

**North Dakota Township Officers Association
Board of Directors
Agenda**

2025 #4

December 7, 2025 / 4:00 PM Central

Ramada Inn, Bismarck ND

To join via Zoom: <https://us02web.zoom.us/j/81288549855?pwd=0JDalab3hoqliR6rdtBbaWbvGQ4e4b.1>

Call to order:

Call of the roll:

Consideration of minutes: September 25, 2025

Treasurer's report:

Attorney's report:

Audit Committee:

Budget Committee:

Standing committee reports:

Convention Committee:

Awards:

Legislative:

Nominating: President, Vice President, and Directors for Districts 1, 3, 5

Resolutions:

Workshop:

Handbook:

Communications:

Old business:

New business:

Next meeting: Reorganization, December 9, 2025.

Adjournment:

North Dakota Township Officers Association
Board of Directors
DRAFT Minutes

2025 3rd Quarterly Meeting

September 25, 2025 / 10:00 AM CDT

Chieftain Inn, Carrington ND

Lunch: A noon meal was served in the meeting room.

Call to order: Lee called the meeting to order at 10:01 AM

Call of the roll: All board members were present; a quorum was declared. Jayme Tenneson and Harold Rotunda were also present.

Guest: : Harold Rotunda spoke to the board about the nature of audits. Harold explained three main reasons for audits: obligation (just checking a box), fraud (looking for wrongdoing), and practical (providing real value and advice).

He emphasized his practical approach, aiming to help organizations improve and learn from trends, not just produce a technical report.

Annual audits are recommended for ongoing value, with a \$3,000 fee guaranteed for four years; one-time audits cost \$4,000 due to extra setup.

Harold works solo, focuses only on government and non-profit audits, offers long-term support and advice, and values building relationships over formalities.

Public Comment Period: There were no comments.

Consideration of minutes: June 26, 2025: June 30, 2025.

Dale moved to approve the June 26 and June 30 minutes as presented. 2nd by Tom Wheeler. Motion carried on voice vote.

Treasurer's report: Barb presented a printed report as of September 22, 2025.

Assets: \$344,347.01

Year-to-date income: \$279,713.14

Year-to-date expenses: \$202,286.94

Year to date net income (loss): \$77,426.20

Barb reported that in the previous report there was a category 'Dues-Other'; that has been corrected to 'Unorganized Dues'.

There is still the question of why the dues figures include odd cents. Barb will check further to resolve this matter.

Tom W moved to approve the Treasurer's report. 2nd by Leon. Motion carried.

Attorney's report: Jayme Tenneson discussed answering numerous section line and township rule questions, highlighting unique issues like railroad spur crossings and culvert damage.

There are ongoing disputes in Stutsman County regarding road access, water drainage, and property division, with some cases escalating to criminal court and involving township officers acting outside their jurisdiction.

The conversation emphasizes the importance of township officers seeking their own legal counsel for complex or contentious matters, as association attorneys serve only the state board, not individuals or all member townships..

There is a recurring issue of misunderstandings about legal services, with many believing dues entitle them to legal advice, and a recommendation to utilize existing resources like the website's Q&A for common questions, while unique cases may require specialized attorneys.

Tim moved to censure President Brandvold, there was a second with no name.

A motion was made to censure President Brandvold for actions that allegedly damaged the partnership with The Association of Counties, specifically for unauthorized communication and behavior perceived as disrespectful.

Board members debated whether individual outreach to other organizations requires prior board approval, with some arguing it stifles initiative and others insisting on transparency and respect for board processes.

Additional concerns were raised about the president's conduct toward legislators and adherence to association policies, with some members citing disrespect and insubordination.

The censure was intended as a public record of disapproval rather than a call for further punishment, and after discussion, the board proceeded with a roll call vote and continued the meeting.

Voting on the motion to censure President Brandvold: Tom W, Yes; Dale, No; Rod, Yes; Leon, No; Gerald, Yes; Tim, Yes; Todd, Yes; Roger, No; Lee not voting. Motion to censure carried 5 to 3.

Standing committee reports:

*Votes are unanimous unless otherwise indicated
(*indicates abstaining from vote)*

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Convention: Tyler Spoomer will talk about the Flood Plain Management requirements, Justin Messner will be contacted about presenting for NDDES, asking the Cass County Sheriff to speak again was mentioned. Gun raffles and other fund raising possibilities.

Nominations: President, Vice President and Districts 1,3,5 are up for election. Tom will run for reelection in 1. Rod will run for 3. Gerald is not eligible in 5. Todd will run for President

Awards: No nominations have been received at this time. The nomination form will be repeated in the next newsletter.

Legislative: The flex-fund grant application period has ended on September 19. There were 410 total applications for \$765M, townships 184 applications \$112M.

