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BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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August 1, 2023

9:00 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse. Chairperson Benjaminson called the meeting to order at 9:00 AM.

Roll call: Jim Benjaminson, Laverne Doyle, Blaine W. Papenfuss, Darin Otto and Andrew Cull. A quorum was declared.

Also in attendance are Sheriff Terry Meidinger, Marcus Ramsay, Chief Deputy, Revel Sapa, Veterans Service Officer, Samantha Weeks, IT/911/GIS Coordinator, and Konor Parker, Human Resources.

Motion made by Darin Otto and seconded by Laverne Doyle to approve the agenda with the following changes/additions: drainage permits, the removal of Sally Kliniske and Scott Becker from the agenda and the appointment change for Dawn Mandt and Angelle French. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Darin Otto to approve the July 18, 2023 meeting minutes as presented. All voting in favor; motion carried.

Motion made by Darin Otto and seconded by Laverne Doyle to approve the July 20, 2023 Special meeting minutes as presented. All voting in favor; motion carried.

Raffle permit request received from Svold Community Hall. Motion made by Andrew Cull and seconded by Blaine Papenfuss to approve the raffle permit as presented. All voting in favor; motion carried.

Requests received from Bonesy's Bar, Inc., to transfer his liquor license to the Leroy Hall on Saturday, September 2, 2023 from 4:00 PM to 1:00 AM, Saturday, September 9, 2023 from 4:00 PM to 1:00 AM, and Saturday, October 14, 2023 from 4:00 PM to 1:00 AM. Motion made by Andrew Cull and seconded by Darin Otto to approve the transfers. All voting in favor; motion carried.

Commission reviewed the ND Department of Transportation Certification of Local Match for Bridge Inspection/Load Rating form for Project BRC-BRS-0099(015) PNC 23409. The

forms certify that Pembina County provided non-federal funds from the Road and Bridge Levy to cover Pembina County's 19.07% match. Motion made by Laverne Doyle and seconded by Blaine Papenfuss to authorize the Chairperson to sign the certifications as presented. All voting in favor; motion carried.

Motion made by Andrew Cull and seconded by Darin Otto to authorize a proxy vote to the Chair of the Board of Directors of Delta Dental for the election of three Public Directors and one Other Director. All voting in favor; motion carried.

Commission discussed NDACo 2023 Annual Conference delegate/alternate delegate. Per Article V (Section F) – State Council, the Board of County Commissioners shall call a meeting of all county officials granted membership by the State Council at which time they will elect, with each person casting one vote, the county's representative and an alternate to the State Council. Those in attendance are: Jim Benjaminson, Laverne Doyle, Blaine Papenfuss, Darin Otto, Andrew Cull, Linda Schlittenhard, Terry Meidinger, and Lisa Keney. Motion made by Andrew Cull and seconded by Darin Otto to appoint Lisa Keney as the 2023 NDACO Annual conference delegate. Roll call vote: Jim Benjaminson -yes, Laverne Doyle - yes, Blaine Papenfuss - yes, Darin Otto - yes, Andrew Cull - yes, Linda Schlittenhard - yes, Terry Meidinger - yes, and Lisa Keney – yes. Motion carried. Motion made by Andrew Cull and seconded by Laverne Doyle to appoint Darin Otto as the alternate delegate. Roll call vote: Jim Benjaminson -yes, Laverne Doyle - yes, Blaine Papenfuss - yes, Darin Otto - yes, Andrew Cull - yes, Linda Schlittenhard - yes, Terry Meidinger - yes, and Lisa Keney - yes. Motion carried.

Scott Gunderson met with the Commission regarding his culvert request. Culvert request was to install an additional 48" x 40' culvert in the SW¼ of Section 17 of South Carlisle Township. Motion made by Andrew Cull and seconded by Blaine Papenfuss to approve the culvert request with the stipulation of spring flooding only and not for directing any additional flow from the unassessed area of Kippen Coulee into Drain 16. Discussion followed. All voting in favor; motion carried.

Drainage permit received from Carlton Heuchert, to remove the silt in the ditch to the existing culvert grade along County Road 3, in Section 17 of North St Thomas Township. Permit was approved by the Water Board and Devin Johnson, Highway Supervisor. Motion made by Andrew Cull and seconded by Blaine Papenfuss to authorize the Chairman to sign the permit as presented. All voting in favor; motion carried.

Drainage permit received from Vivatson Farms, to clean the silt out of the ditch along County Road 12, in Section 4 of Park Township. Permit was approved by the Water Board and Devin Johnson, Highway Supervisor. Motion made by Andrew Cull and seconded by Blaine Papenfuss to authorize the Chairman to sign the permit as presented. All voting in favor; motion carried.

Commission participated in a second webinar with Sidwell. Dick Kennedy, Sidwell GIS Service and Applications lead, discussed the Farms program. Travis Franz, Sidwell representative, also in attendance. Lisa Keney, Interim Tax Director, requested a quote for the Sidwell software program.

Konor Parker, Human Resource Director, met to discuss his request to move the payroll function back to the Auditor's Office. Mr. Parker assumed he would have a memorandum from States Attorney Fontaine regarding the issue, but has not received anything. A decision was tabled to the August 15, 2023 meeting since Mr. Fontaine is not available.

Board reviewed the July payroll and claims. Motion made by Andrew Cull and seconded by Darin Otto to approve the consent agenda as presented. All voting in favor; motion carried.

Commission began review of the proposed 2024 preliminary budgets. Discussion held on the health insurance and retirement increases. Proposed salaries were reviewed. Commission began review of the revenues and expenditures for each county general department.

