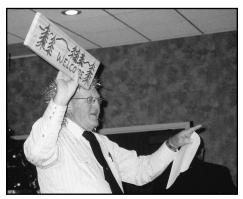
During the business meeting, resolutions were developed which gives positive direction to the legislative arm of the NDTOA. Thomas Moe, legal advisor, held an open forum of questions and answers concerning the duties and responsibilities of township officers.

Representative Gil Herbel, Grafton, received the Township Legislator of the Year Award. Victor Anderson from Benson County received the Mr. Township Grassroots Leadership Award for many years of service to his township. Minnesota State Township Officers President, Loren Ingebretsen, led us in a patriotic ceremony.



Gil Herbel and Ken Yantes

Ralph Olson, Maddock, Kerry Schorsch, New England and Steve Ginsbach, Hankinson were all elected to serve two years on the State Board of Directors. A Dakota products auction was held and the proceeds were used for the purchase of a laptop computer.



Don Malcomb gets the auction to a festive start.



Bob Foward being presented with a clock for his many years of loyal service to NDTOA by Ken Yantes and President Chuck Thacker.



ND Tax
Commissioner
Cory Fong greeted
township officers at
the banquet.

### **NDTOA Officers**

CHUCK THACKER, President 10269 140th Ave. NE • Neche, ND 58265 (701) 265-8981 cthacker@polarcomm.com Cell: 265-2831

JOANNE ABEL, Vice President 2964 20th Ave. NE • Arvilla, ND 58214 (701) 594-9183 joanne4mom@aol.com

#### KENNETH YANTES

Executive Secretary/Director of
Governmental Relations & NATaT Director
P.O. Box 104 • Brocket, ND 58321-0104
(701) 655-3513 • Fax: (701) 655-3513
(Please call before sending fax.)
ndtoa@polarcomm.com
ken@ndtoa.com

BARB KNUTSON, Treasurer 2600 236th St. NE • McKenzie, ND 58572 (701) 673-3198 knutsons@bektel.com

**DONNY L. MALCOMB**, *Past President* 4000 338th St. SW • Berthold, ND 58718 (701) 453-3285

**FLOYD MILLER,** *District 1 Director* 14954 57th St. NW • Williston, ND 58801 (701) 875-4280

**RALPH OLSON,** *District 2 Director* 5054 47th St. NE • Maddock, ND 58348 (701) 438-2344

Rt. 2, Box 44 • Mayville, ND 58257 (701) 786-2697 las@polarcomm.com

KERRY SCHORSCH, District 4 Director Rt. 2, Box 15 • New England, ND 58647 (701) 579-4703 kerry@globaladvertizing.com

BARB KNUTSON, District 5 Director 2600 236th St. NE • McKenzie, ND 58572 (701) 673-3198 knutsons@bektel.com

STEVE GINSBACH, District 6 Director 16290 91st St. SE • Hankinson, ND 58041 (701) 242-7291 ginsbach@cpinternet.com

#### STEVE GINSBACH

Alternate NATaT Director 16290 91st St. SE • Hankinson, ND 58041 (701) 242-7291 ginsbach@cpinternet.com

Legal Counsel

**THOMAS R. MOE**, *Attorney-At-Law* 39 1st Ave. NW • Mayville, ND 58257 (701) 786-2442 trmoe@polarcomm.com

## President's Message Chuck Thacker

Greetings for the New Year! I hope you all had a wonderful year, a Merry Christmas

and a Happy New Year.

It was nice to see many of you township officers at the annual meeting December 4th and 5th. I hope you found it interesting and educational.

Joel Quanbeck did a good job on his presentation on zoning which is a very important thing for all townships so we don't get caught with our pants down. Rough Rider Industries also had an interesting presentation.

I was sad to see Robert Forward resigned. He has been a very good director. I wish him all the best on his retirement.

Steve Ginsbach will take Robert's place as director in District 6. He is very capable.

