

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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January 19, 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, and Hugh Ralston. Absent: Hetty Walker.

Chairperson Doyle called the meeting to order. Andy Adamson and an update on the Domestic Violence program were added to the agenda.

Commissioner Nilsson reported on the most recent Domestic Violence meeting he attended. Commissioner Nilsson updated the Commission on the financial standing of the organization and stated that Cassi Bernier has done a phenomenal job with the program.

Motion made by Nick Rutherford and seconded by Hugh Ralston to approve the January 5, 2016 minutes as presented. All voting in favor; motion carried.

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

Request for a raffle permit received from St Joseph's Preservation Society. Motion made by Gary Nilsson and seconded by Hugh Ralston to approve the request. All voting in favor; motion carried.

Request for a raffle permit received from Pembina County Historical Society. Motion made by Gary Nilsson and seconded by Hugh Ralston to approve the request. All voting in favor; motion carried.

Request for a raffle permit received from Camden Lawson Benefit Committee. Motion made by Gary Nilsson and seconded by Hugh Ralston to approve the request. All voting in favor; motion carried.

Commission was presented with the Pembina County Jail Certification letter from Steven Engen, ND DOCR Director of Facility Inspections. The annual inspection of the Pembina County Jail was completed on August 17, 2015 and the letter states the facility is in compliance.

The Commission was presented with an amendment to Traffic Safety Contract No. 12152037, "Click It or Ticket". The amendment changes the enforcement dates over Memorial Day weekend to May 23 – June 5, 2016. Motion made by Hugh Ralston and seconded by Gary Nilsson to authorize the Chairperson to sign the amendment as presented. All voting in favor; motion carried.

Pembina County Housing Authority Board minutes of December 1, 2015 and special meeting minutes of December 4, 2015 were reviewed.

Pembina County Fair Board minutes of December 2, 2015 were reviewed.

Commission was informed that Mary Houdek, representing Job Service ND on the Pembina County JDA Board, has resigned. The position held by Ms. Houdek was not a required position for the Board. Keith Reitmeier, Job Service Eastern Region Director, informed Dawn Keeley, Red River Regional Council and Pembina County JDA Executive Director, that due to reduced staff resources Job Service is unable to provide an alternate individual to fill the position. Commission was notified that all other appointments and reappointments have been accepted.

Kelly Cluchie, Maintenance, discussed possible uses for the jail apartment. Kelly is asking if the kitchen area of the apartment could be remodeled for storage. Motion made by Gary Nilsson and seconded by Hugh Ralston to renovate the kitchen into storage space. Discussion followed. All voting in favor; motion carried. Kelly also discussed issues with the boiler.

Board reviewed the 2015 budgets to actual. Motion made by Gary Nilsson and seconded by Nick Rutherford to amend the following county budgets. Revenues are available to cover all amendments.

Historical Society	\$ 414.04
Job Development	\$ 10,988.39
Airport	\$ 7,559.82
Sheriff Special Trust	\$ 4,458.45
Document Preservation	\$ 217.14
Restitution Special Trust	\$ 250.00
Co Nurse Special Trust	\$ 710.00
Victim Witness	\$ 24,995.68
Asset Forfeiture	\$ 1,837.44
WIC	\$ 943.65
County Agent Special Trust	\$ 5,833.59
Drains	\$ 367,123.63

Roll call vote: Gary Nilsson – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Water Board discussed the email they received from the Highway Department related to the new fuel pumps that were recently installed, the purchase and

storage of culverts for the Water Board, and the 96" arch pipe belonging to the Water Board that was utilized by Walsh County during an emergency. Commission will discuss with Devin Johnson, Highway Superintendent, and inform the Water Board at the next meeting. Park River Joint Water Board will be holding an environmental impact meeting February 17, 2016 at 1:00PM at the Community Center in Mountain.

Andy Adamson stopped by to discuss his new venture. Mr. Adamson will be running for the District 10 Senate seat in the upcoming election. Commission wished Mr. Adamson good luck.

