

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

BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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April 7, 2026

9:00 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse.

Chairperson Hardy called the meeting to order at 9:00 AM. Roll call: Patrick Hardy, Scot Becker, Blaine Papenfuss, Darin Otto, Andrew Cull. A quorum was declared.

Also, in attendance were: Zelda Hartje, Rachel Ramsay, Public Health Director; Monica Brusseau, Deputy Clerk/Recorder; Terry Meidinger, Sheriff; Revel Sapa, Veteran Service Officer; Devin Johnson, Highway Superintendent.

Motion made by Scot Becker and seconded by Blaine Ppapenfuss to approve the agenda as presented. All voting in favor; motion carried.

The public comment section of the meeting started at 9:01 AM.

The public comment section of the meeting closed at 9:17 AM.

Motion made by Darin Otto and seconded by Scot Becker to approve the March 17, 2026 meeting minutes. All voting in favor; motion carried.

Motion by Blaine Papenfuss and seconded by Scot Becker to approve the Gaming Site Authorizations for Cavalier Hook and Ladder at No Place Saloon Bar & Grill and at the Cavalier County Club. All voting in favor, motion carried.

Auditor Gapp presented a raffle permit application for the Cavalier Sports Foundation for a meat raffle to be held at No Place Saloon Bar & Grill. Commissioner Cull stated they should probably get their permit approved before they start advertising for the raffle. Motion by Scot Becker and seconded by Darin Otto to approve the raffle permit for the Cavalier Sports Foundation. Commissioner Papenfuss stated they should be advised they should get it approved before advertising. All voting in favor, motion carried.

Motion by Blaine Papenfuss and seconded by Scot Becker to approve and have the chairman and auditor sign the award of Project BRC-BJR-3400(051) to Gladen Construction. All voting in favor, motion carried.

Revel Sapa addressed the commission on possibly hiring a part-time assistant. She has a lot of home visits and is out of the office frequently and would like to have coverage when she has to be gone so someone is always there for walk-ins, answering phones, and responding to emails, etc. She handed out a sheet with the approximate cost for it which would be approximately \$10,000.00 per year and her budget does allow for it. It would be an 8 to 12 hour per week position. