

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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February 2, 2016

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: Gary Nilsson, Laverne Doyle, Nick Rutherford, Hugh Ralston and Hetty Walker.

Chairperson Doyle called the meeting to order.

Motion made by Nick Rutherford and seconded by Gary Nilsson to approve the January 19, 2016 minutes as presented. All voting in favor; motion carried.

Pembina County Water Board minutes of November 18, 2015 – January 12, 2016 were reviewed.

Pembina County JDA minutes of November 18, 2015 were reviewed.

Pembina County Fair Board minutes of January 13, 2016 and the November 2015 and December 2015 financial statements were reviewed.

Commission discussed Board appointments. Auditor was notified of Dr. Lindemann's resignation and informed the Commission the need to appoint another individual to fill the vacancy. Commission was also informed of Gail Jensen's resignation from the Pembina County Housing Authority Board. Commission made the following appointment:

Pembina County Coroner: Dr. Kulvinder Sumra to a four (4) year unexpired term.

Motion made by Gary Nilsson and seconded by Hetty Walker to accept the Board appointment as listed above. All voting in favor; motion carried. Commission tabled the appointment to the Pembina County Housing Authority Board until February 16, 2016.

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

Construction engineering interview committee presented their recommendation to the Commission. Motion made by Hugh Ralston and seconded by Gary Nilsson to award the contract to Kadramas, Lee & Jackson. Roll call vote: Gary Nilsson –

yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Commission was presented utility permits received from United Telephone Mutual Aid Corporation, granting them permission to use highway right of way. United Telephone Mutual Aid Corporation will be installing utilities under County Road 9, County Road 1, County Road 12 and County Road 55. Motion made by Hetty Walker and seconded by Hugh Ralston to authorize the Chairperson to sign the utility permits as presented. All voting in favor; motion carried.

Duane Littlejohn, Insurance Associates, met with the Commission for the annual insurance review. Motion made by Gary Nilsson and seconded by Nick Rutherford to renew the insurance policy as presented for 2016. All voting in favor; motion carried.

Terry Meidinger, Pembina County Sheriff, introduced Cory Mortenson, who began his work as a Deputy with the Pembina County Sheriff's Department on February 1, 2016, and Peter Miley, District Game Warden, who began his duties on January 1, 2016.

Stacie Sevigny, Red River Regional Council Developer, met with the Commission to discuss the ½ mill "Self-Help" funding grants. Motion made by Gary Nilsson and seconded by Nick Rutherford to award \$13,150.00 (\$1,500.00 maximum per applicant) to the 2015 ½ Mill "Self Help" Program. Roll call vote: Gary Nilsson – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker - yes. Motion carried.

Dawn Keeley, Red River Regional Council Executive Director, reviewed the program objectives/goals and program management for the ½ Mill "Self-Help" Program with the Commission. Discussion followed on the county's goals and objectives of the program, current guidelines of the program, and if applications should be solicited and/or awarded differently. Commission would like to be informed of any changes in the scope of work from the original application, but do not want to get more specific with the "Community Betterment" definition of the program.

Jon Markusen, Kadramas, Lee & Jackson, stopped by to inform the Commission that the paving projects will be bid on February 18, 2016. Chairperson Doyle informed Jon that the Construction Engineering contract for project BRO-0034(031) was awarded to Kadramas, Lee & Jackson. Jon thanked the Commission for the opportunity to work for the county.

Terry Meidinger, Pembina County Sheriff, informed the Commission of the resignation of Tom Bernier, Truck Regulatory. Interviews for a replacement will begin tomorrow. Walsh County Sheriff, Ron Jurgens, will be participating in the interviewing process.

Tanya Wieler, Human Resource Director, presented policy change updates. Policy 504, Use of Phone, Fax, and Mail Systems, consists of changes with cell phone reimbursement rates, eligibility for county-issued cell phones and requirements for "Smart" phones. Policy 406, Inclement Weather, had the verbiage "non-continuous-shift employees" added. The updated grievance procedures were reviewed. Commission would like to review further and determine approval/disapproval at a later date. Discussion followed on minor changes on Policy 504 and Policy 406 that need to be made. Motion made by Hugh Ralston and seconded by Hetty Walker to approve Policy 504 and Policy 406 with the discussed changes. All voting in favor; motion carried.

Tanya discussed the need for a private area for "Nursing Mothers". Ms. Wieler is requesting the Commission consider designating an area of the Courthouse for this required policy. No action taken at this time.

Tanya discussed concerns with appointed versus elected positions. Commission requested further information prior to making a determination.

Duane Littlejohn commented on the denial of his claim for reimbursement for removal of willows and purchase of gates for a culvert.

Motion made by Gary Nilsson and seconded by Nick Rutherford to adjourn the meeting. All voting in favor; motion carried. Meeting was adjourned at 12:25PM.

/s/ Laverne Doyle, Chairman
Pembina County Board of Commissioners

ATTEST: /s/ Linda Schlittenhard
Pembina County Auditor/Treasurer