

BOARD OF COMMISSIONERS PROCEEDINGS

NOTE: The following proceedings are subject to change as the following have not been approved by the Board of County Commissioners.

June 15, 2010

9:00 AM

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

Meeting called to order by Chairman Walker. Items added to the agenda include Domestic Violence, American Crystal Sugar Tour, and meeting in Pembina City.

Motion made by Gary Nilsson and seconded by Corene Vaughn to approve the May 27, 2010 minutes as presented. Roll call vote: Gary Nilsson-yes; Corene Vaughn-yes; Andy Adamson-yes; Hugh Ralston-yes; motion carried.

Motion made by Gary Nilsson and seconded by Andy Adamson to approve the June 1, 2010 minutes as presented. All voting in favor; motion carried.

Board reviewed and allowed county claims.

Pembina County Housing Authority minutes reviewed as presented.

Pembina County Fair Board minutes reviewed as presented.

Andy Adamson informed the Board that the American Crystal Sugar Plant tour has been set for Wednesday, June 16, 2010 at 10:00 AM.

Request made by Jack Elliott for a ditch cleaning variance on the north side of County Hwy #11 in the NE ¼ of Section 36 of Midland Township. Motion made by Andy Adamson and seconded by Hugh Ralston to approve the ditch cleaning variance, according to County policy on record. All voting in favor; motion carried.

Board discussed air conditioner for upstairs of EOC with Kelly Cluchie, Maintenance Engineer. Bids will be let to replace air conditioner unit.

Motion made by Hugh Ralston and seconded by Gary Nilsson to authorize the Chairman to sign the Contract and Contract Bond from Minn-Dak Asphalt, Inc. All voting in favor; motion carried.

Andy Adamson spoke about the Red River Water Basin meeting he attended in Grafton.

Gary Nilsson updated the Board on the Domestic Violence and Abuse Center closing of the Shalom Shelter effective July 1, 2010 due to lack of funding. Mr. Nilsson explained the budget cuts that would be necessary to keep the DVAC in operation. Board will discuss possibility of appropriating funding at July 6, 2010 Board meeting.

Pembina County Water Resource met with the Commission. Updated the Commission on the Cavalier County court case. Chairman Walker informed Water Board about meeting held in Pembina City on Monday, June 14, 2010 regarding the dike around the City of Pembina. Jerry Juhl attended the meeting in Lakota regarding the Drain from Devils Lake to the Sheyenne River. Andy Adamson, Ron Falk, and Clarence Boettger updated the Commission on the Red River Basin meeting they attended in Grafton. Jerry Juhl informed the Commission that engineers from Kansas City are doing survey work on the Red River.

Mark Hatloy, Pembina Airport Authority, and George Abel, Chairman of Pembina Airport Authority, met with the Board regarding the improvements made to the Pembina Airport to date. Requesting funding for the engineering costs for the project and operating costs. Board tabled the decision.

Robert Ehler and Ryan Ehli , Vanguard Appraisals, Inc, met with the Commission. Ken Wolf, Cavalier City Administrator and Ken Briese, Cavalier City Councilman, also present. A PowerPoint presentation was given to inform the Board of the process Vanguard uses to determine values. Board thanked Robert and Ryan for their presentation.

Josh Belzer, Verizon Representative, met with the Board regarding the Verizon billings. Board looking at options to lower costs. Mr. Belzer presented a spreadsheet showing the costs that are in effect at the present and his recommendations to lower the costs. Motion made by Gary Nilsson and seconded by Andy Adamson to adopt the new Verizon billing proposal as presented. All voting in favor; motion carried.

Kerry Peuser, Michael J Burns Architects, Allan Gleason, Gleason Construction, and Ralph Miller, Gleason Construction Project Manager, met with the Board to discuss the window project. Motion made by Corene Vaughn and seconded by Hugh Ralston to award the project to Gleason Construction for a cost of \$324,600.00, with a change order of (\$20, 300.00), bringing the project total to \$304.600.00 . Roll call vote: Gary Nilsson-yes; Corene Vaughn-yes; Andy Adamson-yes; Hugh Ralston-yes; and Hetty Walker-yes. All voting in favor; motion carried.

Kerry Peuser discussed project datelines, scheduling, and safety measures.

Motion made by Corene Vaughn and seconded by Andy Adamson to authorize the Chairman to sign the additional EECBG grant awarded to Pembina County. All voting in favor; motion carried.

Danne Hartje phoned to let the Board know he would be unable to attend. Will meet at a

later date.

Kay Braget, Clerk of Court, met with the Board regarding Clerk of Court and Recorder Fees. Requesting that the Commission approve the Clerk of Court Fees for Civil Judgement Search (\$10.00), Copy Fee (\$1.00/per page-paper or electronic) and digital index fee (.12/document). Motion made by Corene Vaughn and seconded by Gary Nilsson to approve the fees as presented. All voting in favor; motion carried.

Commission discussed the Pembina Airport Authority request for funding. Commission will readdress at July 6, 2010 meeting to allow time to research funding possibilities.

Andy Adamson discussed the meeting in Pembina City regarding the May 29, 2010 rain storm that dumped close to 7 inches of rain on the city. Mr. Adamson suggested that the County inquire to the cost of a 16" pump to have available during emergency situations. Emergency Management will be contacted to research costs of pump.

Stuart Askew, State's Attorney, met with the Board to discuss the Cavalier City Law Enforcement Contract. Ken Wolf, Cavalier City Administrator, also present.

Nick of Time Billing discussed. Motion made by Gary Nilsson and seconded by Andy Adamson to have Mr. Askew contact Nick of Time to settle this issue. Roll call vote: Gary Nilsson-yes; Corene Vaughn-yes; Andy Adamson-yes; Hetty Walker-yes. Opposed- Hugh Ralston. Motion carried.

Tanya Wieler, Human Resources, met with the Board to discuss changes to the policy manual. Motion made by Gary Nilsson and seconded by Corene Vaughn to add the Workers' Compensation verbiage relating to work breaks to the policy manual. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Gary Nilsson to add the following statement to the Timekeeping section (401) of the policy manual:
All off-site work time must be accounted for through timesheets specifying a summary of the off-site work performed. Employees will not be compensated for time that has not been accounted for. All voting in favor; motion carried.

Beginning with the July 2010 pay period, payroll hours will be taken from the time clock. Any off-site work adjustments should be turned into the Payroll Department weekly.

No further business; meeting adjourned.