#### Agenda for the 55th Annual Meeting of the

#### NORTH DAKOTA TOWNSHIP OFFICERS ASSOCIATION

Ramada Inn, 1400 East Interchange Avenue, Bismarck, North Dakota December 6<sup>th</sup> & 7<sup>th</sup> 2021

To request the Zoom link for these meetings please see the bottom of the page.

#### **Monday Morning Session – (Heritage Ballroom)**

Monday morning registration will begin at 7:30; the session will begin at 8:15

- 8:15 President Lee Brandvold Welcome & Introductions
- 8:30 Bill Panos ND DOT Director Township funding and Grants
- 9:30 Joe Morrissette State Revenue Forecast Prairie Dog Funding Infrastructure Bill
- 10:30 Break
- 10:45 ND DES: Justin Messner, Brent Kahl FEMA Disaster Procedures in Townships
- 11:15 Tim Horner & Alan Dybing UGPTI Gravel Road Survey.
- 11:45 Amber Boeshans NDLA -- Animal Agriculture.

#### Monday Awards Luncheon – (Assembly Room)

- Grassroots Government Leadership Award presentation
- President's Award presentation

#### Monday Afternoon Business Meeting – 1:00 PM (Heritage Ballroom)

#### Monday Banquet: (Assembly Room)

No Host Social 5:00 PM - Banquet 6:00 PM

- President Lee Brandvold & Todd Weber, Legislative Committee Chair Legislator of the Year Award.
- ND Livestock Alliance & ND Department of Environmental Quality Zoning & Animal Ag

#### **Tuesday Morning Workshop Session – (Heritage Ballroom)**

Tuesday morning registration will begin at 7:30; the session will begin at 8:00

- 8:00 President Lee Brandvold Opening
- 8:15 Annique M. Lockard ND Assistant Attorney General Open Meetings & Records
- 9:15 Linda Svihovec Research Assistant ND Association of Counties Forms Budgets Levies Mills
- 10:15 Break
- 10:30 Bryon Fuchs NDDOT Local Government Division Township Disaster Grants SB 2012
- 11:00 Dale Heglund NDLTAP Road Soft-Spot Repair\*, Narrow Road Blading, Ag Based Dust Suppressant
   \*Scott Whaley Tensar Corporation via Zoom
- 11:30 Ask an Expert:

Dale Heglund – NDLTAP – roads and signs etc.

Bryon Fuchs – NDDOT – state / township / county / tribe issues

Mark Verke – NDIRF – liability issues & sign requirements

Tom Moe – township laws

Safe travels as you return home. Thank you for joining us for this convention!

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

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#### NORTH DAKOTA TOWNSHIP OFFICERS ASSOCIATION

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1:00PM Business Meeting

- a. Call to Order
- **b.** Roll of Counties Present
- **c.** Rules of Operation
- d. Consideration of Presented Minutes
- e. Treasurer's Report Barb Knutson
- f. President's Report Lee Brandvold
- g. Executive Secretary's Report Larry Syverson
- h. Audit Committee Report Roger Olafson
- i. Budget Committee Report Lee Brandvold
- j. Act on Proposed Budget
- k. Old Business:
- New Business: I.

Amendment to the constitution

- **m.** Resolutions:
- **n.** Elections:
  - President & Vice President
  - Directors for Districts 1.3 and 5
- o. Thomas Moe NDTOA Attorney's report and discussions.
- p. Adjournment





NDTOA gratefully acknowledges the generous support of this 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.

To request a Zoom link please email: <a href="mailto:larry.ndtoa@gmail.com">larry.ndtoa@gmail.com</a> with "Zoom Link" as subject

## Proposed Rules for the 55th Annual Convention of the NORTH DAKOTA TOWNSHIP OFFICERS ASSOCIATION

Ramada Inn, 1400 East Interchange Avenue, Bismarck, North Dakota December 6th & 7th 2021

The Rules and Policy Committee recommends the following rules and moves they be adopted:

- 1. Officers of townships that have paid dues to NDTOA are allowed to vote with a maximum of two votes per county (townships with in the same county may have to caucus from time to time to select voters).
- 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 the issue has been covered.
- 5. Members shall call out their county name when moving or seconding.

#### **Courtesy to other attendees:**

Please do not speak unless recognized by the Chair.

Please silence your cell phone.

Please move conversations out to the hallway and away from the door.

Please use a microphone if one is available.

Please check out the exhibits; these people have invested a lot of time to bring their message for our benefit. Some have paid to be here, make it worth their while.

### DRAFT MINUTES of the 54th Annual Meeting of the NORTH DAKOTA TOWNSHIP OFFICERS ASSOCIATION

#### Held via Zoom video teleconference December 7, 2020

President Lee Brandvold called the business meeting to order at 1:30 PM.

Lee went over the rules and voting procedures that will be followed for this meeting.

He introduced the members of the state board and those that would be presenting during the meeting.

Larry Syverson reported that 130 had pre-registered for the meeting.

Lee read the special rules for the convention:

#### Consideration of Emailed Minutes of the 53rd Annual Meeting.

President Brandvold asked if there were any additions or corrections to the minutes that had been distributed by email to all that had pre-registered.

There being no additions or corrections offered, he declared that the minutes of the 53rd Annual Meeting stand approved as presented.

**Treasurer's Report** - Barb Knutson presented an emailed report of association finances as of October 31, 2020. She reported income for the year of \$166,044.31 expenses were \$161,009.88 for a net gain of \$5034.43. Total of assets at year-end were \$234,558.11.

Barnes moved to approve the Treasurer's Report; Williams seconded the motion; the motion carried.

**Audit Committee Report** – Roger Olafson, committee chairman gave the audit report. The bank statements matched the association books and records.

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

**Budget Committee Report** – Vice President Todd Weber presented the proposed budget for 2020-2021. Income forecast is \$159,200 and proposed expenses are \$158,110; with an anticipated positive cash flow of \$1,090 for the year. Todd stated that since this convention is only on Zoom we will not have the usual convention expense or sponsorship contributions so both income and expense will be less.