There were some real good resolutions. I'm sure that Kenny will do a good job with them during the legislative session.

Those of you who have e-mail will be able to keep up-to-date on the bills that affect our townships.

If you are in Bismarck, stop by the State Capitol or call Kenny to see if he needs you to testify on some bills. Remember, the more people there, the more effective it is, so please try to help if needed.

The auction was a great success. *Thanks to everyone!* We were able to purchase a laptop computer for us during the legislative session and also at all meetings.

Kenny, with the help of Larry Syverson and their wives, have moved into the apartment in Bismarck.

Thanks a lot folks, with this I will close for now.

"Success is never final. Failure is never fatal. Courage is what counts."

—Sir Winston Churchill. Prime Minister of the UK, 1874-1965

## Secretary's Corner

Ken Yantes, Executive Secretary

#### 2007 Legislature In Session

Your State Association has located an office/apartment in Bismarck for the legislative session at 1115 North 1st Street. You can contact me by writing to this address, phone 701-250-5219 or e-mail: ken@ndtoa.com

This session promises to be a very busy one as we need to have many bills introduced to implement our policies adopted over the last four years. A list of this year's passed resolutions appears in this newsletter for your consideration.

Please make an effort to come to Bismarck and testify on behalf of those policies that your organization is working for. A phone call to me on Friday will tell you what's coming up in the committee hearing rooms the next week.

The proceeds of the auction at our 2006 annual



meeting went towards the purchase of a new laptop computer for use in the Legislative office this session. Board member Larry Syverson chaired the committee to purchase this new equipment. A printer, fax and scanner will be available in the NDTOA office for your use in preparation of written testimony to be given in committee hearings. Thank you, Larry, and auction participants for your generosity.

## Resolutions

#### RESOLUTION

WHEREAS: at the current time, the ND century code (58-03-14) limits the penalties (fines) of violation of zoning ordinances are limited to \$500.

AND WHEREAS: this amount is not adequate to enforce compliance of the individual(s) involved.

NOW THEREFORE BE IT RESOLVED THAT: the legislature raises the maximum amount of fines to up to \$2,000 per violation that will be levied on the landowners' tax bill.

#### RESOLUTION

WHEREAS: there is a general fund surplus and

WHEREAS: fuel prices, labor prices and construction costs have increased for townships,

NOW THEREFORE BE IT RESOLVED THAT: the NDTOA encourage the legislature to give four million dollars to the townships to be evenly distributed based on the miles of township roads to help ease the burden of the townships.

#### RESOLUTION

WHEREAS: the impact of the drought in much of the state and long term forecasts call for dry conditions to continue and worsen at least through 2011 and,

WHEREAS: a farm operator's income may become less than 50% of total income in a disaster year

THEREFORE BE IT RESOLVED THAT: the NDTOA seek to have legislation initiated to waive the percentage of income requirement for the farm home exemption for farm operators in counties that are declared disaster areas so those affected will not lose the exemption on their farm home. This will leave the maximum off farm income limit still in place.

#### RESOLUTION

WHEREAS: many counties that have commissioners elected at large have a majority of the commissioners from within city limits and,

WHEREAS: many issues on a township level are not being addressed,

THEREFORE BE IT RESOLVED: NDTOA support legislation to require that, after a study of the population of the county, counties elect commissioners by districts based on population instead of at large thus ensuring more representation for township issues and concerns.

#### RESOLUTION

WHEREAS: current bonding for townships is limited to 25% of total monthly balances for the previous 12 months and WHEREAS townships can maintain a fund of \$30,000 and

WHEREAS the townships need to be able to request a bond for the full amount of funds available,

NOW THEREFORE, be it resolved that the NDTOA support legislation to raise bonding levels for townships to a level equal to their funds.