Commission reviewed the following County General proposed budgets. Commission, Comprehensive Health, Insurance Reserve, Retirement & Social Security, Computer Technology, and Advertising funds.

Sheriff Terry Meidinger and Chief Deputy Marcus Ramsay reviewed the following County General funds: Corrections, Sheriffs and County Law Enforcement. Discussion followed on adding two Correctional Officer positions and one Deputy position to the Sheriff's Department budget. Sheriff Meidinger is requesting the Correctional Officers salaries be equivalent to the Dispatch salaries, to add an additional step for one deputy and a flat rate annual increase for the Chief Deputy. Sheriff Meidinger requested each patrol deputy receive \$2.00/hour for on-call pay, which is a great retention tool. The following non general funds were reviewed: Sheriff Special Trust and Sheriff Asset Forfeiture Fund. These are funds that do not require a levy. The equipment line item in the Sheriff budget includes a one-time cost of \$57,000.00 for an upgrade to the software program, 8 body cameras, and 8 dash cameras. The current system will be obsolete in a couple of years. Discussion followed.

Motion made by Andrew Cull and seconded by Darin Otto to recess the meeting until 1:00 pm. All voting in favor; motion carried. Meeting recessed at 11:59 am.

Chairperson Benjaminson called the meeting reconvened at 1:00 pm.

Dawn Mandt, Red River Regional Director reviewed the proposed 2024 Red River Regional Council budget. Ms. Mandt discussed the population decrease in Pembina

County and programs and building regional coalitions to plan and address the issue. Ms. Mandt is requesting the Commission consider levying one mill for the Red River Regional Council 2024 budget.

Michelle Murray reviewed the proposed 2024 Faith in Action budget. Michelle reviewed the Faith in Action 2022 Annual Report and the 2022 audit report. Discussion followed on several of the fundraisers held by Faith in Action and the donations received for the annual Christmas dinner event. Michelle is grateful to all the community members that volunteer their time to help with the fundraisers and the individuals that provide transportation to those in need.

Lisa LeTexier reviewed the proposed 2024 Pembina County Emergency Medical Services budget. Ms. LeTexier presented budgets for the Cavalier, Drayton, Pembina and Walhalla ambulance services and the Crystal, Mountain, Neche and St Thomas Quick Response units. Discussion followed on the legislative changes requiring counties to have an Ambulance Taxing District Board, effective January 2025.

Angelle French reviewed the proposed 2024 Pembina County JDA budget. Angelle discussed the JDA loan process, housing development, childcare development, business development programs, workforce attraction and development and allocated funds. Angelle reviewed the 2022 Pembina County JDA annual report which includes the Storefront Improvement program for local businesses, the EDA placemaking grant for Frost Fire Park and the region, Frost Fire infrastructure grant updates, funding for the Pembina Gorge campground through the ND Parks and Recreation budget, and the Regional Workforce Impact Program. Angelle also discussed the tourism destination development project and Talking Trails in the Rendezvous Region. Ms. French is requesting 4 mills for 2024.

Commission reviewed the Board of Health, County Nurse, County Nurse Special Trust, Fund and Tobacco Funds with Rachel Ramsay, Public Health Director. The County Nurse Special Trust Fund and Tobacco Fund utilize grant dollars only, so the county does not levy for these funds.

Samantha Weeks reviewed the E-911 proposed budget with the Commission. Discussion followed on landline and wireless reimbursements. Dispatch proposed budget was also reviewed.

Auditor presented a handout to the Commission from Melissa Morden, Clerk/Recorder, regarding job duties and salaries for her department. Discussion followed on increased salary requests from different departments and the current pay plan. Discussion followed on an error on the 2023 salaries for three dispatch employees that was not corrected. Motion made by Blaine Papenfuss to freeze the salaries for the three dispatch employees until they reach the step equivalent to their current pay. Second by Darin

Otto. Roll call vote: James Benjaminson – yes, Laverne Doyle – yes, Blaine Papenfuss – yes; Darin Otto – yes, Andrew Cull – no. Motion carried.

The following proposed budgets were reviewed: Abandoned Cemetery, County Fair, County Clerk/Recorder, County Auditor/Treasurer, States Attorney, Director of Tax Equalization, Courthouse Maintenance, County Coroner, Disaster Emergency, Mental Health, Planning & Zoning Commission, Elections, Human Resource, and Miscellaneous. Jill Denault, Human Service Zone Director, reviewed the proposed budget for Pembina County Social Service and the Social Service Trust Fund. The State is taking over some of the indirect costs for Social Service so the reimbursement amount will be less than it has been in the past. The Social Service Trust is based on donations and no levy is required.

Auditor presented proposed budgets for the following non-general funds: Operation Prairie Dog Funding, General Reserve Fund, LATCF-American Rescue Plan Act, American Rescue Plan – Coronavirus, Opioid Settlement Fund, HB 1505 Special Distribution, Township Road Fund, Investment Interest, Document Preservation, Restitution Special Trust, Hazardous Chemical Preparedness, Flood Emergency, Victim Witness, Asset Forfeiture, and Homeland Security. These are funds that do not require a levy.

Commission discussed the Highway budget which is based on Highway Use Tax, work for cities, townships or private individuals, gas reimbursement from departments, and overload/trip permits. There is no levy for this fund.

Commission reviewed the following funds: Road & Bridge, County Library, Emergency, County Agent, Veterans Service, Water Resource, Historical Society, Senior Citizens, Weed, Red River Water Resource, Airport, Soil Conservation, and Capital Projects. These funds have levy limitations.

Commission will hold a Special Meeting on Monday, August 7, 2023 at 10:00 am to review approve the 2024 preliminary budget.

Motion made by Darin Otto and seconded by Laverne Doyle to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 4:25 PM.