

The following are "unofficial minutes" subject to change at the next meeting.

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

www.pembinacountynd.gov

Special Meeting – Budget Meetings

August 4, 2022

9:00 AM

Board of Pembina County Commissioners met in Special Session, to review 2023 proposed budgets, in the Commissioners Meeting Room of the Courthouse. Chairperson Rutherford called the meeting to order at 9:05 AM. Roll call: Jim Benjaminson, Nick Rutherford and Andrew Cull. Absent: Dave Moquist and Laverne Doyle. A quorum was declared.

Rachel Ramsay, Interim Public Health Director, reviewed the following 2023 proposed budgets: Board of Health, County Nurse, County Nurse Trust and Tobacco. Rachel presented a handout showing the salary and fringe reimbursement to Pembina County for the grant work performed by the department. There is no levy for the County Nurse Trust or the Tobacco Fund as they are based on miscellaneous collections and grant dollars.

Commissioner Dave Moquist joined the meeting at 9:25 AM.

Revel Sapa, Veterans Service Officer/Human Resource, reviewed the 2023 proposed budgets for Veterans Service and Human Resource. Revel presented a handout showing the number of veterans she has served since she began employment with Pembina County in October 2019.

Samantha Diemert, Emergency Management/Weed/Dispatch Supervisor, presented the 2023 proposed budgets for Emergency Management and the Weed Department. Samantha also presented the 2023 proposed budgets for Hazardous Chemical Preparedness, Flood Emergency, and Homeland Security. These funds have no mill levy as they are based on grant funding and FEMA payouts. Samantha stated she is currently completing FEMA paperwork related to the spring flooding issues.

Samantha Weeks, 911/IT/GIS Coordinator. Dispatch Supervisor, presented the 911 and Dispatch 2023 proposed budgets. Samantha stated the Dispatch Center is fully staffed at this time. She also has two flex dispatchers that will fill in when the full time employees are on vacation or sick leave. Everything is going smoothly in the department.

Mikka Willits, Tax Director, presented the 2023 proposed budget for her department. Mikka explained the difference for the salary line item compared to the number presented to the Commission prior to budget reviews is due to each of her staff receiving an additional step increase upon completion of their Class I and Class II Assessor Certification. Mikka is expecting the certifications to be completed mid-year 2023. Discussion followed on the Vanguard Appraisal contract.

Sheriff Terry Meidinger reviewed the proposed 2023 budgets for Corrections, Truck Regulatory, Sheriff, Sheriff Trust, Sheriff Asset Forfeiture and Law Enforcement Contracts. Sheriff Meidinger discussed increasing prisoner board from \$75.00/day to \$85.00/day, which is more in line with what other counties are charging. Motion made by Jim Benjaminson and seconded by Dave Moquist to increase prisoner board from \$75.00/day to \$90.00/day. All voting in favor; motion carried. Sheriff Meidinger presented a handout comparing salaries of deputies in like size counties with the proposed salaries for Pembina County. Sheriff Meidinger would like to see an additional increase for the deputy salary line, so they are competitive with the surrounding counties, which will help with retention. No action taken at this time.

Kari Helgoe, NDSU Extension, presented the proposed 2023 budgets for the County Agent and the County Agent Trust. There is no levy for the County Agent Trust, as it is based on fees gathered for services.

Linda Schlittenhard, Auditor/Treasurer, presented the 2023 proposed budgets for the Auditor/Treasurer and Election funds. The increase on the equipment line is due to a required update for two new computers for the office. The increase on the miscellaneous expense line is caused by the change in the email fees from the State.

Motion made by Andrew Cull and seconded by Dave Moquist to recess the meeting until 1:00 pm. All voting in favor; motion carried.

Chairperson Rutherford reconvened the meeting at 1:15pm.

Devin Johnson, Highway Superintendent, reviewed the proposed budgets for HB 1505, Highway and the Road & Bridge/County Loan funds. HB 1505, which was a special distribution from the state ARPA funding, will be used for the County Road 1 project. There is no levy for the Highway fund. Highway Distribution funding received from the state is a key factor in the Highway Fund budget. Discussion followed on the proposed Prairie Dog Funding that is estimated to be distributed early in 2023, providing all the "buckets are filled". This funding can only be used for road and bridge projects.

Department heads that did not meet with the Commission included Missy Morden, Clerk/Recorder, Kelly Cluchie, Maintenance, Rebecca Flanders, States Attorney, Monica

Brusseau, Victim Witness, and Jill Denault, Northern Valley Human Service Zone. Auditor Schlittenhard reviewed their 2023 proposed budgets with the Commission. Auditor Schlittenhard reviewed the remaining County General 2023 proposed budgets with the Commission. These funds include the Commission, Comprehensive Health, Insurance Reserve, Retirements & Social Security, Advertising, Abandoned Cemetery, County Fair, County Coroner, Mental Health, Planning & Zoning and Miscellaneous Expense.

Auditor Schlittenhard reviewed the following Non-General 2023 proposed budgets with the Commission: Township Road, County Library, Emergency, Water Resource, Senior Citizen, Faith in Action, Red River Water Resource, Airport, Soil Conservation, Investment Interest, Document Preservation, Restitution Special Trust, and the Asset Forfeiture Fund. There are no mill levy appropriations for Township Road, Investment Interest, Document Preservation, Restitution Special Trust, or Asset Forfeiture.

Motion made by Jim Benjaminson and seconded by Dave Moquist to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 3:05 pm.