Burleigh moved to adopt the proposed budget for 2020-2021; Ward seconded; the motion carried.

Old Business: none New Business:

**NATaT (National Association of Towns and Townships) membership**: ND has been an associate member for three years at reduced dues of \$1,000. That deal is now expiring and we have been invited to become full voting members; the full dues are calculated from the number of townships in several population classes, full dues for ND would be \$2,337.

Pembina moved to become full members of NATaT; Hettinger seconded; the motion carried.

**NDTOA position on Transportation issues:** The ND Transportation Coalition (of which NDTOA is a member) has asked us to take positions on these nine issues so they can develop coalition policy for the coming legislative session. Does NDTOA support?

- 1. Gas tax increase.
- 2. A percentage of motor vehicle excise tax going to Highway Fund.
- 3. Increase registration fees.
- **4.** Use a part of Legacy Fund Earnings for infrastructure investments. (NDTOA resolution of support 2019)
- **5.** Bonding for infrastructure investments.
- **6.** Utilizing Oil Tax revenue for infrastructure investments.
- 7. Using General Fund money to meet Federal match (last option).
- 8. Infrastructure Revolving Loan Fund for transportation investments.
- 9. Reauthorization of the Federal Highway Bill.

<u>Traill moved to support: 1, 2, 4, 5, 6, 7, & 8; oppose #3; and take no position on #9; Barnes seconded; the motion passed 37 yes 27 no.</u>

### DRAFT MINUTES of the 54th Annual Meeting of the NORTH DAKOTA TOWNSHIP OFFICERS ASSOCIATION

#### Held via Zoom video teleconference December 7, 2020

<u>Traill moved to reconsider the previous action whereby the motion on NDTOA positions for Transportation issues was passed; Williams seconded; this motion passed.</u>

Richland moved to vote on each transportation issue separately; Walsh seconded; the motion passed.

A poll was put on the screen which listed each item separately.

The poll results were:

- **1. Support** (Gas tax increase.)
- 2. Support (A percentage of motor vehicle excise tax going to Highway Fund.)
- **3. Oppose** (Increase registration fees.)
- 4. NDTOA resolution of support 2019 (Use a part of Legacy Fund Earnings for infrastructure investments.)
- **5. Support** (Bonding for infrastructure investments.
- **6. Support** (Utilizing Oil Tax revenue for infrastructure investments.)
- 7. Support (Using General Fund money to meet Federal match (last option).
- **8. Support** (Infrastructure Revolving Loan Fund for transportation investments.)
- **9. Support** (Reauthorization of the Federal Highway Bill.)

#### Election of Directors for Districts 2, 4, & 6:

The procedure for nominations for district director positions was published in the *Grassroots Report*; it stipulated that nominations must be submitted in writing to the Executive Secretary by November 20, 2020.

The nominating committee nominated the incumbent directors: for District 2, Richard Lynne; District 4, Leon Monke; District 6, Tim Geinert.

No other nominations were received.

President Brandvold declared the incumbents re-elected.

#### Awards:

**Legislator of the Year** – Representative Chet Pollert, of Carrington, for his support of townships throughout his several sessions in the legislature.

**Meritorious Service Award** – Ralph Olson - "For your many years of practicing and promoting the efficiencies of Grassroots Government with skill and common sense. Your dignified approach is recognized and well respected by your peers at all levels of Township Government. Not only has your service been beneficial to your township, it is also beneficial to fellow rural residents throughout the state"

#### Mountrail moved to adjourn; second by LaMoure. The motion carried.

President Brandvold declared the Business Meeting of the 54thAnnual Convention of North Dakota Township Officers Association adjourned .

Respectfully Submitted,

Larry A Syverson

NDTOA Executive Secretary

## GRASS ROOTS EPORT

**FALL 2020** 

The Official Newsletter of the ND Township Officers Association

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## 2020 ANNUAL MEETING to be held ONLINE ONLY

By Larry Syverson

In the interest of safety the NDTOA Board of Directors has decided to hold a short online business meeting this year rather than the usual convention. The business meeting will be held December 7<sup>th</sup> 2020 beginning at 1:00 PM CST, using the Zoom Internet platform.

The agenda will include the financials and the election of three district directors. Most other reports and actions will be tabled until the 2021 Annual Meeting.

The meeting is open to any member township at no cost, however pre-registration is required. To register, please contact Larry Syverson (larry.ndtoa@gmail.com).

Your name, phone number, email address, as well as your township and county names are needed; the access codes will be sent out before the meeting to those pre-registered.

The deadline for pre registrations is December 5<sup>th</sup> at 5:00 PM CST.

After the business is completed NDTOA Attorney Thomas Moe will give a presentation and will be available for some questions and answers.

We are also lining up a few more presenters to add to the short online program, please check the website for further developments.

#### Elections for Three District Directors to be held During Online Business Meeting

Director positions for Districts 2, 4 and 6 are up for election this year (see district map in this issue). The incumbents are eligible for reelection. Currently, District 2 is represented by Richard Lynne, District 4 by Leon Monke, and District 6 by Tim Geinert.

The nominations committee has listed the incumbents for reelection; should anyone else wish to be on the ballot their name must be submitted to:

Larry Syverson (<a href="mailto:larry.ndtoa@gmail.com">larry.ndtoa@gmail.com</a>) by **November 20, 2020**. To be

eligible for election a candidate must be an elected officer of a member township within the given district.

**District 2** consists of the following counties: Benson, Eddy, Foster, McHenry, Pierce, Ramsey, Rolette, Towner and Wells.

**District 4** consists of the following counties: Adams, Bowman, Billings, Dunn, Golden Valley, Grant, Hettinger, Mercer, Morton, Oliver, Sioux, Slope and Stark.

**District 6** consists of the following counties: Barnes, Cass, Dickey, LaMoure, Ransom, Richland and Sargent.

Meeting registrations and nominations may also be sent by mail to: NDTOA; 465 150<sup>th</sup> Ave NE; Mayville, ND 58257 but must be received by the deadlines listed.



