

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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November 19, 2019

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, Nick Rutherford, and Hugh Ralston. Absent: Hetty Walker.

Vice-Chairman Ralston called the meeting to order. No additions to the agenda.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the November 5, 2019 meeting minutes, with the following correction. The paragraph pertaining to the omitted property should read NDCC 57-02-26 instead of NDCC 57-02-06. All voting in favor; motion carried.

Tanya Wieler, Human Resource Director, updated the Commission on the interviews held Thursday, November 14, 2019 for the Public Health Director position. The interview panel consisted of Tanya Wieler, Laverne Doyle, Jill Denault and Revel Sapa. Discussion followed on making an exception to the vacation accrual schedule. Motion made by Jim Benjaminson to confirm the acceptance of the offer with no exceptions to the vacation accrual schedule. Second by Laverne Doyle. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes. Motion carried.

Ms. Wieler informed the Commission that Mikka Willits has completed her Class I Assessor certification. Upon her hire, Ms. Willits was informed she would receive a step increase upon completion of her certification. Ms. Willits' certification was completed in October, however, her certification from the State is dated January 2019. Ms. Willits is requesting her increase go retroactive to the date of her certificate. Motion made by Laverne Doyle and seconded by Jim Benjaminson to make the step increase effective November 1, 2019. Discussion followed. All voting in favor; motion carried.

Commission was presented with an addendum to the Human Service Zone Agreement which was signed on November 5, 2019. The addendum is amended as follows: The Board of County Commissioners agree to seek approval from the Department of Human Services regarding hiring or dismissal of County Social Services or Human Service Zone employees and the board agrees to the recitals

and acknowledgements of Appendices A and B of the Human Service Zone Agreement Template. Motion made by Laverne Doyle and seconded by Nick Rutherford to authorize the Vice-Chairman to sign the addendum as presented. All voting in favor; motion carried.

Commission reviewed quotes from Woodside Industries for Public Health office upgrades. The upgrades include materials and installation for desk modifications and privacy panels. Also included are estimates for the removal of the office sink, painting the exam room and the purchase and installation of a new ductless air conditioner unit. Motion made by Jim Benjaminson and seconded by Laverne Doyle to table a decision until a director is in place. All voting in favor; motion carried.

Commission reviewed the contract with Kompleks Assessment Solutions, LLC for the Pembina County Ag land update project. Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Vice-Chairman to sign the contract as presented. All voting in favor; motion carried.

Commission reviewed the list of Board appointments and made the following appointments and reappointments:

Coroner – reappoint Joshua Rau to a five (5) year term;

Water Resource Board – reappointed Donald Kemp to a three (3) year term;

County Library Board – reappointed Lyle VanCamp and Zelda Hartje to three (3) year terms;

County Health Board – reappointed Deb Fraser to a five (5) year term;

Housing Authority Board – reappointed Thomas Cummings to a four (4) year term;

Planning and Zoning Board – reappointed Hetty Walker to a three (3) year term;

Reorganization Committee – reappointed Judy Stellon to a four (4) year term;

Pembina County Job Development Authority – reappointed Lisa Hall, Hugh Ralston, Lacey Hinkle and Chuck Damschen to three (3) year terms;

Red River Regional Council – reappointed Nick Rutherford to a two (2) year term;

Historic Preservation Commission - reappointed Michael Duerre, Jeff Blanchard and Patricia Hart Cayley to three (3) year terms and Molly Skadsen as an alternate for Michael Duerre for a three (3) year term.

Motion made by Nick Rutherford and seconded by Jim Benjaminson to accept the Board appointments and reappointments as listed above. All voting in favor; motion carried.

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

Kyle Gagner and Bill Crosby, Cavlandic Trail Association members, discussed the bid opening of November 8, 2019 for the proposed Cavlandic Trail repair project.

R. J. Zavoral and Sons, Inc. of East Grand Forks, MN received the low bid, with a bid of \$405,584.22 (Base) or \$494,065.90 (Base plus Options 1 & 2). The County share is estimated to be \$74,719.70 for Base plus \$17,696.34 for Options 1 & 2, for a total of \$92,416.04. The Cavlandic Trail Association will have the funding to cover the county share. Motion made by Laverne Doyle and seconded by Nick Rutherford to accept the bid of R. J. Zavoral & Sons, Inc. for the Base plus Options 1 & 2. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes. Motion carried.

Water Board informed the Commission that the 2018 Audit needs to be completed for their bonding to go through. Zach Hermann, Houston Engineering, informed the Commission the second phase of the Snagging and Clearing project was awarded to Triple D Construction who should be starting the project soon. The next phase of the project will be clearing through the City of Cavalier. Houston Engineering has begun working with the city as a proactive measure. Zach informed the Commission the new platforms for Herzog Dam and Goshke Dam are installed. The gate for Goshke Dam is installed and the gate for Herzog Dam will be installed once the gate is received.

Sale of County Property set for 11:00AM:

Bid received on property described as, #2 Tract of 280' Frontage on 7th St, City of Bathgate. Bid of \$150.00 received from Mark Ramsay.

Bid received on property described as, Lots 8-10, Block 2, O.T., City of Canton. Bid of \$375.00 received from Kevin Thebeau.

Bid received on property described as, Lots 16-20, Block 1, O.T., City of Crystal. Bid of \$175.00 received from the City of Crystal.

Bid received on property described as, Lots 5 & 6, Block 60, O.T., City of Walhalla. Bid of \$500.00 received from Reed Radway.

Motion made by Nick Rutherford and seconded by Jim Benjaminson to accept the high bids as listed above for the above described properties. All voting in favor; motion carried.

Tanya Wieler, Human Resource Director, contacted the Commission to inform them the Public Health Director position would be accepted if confirmation to allow her unpaid leave (if necessary) would be approved. Motion made by Nick Rutherford and seconded by Jim Benjaminson to allow the unpaid leave (if necessary). All voting in favor; motion carried. Notice was received that Julie Hardy accepted the position and she will begin her duties on December 30, 2019.

Sheriff Meidinger updated the Commission on the city council meeting he attended in Drayton last night.

Rebecca Flanders, State's Attorney, discussed a training opportunity offered through the National District Attorneys Association. The event, Improving Your Trial Strategies: Hands on Trial Advocacy Training, will be held in Columbia, South Carolina in April 2020. Motion made by Nick Rutherford and seconded by Jim Benjaminson to allow the out of state travel for the training. Discussion followed. All voting in favor; motion carried.

Ms. Flanders was unable to discuss the Civil Asset Forfeiture Account, as required by new legislation, due to a scheduled meeting. She will return to an upcoming meeting to discuss the process.

Motion made by Laverne Doyle and seconded by Nick Rutherford to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:13PM.