

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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January 4, 2017

9:00 AM

Board of Pembina County Commissioners met in regular session at 9:00 AM in the Commissioners Meeting Room of the Courthouse with the following members present: James Benjaminson, Laverne Doyle, Hugh Ralston, and Hetty Walker. Absent: Nick Rutherford.

Linda Schlittenhard, Auditor/Treasurer, called the meeting to order and called for nominations for the 2017 Chairperson. Laverne Doyle nominated Nick Rutherford as chairperson, seconded by Hugh Ralston. All voting in favor; motion carried.

Nominations called for Vice Chairperson. Hugh Ralston nominated Jim Benjaminson as Vice Chairperson for 2017, seconded by Laverne Doyle. All voting in favor; motion carried.

The meeting was turned over to Vice-Chairperson Benjaminson.

Commission expressed their thanks to Commissioner Doyle for all of his work over the past year. Vice-Chairperson Benjaminson called the meeting to order.

Auditor/Treasurer, Linda Schlittenhard, presented the Pledge of Assets and List of Depositors of Pembina County funds. Motion to approve the Pledge of Assets and Depositors made by Laverne Doyle and second by Hetty Walker. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Laverne Doyle to approve the December 20, 2016 minutes as presented. All voting in favor; motion carried.

Commission reviewed the list of Board appointments. There are three Oaths that remain to be returned. Auditor will contact those individuals and report at the next meeting. Discussion followed on the Historic Preservation Commission appointments. Motion made by Laverne Doyle and seconded by Hugh Ralston to notify Cheryl Osowski of their interest in appointing Patricia Hart Cayley to fill the position of Graham Smith. All voting in favor; motion carried.

Jeanna Kujava, Public Health, presented a handout with the activities of the Public Health Department for the 4<sup>th</sup> quarter of 2016. Jeanna reviewed the core functions of Public Health and the accomplishments of the department through 2016. The Regional Environmental Health Department staff from Grand Forks Public Health were unable to attend today's meeting and will reschedule for a later date.

Commission was presented the 2017 Fire Sprinkler Inspection Contract, for the Law Enforcement Center, with Dakota Fire Protection. Motion made by Hetty Walker and seconded by Laverne Doyle to authorize the Vice-Chairperson to sign the contract as presented. All voting in favor; motion carried.

Commissioner Benjaminson informed the Board of the Pembina County Historic Preservation Commission interest in adding the Dease/Martineau property to the National Registry. An agreement for professional services between the Pembina County Historic Preservation Commission and Steve C. Martens, Architect, was presented. Motion made by Laverne Doyle and seconded by Hugh Ralston to authorize the Vice-Chairperson to sign the contract as presented. All voting in favor; motion carried.

Sheriff Meidinger introduced Samantha Diemert, Correctional Officer/Dispatcher, who began her duties on December 1, 2016. Samantha will be attending Correctional Officer training in Bismarck for the next three weeks.

Commission reviewed the list of accounts receivable for year-end 2016.

Request for a raffle permit received from Pembina County Mayville State Alumni. Motion made by Hugh Ralston and second by Laverne Doyle to approve MSU Alumni raffle permit. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Hetty Walker to approve the consent agenda, consisting of year-end and current claims and the December payroll. All voting in favor; motion carried.

Rebecca Flanders, Pembina County State's Attorney, and Tanya Wieler, Human Resources, met to discuss salary for the position. Tanya explained the 20 year pay plan adopted by the Commission. The Board reviewed the letters of support from judges within the Northeast Judicial District, where Ms. Flanders served as law clerk for the past four years. Ms. Flanders updated the Commission on her professional experiences and accomplishments, and her intentions to do her very best for the residents of Pembina County. Motion made by Hugh Ralston and seconded by Hetty Walker to table a salary decision until all Board members are present. All voting in favor; motion carried. A special meeting will be held Tuesday, January 10, 2017 at 9:00AM to finalize salary negotiations.

Motion made by Laverne Doyle and seconded by Hugh Ralston to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:30AM.