### North Dakota Township Officers Association Profit & Loss Prev Year Comparison November 2020 through October 2021

	Nov '20 - Oct 21	Nov '19 - Oct 20	\$ Change	% Change
Ordinary Income/Expense				
Income	20.075			100.00/
Advertising	0.00	510.00	-510.00	-100.0%
Hand Book	135.00	525.00	-390.00	-74.3%
Interest earned	624.79	2,424.52	-1,799.73	-74.2%
Membership dues			7.400.00	4.9%
Organized	151,880.00	144,750.00	7,130.00	
Unorganized	14,750.00	10,375.00	4,375.00	42.2%
Total Membership dues	166,630.00	155,125.00	11,505.00	7.4%
Miscellaneous Income				
Adjustments	0.00	266.80	-266.80	-100.0%
Association Shirts	0.00	585.35	-585.35	-100.0%
Conferment Check	285.00	145.00	140.00	96.6%
Postage	25.00	126.00	-101.00	-80.2%
Wep Page link set up	100.00	0.00	100.00	100.0%
Miscellaneous Income - Other	0.00	355.00	-355.00	-100.0%
<b>Total Miscellaneous Income</b>	410.00	1,478.15	-1,068.15	-72.3%
State Convention				
Booth Registration	1,000.00	300.00	700.00	233.3%
Registration	0.00	3,464.00	-3,464.00	-100.0%
Reimbursement	0.00	10.00	-10.00	-100.0%
Sponsorship	0.00	2,500.00	-2,500.00	-100.0%
<b>Total State Convention</b>	1,000.00	6,274.00	-5,274.00	-84.1%
Total Income	168,799.79	166,336.67	2,463.12	1.5%
Gross Profit	168,799.79	166,336.67	2,463.12	1.5%
Expense				
Advocacy Group				
Membership	0.00	1,000.00	-1,000.00	-100.0%
Total Advocacy Group	0.00	1,000.00	-1,000.00	-100.0%
Board Meeting Exp				~~~
Lodging	178.98	0.00	178.98	100.0%
Meals	0.00	204.05	-204.05	-100.0%
Meeting Room & Meals	273.61	798.44	-524.83	-65.7%
Total Board Meeting Exp	452.59	1,002.49	-549.90	-54.9%
Board Member Mileage	3,498.32	8,212.22	-4,713.90	-57.4%
- Company Survey and Survey Co. ( )				

## North Dakota Township Officers Association Profit & Loss Prev Year Comparison

November 2020 through October 2021

	Nov '20 - Oct 21	Nov '19 - Oct 20	\$ Change	% Change
Daily Compensation Director Daily Fees Officer Daily Fee Daily Compensation - Other	5,445.00 2,392.50 0.00	5,295.00 2,447.50 220.00	150.00 -55.00 -220.00	2.8% -2.3% -100.0%
Total Daily Compensation	7,837.50	7,962.50	-125.00	-1.6%
Hand Book Expense	0.00	2,500.00	-2,500.00	-100.0%
Insurance Auto Liability Insurance ND Job Service Work Comp	110.00 574.00 52.45 250.00	110.00 574.00 79.96 250.00	0.00 0.00 -27.51 0.00	0.0% 0.0% -34.4% 0.0%
Total Insurance	986.45	1,013.96	-27.51	-2.7%
Interum Committee Meeting	0.00	0.00	0.00	0.0%
Total Interum Committee	0.00	0.00	0.00	0.0%
Legislative Exp Badges Electric Legislator Books	100.00 291.45 157.20	0.00 273.42 0.00	100.00 18.03 157.20	100.0% 6.6% 100.0%
Meals Rent Legislative Exp - Other	436.44 7,485.00 36.80	142.49 7,440.00 0.00	293.95 45.00 36.80	206.3% 0.6% 100.0%
Total Legislative Exp	8,506.89	7,855.91	650.98	8.3%
Lodging Mailing List Meals Mileage	180.20 7,300.00 0.00 0.00	0.00 7,100.00 0.00 368.00	180.20 200.00 0.00 -368.00	100.0% 2.8% 0.0% -100.0%
Miscellaneous Expense Association Shirts Awards Memorials Name Tages ND Sec of State Other Promotional Items	0.00 185.00 109.11 0.00 35.00 0.00	585.35 378.25 100.00 56.18 60.00 0.00 839.15	-585.35 -193.25 9.11 -56.18 -25.00 0.00 -839.15	-100.0% -51.1% 9.1% -100.0% -41.7% 0.0% -100.0%
Miscellaneous Expense - Other  Total Miscellaneous Expense	59.40 388.51		59.40 	100.0% 
Total Miscellaneous Expense	330.01	2,5.5.00	.,555.12	30.070

## North Dakota Township Officers Association Profit & Loss Prev Year Comparison

November 2020 through October 2021

	Nov '20 - Oct 21	Nov '19 - Oct 20	\$ Change	% Change
NATAT				*
Dues	2,336.80 0.00	0.00 1,000.00	2,336.80 -1,000.00	100.0% -100.0%
NATAT - Other		1,000.00		
Total NATAT	2,336.80	1,000.00	1,336.80	133.7%
Newsletter				
Editor	1,425.00	1,925.00	-500.00	-26.0%
Production	7,116.59	14,364.86	-7,248.27	-50.5% 1.9%
Returns-Postage	58.85	57.75	1.10	1.9%
Total Newsletter	8,600.44	16,347.61	-7,747.17	-47.4%
Office Expense				
Office Equipment	0.00	0.00	0.00	0.00/
Sound System	0.00 0.00	0.00 287.99	0.00 -287.99	0.0% -100.0%
Office Equipment - Other		207.99	-201.99	-100.078
Total Office Equipment	0.00	287.99	-287.99	-100.0%
Office Supplies	844.98	397.99	446.99	112.3%
Postage and Delivery	1,455.44	453.59	1,001.85	220.9%
Technology				
Intuit	967.33	565.48	401.85	71.1%
Quickbooks	0.00	338.46	-338.46	-100.0%
White Pages	179.91	-14.33	194.24	1,355.5%
Technology - Other	24.21	0.00	24.21	100.0%
Total Technology	1,171.45	889.61	281.84	31.7%
Telephone	1,046.20	1,144.93	-98.73	-8.6%
Total Office Expense	4,518.07	3,174.11	1,343.96	42.3%
Payroll Expenses	6,829.23	7,019.09	-189.86	-2.7%
President	0.000.00	2.700.00	100.00	3.7%
Wages	2,800.00	2,700.00	100.00	3.7%
Total President	2,800.00	2,700.00	100.00	3.7%
Professional Fees Accounting	315.55	0.00	315.55	100.0%
Legal	405.00	0.00	165.00	100.0%
Daily Rate	165.00	0.00	165.00 200.00	100.0% 3.7%
Legal - Other	5,600.00	5,400.00	200.00	3.1%
Total Legal	5,765.00	5,400.00	365.00	6.8%

