

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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May 19, 2020

8:30 AM

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

Chairman Ralston called the meeting to order. Revel Sapa, Human Resources, will be added to the agenda.

Motion made by Hetty Walker and seconded by Jim Benjaminson to approve the May 5, 2020 minutes as presented. All voting in favor; motion carried.

Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the Chairman to sign the Request for a Duplicate Warrant received from Billie Joe White. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Hetty Walker to authorize the Chairman to sign the Request for a Duplicate Warrant received from Pembina New Era. All voting in favor; motion carried.

Revel Sapa, Veteran's Service Officer/Human Resources, presented a memo from Tanya Wieler, Human Resource Advisor, regarding a suggested change to the Pembina County Employee Policy Manual. Policy 409 – Overtime/Compensatory Time, will be changed to read "Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work, and is defined as all hours worked in excess of **forty (40) per workweek. The Pembina County workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.** For **continuous-shift** personnel engaged in law enforcement activities in the Sheriff's Department overtime shall be defined as all hours worked in excess of 171 hours within a 28-day period. Motion made by Jim Benjaminson and seconded by Nick Rutherford to approve the change in Policy 409 as presented, effective June 1, 2020. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hetty Walker – yes. Motion carried.

Auditor presented the North Dakota Department of Transportation (NDDOT) Amendment to Contract No. 12191208, a contract between NDDOT and the Pembina County Sheriff's Department for driving while intoxicated. The

amendment is for a \$4,000.00 increase to the original contract, signed October 1, 2019. Sheriff Terry Meidinger informed the Commission that it is for the purchase of video camera surveillance equipment. The remaining funds will come from his budget. Motion made by Laverne Doyle and seconded by Hetty Walker to authorize the Vice-Chairman to sign the contract amendment as presented. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hetty Walker – yes. Motion carried.

Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Vice-Chairman to sign the county deed, for the sale of county property described as Lots 13 & 14, Block 7, O.T., City of St Thomas, (Parcel 34-0670000), as presented. All voting in favor; motion carried.

Commission discussed the County Coroner position with Sheriff Meidinger. The Auditor's office recently received information that Joshua Rau, the current County Coroner, is now a resident of Nelson County. Motion made by Laverne Doyle and seconded by Jim Benjaminson to have the Auditor contact Mr. Rau and inform him that he will be removed from the position since he is no longer a county resident. Discussion followed on who will act as coroner until a new individual is appointed. Per North Dakota Century Code, the duties will be the responsibility of the County Sheriff. All voting favor; motion carried.

A letter from St Thomas City Mayor Kevin Higdem, requesting the Commission consider increasing the budget of the Pembina County Job Development Authority to 3 mills for the 2021 budget, was reviewed by the Board. Commission will discuss at budget time.

Discussion followed on the June 1, 2020 deadline for the owner of property that was foreclosed on in 2019 to have all of his belongings removed from the property. Commissioner Doyle was contacted by the former owner's employer to see if the Commission would allow a one month extension so he can help him remove the property. Craig Vaughn, Cavalier City Council, available by telephone. Motion made by Jim Benjaminson and seconded by Nick Rutherford to allow a one month extension, with the deadline to have everything removed by July 1, 2020. Discussion followed. All voting in favor; motion carried.

Auditor discussed the information she received from Duane Littlejohn regarding insurance on the county vehicles used by employees of the Northern Valley Human Service Zone. Commissioner Doyle stated a decision was made at the recent Northern Valley Human Service Zone meeting to transfer the county vehicles to the Northern Valley Human Service Zone, since the vehicles were purchased with state funding. Motion made by Nick Rutherford to transfer the three county vehicles to the Northern Valley Human Service Zone. Second by Jim Benjaminson. Discussion followed. Roll call vote: Jim Benjaminson – yes, Laverne Doyle – yes; Nick Rutherford – yes; Hetty Walker – yes. Motion carried.

Bids for the overhead doors that were replaced on the County Shop were received from the following:

Jim Goodoien – Lot 1 - \$166.50; Lot 2 - \$166.50

Andrew Stegman – Lot 1 - \$400.00; Lot 2 - \$300.00

Riley Schaefer – Lot 1 - \$320.00; Lot 2 - \$180.00

Motion made by Laverne Doyle and seconded by Jim Benjaminson to accept the bid from Andrew Stegman. All voting in favor; motion carried.

Devin did not receive the culvert request so it will be addressed at an upcoming meeting.

Commission reviewed the claims. Motion made by Laverne Doyle and seconded by Hetty Walker to approve the consent agenda as presented. All voting in favor; motion carried.

Motion made by Hetty Walker and seconded by Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 9:50 AM.