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BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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Special Meeting

August 7, 2023

10:00 AM

Board of Pembina County Commissioners met in Special Session in the Commissioners Meeting Room of the Courthouse. Chairperson Benjaminson called the meeting to order at 10:02 AM.

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

Also in attendance are Samantha Weeks, IT/911/GIS Coordinator, Samantha Diemert, Emergency Manager/Weed Officer and Rachel Ramsay, Public Health Director.

Commission reviewed the proposed 2024 preliminary budgets. Auditor presented the updated salaries, health insurance and retirement budgets. Commission reviewed two options for the proposed 2024 budget. Discussion followed on areas that could possibly be reduced. Chief Deputy Marcus Ramsay discussed the equipment budget for the Sheriff Department. Original request was for two vehicles and body and dash cameras. Commission asked Chief Deputy Ramsay if, in his opinion, it would be okay to drop that line item by \$55,000.00 and only purchase one vehicle. Chief Deputy Ramsay feels it would be fine to reduce the equipment line item for 2024 with the understanding the department will need to budget for one vehicle each year. Discussion followed on a decrease in the Ambulance levy and JDA levy from the 2023 budget and to not levy for the Emergency Fund this year.

Garret Fontaine, States Attorney, informed the Commission that he is here as an advocate for his office personnel salaries and not as the States Attorney. He also wants to make it clear that he is no way advocating for any position too have a lower pay nor is he trying to insinuate such, this is for a comparison basis. Mr. Fontaine presented job requirements for a 911/Communication Specialist and Victim Witness Coordinator/Legal Assistant and reviewed the duties of both positions. Discussion followed. Mr. Fontaine is requesting the Legal Assistant be moved to Step 9 on the Dispatch Supervisor line and the Victim Witness Coordinator/Legal Assistant be moved to Step 6 on the Dispatcher line of the current pay scale. Commission will take under advisement. Discussion

followed. Motion made by Blaine Papenfuss to have Human Resource consult with all departments for their input on the pay plan. Second by Laverne Doyle. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull – yes. Motion carried.

Motion made by Darin Otto and seconded by Blaine Papenfuss to have the new pay plan in place by March 1, 2024. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull – yes. Motion carried.

Motion made by Andrew Cull to deny the 2024 salaries requested by the States Attorney for the personnel in his office until the new pay plan is in place. Second by Darin Otto. All voting in favor; motion carried.

Motion made by Laverne Doyle to not increase Commission salaries for 2024. Second by Blaine Papenfuss. Roll Call Vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull – yes. Motion carried.

Motion made by Darin Otto and seconded by Blaine Papenfuss to approve Option 2 for the 2024 preliminary budget with the above-mentioned changes. Roll Call Vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull – yes. Motion carried.

Motion made by Andrew Cull and seconded by Darin Otto to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:05 PM.