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BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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January 8, 2019

8:30 AM

Board of Pembina County Commissioners met in regular session at 8:30 AM in the Commissioners Meeting Room of the Courthouse with the following members present: James Benjaminson, Laverne Doyle, Nick Rutherford, and Hugh Ralston. Absent: Hetty Walker.

Linda Schlittenhard, Auditor/Treasurer, called the meeting to order and called for nominations for the 2019 Chairperson. Laverne Doyle nominated Hetty Walker as Chairperson, seconded by Nick Rutherford. All voting in favor; motion carried.

Nominations called for Vice Chairperson. Jim Benjaminson nominated Hugh Ralston as Vice Chairperson for 2019, seconded by Laverne Doyle. All voting in favor; motion carried.

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

Motion made by Jim Benjaminson and seconded by Nick Rutherford to approve the December 18, 2018 minutes as presented. All voting in favor; motion carried.

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 Jim Benjaminson. All voting in favor; motion carried.

Commission reviewed the list of accounts receivable for year-end 2018. Auditor informed the Commission that several of the outstanding amounts were paid with the year-end claims batch. This lowered the Account Receivables from \$11,080.97 to \$7,346.85.

Commission was presented the 2019 Fire Sprinkler Inspection Contract, for the Law Enforcement Center, with Dakota Fire Protection. Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the chairman to sign the contract as presented. All voting in favor; motion carried.

Commission was informed that all Certificates of Appointment have been returned for the 2019 Board appointments.

Chairperson Walker arrived at 9:00 AM and the meeting was turned over to her.

Commission was presented with a letter from Jill Denault, Pembina County Social Service Director, regarding a joint meeting on January 24, 2019 with Cavalier, Pembina and Walsh County to begin discussion on proposed SB2124. The proposed bill would allow 19 County Social Service Zones, while not eliminating any access points. Due to the scheduled Social Service joint meeting the Commission chose to move the Wednesday, January 23, 2019 Commission meeting to Thursday, January 24, 2019.

Tanya Wieler, Human Resource Director, discussed an error discovered on the pay scale. The formula on the spreadsheet did not carry forward when Tanya made the market adjustments. The spreadsheet has been corrected and the difference in the approved salaries and fringe benefits amounts to \$38,181.43, the equivalent of .62 mills. Motion made by Nick Rutherford and seconded by Laverne Doyle to proceed with the salaries that were approved at budget time and adjust the pay scale accordingly for next year. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Auditor Schlittenhard presented the savings to the County if part-time employee benefits are pro-rated. There would be a \$1,793.06 savings per month or \$21,516.77 annual savings to the County. Four employees would be affected if the change is implemented. Board will discuss closer to budget time.

Jeanna Kujava, Public Health Administrator, presented a handout showing the changes that are occurring in the Public Health Department. During 2018 the department staffing consisted of one 1-2 day per week flex nurse, one 4 day per week nurse position, one 5 day per week nurse position, director position and one 5 day per week support staff. Changes for 2019 will be one 3-4 day per week nurse position, one 1-2 day per week nurse position, one 5 day per week nurse position, director position and one 5 day per week support staff. This will cause an increase in the salary line of the approved budget. Jeanna presented several options for budget reductions to cover the additional salary amount required. Commission requested Tanya and Jeanna provide annual budgetary differences prior to making any decision. They will return later with an update.

Kim Ruliffson, NDSU Eastern ND District Director, visited with the Commission concerning the resignation of Samantha Lahman. Kim informed the Commission due to the state budget restraints they are not able to refill positions automatically. Kari Helgoe and Samantha Lahman, Pembina County agents, offered options to cover the work load until a new hire is approved. Kim needs approval from the Commission to add the position to the state list. Motion made

by Laverne Doyle and seconded by Jim Benjaminson to have Kim add the name to the state list. All voting in favor; motion carried.

Stacie Sevigny, Red River Regional Council Developer, met with the Commission to discuss the ½ mill "Self-Help" funding grants. The deadline for applications was December 14, 2018. Pembina County received seven requests for projects totaling \$61,580.75. Motion made by Hugh Ralston and seconded by Jim Benjaminson to award \$10,440.00 (\$1,500.00 maximum per applicant) to the 2018 ½ Mill "Self Help" Program. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Tanya Wieler and Jeanna Kujava returned to present salary figures for the staff changes, which would cause a variance in the approved 2019 budget for the Public Health Department. Jeanna informed the Commission of grant opportunities that have become available since the 2019 budget was approved. The grant funding could be used to cover the additional cost of the staffing changes. Motion made by Hugh Ralston to approve the staffing changes within the Public Health department. Second by Nick Rutherford. All voting in favor; motion carried.

Shantelle Hannesson and Ben Hannesson expressed concerns regarding the cash bond set for BJ Hannesson. Also present were Sheriff Terry Meidinger, Chief Deputy Fred Marquardt, Deputy Patrick Swift and Pembina County State's Attorney, Rebecca Flanders. Shantelle feels the bond should be lowered. With this being an open case State's Attorney Flanders is unable to comment. Commissioner Benjaminson informed Shantelle and Ben they are not able to assist them with this concern and suggested they contact their attorney regarding the matter. Shantelle expressed other concerns and Commissioner Benjaminson stated they would look into those concerns.

Ben Hannesson discussed a pipe that was installed near his residence. Ben contacted the Water Board regarding concerns with the pipe and was told he had to contact the Commission. The Commission told Ben the Water Board claims the authority on any water issues. Ben will schedule a meeting with the Water Board and Commission to see what can be done regarding his concerns.

Rebecca Flanders, Pembina County State's Attorney, discussed her concerns with the county signing on with any legal firm for Opioid Litigation. She will be attending the State's Attorney Conference the end of the month and will have more information available when she returns. There are several unanswered questions that trigger concern.

Ms. Flanders discussed security concerns for herself and her office staff. Becky is requesting the purchase of Tasers for the office staff and to have the entry doors modified with Kevlar, bullet proof glass and a door pass through for paperwork. Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the purchase of Tasers for the State's Attorney staff. All voting in favor; motion

carried. Since the building is on the State Historic Registry, Commissioner Benjaminson will check with the State Historical Society to see what construction can be completed on the existing doors prior to making any decisions.

Devin Johnson, Highway Superintendent, presented the Request for Proposals for Construction Engineering received for Project BRO-0034(033), the structure 5 miles east and 1 mile north of Cavalier. Only one RFP was received from Kadramas, Lee & Jackson. Interview is set for Wednesday, January 16, 2019 at 11:00AM with the interview panel consisting of Tanya Wieler, Human Resource Director, Devin Johnson, Highway Superintendent, Nick Rutherford, Commissioner and Linda Schlittenhard, Auditor/Treasurer.

Commission received an invitation to a meeting at the Red River Regional Council to discuss the future of the Red River Riparian Program. The meeting is scheduled for Tuesday, January 29, 2019 from 1:00PM to 3:00PM. The 2017 Red River Regional Council Annual Report for the Red River Riparian Program was reviewed.

Commission reviewed the December payroll, year-end batch of claims and current claims. Motion made by Laverne Doyle and seconded by Jim Benjaminson to approve the consent agenda as presented. All voting in favor; motion carried.

With no further business, meeting adjourned at 12:50PM.