

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

BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

www.pembinacountynd.gov

December 19, 2023

9:00 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse. Roll call: Jim Benjaminson, Laverne Doyle, Blaine W. Papenfuss, and Darin Otto. Absent: Andrew Cull. A quorum was declared.

Also in attendance are Zelda Hartje, Garret Fontaine, States Attorney, Samantha Weeks, IT/GIS/911 Coordinator, Samantha Diemert, Emergency Manager/Weed Officer, and Marcus Ramsay, Chief Deputy.

Chairperson Otto called the meeting to order at 9:00 AM.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the agenda with the following additions: Consultant recommendation letter for Project BRP-3400(050), a letter of resignation and Devin Johnson and Wade Thompson with discussion on the Flexible Transportation Funding program. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the December 5, 2023 meeting minutes as presented. All voting in favor; motion carried.

Devin Johnson, Highway Superintendent, and Wade Thompson, Kadramas, Lee & Jackson, met with the Commission to discuss the NDDOT Flexible Transportation Funding available to counties, cities, townships and Tribal Nations. Devin and Jeff Daley have been compiling projects that would meet the requirements of the Flexible Transportation Funding Program. Devin presented three high priority sites that he would like to apply for. Discussion followed. Motion made by Jim Benjaminson and seconded by Blaine Papenfuss to apply for the three projects. All voting in favor; motion carried.

Commission reviewed Board appointments. Motion made by Laverne Doyle and seconded by Jim Benjaminson to reappoint Rick Kendall to a three (3) year term to the Water Board. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – no; Darin Otto – no. Motion failed and will be addressed when a full board is available.

Commission discussed 2024 liquor licenses and reviewed a spreadsheet comparing what other counties are charging for licenses. Motion made by Laverne Doyle and seconded by Jim Benjaminson to leave the fees the same as last year. Roll call vote: Jim Benjaminson - yes, Laverne Doyle - yes, Blaine Papenfuss – no; Darin Otto – no. Motion failed. Motion made by Blaine Papenfuss to lower the license fees by \$150.00. No second. Motion made by Blaine Papenfuss to leave the Cavalier Country Club fees as they currently are, lower beer licenses for Gardar Country Club, Bonesy's Bar Inc and River Junction C-Store LLC by \$50.00 and lower liquor licenses for Gardar Country Club and River Junction C-Store LLC by \$100.00 and lower liquor license for Bonesy's Bar, Inc. by \$250.00 for 2024. Second by Laverne Doyle. Discussion followed. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the processing of a year-end batch of claims, with the checks being held until the next meeting for approval. All voting in favor; motion carried.

Auditor requested to transfer funds from Investment Interest to General Reserve in the amount of \$135,082.66. Motion by Blaine Papenfuss and second by Jim Benjaminson to approve the transfer as presented. All voting in favor; motion carried.

Construction engineering interview committee for Project BRP-3400(050), PCN 23400, presented their recommendation to the Commission. The interview committee consisted of Devin Johnson, Laverne Doyle and Linda Schlittenhard, who are recommending Kadramas, Lee & Jackson for the project. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to accept the committee's recommendation and award the construction engineering contract to Kadramas, Lee & Jackson. Discussion followed. All voting in favor; motion carried.

Auditor presented a letter of resignation from Renee Lunde. Motion made by Laverne Doyle and seconded by Jim Benjaminson to accept the letter of resignation, with regret, as presented. All voting in favor; motion carried. Commission thanked Renee for her years of service to Pembina County.

Melissa Morden, Clerk of Court/Recorder, reviewed the Court Facilities Improvement Grant paperwork with the Commission. The grant request is to replace the courtroom gallery seating with padded benches, since the current seating has become a safety concern. The estimated cost for the project is \$89,928.00, with Pembina County paying 25% of that cost for a total of \$22,482.00. States Attorney Fontaine expressed his and Judge Agotness's support for the seating change. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the grant application as presented. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes. Motion carried.

Water Board members Don Kemp, Bill Gunderson, Ted Juhl and Randall Emanuelson met with the Commission. Others present were LuAnn Kemp, Water Board Secretary, and Rob Fleming, Water Board Attorney. Zach Hermann and Paul LaClaire, Houston Engineering, updated the Commission on the following projects: Tongue River Cut-off channel, Bourbanis Dam, Tongue River Snagging & Clearing project, FEMA projects, Park River Joint Board retention site, and the Drain 78 FEMA project. Zach updated the Commission on a table top exercise that is planned for some time next year. Don Kemp discussed the appointment to the Water Board with the Commission.

Sheriff Terry Meidinger presented the following bids for the Truck Regulatory vehicle:

Nelson Auto Center - \$51,540.00

Soeby Ford - \$53,900.00

Birchwood Motors - \$53,874.00

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to award the bid to Birchwood Motors. All voting in favor; motion carried.

Samantha Diemert, Emergency Manager/Weed Officer, presented estimates for the Multi Hazard Mitigation Plan (MHMP) revision. There are new standards and regulations, set in place by the state, that must be revised in the current plan for Pembina County to remain in compliance with federal rules. Pembina County is responsible for 25% of the cost. Three estimates to complete the revisions was required, but only two were received. Ms. Diemert is able to forward her email requests to the organizations that did not respond to comply with the requirement. The following estimates were received:

Heartland Consulting Group, LLC - \$22,900.00

Kadramas. Lee & Jackson - \$75,034.00

Motion made by Jim Benjaminson and seconded by Blaine Papenfuss to approve the estimate from Heartland Consulting Group, LLC. All voting in favor; motion carried.

Zelda Hartje, Pembina County Historic Preservation Commission, discussed the Talking Trail sign installed on the west side of the Courthouse grounds. It is the presentation sponsored by the Commission, with thanks from the Pembina County Historic Preservation Commission.

Commission reviewed the November financial statement and claims. Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the consent agenda as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:41 AM.