

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

BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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December 5, 2023

9:00 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse with the following members present: Roll call: Jim Benjaminson, Laverne Doyle, Blaine W. Papenfuss, Darin Otto, and 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.

Linda Schlittenhard, Auditor/Treasurer, called for nominations for the 2023-2024 Chairperson. Jim Benjaminson nominated Andrew Cull as Chairperson, seconded by Blaine W. Papenfuss. All voting in favor; motion carried.

Nominations called for Vice-Chairperson. Blaine Papenfuss nominated Darin Otto as Vice-Chairperson for 2023-2024, seconded by Laverne Doyle. All voting in favor; motion carried.

Chairperson Cull called the meeting to order at 9:01 AM.

Motion made by Darin Otto and seconded by Blaine Papenfuss to approve the agenda as presented. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the November 21, 2023 meeting minutes as presented. All voting in favor; motion carried.

Auditor Schlittenhard presented a letter to the Army Corps of Engineers requesting they expedite the permitting process for Structure #34-136-22.0, the structure on Old Highway 44. Additional letters of support to expedite the permitting process for this structure, which were received from townships, the Water Board, Emergency Management, 911 Coordinator, Drayton School, and Sheriff's Department, were reviewed. The hope is to get this project bid as soon as possible and constructed during the winter, so it is in place by springtime. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to authorize the Chairperson to sign the letter as

presented and forward all letters to the Army Corps of Engineers. All voting in favor, motion carried.

Auditor requested to transfer \$30,000.00 from the Capital Projects Fund to the E-911 fund in County General to cover the cost for the new Emergency Medical Dispatch (EMD) courses. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to authorize the transfer of funds as requested. All voting in favor; motion carried.

Commission reviewed Board appointments and made the following appointments and reappointments:

Water Board – reappointed Ted Juhl to a three (3) year term;

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to appoint Kaylyn Dalsted to the Water Board. Roll call vote: Jim Benjaminson - yes, Laverne Doyle – no; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull - yes. Motion carried.

Housing Authority Board – reappointed Thomas Cummings to a four (4) year term;

Planning & Zoning Board – reappointed Christopher Jackson and Kirk Morrison to three (3) year terms;

Reorganization Committee – reappointed Judy Stellan and Norman Becker to four (4) years terms;

JDA Board – reappointed Sonia Misialek, Sherri Caratinni, Melissa Gapp, Julie Kemnitz and Ashley Nordstrom to three (3) year terms;

Historic Preservation Commission – reappointed James Benjaminson, Marlys Boll, Zelda Hartje and Brian Hardy to three (3) year terms;

Motion made by Darin Otto and seconded by Blaine Papenfuss to reappoint the remaining current board members to their respective positions. All voting in favor; motion carried.

Commission discussed 2024 liquor licenses. Motion made by Darin Otto and seconded by Laverne Doyle to table a decision to the next meeting. Ayes: Jim Benjaminson, Laverne Doyle, Darin Otto, Andrew Cull. Nays: Blaine Papenfuss. Motion carried.

The NDDOT Annual Maintenance Certification for County Federal Aid Projects was reviewed. The certification states that Pembina County is properly maintaining the projects that had federal aid for construction. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to authorize the Chairperson to sign the agreement as presented. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson by to approve the county deeds for the property that was sold at the annual County Sale. All voting in favor; motion carried.

Auditor informed the Commission of two land uses that were not included in the discussion at the last meeting. Lisa Keney, Tax Director, mistakenly omitted the pipeline and railroad land uses and would like approval for them for the 2024 tax year. Motion

made by Darin Otto and seconded by Blaine Papenfuss to approve the two additional land uses as presented. All voting in favor; motion carried.