## North Dakota Township Officers Association Profit & Loss Prev Year Comparison

November 2020 through October 2021

	Nov '20 - Oct 21	Nov '19 - Oct 20	\$ Change	% Change	
Web Page	432.80	423.19	9.61	2.3%	
Total Professional Fees	6,513.35	5,823.19	690.16	11.9%	
Secretarial Expense					
Wages	63,733.40	61,560.00	2,173.40	3.5%	
Total Secretarial Expense	63,733.40	61,560.00	2,173.40	3.5%	
State Convention Expense					
Door Prizes	0.00	377.93	-377.93	-100.0%	
Lodging	0.00	1,919.40	-1,919.40	-100.0%	
Meals	0.00	4,436.45	-4,436.45	-100.0%	
Speakers	0.00	300.00	-300.00	-100.0%	
Zoom Licence	70.06	0.00	70.06	100.0%	
State Convention Expense - Other	2,000.00	0.00	2,000.00	100.0%	
<b>Total State Convention Expense</b>	2,070.06	7,033.78	-4,963.72	-70.6%	
Technical Assistance-NDLTAP	2,500.00	2,500.00	0.00	0.0%	
Treas. Expense				2 724	
Wages	7,600.00	7,400.00	200.00	2.7%	
Total Treas. Expense	7,600.00	7,400.00	200.00	2.7%	
Workshops		-	v victoria de la		
Card & Postage	0.00	455.00	-455.00	-100.0%	
Daily rate	0.00	2,750.00	-2,750.00	-100.0%	
Dining	0.00	869.58	-869.58	-100.0%	
Lodging	0.00	2,603.51	-2,603.51	-100.0%	
Lunch	0.00	175.00	-175.00	-100.0%	
Meeting Room	0.00	550.00	-550.00	-100.0%	
Workshops - Other	0.00	15.00	-15.00	-100.0%	
Total Workshops	0.00	7,418.09	-7,418.09	-100.0%	
Total Expense	136,651.81	161,009.88	-24,358.07	-15.1%	
Net Ordinary Income	32,147.98	5,326.79	26,821.19	503.5%	
Net Income	32,147.98	5,326.79	26,821.19	503.5%	

## North Dakota Township Officers Association Balance Sheet Prev Year Comparison

As of October 31, 2021

	Oct 31, 21	Oct 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Citizens State Bank - CD #22	28,050.21	27,882.91	167.30	0.6%
Citizens State Bank - CD #23	12,162.19	12,089.65	72.54	0.6%
Dak Comm CD #21	5,467.54	5,423.37	44.17	0.8%
Dak Comm CD #22	5,467.54	5,423.37	44.17	0.8%
Dakota Community Bank	215,369.61	183,553.17	31,816.44	17.3%
Total Checking/Savings	266,517.09	234,372.47	32,144.62	13.7%
Other Current Assets		A Consideration		
Cash	353.00	353.00	0.00	0.0%
Undeposited Funds	0.00	125.00	-125.00	-100.0%
<b>Total Other Current Assets</b>	353.00	478.00	-125.00	-26.2%
Total Current Assets	266,870.09	234,850.47	32,019.62	13.6%
TOTAL ASSETS	266,870.09	234,850.47	32,019.62	13.6%
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities				
Payroll Liabilities	345.00	331.00	14.00	4.2%
Federal Income Tax	345.00 177.12	197.40	-20.28	-10.3%
Medicare Company	178.52	198.80	-20.28	-10.2%
Medicare Employee	757.34	844.09	-86.75	-10.3%
Social Security Company	761.80	848.55	-86.75	-10.2%
Social Security Employee State Income Tax	82.05	79.05	3.00	3.8%
Payroll Liabilities - Other	68.70	0.00	68.70	100.0%
Payron Liabilities - Other		0.00		100.070
Total Payroll Liabilities	2,370.53	2,498.89	-128.36	-5.1%
<b>Total Other Current Liabilities</b>	2,370.53	2,498.89	-128.36	-5.1%
<b>Total Current Liabilities</b>	2,370.53	2,498.89	-128.36	-5.1%
Total Liabilities	2,370.53	2,498.89	-128.36	-5.1%
Equity				
Opening Bal Equity	35,595.72	35,595.72	0.00	0.0%
Retained Earnings	196,755.86	191,429.07	5,326.79	2.8%
Net Income	32,147.98	5,326.79	26,821.19	503.5%
Total Equity	264,499.56	232,351.58	32,147.98	13.8%
TOTAL LIABILITIES & EQUITY	266,870.09	234,850.47	32,019.62	13.6%