Sen Weber takes urban legislators on rural road tours to show the road needs.

Agriculture and Water Management Committee, September 11. Committee working on the inundated-land tax abatement system, process is quite involved and a lot of work that must be done every year so a lot of taxpayers don't apply.

Tax Reform and Relief Advisory Committee, September 23. Larry and Donnell Preske, NDACo, informed the committee of the problems the budget hearing requirement pose for townships. There is a good possibility of a special session of the legislature early in 2026, and this issue might be addressed at that time. Will follow up at the next meeting in December.

NDLTAP Advisory Board: Met on the 24th. Went over training programs for the coming year, not much change from last year. Got results from the training needs survey. Total responses were down, townships were 18.4%.

State highways carry 80% of traffic but rural roads accounted for 40% of fatalities. The advisory board voted to support a request for funding for a local roads safety circuit rider to aid counties and townships with road safety concerns. This application goes to the Feds.

Rules and Policy: Rules and Policy Committee met via Zoom on September 19th at 8:00 PM, with Chairman Roger Olafson, Tom Moe, Tim Geinert, and President Brandvold present.

The meeting focused on proposals for redistricting of NDTOA and changes to bylaws and policies, with much discussion held.

Tim moved to recommend both proposals to the board and membership, but the motion died due to lack of a second.

Tim moved to adjourn the meeting. 2nd by Tom. The meeting was adjourned at 9:22 PM.

Executive: The Executive Committee met via Zoom on September 22nd at 8:30 PM. Chairman Lee Brandvold, Roger Olafson, Todd Weber, Gerald Miller and Leon Monke. The purpose was to discuss Larry's salary cut with no reduction in duties.

After discussion, Roger moved to reinstate Larry's salary to the amount set in the budget approved at the 2024 annual meeting, effective July 1st, 2025 through December 31st, 2025; 2nd by Leon. The motion passed on a three to two roll call vote. Roger, Yes; Todd, No; Leon, Yes; Gerald, No; Lee, Yes.

Roger moved to adjourn. 2nd by Leon. The meeting was adjourned at 8:50 PM.

Communications: Tim reported that the Dickey County commission has refused to take over the contested road at the data center because of continual cost increases.

Old business:

Multi-State Conference: The conference was well-organized, informative, and featured knowledgeable speakers, but attendance from out-of-state participants was disappointing due to last-minute cancellations.

Key discussions focused on the challenges of maintaining local infrastructure, especially roads impacted by oil and agricultural traffic, escalating costs, and the importance of strong local leadership and partnerships with organizations like API.

There was consensus on the need to better educate legislators, particularly those from urban areas, about rural infrastructure needs, possibly through tours and collaborative efforts.

Financial concerns, and the high cost of engineering and materials were highlighted, with suggestions for future collaboration between states and organizations to address these ongoing issues.

Larry reported that the 4 states have decided to discontinue the multi-state conferences due to the high costs involved. There is discussion about the 4 execs getting together to continue the exchange of ideas. There is also the possibility of working with South Dakota since we share so many common issues.

Big Iron: The booth was set up and operated for three days, with similar traffic as last year, and interactions included both current and former legislators.

Despite reports of record-breaking attendance at the Farmer Forum, some exhibitors felt turnout was actually down, and the cost of food at the event was notably high.

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(*indicates abstaining from vote)*

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Renting a golf cart was essential for mobility, especially given the aging demographic of attendees, and while sales for vendors like Acme were strong, there were mixed feelings about returning to certain counties due to low engagement. Discussions included the complexities of organizing new townships, legal limits on consolidation.

Auditor: The group discussed the need to send out an RFP for an auditor, acknowledged a previous oversight, Jayme agreed to prepare and advertise the RFP soon.

Association Structure Changes: Updates were shared about the work group's meetings, which focused on redistricting and bylaw changes, resulting in a new nine-district proposal with adjusted boundaries and supporting data.

The proposed changes include electing nine district directors, each serving fewer townships, and nominating the president and vice-president from among the nine directors, with elections handled by district caucuses at the convention.

Bylaw adjustments were outlined for director terms, election rotation, and eliminating the past president position.

Todd moved to present these changes at the convention. 2nd by Tom W.

There was lengthy discussion that pointed out issues with the original motion. The motion failed on a voice vote.

Gerald moved to refine the bylaws and constitution and send them to each board member for discussion in a zoom meeting to determine if the proposal will proceed. 2nd by Tim. Motion carried.

Roger moved to reinstate Larry's salary to the amount set in the budget approved at the 2024 annual meeting, effective July 1st, 2025 through December 31st, 2025. 2nd by Leon. Rollcall Vote: Dale, Yes; Rod, No; Leon, Yes; Gerald, No; Tim, No; Todd, No; Roger, Yes; Lee, Yes; Tom W, No.

