

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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May 17, 2022

8:30 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse. Chairperson Rutherford called the meeting to order at 8:30 AM. Roll call: Jim Benjaminson, Laverne Doyle, Nick Rutherford, Dave Moquist and Andrew Cull. A quorum was declared.

Motion made by Dave Moquist and seconded by Laverne Doyle to approve the May 1, 2022 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Dave Moquist and seconded by Laverne Doyle to approve the May 3, 2022 meeting minutes as presented. All voting in favor; motion carried.

Motion made by Andrew Cull and seconded by Laverne Doyle to approve the agenda with the following additions/changes: Jeff Daley with KLJ, removal of the April financial statement, and cancellation of Landis McDonald appointment.

Commission was presented with the Certification of Local Match for Bridge Inspection/Load Rating. Motion made by Andrew Cull and seconded by Dave Moquist to authorize the Chairperson to sign the certification as presented. All voting in favor; motion carried.

Raffle permit request received from Growing Hope in Pembina County. Motion made by Dave Moquist and seconded by Laverne Doyle to approve the raffle permit as presented. All voting in favor; motion carried.

Request for a gaming site authorization, at the Cavalier Country Club, received from Cavalier Hook & Ladder Society. Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the gaming site request as presented. Discussion followed. All voting in favor; motion carried.

Request for a gaming site authorization, at Svold Community Hall, received from Svold Community Hall Association. Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the gaming site request as presented. All voting in favor; motion carried.

Auditor presented the city approved County Municipal Law Enforcement Contracts for Crystal City and St. Thomas City. The contracts are based on population and are being updated to reflect the new census numbers. Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Chairperson to sign the contracts as presented.

Commissioner Cull discussed the culverts, near the Darin Voecks residence, that were removed from a railroad track along State Highway 81. The railroad had two 28" concrete culverts under it, which were removed by the landowner when the railroad closed. The removal of the culverts has caused considerable water damage for landowners in the area for four of the last five years. Discussion followed on possible solutions to decrease the flow of water to surrounding landowners. Commission will discuss with the Water Board and the State's Attorney prior to making any decisions.

Commissioner Doyle updated the Commission on the discussion held at the Wednesday, May 11th Department Head meeting, regarding the relocation of the county panic button panel from the Corrections Center to the Dispatch Center. The panic buttons are used during regular work hours for county employees to notify the Sheriff Department of an emergency in their office. Discussion followed on the pros and cons of relocating the control panel. The majority of the Department Heads were in favor of relocating the control panel to the Dispatch Center. Commission will discuss with Samantha Weeks prior to making a final decision.

Auditor presented an update on the sound system. The contractor has received the microphones, speakers and Amp but is waiting for the main control panel and base stations. He will be up to install the system as soon as these items are received.

Samantha Weeks will be upgrading her county cell phone and is requesting to purchase her used cell phone. Samantha presented trade-in values from five companies. Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the purchase of the used cell phone for \$252.00. All voting in favor; motion carried.

Auditor received an email from Michelle Tabbert, with the North Dakota Association of Counties (NDACo), regarding the County Tour visit by the NDACo and NDCCC presidents and select staff. The counties of Cavalier, Pembina, Towner and Walsh will be toured on June 29-30. The exact routing is not known at this time. Michelle will contact the Auditor once the final date has been set for the Pembina County visit.

Rachel Ramsey, Public Health RN, discussed a grant opportunity they will be implementing. Grant funding will cover ten Pick & Share Garden sites throughout Pembina County. Currently there are six sites established in Cavalier, Walhalla, Drayton and the Cavalier Air Force Station. Funding for four additional sites is still available. County employees have expressed interest and will be in charge of planting, watering and

weeding the garden. In return, employees and other residents from around the community will be able to pick the produce to use in their homes. . Rachel is requesting permission to establish a Pick & Share Garden at the Courthouse. Motion made by Andrew Cull and seconded by Dave Moquist to grant permission for Public Health to establish a Pick & Share Garden site at the Courthouse. The Pick & Share Garden will be used as a worksite wellness initiative. All voting in favor; motion carried.

Commission reviewed the claims submitted for payment. Motion made by Laverne Doyle and seconded by Jim Benjaminson to approve the consent agenda as presented. All voting in favor; motion carried.

Commission received bids from the following to furnish Pembina County with asphalt products for the 2022 work season:

NorMont Equipment: \$4.21/gallon delivered

Flint Hills Resources, LP: \$3.40/gallon delivered

Motion made by Andrew Cull and seconded by Laverne Doyle to accept the bid of Flint Hills Resources, LP. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Dave Moquist – yes; Andrew Cull – yes. Motion carried.

