

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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April 19, 2011

9:00 AM

Board of Pembina County Commissioners met at 9:00 AM in the Commissioners Meeting Room of the Courthouse with the following members present: Corene Vaughn, Gary Nilsson, Andy Adamson, Hetty Walker and Hugh Ralston.

Chairman Vaughn called the meeting to order.

Tim Hartje met with the Commission to discuss County Road 9 to the ADM plant. The road is closed to through vehicle traffic due to water over the road. Mr. Hartje is requesting to keep County Road 9 open to truck traffic entering and exiting the ADM plant. Motion made by Gary Nilsson and seconded by Hugh Ralston to allow truck traffic to the ADM plant. All voting in favor; motion carried. Mr. Hartje also suggested a permanent dike be installed along the tree line to alleviate future flooding issues. ADM has the dirt and is willing to haul the dirt for the dike. The Commission will research and inform Mr. Hartje of their decision.

Ken Wolf, Cavalier City Administrator, met with the Commission. Katie Werner, Cavalier City Auditor, also present. Mr. Wolf requested the County to join in a cost share plan for the needed improvements on the Airport Road and maintenance of the bike path from Cavalier to Icelandic State Park. Pembina County Highway Department has been doing the blading and snow removal on Airport Road. The City of Cavalier and Icelandic State Park have shared the repair costs of the bike path. Commission will discuss further and let Mr. Wolf know their decision.

Pembina County Housing Authority Board minutes reviewed as presented.

Motion made by Hetty Walker and seconded by Andy Adamson to approve the April 5, 2011 minutes as presented. All voting in favor; motion carried.

Commission was notified that the 2010 North Dakota Insurance Reserve Fund conferment benefit of \$14,991.00 was received. These funds are deposited in the Insurance Reserve Fund to cover costs of insurance premiums and deductibles.

Motion made by Gary Nilsson and seconded by Hugh Ralston to authorize the Chairman to sign the road maintenance agreement between Pembina County and Walsh County as presented. All voting in favor; motion carried.

Kerry Peuser, Michael J Burns Architects, and Ralph Miller, Gleason Construction, met with the Commission to discuss the window mock-up that was done. Commission was satisfied with the mock-up. Gleason Construction will begin the finishing work on the interior in the near future. The installation of the front entrance was also discussed.

Motion made by Gary Nilsson and seconded by Hetty Walker to approve the application for a raffle permit for the Pembina County Historical Society. All voting in favor; motion carried.

Request for a raffle permit received from Pembina County Roping Association. Motion made by Gary Nilsson and seconded by Hetty Walker to approve the request. All voting in favor; motion carried.

Pembina County Water Resource Board met with the Commission. Greg Kemp, Carlisle Township, and Desarae Zaharia, Pembina Township, also present. The Water Board updated the Commission on the meeting they attended in Bismarck, the Special Meeting that was held concerning flooding along Highway 18, other spring flooding situations within the County, and the erosion that is occurring along many County bridges. The Commission informed the Water Board of the letter received from Walhalla Township concerning the bridge that was damaged by Drain #2. The Water Board discussed their previous request to install culverts under County Road 3 by Drain #66. Area farmers are willing to fund the culverts if the County approves the project. Greg Kemp spoke in support of the Water Board project. Desarae Zaharia expressed her concerns about the flooding situation by her home in Pembina Township.

Jeanna Kujava, Public Health Nurse, met with the Commission with an update on the 2010 Employee Wellness Programs. Ms. Kujava was pleased with the 70% attendance record. Ms. Kujava spoke of enhancements she would like to implement for the upcoming year. Tanya Wieler, Human Resource, also present to discuss the advantages of an Employee Assistance Program. Commission agreed to have Ms. Kujava contact The Village for a representative to present optional programs that could be offered by the County.

Tanya Wieler, Human Resources, met with the Commission to discuss updates that will be needed for the Employee Policy Manual. Two policies that will need to be discussed are the Weather Closing Policy and Purchasing of County Property by Employees.

Board received bids for rental of road machinery. Motion made by Andy Adamson and seconded by Hetty Walker to accept all bids that meet the bidding requirements as advertised. Hiring of contractors based on availability and price. All voting in favor; motion carried. Listing will be prepared for May 3, 2011 meeting.

Bids were received from the following to furnish Pembina County with a rotary mower with a trade-in of an SR162:

Butler Machinery Company - \$6,955.00

Roy Implement Co, Inc. - \$8,500.00

Cavalier Equipment - \$8,400.00

Park River Implement LLC - \$6,950.00

Motion made by Gary Nilsson and seconded by Hetty Walker to accept the bid of Park River Implement LLC. Roll call vote: Gary Nilsson – yes; Corene Vaughn – yes; Andy Adamson – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Troy Kittelson, Highway Supervisor, met with the Commission. Commission discussed the request from Cavalier City regarding graveling the airport road. Motion made by Andy Adamson and seconded by Gary Nilsson that the County continue to provide the maintenance only on the Airport Road. All voting in favor; motion carried.

Terry Hayward, Strata Corporation, and Terry Loeffler, Loeffler Concrete & Gravel, Inc., present to discuss the chip bid letting that was held at the April 5, 2011 meeting. The original motion, awarding the bid to Loeffler Concrete & Gravel, Inc., stands.

Discussion was had on the request made by the City of Cavalier for the County to cost share the maintenance of the bike path. Motion made by Andy Adamson and seconded by Gary Nilsson that the County not enter into an agreement at this time. All voting in favor; motion carried.

Commission discussed the request from the Water Board to install a culvert under County Road 3 by Drain #66. Motion made by Andy Adamson and seconded by Hugh Ralston to call a meeting involving all interested parties prior to making a decision on this matter. All affected landowners will be notified of the meeting time and place. All voting in favor; motion carried.

Motion made by Gary Nilsson and seconded by Hetty Walker to approve the consent agenda as presented. Roll call vote; Gary Nilsson – yes; Corene Vaughn – yes; Andy Adamson – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Motion made by Hetty Walker and seconded by Hugh Ralston to authorize the Chairman to sign the minutes as presented. All voting in favor; motion carried.

Chairman Vaughn commented on the EMS meeting she attended. Safe Tech Solutions, LLP gave a presentation on the challenges facing EMS in Pembina County.

The April 13, 2011 department head meeting minutes were reviewed. Time clock issues were discussed. Motion made by Gary Nilsson and seconded by Andy Adamson that everyone, excluding elected officials, must utilize the time clocks. With the exception of conference attendance, trainings, vacations, sick leave and holidays there will be no adjustments to the time clock records. Discussion was had regarding the quality of the time clocks and the associated software. All voting in favor; motion carried.

Motion made by Gary Nilsson and seconded by Andy Adamson to adjourn the meeting. All voting in favor; motion carried.