

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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July 6, 2016

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

Chairperson Doyle called the meeting to order. Pledge of Assets and List of Depositories will be added to the agenda.

Motion made by Hetty Walker and seconded by Nick Rutherford to approve the June 21, 2016 minutes as presented. All voting in favor; motion carried.

Pledge of Assets and List of Depositories was presented to the board. Motion made by Gary Nilsson to approve the Pledge of Assets and List of Depositories; seconded by Hetty Walker. All voting in favor; motion carried.

Commission was informed of the North Dakota County Commissioners Association's request for nominations for the Standing Committees. Commissioner Walker is interested in serving on the Finance & Audit Committee. Commissioner Walker's information will be sent to Bruce Strinden, NDCCA President.

Commission discussed Courthouse hours. Auditor presented the Commission with a spreadsheet of hours for all County Courthouses in North Dakota. After reviewing the spreadsheet, a motion was made by Nick Rutherford and seconded by Hugh Ralston to change the Pembina County Courthouse hours to 8:00AM – 4:30PM year round. Discussion followed. Roll call vote: Gary Nilsson - yes; Nick Rutherford – yes; Hugh Ralston - yes; Hetty Walker – yes. Motion carried.

Motion made by Gary Nilsson and seconded by Hetty Walker to authorize the Chairman to sign the county deed regarding the sale of county property in Neche City. All voting in favor; motion carried.

Auditor presented a Snapshot Audit Agreement regarding potential savings on telecommunications including local phone, wireless and internet services and data charges. SpyGlass, LLC will perform a penny by penny analysis of costs to

see if there are potential savings to the county and present a Summary of Findings to the County. If SpyGlass is unable to find any savings there would be no cost to the county for the analysis. Commission requested further information be gathered prior to making a decision. Auditor will present at the July 19<sup>th</sup> meeting.

Pembina County Water Board minutes of June 14, 2016 were reviewed.

Request received from Chizzy's to transfer his liquor license to the Leroy Hall on Saturday, July 30, 2016 from 9:00PM to 1:00AM. Motion made by Gary Nilsson and seconded by Hetty Walker to approve the transfer. All voting in favor; motion carried.

Jeanna Kujava, Public Health Administrator, provided a handout showing the trainings attended, grants applied for and programs her department is involved with. Jeanna discussed the changes that will occur with Vaccines for Children (VFC) due to the state no longer supplying vaccines to local Public Health departments. Jeanna is requesting to enter into a billing agreement with insurance providers to begin billing for private vaccine and to set the vaccination administration fee to the amount allowed by ND Medicaid, which would change the current administration fee from \$3.00 per vaccine to \$20.99 per vaccine. Motion made by Nick Rutherford and seconded by Hugh Ralston to approve entering into a billing agreement with insurance providers. All voting in favor; motion carried. Jeanna will develop a fee schedule for services separate from the vaccine administration fee and will provide the fee schedule during her 3<sup>rd</sup> quarter department update.

Motion made by Gary Nilsson and seconded by Nick Rutherford to approve the consent agenda, consisting of claims and the June payroll, as presented. All voting in favor; motion carried.

Chery Osowski, Special Projects Coordinator for Red River Regional Council, and Zeldia Hartje, Pembina County Historical Society, presented the 2016-2017 Grant Award contracts for the Pembina County Historic Preservation Commission and Administrative Contracts with Red River Regional Council for approval and signature. Motion made by Nick Rutherford and seconded by Hugh Ralston to authorize the Chairman to sign the agreements as presented. Discussion followed. All voting in favor; motion carried.

Motion made by Hetty Walker and seconded by Gary Nilsson to send a letter to SHPO requesting the appointment of Jeff Blanchard as a professional member and Molly Skadsen as an alternate. All voting in favor; motion carried.