#### RESOLUTION

WHEREAS: current compensation for township officers is \$20 per day with a cap of \$600 per year and,

WHEREAS: many township officers work more than 30 days per year on township business and

WHEREAS: the officers are not able to be compensated for those days worked exceeding the limit

NOW THEREFORE BE IT RESOLVED: that the NDTOA support legislation increasing the maximum compensation allowed to \$2500 per year based on \$20 per day.

#### RESOLUTION

WHEREAS: the ND Water Resource District Association approved the following resolution at its annual meeting held December 2005:

(The ND WR Districts supports)...

- Legislation to permit Water Resource
  Districts the authority to order the
  cleaning of road ditches where those
  ditches are the accepted routes for
  surface waters outletting into a natural
  or legal assessment drain, and the
  adjacent landowner or the applicable
  road authority refuses or is unable to
  perform said cleanout; and, supports
- 2. Legislation to permit Water Resource districts the authority to size and locate culverts in road openings which are not on the route of a legal assessment drain, but which road openings are within the area which contributes surface waters to such a drain.

And WHEREAS: the ND Water Resource Districts asks for the cooperation of the North Dakota Township Officers Association in seeking legislative support for the above resolution,

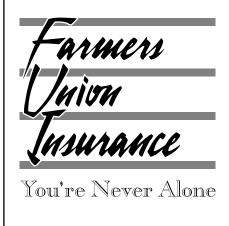
NOW THEREFORE: NDTOA resolves to cooperate with the North Dakota Water Resource Districts Association in its efforts in seeking the above legislation as long as the proposed changes do not result in extra costs or expense to the township affected.

District 3 Director Larry Syverson has been a great help to Ken Yantes as part of the legislative lobbying team.

#### URGENT MESSAGE FROM YOUR TREASURER

Some dues are still being sent to the prior treasurer. This is posing a problem. They are to be sent to: NDTOA Treas. Barb Knutson, 2600 236th St. NE, McKenzie, ND 58572. Any questions, e-mail me at barb@ndtoa.com or call 701-673-3198. Your help in this matter will be greatly appreciated.

Secondly, in order that we may serve you better, we must establish a list of all County Association Board members. This will be helpful in getting information to you that is important to all of us. Please submit these lists to Barb also, at the above address, or e-mail them to the above e-mail address. Communication is a big part of how effective we can be as a group. Thanks for your help. Barb



1-800-366-6338

# Which Hat Are We Wearing Today?

Township officials sometimes become involved with other governmental entities that may interact with the township and separating the threads can sometimes be a bit confusing. A question frequently heard on radio call-in shows when it's a caller's turn to speak is... "Is it me?" As funny as this sounds, it is a question NDIRF members should ask themselves when trying to determine the extent of their liability coverage.

Under a NDIRF member's liability coverage, "Me" (the NDIRF member) includes commissions, agencies, boards, districts or authorities under your supervision or control. It is important to determine which entities these are. This is not always easy as, over time, officials are replaced and organizational memory fades. To assist in determining "Is it me?" we have provided some examples below.

To start, we can agree that governmental entities can do many things. In some cases, different governmental entities may provide the same service and, in rare cases, they may bump heads in the attempt. Most important to our

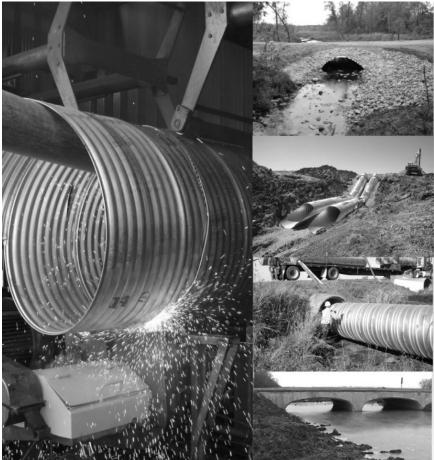
discussion here is to agree that one governmental entity cannot, at the same time, actually be another governmental entity. You and only be you! Agreed?

