

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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November 5, 2014

9:00 AM

Board of Pembina County Commissioners met at 9:00 AM in the Commissioners Meeting Room of the Courthouse with the following members present: Gary Nilsson, Laverne Doyle, Andy Adamson, Hetty Walker and Hugh Ralston.

Chairman Ralston called the meeting to order. Emanuelson Farms notified the Commission they will not be available to meet this afternoon.

Motion made by Hetty Walker and seconded by Laverne Doyle to approve the October 21, 2014 minutes as presented. All voting in favor; motion carried.

Commissioner Nilsson notified the Board that Tina Lorenzen resigned as Executive Director of Domestic Violence and Abuse.

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

Pembina County Fair Board minutes of September 3, 2014, Annual Meeting minutes of October 29, 2014 and October 2013 – September 2014 financial report were reviewed.

Drainage permit request received from Conestoga Farms to clean the sediment from the ditch and return it to original grade, along County Road #55 in Section 11 of Pembina Township. Troy Kittelson, Highway Supervisor, approved the request. Motion made by Laverne Doyle and seconded by Andy Adamson to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Landis McDonald to clean the edge off the ditch and back slope to grade, along County Road #2 in the NE ¼ of Section 4 and NE ¼ of Section 9 of North Cavalier Township. Troy Kittelson, Highway Supervisor, approved the request. Motion made by Laverne Doyle and seconded by Andy Adamson to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Bernhoft Farms to clean the silt from the ditch, starting 1 mile east of Highway #18, on the south side of County Road #3, for 1 mile in Section 15 of Lodema Township. Troy Kittelson, Highway Supervisor, approved the request. Motion made by Laverne Doyle and seconded by Andy Adamson to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Bernhoft Farms to clean the silt from the ditch and replace the culvert in the approach ¼ mile east of Hensel along County Road #3, in Section 7 of Lodema Township. Bernhoft Farms is also requesting a 24" x 40' culvert to replace the original culvert as it is partially collapsed and rusted out. Troy Kittelson, Highway Supervisor, approved the request. Motion made by Laverne Doyle and seconded by Andy Adamson to authorize the Chairman to sign the requests as presented. All voting in favor; motion carried.

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

County Coroner – reappointed Susan Thompson for a one (1) year term.

Water Resource Board – reappointed Joshua Heuchert and Charles Thacker to three (3) year terms.

Social Service Board – reappointed Kathy Johnson and Laverne Doyle to three (3) year terms.

County Library Board – reappointed James Benjaminson and Deanna Lane to three (3) years terms.

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

Pembina County Housing Authority- reappointed Clifton Anderson to a four (4) year term.

Planning & Zoning Board – reappointed Lawrence Gapp and Sarah Winkler to three (3) year terms.

Pembina County Job Development Authority – reappointed Roberta Corrick, Charles Wellman and Deirdre Lee to three (3) year terms.

Red River Regional Council Board Representative – reappointed Hetty Walker to a two (2) year term with Hugh Ralston as the alternate.

County Historic Preservation Commission – reappointed Marlys Boll to a three (3) year term.

Motion made by Gary Nilsson and seconded by Hetty Walker to accept the Board appointments and reappointments as listed above.

Jill Denault, Social Service Director, and Jeff Osvold, Chief Deputy, discussed the State bid listing for the purchase of new vehicles. Ms. Denault and Deputy Osvold are requesting an opinion from the Commission regarding purchasing county vehicles through the State bid versus the State auction. Deputy Osvold explained that vehicle models now available through the State auction are not

viable options for use in the Sheriff's Department. Discussion followed on putting a rotation plan in place for the purchase of county vehicles, whether it is from the state bid or state auction.

Stephenie Davis, State's Attorney, and Samantha Weeks, Office Assistant, met to respond to the letter presented to the Commission at the previous meeting. Ms. Davis explained the proper protocol, according to NDCC, for collection of an NSF check. Ms. Davis will prepare a response letter, listing the proper protocol for collecting an NSF check, for the Chairman to sign and submit to the individual.

Troy Kittelson, Highway Superintendent, presented letters of approval to the NDDOT for bridges BRO-0034(029) and BRC- 3427(052). Motion made by Gary Nilsson and seconded by Laverne Doyle to authorize the Chairman to sign the letters as presented. All voting in favor; motion carried.

Troy reviewed the updated 2014-2015 County Federal Aid Program sheet showing the amount of money in the federal aid account and the scheduled federal aid road and bridge projects. There are no proposed project changes. Motion made by Gary Nilsson and seconded by Laverne Doyle to authorize the Chairman to sign the updated program sheet as presented. All voting in favor; motion carried.

Troy discussed bid dates for future projects and tentative bid dates. Troy informed the Commission that the highway department has cleaned the shale by the bridge on County Road 12. Troy gave updates on the three bridges that were replaced, the rock dam on the Tongue River Cut-off, the haul road inspection done on the road used by Enbridge Energy and several other projects the highway department is currently working on or have completed. Commissioner Adamson asked if a box culvert could be used to replace the bridge that was closed by the Dean Young property. Troy stated he has received several calls regarding replacing the bridge. Discussion followed.

Tanya Wieler, Human Resources, discussed employment categories with the Commission. Tanya is requesting clarification of the descriptions for regular full-time, regular part-time, Social Services, part-time, introductory and temporary employees. Our current policy manual does not clarify the number of hours required to work to be deemed regular full-time. A discussion followed on benefits the various categories are eligible to receive. The Commission states vacation and sick leave will be pro-rated according to the number of hours worked, if under 40 hours. Troy is requesting the policy reflect the number of hours required to be considered regular full-time and earn full vacation and sick benefits. The County policy manual is to be updated in 2015. Ms. Wieler proposes that any future updates first be brought to the department head meeting for discussion, then to the Commission meeting for a first reading and

finally to the next Commission meeting for final approval. Since the policy manual is available on the Pembina County website, updates will be made on an as needed basis instead of once every three years.

Andrew Kirking, Emergency Manager, discussed FirstLink with the Commission. FirstLink would allow any individual to call 211 to receive information during emergency situations. First Link is a wonderful service, but Andrew would like to see how the system works in other counties prior to purchasing the service. Andrew will be holding the first town hall meeting, regarding the 5 year Hazardous Mitigation Plan, on December 18, 2014 from 6:00PM – 8:00PM in the Emergency Operations Center.

Chairman Ralston adjourned the meeting at 11:40 AM.