Water Board met with the Commission to discuss the Canadian Dike lawsuit. Also present were Neil Fleming, Ron Falk and Tim Wilwand. Motion made by Nick Rutherford and seconded by Gary Nilsson to have the State's Attorney contact

the State Water Commission and Red River Joint Water Resource District regarding discontinuing the Canadian Dike lawsuit prior to the 2017 budget. Discussion followed. Roll call vote: Gary Nilsson – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Nick Harvey phoned to speak with the Commission regarding personal issues he has with the State’s Attorney’s office. Commission is unable to speak with Mr. Harvey due to the confidentiality of the issues.

Jon Markusen, Kadramas, Lee & Jackson, unable to attend. Devin Johnson, Highway Superintendent, presented the bids for CNOB-CNOC-3410(057), the hot mix asphalt overlay and incidentals for County Road #1 project. Bids received were as follows:

	Base Bid	Alternate A	Alternate B
Knife River Materials	253,122.34	2,807,305.14	2,591,763.84
Central Specialties	362,322.98	2,697,753.74	NO BID
Strata Corp	369,514.61	2,928,015.01	NO BID
Hardrives, Inc	449,295.28	2,856,048.68	NO BID
Mayo Construction	271,937.26	NO BID	2,582,962.26

Motion made by Gary Nilsson and seconded by Hugh Ralston to award the bid to Mayo Construction. Discussion followed. Roll call vote: Gary Nilsson – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Drainage permit requests received from Longtin Farms to do routine maintenance on the ditch along the north side of County Road #1 in Section 5, the south side of County Road #1 in Section 8 and the south side of County Road #1 in Section 9 of Advance Township. The request has been signed by the renter or landowner, reviewed by the Water Board and approved by Devin Johnson, Highway Superintendent. Motion made by Hugh Ralston and seconded by Gary Nilsson to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit requests received from Longtin Farms to do routine maintenance on the ditch along the south side of County Road #9 in Section 25 and the north and south side of County Road #9 in Section 28 of Walhalla Township. The request has been signed by the landowner, reviewed by the Water Board and approved by Devin Johnson, Highway Superintendent. Motion made by Hugh Ralston and seconded by Nick Rutherford to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Longtin Farms to do routine maintenance on the ditch along the east side of County Road #12 in the SW ¼ of Section 27 of St Joseph Township. The request has been signed by the landowner, reviewed by the Water Board and approved by Devin Johnson, Highway Superintendent.

Motion made by Hugh Ralston and seconded by Gary Nilsson to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Robert Olson to do routine maintenance on the ditch along the south side of County Road #3 in the NE $\frac{1}{4}$  of Section 7 of North Midland Township. The request has been signed by the landowner, reviewed by the Water Board and approved by Devin Johnson, Highway Superintendent. Motion made by Nick Rutherford and seconded by Hetty Walker to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Taylor Anderson to do routine maintenance on the ditch along the west side of County Road #12 in the SE $\frac{1}{4}$  of Section 34 of Akra Township. The request has been signed by the landowner, reviewed by the Water Board and approved by Devin Johnson, Highway Superintendent. Motion made by Gary Nilsson and seconded by Hugh Ralston to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Ron Steinke to clean the ditch bottom at .17 grade for approximately 1880 feet along the north side of County Road #1 in the S $\frac{1}{2}$  of Section 1 of Advance Township. The request has been signed by the landowner, reviewed by the Water Board and approved by Devin Johnson, Highway Superintendent. Motion made by Nick Rutherford and seconded by Hetty Walker to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Roy Paton to fill in the ditch to match grade of culvert going across Highway #55 along the north side of County Road #1 in the SE $\frac{1}{4}$  of Section 1 of St Joseph Township. The request has been signed by the landowner, reviewed by the Water Board and approved by Devin Johnson, Highway Superintendent. Motion made by Gary Nilsson and seconded by Hetty Walker to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Commission discussed restructuring the fee schedule for the County Coroner beginning in January 2017. Motion made by Gary Nilsson and seconded by Nick Rutherford to pay the County Coroner \$200.00 on a per call basis and have the Sheriff's Department take on the duties of Assistant Coroner. All voting in favor; motion carried.

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