Over the years, the question "Is it me?" or "Is it someone else?" continues to pop up. Knowing the answer is very important in determining whether liability coverage will be provided under a NDIRF Liability Memorandum of Coverage. Following are some examples that hopefully will shed light on the issue:

• A city fire department cannot be a Rural Fire Protection District (RFPD). However, a RFPD can include the corporate limits of a city. In numerous cases, the city and RFPD chiefs and volunteer fire fighters are the same people and over time have begun to view themselves as one entity, say, the "city fire department." This will cause a problem for the RFPD if it does not have liability coverage but the city does. The RFPD may purchase its own liability coverage but, unless specifically added to the city coverage, is not provided liability coverage under the city.

- A park board appointed by a city council or commission is part of the city. A publicly elected park board is separate from the city. A publicly elected park board is not provided liability coverage under a city's coverage unless specifically added.
- A nonprofit corporation set up by officials of a governmental entity is not part of the governmental entity that those officials serve. Without discussing the validity of such an action unless provided for in statute, there is no coverage for the corporation unless specifically added to the governmental entity's liability coverage.

To determine whether another entity or any commissions, agencies, boards, districts or authorities are under your supervision or control, generally two questions will assist. First, is the duty of that entity's officials to your township or to itself? Second, do the board members of that entity serve at your leisure (can they be removed by you without cause)? If the answers are duty to itself (likely a separate entity) and do not serve at your leisure (likely a separate entity), we believe it is highly likely "It is not you."





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## The Country Lawyer

Thomas R. Moe, Attorney-at-Law



Our township owns a tractor and mower and a local contractor wants to rent it (for use in his business elsewhere, not in the township). Can we rent it to him, and what kind of a contract should we have with him?

A. The issue I have a concern about is insurance. Make sure the contractor has liability insurance and provides the township with a certificate of insurance from his insurance company. I would also want you to have a "hold harmless" clause in your contract with him wherein he (and his insurance policy) agrees to be responsible should an accident occur. Check with the township's insurance as well and make sure that you are allowed to rent out your equipment without jeopardizing your own coverage.

Our township maintains a long driveway to a group of houses. The driveway is not on a section line. Can we maintain this private road?

 $\Lambda$ . The magic word here is "private." If it is truly private, then the answer is no. But, has the township in effect made a "public" road out of this driveway, by maintaining it for several years? Is this "group" of houses in a subdivision and part of the developer's plat was for the driveway to be dedicated to the public? You probably need to do some research at the courthouse and in the township's minutes and see if you can shed some light on the situation. If you want to continue to maintain the driveway road and the landowners are agreeable, get an easement from them now (assuming one is not on record) and get it filed.

Many of our township residents are "snowbirds" and head south for the winter. We were thinking we would have

our township meeting sometime in December before everybody leaves. Nobody gets back here in time for the March meeting. The business items would all be the same anyway, whether we meet in December or March. Can we do this?

A. No. Now, you could certainly hold a special meeting in December (or at any other time for that matter), but the law is very clear— "electors shall assemble on the third Tuesday in March for the annual meeting of the township"—no exceptions! I suspect any business (i.e. budget, tax levy, election, etc.,) that you accomplished at a time other than in March would have no legal effect and probably would be void.

Our rural telephone company is putting in fiber optic lines and will be placing them in the township road ditches. If one of these lines gets cut, is the township liable for the damage?

 $\Lambda$ . It depends on what the agreement says. And I'm assuming you will have a written agreement with the telephone folks before they lay the cable. If they are not willing to enter into an easement agreement with the township, then tell them they can't lay the cable. Such an agreement should at a minimum discuss the very issue you speak of-namely that the telephone company will be responsible for maintenance of the line, that they will repair at their expense any damage that may happen to the road as the result of any maintenance of the line, and that they will hold the township harmless if the line is cut or damaged, (through no fault or act of the township).

"Give what you have to somebody, it may be better than you think."