Board discussed the upcoming 2024 primary and general elections process to be used in Pembina County. Motion made by Jim Benjaminson and seconded by Laverne Doyle for Pembina County to continue with vote by mail elections in 2024. For those choosing to vote in person on Election Day, rather than in advance by mail, there will be one polling place available in the county for the primary and general election. The polling site will be in the Farmer's Room of the Pembina County Courthouse in Cavalier. County election precincts to remain as follows:

Precinct #1

01-01 Pembina Township, Joliette Township, Carlisle Township,
Neché Township, Hamilton Township, Bathgate Township
01-02 Pembina City
01-03 Neche City
01-04 Hamilton City
01-05 Bathgate City

Precinct #2

02-01 Walhalla Township, St Joseph Township, Felson Township,
LaMoure Township, Advance Township
02-02 Walhalla City

Precinct #3

03-01 Beaulieu Township, Akra Township, South Cavalier Township,
Thingvalla Township, Park Township, Lodema Township,
Gardar Township, Crystal Township
03-02 Mountain City
03-03 Canton City (Hensel)
03-04 Crystal City

Precinct #4

04-01 North Cavalier Township
04-02 Cavalier City

Precinct #5

05-01 Elora Township, St Thomas Township, Midland Township
05-02 St Thomas City

Precinct #6

06-01 Drayton Township, Lincoln Township
06-02 Drayton City

All voting in favor; Motion carried.

Kelly Cluchie, Maintenance, updated the Commission on the heating system upgrade. Evan, Lunseth Plumbing & Heating, available by telephone. Evan expressed his concerns with the boiler not working properly. There are too many variables involved so they will not be able to install the valves on the radiators until the new boiler is installed. They are very hesitant to do anything that would compromise the existing boiler. Motion made by Blaine Papenfuss to put the project on hold until the new boiler is installed. Seconded by Laverne Doyle. All voting in favor; motion carried. Kelly informed the Commission that the earliest the asbestos removal on the boiler lines could be completed would be the end of February. Discussion followed.

Rachel Ramsay, Public Health Director, discussed the Workforce Grant their department received for strengthening and retaining the Public Health workforce. Ms. Ramsay presented a detailed handout on how she would like to utilize the funding. In an effort to keep the quality of current employees, Ms. Ramsay plans on offering annual retention bonuses to Public Health staff for 3 years (2023 – 2025) and for training and grant administration costs. Motion made by Jim Benjaminson and seconded by Laverne Doyle to allow Ms. Ramsay to proceed per her plan. All voting in favor; motion carried.

Terry Meidinger, Sheriff, discussed the Back the Blue Grant his office received. These funds may be used for providing recruitment and retention bonuses to new and current law enforcement and correctional officers and providing tuition and fee payments on behalf of law enforcement trainees. Motion made by Darin Otto and seconded by Jim Benjaminson to authorize the Sheriff to expend the Back the Blue Grant funds approved in House Bill 1307. Roll call vote: Jim Benjaminson-yes, Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull - yes. Motion carried.

Commission reviewed the November payroll and claims. Motion made by Laverne Doyle and seconded by Blaine Papenfuss to approve the consent agenda as presented. All voting in favor; motion carried.

Culvert request and drainage permit received from Craig Steiger to widen a field approach and replace the existing 24" x 25' culvert with a 24" x 40' culvert along County Road #2 in the E½ of Section 28 of North Cavalier Township. The culvert request has been approved by two township officers and Devin Johnson, Highway Superintendent. Motion by Blaine Papenfuss and seconded by Jim Benjaminson to approve the culvert request, up to a 60' culvert, and approve the drainage permit if additional work is required when widening the approach. All voting in favor; motion carried.

Devin presented a hydraulic study, completed by Kadramas, Lee & Jackson, for the box culvert replacement at the intersection of 97th St NE and 136th Ave NE. Two proposals were presented, the first proposal is to install two 48" corrugated steel culverts and the

second proposal is to install two 54" corrugated steel culverts. Devin has several 48" culverts on hand. Motion made by Darin Otto and seconded by Jim Benjaminson to approve the first proposal and install two 48" steel corrugated culverts. All voting in favor; motion carried.

Commissioner Otto asked about the status of the Mini-Mac. Devin stated the company is still projecting an April delivery timeline.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:33 AM.