

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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February 21, 2012

9:00 AM

Board of Pembina County Commissioners met at 9:00 AM in the Commissioners Meeting Room of the Courthouse with the following members present: Andy Adamson, Gary Nilsson, Hugh Ralston, Corene Vaughn, and Hetty Walker.

Chairman Adamson called the meeting to order.

Commissioner Nilsson reported on the Domestic Violence meeting he attended last week.

Motion made by Gary Nilsson and seconded by Hetty Walker to approve the minutes of the February 7, 2012 meeting and the February 14, 2012 Special Meeting minutes as presented. All voting in favor; motion carried.

The Commission was informed that the North Dakota Taxpayer's Association will be holding several townhall forums over the next few months regarding Measure #2.

Pembina County Housing Authority minutes were reviewed.

Pembina County Fair Board minutes and financial statement were reviewed.

Chairman Adamson added discussion on the revised policy manual to the agenda. Chairman Adamson referred to the dress code policy and requested Tanya Wieler, Human Resources, address the issue with the employees. Also discussed was the revised inclement weather policy and FMLA leave. The Commission thanked Ms. Wieler for all of her work on the policy manual.

Tanya Wieler, Human Resources, and Barb Whelan, interim Pembina County State's Attorney met with the Commission to discuss the operations of the State's Attorney office. Ms. Whelan presented the Commission with handouts explaining the process that must be followed to appoint a qualified individual to the position. Discussion followed. Commission requested that Ms. Whelan and Ms. Wieler return after the Water Board has met with the Commission.

Pembina County Water Resource Board met with the Commission. Robert Fleming, Water Board Attorney, and Troy Kittelson, Highway Supervisor, also

present. Chairman Falk presented pictures and updated the Commission on the Cook Bridge project. There is a cost share available to complete the required work. Motion made by Corene Vaughn and seconded by Hetty Walker to continue the work on the Cook Bridge. Roll call vote: Gary Nilsson – yes; Corene Vaughn – yes; Hugh Ralston – yes; Hetty Walker – yes; Andy Adamson – yes. All voting in favor; motion carried. Commission Chairman Adamson authorized to sign the contract presented by the Water Resource Board for remainder of work required on Cook Bridge. Chairman Falk updated the Commission on the Tongue River Cut-off and County Road 3 near Mountain. Mr. Fleming updated the Commission on the Canadian Dike lawsuit.

Ms. Whelan and Ms. Wieler reconvened their meeting with the Commission. Motion made by Corene Vaughn to appoint Barb Whelan as the Pembina County State's Attorney. Motion seconded by Gary Nilsson. Discussion followed. Roll call vote: Gary Nilsson – yes; Corene Vaughn – yes; Hugh Ralston – yes; Hetty Walker – yes; Andy Adamson – yes. Vote was unanimous; motion carried.

Discussion was had on options for the State's Attorney's Office. Options include making an appointment with no other changes, make an appointment and consider changing the office from an elected position to an appointed position, or explore consolidation of the State's Attorney's Office with adjoining counties.

Ms. Wieler presented a job description draft for the State's Attorney position. Options of advertising were discussed. Commission requested that Ms. Wieler place the ad on the Job Service website, Supreme Court website, State's Attorney's Association listing of prosecuting attorneys and assistant State's Attorneys, local papers and use online services such as JobsHQ. Closing date to submit applications for the position will be March 14, 2012.

Motion made by Gary Nilsson and seconded by Hetty Walker to approve the consent agenda of claims as presented. All voting in favor; motion carried.

Commission discussed the 100th anniversary celebration of the Courthouse. The Commission will discuss possible dates at the next meeting.

No further business; meeting adjourned.