> —Henry Wadsworth Longfellow, American Poet, 1807-1882

### NDTOA 2007 Standing Committee Members

The Legislative Committee Chairperson Joanne Abel Barb Knutson, Larry Syverson Ken Yantes, Steve Ginsbach

The Budget Committee Chairman Kerry Schorsch Chuck Thacker, Joanne Abel

The Audit Committee Chairman Larry Syverson Roger Olafson, Chuck Thacker

The Resolutions Committee Chairperson Joanne Abel Les Enockson, Larry Syverson, Kerry Schorsch, Dennis Rowe

**The Nominating Committee** Chairman, Kerry Schorsch Floyd Miller, Ralph Olson

The Awards Committee Chairman, Bob Forward Ken & Darleen Yantes

The Executive Secretary
Advisory Council
Chuck Thacker, Don Malcomb,
Joanne Abel, Barb Knutson

**The Parliamentary Committee** Chairman, Floyd Miller

The Education Committee Chairman, Tom Moe Mark Verke, Chuck Thacker, Ken Yantes

NATaT Directors Ken Yantes Steve Ginsbach, Alternate

The Convention Committee Chairperson, Barb Knutson Chuck Thacker, Ken Yantes, Don Malcomb

The Auction Committee Chairman, Don Malcomb

The Newsletter Committee Chairman Ken Yantes Darleen Yantes, Kathy Holte

The Membership Rolls
John Oxton, Steve Ginsbach,
Ken Yantes

The ACIR Chairman, Ken Yantes Steve Ginsbach

The Dues Committee Chairperson Barb Knutson Dennis Rowe

The Rules and By-Law Revision Co. Chairman Tom Moe Ken Yantes, Larry Syverson

## IRS Form 944 Explained

Below is a sample IRS Form 944, *Employer's Annual Federal Tax Return*, for small employers whose total annual employment tax liability is \$1,000 or less.

As introduced in the January 2006 *Grassroots Report*, the objective of Form 944 is to reduce burden on small employers by allowing certain employers to file one employment tax return per year (rather than quarterly), as well as pay the employment tax due with the return.

This form should be used by those employers whom the IRS notified in writing, around February 1, 2006, of the requirement to file Form 944.

The 2006 Form 944 is due to the IRS by January 31, 2007 for all wages and other compensation **paid** in 2006. If Form 944 line 9, total taxes after adjustment for advance EIC, is less than \$2,500, the employer may also pay their

total employment tax liability with their Form 944. Form 944-V, *Payment Voucher*, is included as part of the Form 944.

Those employers not notified by the IRS in February 2006 to file Form 944 should have continued to file Form 941, *Employer's Quarterly Federal Tax Return*, as applicable, for their employment tax liability. These employers may inquire about Form 944 eligibility for 2007 by calling the IRS at 1-800-829-0115 if they are not notified around February 1, 2007 of the requirement to file Form 944.

Form W-2, *Wage and Tax Statement*, is due to employees by January 31, 2007 and to the Social Security Administration, with Form W-3, *Transmittal of Wage and Tax Statements*, by February 28, 2007.

Elected and most appointed officials are considered to be employees of the

entity to which they are elected.

Form 1099-MISC, *Miscellaneous Income*, is due to independent contractors by January 31, 2007 and to the Internal Revenue Service with Form 1096, Annual Summary and *Transmittal of U.S. Information Returns*, by February 28, 2007.

The January 2006 article regarding Form 944 in the *Grassroots Report* as well as an updated township exercise and 2006 IRS forms can be downloaded from the North Dakota Township Officers Association website at www.ndtoa.com.

If you have any additional questions, please contact IRS FSLG Specialists Rhonda Kingsley at 701-239-5400, ext. 261 or Allyn Klaman at 701-227-0133.

