

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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September 3, 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, Hugh Ralston and Hetty Walker.

Chairman Walker called the meeting to order. No additions to the agenda.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the August 20, 2019 minutes as presented. All voting in favor; motion carried.

The Human Service Zone working group met on August 26, 2019 at the Pembina County Social Service Office to discuss proposals for the Human Service Zone Agreement. The working group submitted a proposal to combine Cavalier County, Pembina County and Walsh County Social Service agencies into a Human Service Zone and the name chosen for the zone is Northern Valley Human Service Zone. Cavalier County will serve as the host county for the Human Service Zone, with a sunset clause of June 30, 2021. Members of the Human Service Zone Board will be: Stanley Dick, David Zeis and Amy Kram, Cavalier County; Laverne Doyle and Debra Fraser, Pembina County; Karen Anderson and Ann West, Walsh County and Janne Myrdal, District 10 Legislator. The final Board member and Chair will be the Zone Director, who will be selected and hired by the Human Service Zone Board and approved by the Department of Human Services. Stanley Dick will be the interim Human Service Zone Director. All Zone Board members will be compensated \$50.00 plus mileage for each meeting. Motion made by Hugh Ralston and seconded by Jim Benjaminson to approve the agreement, items A – E and G, as presented. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Commission reviewed an agreement between Pembina County and Animal Elksan Inn, in Park River, to provide animal impound services. Motion made by Hugh Ralston and seconded by Nick Rutherford to approve the agreement as presented. All voting in favor; motion carried.

Request received from Chizzy's to transfer his liquor license to the Leroy Hall on Saturday, September 28, 2019 from 5:00PM to 1:00AM. Motion made by Laverne

Doyle and seconded by Jim Benjaminson to approve the transfer. All voting in favor; motion carried.

Commission discussed the appointment of an IT/911/GIS Coordinator upon Liz Beck's resignation. Liz recommends Samantha Weeks be considered for the position. Samantha met with the Commission to discuss the appointment to the position. Motion made by Nick Rutherford and seconded by Jim Benjaminson to appoint Samantha Weeks to the position of IT/911/GIS Coordinator effective January 1, 2020. Discussion followed on salary and hiring of an assistant. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Drayton City Mayor Chip Olson and Councilmen Jason Woinarowicz, Randy Schuster, and Chris Passa visited with the Commission regarding policing in Drayton City. Sheriff Terry Meidinger also present. Mayor Olson presented handouts of the Drayton City budget and a list of calls covered by Drayton City officers, with the calls assisting the County highlighted. Mayor Olson informed the Commission of the recent resignation of one of their officers and due to the declining population, Drayton City is determining if they should hire a replacement for the officer. Mr. Schuster expressed his concerns with having only one officer for the city. Mayor Olson requested the County consider additional funding to assist Drayton City with an additional officer, considering Drayton City officers assist County Law Enforcement personnel along the eastern side of the county. Commission will review the budget prior to making any decisions.

Duane Littlejohn, Insurance Associates, discussed the transfer of the administrative functions of the North Dakota State Fire & Tornado Fund to the North Dakota Insurance Reserve Fund. The transition requires a local agent be appointed as the Agent of Record (AOR). Duane is requesting the Commission appoint Insurance Associates, Inc. as the Agent of Record for Pembina County. Motion made by Laverne Doyle and seconded by Nick Rutherford to appoint Insurance Associates, Inc. as the Agent of Record for the Fire and Tornado Fund. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Culvert request received from Alvin Hoselton to install a 24" x 60' culvert, for a field entry approach, in the NW¼ of Section 25 of Midland Township. The application has been signed by two township officials, approved by the Water Board and Devin Johnson, Highway Superintendent. Motion made by Nick Rutherford and seconded by Hugh Ralston to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage application received from Alvin Hoselton to clean the ditch, where the culvert will be installed, along County Road #4 in Section 25 of Midland Township. The application was signed by the landowner and approved by the Water Board and Devin Johnson, Highway Superintendent. Motion made by

Hugh Ralston and seconded by Jim Benjaminson to authorize the Chairman to sign the application as presented. All voting in favor; motion carried.

Drainage application received from Wayne Newell to clean the ditch along County Road #55 in the SW $\frac{1}{4}$ of Section 2 and the SE $\frac{1}{4}$ of Section 3 of Felson Township. The application was signed by the landowner and approved by the Water Board and Devin Johnson, Highway Superintendent. Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Chairman to sign the application as presented. All voting in favor; motion carried.

Devin updated the Commission on the County Road #44 bridge. Recommendations from the State were to close the bridge, lower the weight limit, or monitor the bridge weekly. Commission requested the Highway Department monitor the bridge weekly.

County Auditor informed the Commission of concerns from a county resident regarding the condition of the railroad crossing going west of Hensel on County Road #3. Devin Johnson, Highway Superintendent, reached out to Dakota Northern Railway and visited with Jim Styron of the North Dakota Department of Transportation regarding the concerns, but has not heard back. Discussion followed on contacting the Public Service Commission regarding the concerns.

Tanya Wieler, Human Resource Director, visited with the Commission regarding the two applications received for the Public Health Director and the seven applications received for the Veteran's Service/Human Resource Officer. Tanya will review the applications and return with recommendations.

Commission reviewed the 2020 preliminary budget for possible budget cuts. Motion made by Jim Benjaminson and seconded by Nick Rutherford to lower the mill levy for JDA from 3 mills to 1 mill, which will lower the non-general funds levy by 2 mills. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Motion made by Laverne Doyle and seconded by Nick Rutherford to remove additional employee requests from the preliminary budgets, which will lower the general fund levy by 3.54 mills. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Due to the prior approval of the preliminary budget, which does not allow the Commission to increase the number of mills levied, the Commission is unable to increase the amount budgeted for County Law Enforcement payments to Drayton City. Motion made by Hugh Ralston and seconded by Jim Benjaminson to approve the proposed changes to the preliminary budget as discussed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Commission reviewed the August payroll 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.

Motion made by Laverne Doyle and seconded by Nick Rutherford to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:15 PM.