Commission reviewed the December financial statement. Motion made by Gary Nilsson and seconded by Nick Rutherford to approve the consent agenda, consisting of claims and the December financial statement. Discussion followed. All voting in favor; motion carried.

Chairperson Doyle discussed the Water Board's concerns with Devin Johnson, Highway Superintendent. Devin explained that the Water Board was issued a fuel number for tracking purposes. The Highway Department will store the culverts purchased by the Water Board for a 5% above cost fee to cover the costs of the Highway Department employee time and equipment usage for loading and unloading the culverts. Walsh County informed Jon Markusen that the 96" culvert will be returned once the required bridge repairs are complete. Walsh County will reimburse the Water Board for any damages done to the pipe or replace if necessary.

Jon Markusen, Kadramas, Lee, & Jackson, and Devin Johnson, Highway Superintendent, discussed 2016 proposed road projects. Alyssa Clemen, student in training with Kadramas, Lee & Jackson, also present. Proposed projects include County Road 12, from Highway 5 to County Road 1 and County Road 1 to County Road 55 which will be bid in February for a mid to late August completion date. Discussion followed on federal aid funding, carryover funds from 2015 and the proposed funding from the State. Jon presented options for work on County Road 1. There is insufficient funding to properly repair County Road 1 from east of Bathgate to Interstate 29. Commission discussed completing the projects as originally set.

Commission set interviews for Engineering Services for project BRO-0034(031) for Wednesday, January 27, 2015 beginning at 1:00PM. The interview committee members are Chairperson Laverne Doyle, Commissioner Nick Rutherford, Devin Johnson, Highway Superintendent, and Tanya Wieler, Human Resource Director.

Motion made by Hugh Ralston and seconded by Gary Nilsson to adjourn the meeting. All voting in favor; motion carried. Meeting was adjourned at 11:55AM.

Officer Fees: Clerk of Court - \$15,816.00
Recorder - \$4,078.20
Sheriff - \$2,224.75