Fam 944 for 2006: Employer's ANNUAL Federal Tax Return	790106		
Department of the Tossury — Internal Decorate Service  Employer identification number (EIN)	Who Must File Form 944	Name (not year looke recoe) Normal Township	Employer identification n 45-01
Name (not your trade name) Normal Township	You must file annual Form 944 instead of filing	Part 2: Tell us about your tax liability for 2005.	
	quarterly Forms 941 only if the IRS notified	13 Check one: 🗹 Line 9 is less than \$2,500. Go to Part 3.	
Trade name (it any) PO Box 100	you in writing.	Line 9 is \$2,500 or more, fill out your tax liability for each n	nonth.
Address Number Street Suite or room number		Jen. Apr.	Jul
Someplace ND 58000-0000		13a 13d 13g	
Only State ZIP code		Feb. May	Aug.
Read the separate instructions before you fill out this form. Please type or print within the box Part 1: Answer these questions for 2006.	es.	13b 13e Jun.	Seo.
1 Wages, lips, and other compensation	2,550 00	13c 13f 13f	
2 Total income tax withheld from wages, tips, and other compensation		Total liability for year (/\dd lines 13a through 13i). Total must equa  If you made deposits of taxes reported on this form, write the sta	
3 If no wages, tips, and other compensation are subject to social security or Medicare tax , 3	Check and go to line 5.	14 made your deposits OR write MU if you made your deposits in me	
4 Taxable social security and Medicare wages and tips:  Column 1 Column 2		Part 3: Tell us about your business. If question 15 does NOT apply to your	business, leave it blank.
4e Taxable social security wages 2,550 00 × .124 = 316 20		15 If your business has closed or you stopped paying wages	_
4b Taxable social security tips × .124 -		Check here and enter the final date you paid wages.	
4c Taxable Medicare wages & tips 2,550 00 × .029 = 73 95		Part 4: May we speak with your third-party designee?  Do you want to allow an employee, a paid tax preparer, or another person to discus	this art and the IDC2 IC.
4d Total social security and Medicare taxes (Column 2, lines 4a + 4b + 4c = line 4d) , , , 4d	390 15	for details.)	s this return with the IRS? (See
5 Total taxes before adjustments (lines 2 + 4d = line 5)	390 15	Yes. Designee's name	
6 TAX ADJUSTMENTS (Read the instructions for line 6 before completing lines 6a through 6f.):		Select a 5-digit Personal Identification Number (PIN) to use when talking to IRS.	
6a Current year's adjustments (See instructions) 6a		∐ No.	
6b Prior years' income tax withholding adjustments (See instructions, Atlach Form 941c.). 6b		Part 5: Sign here. You MUST fill out both pages of this form and SIGN it. Under penaltics of perjury, I declare that I have examined this return, including accom-	pansing schoolules and stateme
6c Prior years' social security and Medicare tax adjustments (See instructions, Attach Form 941c.) 6c		of my knowledge and belief, it is true, correct, and complete.	
6d Special additions to federal income tax (reserved use). Attach Form 941c		Sign your name here Alfred C Xmen	Print your name here Alfred C Xmer
6e Special additions to social security and Medicare taxes (reserved use). Attach Form 941c		name nere 777/j.c.a 071/mcm	Print your title here Clerk/Treasur
6f TOTAL ADJUSTMENTS (Combine all amounts: lines 6a through 6e.)	. 03	Date 01 / 31 / 07	Hest daytime phone ( 701
7 Total taxes after adjustments (Combine lines 5 and 6f.)	390 18	Part 6: For paid preparers only (optional)  If you were PAID to prepare this return and are not an employee of the business that is fi	Eno lhie valuro unu mas chomes
8 Advance earned income credit (EIC) payments made to employees		Paid Preparer's name	Preparer's SSN/PTIN
9 Total taxes after adjustment for advance EIC (line 7 - line 8 - line 9)	390 18	Paid Preparer's signature	Date /
10 Total deposits for this year, including overpayment applied from a prior year		Check if you are self employed.	LARIE
11 Balance due (if line 9 is more than line 10, write the difference here.) Make your check payable	390 18		
to the United States Treasury and write your EIN, Form 944, and 2006 on the check		Firm's name	Firm's FIN
12 Overpayment (If line 10 is more than line 9, write the difference here.) 12	Check one Apply to next return.	Address	
▶ You MUST fill out both pages of this form and SIGN it.	Send a refund. Next→	City	ZIP code

## NATaT Report

Your National Board of Directors met in San Antonio, Texas on December 10 and 11, 2006. This meeting's agenda was set for taking care of the national business of our membership.