Culvert request received from Jordan Sagert to install a 42" culvert in the NW¼ of Section 34 of Advance Township. There is a 42" culvert upstream and a 42" culvert downstream, which cause his crossing to wash out every year. Devin stated the county no longer handles 42" culverts but feels a 48" culvert would work. Motion made by Jim Benjaminson and seconded by Dave Moquist to approve the culvert request utilizing a 48" culvert. All voting in favor; motion carried.

Drainage permit request received from John Steinke to widen the approach and clean the ditch going south on the east side of County Road #12, and to remove the approach on the south side of County Road #1 in the NW¼ of Section 12, in Advance Township. Motion made by Andrew Cull and seconded by Dave Moquist to approve the request as presented. All voting in favor; motion carried.

Drainage permit request received from John Steinke to remove the approach and culvert and clean the ditch going west on the north side of County Road #1 in the SE¼ of Section 2, in Advance Township. Motion made by Andrew Cull and seconded by Dave Moquist to approve the request as presented. All voting in favor; motion carried.

Devin requested to install an 18" or 24" culvert on the approach east of the Pembina River along County Road #9. This would help the water drain back into the river. Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the request as presented. Devin will install a trap/gate on the culvert. All voting in favor; motion carried.

Devin was approached by Stuart Symington, Neche City Mayor, requesting a culvert be installed by Wayne Newell's residence, to alleviate pressure on Neche City. There are

currently two 48" or 60" culverts in place at this time. Drain #74 could be impacted by the addition of a culvert, which would take the water to the Rosebud Coulee and the Tongue River Cut-off area. Paul LaClaire, Houston Engineering, discussed the volume of water that will be flowing through the area which could affect the Auger Coulee and Drain 8 on the south side of County Highway #55. Paul LaClaire feels a hydraulic study would need to be completed prior to any decisions being made. No decision made at this time.

Water Board members Rick Kendall, Don Kemp, Ted Juhl, and Bill Gunderson, LuAnn Kemp, Water Board Secretary and Rob Fleming, Water Board Attorney met with the Commission. Zach Hermann and Paul LaClaire, Houston Engineering, also present. Carlton Heck and Wade Klindt also in attendance. Zach updated the Commission on the Tongue River Snagging and Clearing project, the Tongue River Cut-off project, Bourbanis Dam, Drain 66 outlet investigation, the vote on Drain 80, possible Drain 16 expansion, and Renwick Dam. Commissioner Cull asked if there is anything the Water Board could do to alleviate the water concerns in the area along State Highway #81. Attorney Fleming stated the Water Board has no statutory authority regarding the issue.

Landis McDonald unable to attend.

Devin discussed lifting spring load limits. Typically overweight permits are not given out while spring weight limits are in force. Devin has issued overweight permits to individuals that need to get feed to their animals but will not issue overweight permits for any other purpose.

Revel Sapa, Human Resources, and Samantha Weeks, 911/IT/GIS Coordinator/Dispatch Supervisor, met to discuss adding a dispatch flex position. This position would be used to cover vacation and sick leave, as well as fill in during emergency situations. Motion made by Dave Moquist and seconded by Laverne Doyle to allow the hire of a flex person. All voting in favor; motion carried. Commission discussed the panic button relocation with Samantha Weeks. No changes will be made at this time.

Revel discussed the new platform, Hire Click, being used for advertising job openings for the county. The county can advertise an unlimited number of job openings for three months for a minimal fee of \$99.00. Revel has followed up with several individuals that have shown interest in positions.

Kelly Cluchie, Maintenance Supervisor, and John Jenson, Jenson Heating and AC, met to discuss costs for a new heating system for the county buildings. Discussion followed on replacing the old boiler, which heats the Courthouse and the old jail building, and replacing the boiler in the Law Enforcement Center. Since the Courthouse is on the National Registry the integrity of the building must be maintained. The radiators cannot be replaced, therefore new controls and thermostats will need to be installed with a new boiler installation. John will have a quote available for the June 7, 2022 meeting.

Jeff Daley, Kadramas, Lee & Jackson, presented the KLJ Engineering Contract and RJ Zavoral & Sons, Inc contract for the County Road #1 project. Motion made by Laverne Doyle and seconded by Dave Moquist to authorize the Chairperson to sign both the engineering and contactor contract as presented. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Dave Moquist – yes, Andrew Cull – yes. Motion carried.

Motion made by Laverne Doyle and seconded by Dave Moquist to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:00 PM.