	A	F	G	Н	1	1	К	1	М	N	0	Р
1	<u> </u>	2016-2017	2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021	2021-2022	
-	INCOME:	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Proposed	Changes
	Advertising	0		0		510	_	510	600	71010.0	600	
	Booth Registration	0	0	0	150	150	150	0	0		150	
	Handbook Income	575	1,200	935	1,000	163	1,000	880	1,000	135	500	
6	Interest Earned	229	250	611	600	1,321	1,000	2,257	2,000	625	650	
7	Membership Dues	147,200	148,000	155,625	148,000	147,499	150,000	144,625	148,000	151,880	148,000	
8	Unorganized Twp	7,750	7,000	13,375	7,000	12,375	10,000	10,375	7,000	14,750	10,000	
9	Miscellaneous Income	334	600	679	600	68	600	856	600	410	600	
10	Sponsorship	850	2,500	2,075	2,500	2,000	2,500	2,500	0		1,000	
11	State Convention	3,048	3,200	2,679	3,200	3,486	3,200	3,774	0	1,000	500	
12	Workshop Income	0	0	50	0	0	0	0	0		0	
13	TOTAL INCOME	159,986	163,350	176,029	163,650	167,571	169,050	165,778	159,200	168,800	162,000	162,000
14	EXPENSES:											
15	Advocacy Group Membership							1,000	200	0	200	
16	Board Meeting Expense	2,025	2,000	826	1,200	2,222	1,500	1,002	600	453	700	
17	Commission	0	150	0	150	0		0	150	0	150	<u> </u>
18	Officers Daily Fee	2,420	3,500	2,200	3,000	2,530	3,000	2,448	3,000	2,393	3,000	
19	Director Fees	7,725	7,500	5,005	7,500	7,013	7,500	5,295	7,500	5,445	7,500	
20	Hand Book Expense	0	3,000	2,500	500	0	2,500	2,500	0	0	2,500	
21	Insurance											
22	Auto Insurance	99	100	110	110	110		110	110	110	110	
23	Liability Insurance	489	550	574	600	574	600	574	600	574	600	ļ
24	Work Comp	201	300	250	250	250	250	250	250	250	250	
25	Job Service	283	300	304	320	181	320	80	250	52	100	ļ
	Legislative Expense	11,660	9,000	8,233	12,500	9,240	8,500	7,856	10,000	8,507	10,000	
27	Dir of Intergov. Rel					0						
	Lodging	366	500	537	600	83		0	600	180	600	
	Mail List Upkeep	6,200	6,400	6,450	6,600	6,600	7,100	7,100	7,300	7,300	7,300	
	Meals	127	250	205	250	0			250	0	250	
_	Mileage	8,756	9,000	10,721	9,000	11,032	10,000	8,580	6,000	3,498	6,000	
	Miscellaneous	264	1,000	1,801	1,250	350	1,000	2,019	1,000	389	1,000	
_	Multi State Meeting	5,517	2,500	3,138	3,200	4,966	4,500	0	5,000		5,000	
34	NATAT	0	0	1,000	1,000	1,000	1,000	1,000	2,350	2,337	2,350	i

	A	F	G	Н	I	J	K	L	М	N	0	Р
1		2016-2017	2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021	2021-2022	
35	EXPENSES (continued)	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Proposed	Changes
36	Newsletter	11,778	16,000	15,945	16,000	12,402	16,000	16,348	17,000	8,600	17,000	
37	Office Equipment	0	500	0	500	0	500	288	500		500	
38	Office Expense											
39	Supplies	104	200	34	200	386	200	398	300	845	500	
40	Postage & Delivery	322	500	361	500	269	500	454	500	1,455	1,000	
41	Telephone	1,562	1,500	1,090	1,200	1,223	1,200	1,145	1,200	1,046	1,200	
42	Technology	336	380	519	600	621	600	890	600	1,171	1,000	
43	Payroll Expenses	6,210	6,500	6,173	6,500	6,502	6,800	7,019	7,000	6,829	7,000	
44	President Wage	2,500	2,600	2,600	2,700	2,700	2,700	2,700	2,800	2,800	3,000	
45	Printing & Reproduction											
46	Professional Fees											
47	Accounting	707	500	740	750	278	750	0	750	316	500	
48	Legal Fees	4,800	4,900	5,100	5,250	5,250	5,400	5,600	5,600	5,600	5,800	
49	Legal:Daily Rate	440	1,200	1,320	1,000	770	1,000	220	1,000	165	1,000	
50	Web Page Main.	359	500	196	500	515	600	423	600	433	750	
51	Tech Assistance-NDLTAP	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
52	Secretary Expense/wage	55,938	55,680	53,080	57,360	59,400	62,400	61,560	64,000	63,733	64,000	
53	Health Benefits	0		0		0						
54	State Convention Expense	7,520	6,500	6,713	7,000	7,355	7,000	7,034	1,000	2,070	7,000	
55	Treasurer Expense	6,400	6,600	6,550	6,750	6,750	7,400	7,400	7,600	7,600	7,600	
57	Workshop Expense	0	9,000	7,576	0	0	8,000	7,418	0	0	8,000	
58	TOTAL EXPENSES	147,609	161,610	154,351	157,340	153,072	172,430	161,210	158,110	136,651	175,960	175,960
59												
60	SURPLUS/(DEFICIT)	12,378	1,740	21,678	6,310	14,499	(3,380)	4,568	1,090	32,149	(13,960)	(13,960)

## Actions of the 55th Annual Meeting of the NORTH DAKOTA TOWNSHIP OFFICERS ASSOCIATION

Ramada Inn, 1400 East Interchange Avenue, Bismarck, North Dakota December 6<sup>th</sup> & 7<sup>th</sup> 2021

#### **Proposed Constitution Change**

The NDTOA Board of Directors has recommended and moves the following change to Article 3 of the Constitution. Insert after second sentence: "The Board of Directors shall have the power to allow attendance by electronic means." And, add as last sentence: "The Board of Directors shall have the power to allow voting by electronic means."

#### Article III

"The membership of this association shall consist of Township Officers of the State of North Dakota for the townships which have paid the membership dues hereinafter provided for. The association shall meet annually in December.

The Board of Directors shall have the power to allow attendance by electronic means. The Quorum for said meeting shall be the number of members present at that time. If a county township association has not designated two members to represent and vote on behalf of the county association, then and in that event those members present at the annual meeting shall meet with and caucus with other members from their same county of residence for the purpose of designating two (2) members to represent and vote on any issue presented at the annual meeting. Each county's caucus shall have two (2) votes. The Board of Directors shall have the power to allow voting by electronic means."