There was a question about attending the NDACo conference October 26-28. Larry will look into registering for a booth. Mark and Gerald are available to attend.

New business:

NDIRF Conferment of Benefits Discussion. Larry was contacted by Keith Pic at NDIRF about the large number of conferment checks to townships that go uncashed because of bad addresses. The insurance agents don't update addresses when a township gets a new clerk. NDIRF is proposing to switch to issuing premium credits rather than checks. Keith could speak at the convention explaining the change.

Gerald moved to support the NDIRF change from conferment checks to premium credits. 2nd by Leon. Motion carried.

Jayme gave an update on the progress of model zoning ordinances for data centers, ensuring compliance with ND law. He suggested posting the draft ordinance on the website.

Todd moved to pay Larry \$4,500 per month from September 1 through December 31. 2nd by Gerald. Motion carried.

Todd moved to pay Tom Wheeler \$2,500 for organizing the multi-state. 2nd by Rod.

Dale offered an amendment to lower the amount to \$1,500. 2nd by Rod. Amendment adopted.

The motion as amended carried.

Consideration of Bills and Vouchers: Tim moved to pay all bills and vouchers. 2nd by Dale. Motion carried.

Next meeting: Audit and Budget Committees on November 11 at 10 AM at the Carrington Chieftain Inn.
4th quarter board meeting on December 7 at 4:00 PM at the Bismarck Ramada

Adjournment: Tim moved to adjourn the meeting, 2nd by Leon. Motion carried.

Lee adjourned the meeting at 4:01 PM.

Respectfully Submitted,

Larry A Syverson

NDTOA Executive Director

Approved:

*Votes are unanimous unless otherwise indicated
(*indicates abstaining from vote)*

7:45 PM

12/06/25

Cash Basis

North Dakota Township Officers Association

Profit & Loss Prev Year Comparison

November 1 through December 6, 2025

	Nov 1 - Dec 6, 25	Nov 1 - Dec 6, 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
Interest earned	112.53	52.04	60.49	116.2%
Membership dues				
Organized 2024	0.00	11,604.44	-11,604.44	-100.0%
Organized 2025	4,400.00	0.00	4,400.00	100.0%
Unorganized 2024	0.00	0.00	0.00	0.0%
Total Membership dues	4,400.00	11,604.44	-7,204.44	-62.1%
Miscellaneous Income				
Adjustments	0.00	45.56	-45.56	-100.0%
Total Miscellaneous Income	0.00	45.56	-45.56	-100.0%
Sponsorship				
Multi State Meeting	225.00	0.00	225.00	100.0%
Total Sponsorship	225.00	0.00	225.00	100.0%
State Convention				
Booth Registration	0.00	475.00	-475.00	-100.0%
Registration	356.00	2,702.00	-2,346.00	-86.8%
Total State Convention	356.00	3,177.00	-2,821.00	-88.8%
Total Income	5,093.53	14,879.04	-9,785.51	-65.8%
Gross Profit	5,093.53	14,879.04	-9,785.51	-65.8%
Expense				
Board Meeting Exp				
Meeting Room & Meals	172.01	0.00	172.01	100.0%
Total Board Meeting Exp	172.01	0.00	172.01	100.0%
Conference Expense	250.00	0.00	250.00	100.0%
Executive Dir				
Wages	4,500.00	5,632.00	-1,132.00	-20.1%
Total Executive Dir	4,500.00	5,632.00	-1,132.00	-20.1%
Insurance				
ND Job Service	0.00	49.33	-49.33	-100.0%
Total Insurance	0.00	49.33	-49.33	-100.0%
Legislative Exp				
Electric	31.87	27.13	4.74	17.5%
Rent	670.00	670.00	0.00	0.0%

7:45 PM

12/06/25

Cash Basis

North Dakota Township Officers Association
Profit & Loss Prev Year Comparison
 November 1 through December 6, 2025