Transfers: Social Service levy to Social Services - \$70,000.00

Claims – ADVANCED BUSINESS METHODS-W FARGO 478.24;ARL, INC. 300.00;CAVALIER CHRONICLE, INC 39.00;CAVALIER MUNICIPAL UTILITIES 2,226.00;COMPUTER PROFESSIONALS UNLIMITED INC.1,738.60;LETEXIER/LISA 150.00;MATTHEW BENDER & CO., INC 858.65;NATIONAL ASSN.OF COUNTIES 450.00;ND ASSOCIATION OF COUNTIES 38,304.15;ND COUNTY COMMISSIONERS ASSN. 1,600.00;ND SAFETY COUNCIL 225.00;PEMBINA COUNTY CLERK RECORDER 240.00;PEMBINA COUNTY TREASURER 802.32;POLAR COMMUNICATIONS 2,315.53;RED RIVER BASIN COMMISSION 225.00;UNITED COMMUNICATIONS 374.96;VALLEY NEWS AND VIEWS 40.00;VILLAGE FAMILY SERVICE CENTER 2,100.00; CAVALIER MUNICIPAL UTILITIES 455.39;POLAR COMMUNICATIONS 125.37; CAVALIER MUNICIPAL UTILITIES 263.79;NDACO RESOURCES GROUP, INC 1,234.64;NORTHERN VALLEY HOMES 685.00;PEMBINA COUNTY TREASURER 773.60;POLAR COMMUNICATIONS 183.56; CAVALIER MUNICIPAL UTILITIES 351.31;DOMESTIC VIOLENCE AND ABUSE CENTER, INC 10,000.00;JOB SERVICE NORTH DAKOTA 4,680.68;LAFFERTY/THERESA 49.00;ND PUBLIC EMPLOYEES RET SYSTEM 2,010.92;PEMBINA COUNTY TREASURER 205.00;STATE TREASURER 281.39; STUTSMAN COUNTY AUDITOR 123.50;AMAZON.COM LLC 199.27;AMERIPRIDE LINEN & APPAREL SERVICES 425.64;BAYMONT INN & SUITES BISMARCK/MANDAN 160.20;BEHM'S PLUMBING, INC 1,864.65;BOB BARKER COMPANY, INC 579.94;CAVALIER CHRONICLE, INC 5.00;CENTER FOR TOBACCO PREVENTION & CONTROL 60.00;CHRISTENSON/KALLIE 23.58;COLE PAPERS INC 282.95;DESIGNER CARE CO LTD 24.60;ELECTRONIC COMMUNICATIONS INC 990.00;FARGO CASS PUBLIC HEALTH 35.00;FLEMING, DUBOIS & FLEMING, PLLP 157.50;GRAFTON CITY 1,915.83;GRAND FORKS UTILITY 1,162.52;INFORMATION TECHNOLOGY DEPT 649.91;JENSON AIR CONDITIONING & HTG. 1,037.95;KIRKING/ANDREW 70.20;LEEVEERS SUPERVALU FOODS 554.21;LEXIPOL 2,970.00;MATTHEW BENDER & CO., INC 62.18;MID STATES ORGANIZED CRIME 100.00;NAPA AUTO PARTS OF CAVALIER 34.13;ND ASSOCIATION OF COUNTIES 34.00;ND COUNTY AUDITOR'S ASSOC 200.00;ND COUNTY RECORDER'S ASSOCIATION 175.00;ND COUNTY TREASURER'S ASSOCIATION 200.00;ND FRATERNAL ORDER OF POLICE 144.00;ND SACCHO 500.00;ND STATE RADIO COMMUNICATIONS 820.00;NDPHA 100.00;NDPHA – FARGO 75.00;NETWORKFLEET, INC. 113.70;NORTH DAKOTA CENTER FOR NURSING 105.00;OFFICE OF ATTORNEY GENERAL 2,130.00;OTTER TAIL POWER COMPANY 44.34;PEMBINA COUNTY TREASURER 286.31;PEMBINA/WALSH LIVESTOCK PROCESSING PLANT 5,922.00;PHARMCHEM, INC 100.00;PREMIUM WATERS 51.65;QUILL CORPORATION 729.57;RELIANCE TELEPHONE 800.00;SHOPKO STORES OPERATION CO., LLC 146.11;STARK/MELVIN 300.00;STERICYCLE, INC

230.61;STONE'S MOBILE RADIO, INC. 1,282.89;TERRY'S TRUE VALUE
29.93;THOMPSON'S CAFE 1,828.25;THRIFTY WHITE PHARMACY 92.46;VERIZON
WIRELESS 1,175.75; AMERIPRIDE LINEN & APPAREL SERVICES 135.94;BERTS
TRUCK EQUIPMENT OF MHD INC 9.00;BJORNSON OIL CO-CAVALIER
20,559.10;CAVALIER SUPPLY 159.20;GRAND FORKS WELDING & MACHINE
57.00;INFORMATION TECHNOLOGY DEPT 6.20;KADRMAS, LEE & JACKSON, INC.
5,873.50;MENARDS-GF 118.78;NAPA AUTO PARTS OF CAVALIER 581.14;ND
DEPT OF TRANSPORTATION 1,168.22;NORTH STAR COOP 1,164.12;NSC
MINERALS LTD 5,498.04;PEMBINA COUNTY MEMORIAL HOSPITAL
154.00;PEMBINA COUNTY TREASURER 52.67;PRAXAIR DISTRIBUTION INC
268.93;RDO EQUIPMENT COMPANY 4,924.80;SHOPKO STORES OPERATION
CO., LLC 98.94;STRATA CORPORATION 38,360.49;TERRY'S TRUE VALUE
60.43;VERIZON WIRELESS 150.19;WALLWORK TRUCK CENTER 57.74;WAYNE'S
VARIETY-CAVALIER 17.00; BJERKE-HAGEN/DANIELLE 50.00;BJORNSON OIL CO-
CAVALIER 191.09;DENAULT/JILL 50.00;INFORMATION TECHNOLOGY DEPT
68.90;MANLEY/MICHELLE 58.57;MARSHALL/KIMBERLY 56.70;ND DEPT OF
HUMAN SERVICES 10,489.75;PEMBINA COUNTY TREASURER 236.25;PREMIUM
WATERS 65.00;READY TALK 19.53;SCHMIDT & ASSOCIATES 33.50;SHOPKO
STORES OPERATION CO., LLC 16.35;TERRY'S TRUE VALUE 7.99;THRIFTY
WHITE PHARMACY 23.53;VERIZON WIRELESS 1,004.04;WAYNE JENSON
200.00; AMERITAS GROUP 34.92;DELTA DENTAL OF MINNESOTA
119.75;PARENTEAU/ HOLLY 628.46;VISA 465.20