This change will be voted on at the Monday afternoon business meeting of the convention December 6, 2021. If passed, the change will empower the Board of Directors to allow Township Officers to attend an annual meeting remotely and to vote in any election at that meeting. Subject to all other restrictions on voting.



### **Year in Review and Legislative Updates**

#### **Transportation**

NATaT had four priorities in the surface transportation reauthorization, which was included in the recently passed Infrastructure Investment and Jobs Act (IIJA).

Enact a six-year surface transportation bill that directs more federal funds to towns and townships and allows those funds to be used on local roads.

While the bill is a five-year authorization, it still allows for the stability NATaT desires by requesting a six-year bill. There are several programs included in the bill that would get more federal transportation funds directed to towns and townships.

Prior to passage of the IIJA, Federal transportation funds could not be used for projects on roads functionally classified as local roads. NATaT, individually, worked with Rep. Angie Craig's office to introduce a bill that would allow communities with populations under 5,000 to use federal funds on local roads. That bill was included in the transportation authorization bill (which is in the bipartisan infrastructure package awaiting a House vote). Current bill language allows communities with a population under 50,000 to access funds for local roads, but we are working to keep that population limit at status quo – 5,000 or less. This is the first time EVER that federal transportation dollars can be used for local road maintenance and related projects.

The IIJA increases Transportation Alternatives (TA) funding, setting it at 10% of total STBG funds each fiscal year. It also increases from 50% to 59% the portion of TA funds that must be suballocated to areas of the State based on population. Regarding the Federal share, the law:

- 1. provides for a Federal share up to 100%;
- 2. allows Highway Safety Improvement Program funds to be used toward the non-Federal share; and
- 3. allows non-Federal share requirements to be met on an aggregate basis instead of by project.

There is a new set aside for projects in rural areas. Not more than 15 percent of a state's STBG allocation can be used for eligible STBG projects on local roads, rural minor collectors, ice roads, or seasonal roads. Funds can be used for maintenance of these roads, and up to 5% for certain barge landing, dock and waterfront infrastructure projects.

Finally, IIJA created a new rural surface transportation grant program to provide grants, on a competitive basis, to eligible entities to improve and expand the surface transportation infrastructure in rural areas. The goals of the program include increasing connectivity, improving the safety and

reliability of the movement of people and freight, and generating regional economic growth and improving quality of life.

#### Increase federal assistance for off-system bridges.

The law creates a new formula program with increased funds (\$27.5B) for the bridge program and increases the off-system bridge set-aside from 15 percent of the state's total bridge allocation in fiscal year (FY) 2009 to 20 percent of that allocation. It also changes the definition of "off-system bridge" to a highway bridge *or low water crossing* located on a public road, other than a bridge *or low water crossing* on a Federal-aid highway.

IIJA creates a new grant program funded at \$9.2B to assist state, local, federal, and tribal entities in rehabilitating or replacing bridges, including culverts, and eligibility for large projects and bundling of smaller bridges. Under this program, the minimum grant amount for a large project is not less than \$50 million; and the minimum grant amount for any other eligible project is \$2.5 million.

IIJA also made changes to the National Highway Performance Program by adding new eligible projects, one of which is protective features (related to mitigating risk of recurring damage or the cost of future repairs from extreme weather events, flooding, or other natural disasters) on Federal-aid highways and off-system bridges.

Ensure that any move to a vehicle-miles traveled (VMT) fee to help fund transportation infrastructure considers the lack of transportation alternatives for rural communities.

The IIJA establishes a pilot program to demonstrate a national motor vehicle per-mile user fee. In carrying out the pilot program, the Secretary, in coordination with the Secretary of the Treasury, shall provide different methods that volunteer participants can choose from to track motor vehicle miles traveled, solicit volunteer participants from all 50 States, the District of Columbia, and the Commonwealth of Puerto Rico, ensure an equitable geographic distribution by population among volunteer participants, and include commercial vehicles and passenger motor vehicles.

#### Restrict the flow of larger, heavier trucks on our roads and bridges.

There are no provisions included in the bill that would lift weight and/or length restrictions in any NATaT member state or the National Interstate Highway System as a whole.

#### **IIJA Follow Up**

On December 1<sup>st</sup>, the Federal Highway Administration (FHWA) issued a Request for Information asking for comments on (i) Potential opportunities and challenges for implementing new IIJA programs; (ii) potential opportunities and challenges for implementing existing programs modified by the IIJA; (iii) solutions or suggestions as to how FHWA might implement the IIJA; (iv) necessity for additional guidance, FAQs, or program changes; and (v) areas requiring new and continued research.

This RFI gives NATaT the opportunity to communicate to the FHWA the background/purpose of the original bill to allow communities under 5,000 population to use STBG funds for local road projects. We can recommend priority be given to this smaller subset over the communities with a population between 5,000 and 50,000. *Comments are due December 17<sup>th</sup>*.

NATaT staff is conducting research on federal transit funding and data on vehicle miles traveled by rural drivers as we begin our advocacy efforts for the next reauthorization.

Finally, TFG staff is compiling a guidebook of all programs – new and existing – funded in the IIJA and will provide that guidebook to NATaT.

#### **Broadband/Telecommunications**

#### **Broadband Regulatory Filings**

NATaT joined comments submitted by the National Association of Telecommunications Officers and Advisors opposing two petitions for declaratory ruling filed pursuant to section 253 of the 1996 Telecommunications Act, which authorizes the Federal Communications Commission (FCC) to preempt state and local laws that present barriers to market entry. NATOA's comments made clear the Commission could not allow section 253 petitions to be used as a backdoor for issuing sweeping preemptions of local governments' rights of way ordinances and fees. The Bluebird petition was withdrawn and the Mediacom petition is still under review.