The agenda included a comprehensive report from the Ferguson Group on legislative action in congress and future proposals to implement our national policies.

The meeting began with a call to order and a report from the nominating committee. This was followed by an election of new officers. Keith Hite of Pennsylvania was elected president and Jim Fischer of northern Minnesota was elected vice president.

The treasurer's report was carefully scrutinized by all board members. This report indicated that NATaT was in sound financial condition and was using the membership dues to provide services to the members and not carrying excessive funds in reserves. A budget for 2007 was discussed and approved which shows a small profit in NATaT's operation.

The Ferguson Group reported on their accomplishments for the last six months of 2006 and their projections for 2007. Each projected proposal was discussed and approved by the NATaT board members. The board was in agreement that legislative success was necessary for future organizational well being. Ken Yantes indicated that NATaT should pick

out an attainable goal and implement it. He suggested the payroll tax exemption plank should be this goal.

Monday, December 11, 2006 brought more discussion on federal platform issues.

Included were:

### 1. Local infrastructure and economic development

- a. The maintenance of township authority and control over our rights-of-way.
- b. The rewriting of the Farm Bill as it relates to the Rural Development Title for small communities.

#### 2. Public service volunteerism.

NATaT supports tax flexibility, exemptions and incentives for local public service volunteers who receive nominal compensation for their community service. (withholding taxes place an unreasonable burden on towns and township officers)

#### 3. Fair share of federal resources

- a. NATaT supports increased federal domestic funding for local transportation including rural roads and bridges, water, storm water and waste water infrastructure including small sewer and septic systems.
- b. NATaT opposes additional unfunded mandates on towns and townships.

### 4. First responders, homeland security and public safety

- a. NATaT supports increases in federal funding for first responders, FEMA disasters and The Fire Act Grant program.
- NATaT supports increases of federal funding through homeland security that would be used to protect our local public infrastructure, facilities and safety.
- NATaT would like to see homeland security grant procedures simplified for small community use.

For more on these and other national platform issues go to our national website: www.natat.org

Membership development was discussed and followed with a representative of the Texas Municipalities pledging to become a new member of NATaT with the 1,500 towns in their membership. They pledged legislative support of their congressmen for our platform issues and financial support to our treasury in the form of increased dues dollars.

Future meetings were discussed and the need to implement legislative proposals. Wisconsin, South Dakota and Minnesota indicated the need to act on North Dakota's recommendation to work to implement the payroll tax exemption for local officials.

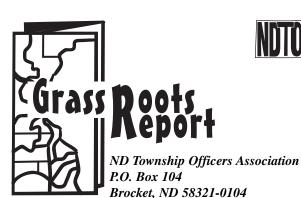
Ken read from the correspondence he had with ND Senator Conrad which indicated his interest in correcting the burdensome IRS rules by using legislation similar to the changes in the election workers bill that passed last year. There was a motion and a second to have the Ferguson Group seek implementation of this in Washington. The motion carried unanimously.

Matt Ward, of the Ferguson Group, took charge of the documentation prepared by Ken and Senator Conrad for use in the next successful implementation of our policy.

February 27-29, 2007 is our next meeting in Washington, D.C. The proposal of a June board meeting was discussed and canceled. The September legislative conference is planned and approved for September 4, 5 and 6, 2007 in Washington, D.C.







**PRESORTED** STANDARD US POSTAGE PAID MINOT, ND PERMIT NO 284



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