January Payroll – \$351,075.93

2016 Salaries;

Laverne Doyle - \$17,040.00; Gary Nilsson - \$16,440.00; Hugh Ralston -
\$16,440.00; Nick Rutherford - \$16,440.00; Hetty Walker - \$16,440.00;
Kay Braget - \$71,028.00; Penny Karel - \$41,160.00; Casey Krieg - \$42,180.00;
Nancy Johnson - \$39,840.00; Renee Lunde - \$43,980.00; Dawn Menzies -
\$46,896.00; Linda Schlittenhard - \$70,416.00; Ryan Bialas, - \$87,744.00; Monica
Brusseau - \$38,880.00; Whitney Latzig - \$38,112.00; Julie Doyle - \$57,108.00;
Lisa Wieler - \$43,464.00; Kelly Cluchie - \$40,032.00; Jason Motl - \$10.25/hr;
Belinda Bitner - \$30,924.00; Brad Bowman - \$43,428.00; Jared Danielson -
\$43,428.00; Dan Garvens - \$48,936.00; Cindy Huffman - \$36,953.28; Cassie
Jarvis - \$35,009.52; Richard Johnson - \$41,976.48; Terry Meidinger -
\$73,296.00; Jeff Restemayer - \$40,382.16; Marie Thompson - \$30,924.00;
Dustin Wadholm - \$43,428.00; Liz Beck - \$61,176.00; Samantha Weeks -
\$39,684.00; Andrew Kirking - \$49,800.00; Kallie Christenson - \$52,032.00;
Jeanna Kujava - \$60,684.00; Rachel Ramsey - \$49,632.00; Kristi Ricard -
\$32,484.00; Sandy Letexier - \$39,828.00; Eric Gauthier - \$22,452.00; Diane
Anthony - \$35,664.00; Tina Brevik - \$41,340.00; Tina Brevik - \$5,293.20; Lori
Cantelle - \$19,284.00; Jill Denault - \$83,556.00; Lynelle Fraser - \$62,592.00;
Danielle Bjerke-Hagen - \$51,120.00; Deb Hurtt - \$ 40,332.00; Sheri Kuznia -
\$35,748.00; Diana Laxdal - \$ 31,836.00; Valorie Letkeman - \$32,796.00;
Michelle Manley - \$60,156.00; Holly Parenteau - \$52,692.00; Kelly Saul -
\$40,332.00; Charity Stegman - \$42,168.00; Whitney Austfjord - \$29,319.68;

Dean Benoit - \$22.89/hr; Brandon Crump - \$20.64/hr; James Doyle - \$18.50/hr;
Mitchell Einarson - \$22.89/hr; Larry Hallgrimson - \$17.96/hr; Devin Johnson -
\$62,379.24; Brian Morrison - \$20.64/hr; Rick Oasheim - \$23.82/hr; Noel
Tharalson - \$19.46/hr; Jerry Yeado - \$21.26/hr

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

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