#### **Broadband Legislative Advocacy**

NATaT supported and/or provided feedback on numerous broadband-related bills introduced during the 117<sup>th</sup> Congress, including:

- The Broadening Online Opportunities through Simple Technologies (BOOST) Act (HR 1362),
  which would enable rural homeowners and primary lessees to claim a \$300 tax credit after
  purchasing a mobile hotspot or a signal booster to increase the strength or range of their
  wireless service.
- The Community Broadband Act (HR 1631), which would prohibit state laws that ban or limit broadband systems administered by municipalities, co-ops, or public-private partnerships.
- The Middle Mile Broadband Deployment Act (S. 2473) would create a program within the National Telecommunications and Information Administration to award grants for middle-mile infrastructure.
- The Broadband Reform and Investment to Drive Growth in the Economy (BRIDGE) Act (S. 2071), which would provide \$40 billion to States, Tribal Governments, and U.S. Territories to ensure all Americans have access to affordable, high-speed broadband. It would prioritize unserved, underserved, and high-cost areas with investments in "future proof" networks.

NATaT also supported and provided feedback on Congressional efforts to update federal standards for high-speed broadband above the current definition of 25 Mbps download and 3 Mbps upload.

#### **Support for Volunteer First Responders**

#### **Volunteer Responder Incentive Protection Act**

NATaT worked with the National Volunteer Fire Coalition, Congressional Fire Services Institute, and International Association of Fire Chiefs to secure a *permanent* tax benefit for volunteer fire and EMS personnel. That bill allows tax-free property tax benefits and up to \$600 tax-free payments per year to volunteer first responders. This will be used as a recruitment and retention tool for the dwindling pool of volunteers. This tax benefit was in law from 2007 to 2010, and it took ten years of advocacy to reinstate and make permanent.

#### **Length of Service Award Program (LOSAP)**

NATaT worked with the organizations listed above to pass legislation that simplifies the administration of LOSAPs in the Internal Revenue Code so that more volunteer departments can use these pension-like benefits as a recruitment and retention tool. We also helped change the law related to LOSAPs that allows the top-level contribution amount to LOSAPs be adjusted to inflation.

#### **Volunteer Responder Housing Act (HR 4377/S 2316)**

NATaT worked with Senator Tammy Baldwin's office and Rep. Cindy Axne's office to re-introduce this measure and help secure cosponsors. The bill would make volunteer fire and EMS personnel eligible for assistance under the Department of Agriculture Single Family Housing Guaranteed Loan Program and the Department of Housing and Urban Development Good Neighbor Next Door Sales Program.

Neither measure has passed the House nor Senate.

#### Retention and Recruitment Guide

The National Volunteer Fire Council is working with the US Fire Administration on a retention and recruitment guide for volunteer emergency services and requested NATaT's input. NVFC will share that guide upon completion.

#### Other Priorities

## Coronavirus Relief - American Rescue Plan Act (ARPA) inclusion of federal funding for all units of local government.

NATaT worked in close coordination with the National Association of Counties, National League of Cities, US Conference of Mayors, and Government Finance Officers Association to ensure all units of local government – large and small – had access to ARPA's Coronavirus Local Fiscal Relief Fund (CLFRF). Smaller local governments – or non-entitlement units of local government (NEU) – will receive their allocations through their respective states but report to the Department of Treasury. NATaT hosted a webinar for members to explain in detail what the funding can be used for and how to access those funds. NATaT staff has fielded queries on ARPA spending from our state associations and individual members.

Not only did NATaT play an integral role in assuring all local governments have access to ARPA funds, but we continue to work with Treasury staff to ensure the requirements to apply for funds and report how those funds are used are simplified and appropriate for our smaller NEUs that do not have experience managing federal dollars. NATaT communicated concerns our members have about the detailed information required to access ARPA funds to Treasury. They are no longer requiring personal information through ID.me and are now looking for a more user-friendly option. NATaT communicated to Treasury the need to simplify reporting requirements for NEUs, including holding Treasury webinars on reporting requirements. We are now working in partnership with Treasury to make sure the outreach is clear and concise and done in a way that makes our smaller communities more comfortable receiving and spending this money. Our last call with Treasury was on October 8, 2021, and they've asked for our guidance in working with NEUs moving forward.

Three of NATaT's member states – Ohio, Illinois, North Dakota – are categorized as "Weak Minor Civil Divisions" or "MCDs" and therefore not guaranteed allocations. NATaT staff worked directly with Members of Congress from Ohio and Illinois to ensure townships in those states have access to ARPA funds. We drafted support letters for Members and communicated directly to Treasury.

#### ARPA Flexibility Bill

NATaT drafted comments to Treasury on easing restrictions to how CLFRF funds can be spent. Treasury has not yet issued its final guidance, but on October 19<sup>th</sup>, the Senate passed S. 3011, the State, Local, Tribal, and Territorial Fiscal Recovery, Infrastructure, and Disaster Relief Flexibility Act with little to no fanfare. This bipartisan legislation provides additional flexibility for spending a community's ARPA allocation. On October 26<sup>th</sup>, Rep. Dusty Johnson (R-SD) and 31 bipartisan Members introduced the House companion bill H.R. 5735.

This legislation would streamline and strengthen ARPA in three ways:

- Recipients can allocate up to \$10 million of ARPA funds for government services.
- Allows \$10 million or 30% of the total ARPA allocation, whichever is higher, to new
  infrastructure-related activities. More specifically, the bill lists 27 infrastructure-related activities
  that would be eligible under the law.
- Provides the use of funds for "emergency relief from natural disasters or the negative economic impact of natural disasters."

NATaT issued an advocacy alert and drafted letters of support for Members of Congress and House Leadership. To date, HR 5735 has 123 cosponsors, including Members from each NATaT-member state but North Dakota.

#### 2020 Census

NATaT has worked closely with the US Census Bureau's Office of Congressional and Intergovernmental Affairs to ensure our members had the necessary timeline and information to ensure an accurate Census count. We are in contact with Census staff to answer specific inquiries from the Board and/or our members and organized a November 19 U.S. Census Data Training Webinar, which included an overview of 2020 Decennial and American Community Survey data.

NATaT also drafted a memo on "Differential Privacy" and the impact on rural geographies of the Census Bureau's use of its disclosure avoidance system (DAS) that prevents Census responses from being linked to specific individuals.