	Nov 1 - Dec 6, 25	Nov 1 - Dec 6, 24	\$ Change	% Change
Total Legislative Exp	701.87	697.13	4.74	0.7%
Miscellaneous Expense				
Awards	0.00	291.00	-291.00	-100.0%
Name Tags	0.00	25.00	-25.00	-100.0%
ND Assoc. of County Engineers	0.00	77.00	-77.00	-100.0%
ND Sec of State	25.00	0.00	25.00	100.0%
Total Miscellaneous Expense	25.00	393.00	-368.00	-93.6%
NATAT				
Dues	0.00	2,994.39	-2,994.39	-100.0%
Total NATAT	0.00	2,994.39	-2,994.39	-100.0%
Newsletter				
Outgoing Postage	0.00	3,758.41	-3,758.41	-100.0%
Production	0.00	2,127.29	-2,127.29	-100.0%
Newsletter - Other	4,203.63	0.00	4,203.63	100.0%
Total Newsletter	4,203.63	5,885.70	-1,682.07	-28.6%
Office Expense				
Office Supplies	0.00	64.25	-64.25	-100.0%
Postage and Delivery	5.97	0.00	5.97	100.0%
Technology				
White Pages	47.98	47.98	0.00	0.0%
Technology - Other	0.00	0.00	0.00	0.0%
Total Technology	47.98	47.98	0.00	0.0%
Telephone	254.29	247.59	6.70	2.7%
Total Office Expense	308.24	359.82	-51.58	-14.3%
Payroll Expenses	420.75	430.84	-10.09	-2.3%
Professional Fees				
Accounting	135.00	0.00	135.00	100.0%
Legal Monthly	1,000.00	0.00	1,000.00	100.0%
Total Professional Fees	1,135.00	0.00	1,135.00	100.0%
State Convention Expense				
Awards	428.00	0.00	428.00	100.0%
Door Prizes	0.00	720.70	-720.70	-100.0%
Total State Convention Expense	428.00	720.70	-292.70	-40.6%

North Dakota Township Officers Association
Profit & Loss Prev Year Comparison
November 1 through December 6, 2025

	Nov 1 - Dec 6, 25	Nov 1 - Dec 6, 24	\$ Change	% Change
Technical Assistance-NDLTAP	0.00	8,000.00	-8,000.00	-100.0%
Total Expense	12,144.50	25,162.91	-13,018.41	-51.7%
Net Ordinary Income	-7,050.97	-10,283.87	3,232.90	31.4%
Net Income	-7,050.97	-10,283.87	3,232.90	31.4%

12/06/25
Cash Basis

North Dakota Township Officers Association

Balance Sheet Prev Year Comparison

As of December 6, 2025

	Dec 6, 25	Dec 6, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Dak Comm CD #21	12,065.39	5,917.33	6,148.06	103.9%
Dak Comm CD #22	0.00	5,917.33	-5,917.33	-100.0%
Dakota Community Bank	247,053.59	202,862.46	44,191.13	21.8%
Dakota Community Bank-100033238	31,325.80	30,035.17	1,290.63	4.3%
Dakota Community Bank-10331944	13,577.00	12,722.60	854.40	6.7%
Total Checking/Savings	304,021.78	257,454.89	46,566.89	18.1%
Accounts Receivable				
Accounts Receivable	0.00	-125.00	125.00	100.0%
Total Accounts Receivable	0.00	-125.00	125.00	100.0%
Other Current Assets				
Cash Box	350.00	350.00	0.00	0.0%
Undeposited Funds	200.00	0.00	200.00	100.0%
Total Other Current Assets	550.00	350.00	200.00	57.1%
Total Current Assets	304,571.78	257,679.89	46,891.89	18.2%
TOTAL ASSETS	304,571.78	257,679.89	46,891.89	18.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Payroll Liabilities				
Federal Income Tax	-11.00	335.00	-346.00	-103.3%
Medicare Company	-6.40	75.26	-81.66	-108.5%
Medicare Employee	-4.98	76.66	-81.64	-106.5%
Social Security Company	-27.31	321.87	-349.18	-108.5%
Social Security Employee	-22.87	326.31	-349.18	-107.0%
State Income Tax	13.05	65.05	-52.00	-79.9%
Unemployment Tax	-75.12	0.00	-75.12	-100.0%
Payroll Liabilities - Other	115.20	79.20	36.00	45.5%
Total Payroll Liabilities	-19.43	1,279.35	-1,298.78	-101.5%
Total Other Current Liabilities	-19.43	1,279.35	-1,298.78	-101.5%
Total Current Liabilities	-19.43	1,279.35	-1,298.78	-101.5%
Total Liabilities	-19.43	1,279.35	-1,298.78	-101.5%
Equity				
Opening Bal Equity	35,595.72	35,595.72	0.00	0.0%

12/06/25
Cash Basis

North Dakota Township Officers Association
Balance Sheet Prev Year Comparison
As of December 6, 2025

	Dec 6, 25	Dec 6, 24	\$ Change	% Change
Retained Earnings	276,046.46	231,088.69	44,957.77	19.5%
Net Income	-7,050.97	-10,283.87	3,232.90	31.4%
Total Equity	304,591.21	256,400.54	48,190.67	18.8%
TOTAL LIABILITIES & EQUITY	304,571.78	257,679.89	46,891.89	18.2%