#### Waters of the US

The Biden Administration plans to re-write the Waters of the US (WOTUS) rule, which defines the bodies of water under the Clean Water Act's jurisdiction. NATaT is part of an intergovernmental working group led by the EPA and the US Army Corps of Engineers and provided preliminary comments on the new rule on September 3<sup>rd</sup>. Those comments included the provisions NATaT wants included in the final rule and highlights the more problematic provisions of the rule (most notably, ditches and ephemeral streams, which were specifically excluded from CWA jurisdiction under the Trump Administration's *Navigable Waters Protection Rule* on WOTUS).

An interim WOTUS rule was proposed by the EPA and Corps on November 18<sup>th</sup>. That interim rule interprets WOTUS to mean the waters defined by a collection of Corps and EPA regulations referred to as the "1986 regulations," with amendments to reflect the agencies' interpretation of the statutory limits on the scope of WOTUS as informed by two Supreme Court decisions. The agencies say in the proposed rule that recent court decisions have reinforced the need for a stable and certain definition of WOTUS, noting that federal district courts in both Arizona and New Mexico have vacated the *Navigable Waters Protection Rule* on WOTUS.

NATaT is poised to engage with the EPA and Corps as the formal rulemaking process continues.

#### **Tax-Exempt Municipal Bonds and Advance Refunding**

NATaT continues to support the preservation of tax-exempt municipal bonds and has advocated to restore local government authority to advance refund tax-exempt bonds (authority was eliminated in the Tax Cuts and Jobs Act of 2017). A provision to restore advance refunding has been included in various bills over the past four years but has not been part of any bill that has become law.

#### Fiscal Year 2022 Budget and Appropriations

NATaT supports funding for the following programs in the annual budget and appropriations processes: U.S. Department of Agriculture's Rural Development programs, Federal Emergency Management Agency's assistance to firefighter grant programs, the Economic Development Administration (EDA), and the U.S. Census Bureau. These programs are funded in the Agriculture Appropriations bill, Homeland Security Appropriations bill, and Commerce Appropriations bill, respectively. NATaT sends letters of support for these programs to House and Senate appropriators every year.

On December 3, Congress passed a stopgap appropriations bill or "Continuing Resolution" to fund the federal government at FY 2021 levels through mid-February 2022, thereby averting a government shutdown.

#### **Other Advocacy and Administrative Efforts**

Successful **NATaT Virtual Fly-In**.

Participated in the **Small Town America Civic Volunteer Award** program.

Working partnerships with federal agencies and national groups on issues of interest to NATaT.

**NATaT Weekly Legislative Updates** provide a Congressional Outlook for the week ahead and review of federal action on issues of interest to NATaT that occurred the previous week.

**The Interconnect** is a biweekly newsletter that focuses on federal actions related to broadband, cyber, and tech innovation.

Shared relevant grant opportunities.

**Special legislative reports** (e.g., IIJA, ARPA, Preview of the First 100 Days of the Biden Administration).

Breaking news reports on issues/announcements of interest to NATaT.

Organized and facilitated monthly conference calls for NATaT Board of Directors.

Organized and facilitated board meetings.

Hosted webinars for NATaT members on ARPA funding and the Census.

Participated in NATaT-member State Association meetings (Ohio, Pennsylvania, Illinois).

Drafted articles for association member magazines on federal legislative and regulatory topics.

Maintained and regularly updated **NATaT website**.





# SB 2012 EMERGENCY ROAD REPAIRS



## \$750,000 ALLOCATED TO TOWNSHIPS

- Received 184 applications
  - Totaled over 13.5M in requests
- Worked quickly to issue contracts so some work could be completed by winter
- \$88,200 has been requested for reimbursement



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# HB 1505 AMERICAN RESCUE PLAN ACT



#### \$17 MILLION | STATE TREASURER

- For township roads and bridges
- Distributed January 2022

#### \$24.5 MILLION | COUNTY GRANTS

- Designated for bridges
- Work closely with counties to communicate bridge needs



# INFRASTRUCTURE INVESTMENT & JOBS ACT (IIJA) GRANTS

- Signed into law on Nov. 15
- \$45 Million distributed to counties for bridges
  - · Work closely with your county to communicate bridge needs

#### **GRANTS APPLICIBLE TO TOWNSHIPS**

- RAISE
- INFRA
- Rural Surface Transportation Grant Program
- · National Infrastructure Projects (Mega Projects)
- Culvert removal, replacement and restoration
- · Charging and fueling infrastructure
- · Safe Streets and Roads for All Grant Program
- · State and Local Cybersecurity Grant Program
- Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program
- Nationally Significant Federal Lands and Tribal Projects Discretionary Grant
- Grants for construction and refurbishing of individual household decentralized wastewater systems for individuals with low or moderate income
- Digital Equity Competitive Grant Program

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# INFRASTRUCTURE INVESTMENT & JOBS ACT (IIJA) GRANTS

#### OTHER GRANTS YOU MAY BE INTERESTED IN

- Bridge Investment Program
- Strengthening Mobility and Revolutionizing Transportation Research Grant Program (SMART Grant)
- Consolidated Rail Infrastructure and Safety Improvements Grants (CRISI)
- Rail Restoration and Enhancement Grants
- Congestion Relief Discretionary Grants
- Reduce Truck Emissions at Port Facilities Discretionary Grant
- Commercial Motor Vehicle Operators Grants
- Federal-State Partnership for IPR Grants (Passenger Rail)

- Technical assistance and grants for emergencies impacting public water systems
- Wastewater Efficiency Grant Pilot Program
- Sewer Overflow and Stormwater Reuse Municipal Grants
- Small Publicly Owned Treatment Works Efficiency Grant Program
- · Grants for broadband deployment
- State Digital Equity Capacity Grant Program
- Grants to nonprofit organizations that support minority business enterprises

### DID YOU KNOW...



- NDDOT contracted with UGPTI to work directly with townships to find grants.
  - UGPTI is hiring a grant writer specifically for townships
  - Use them as a resource
- Be aggressive in applying for grants
- Have projects ready so when grants come up, you are ready to apply
- Environmental documents must be completed to apply for most grants so start working on those now

Q

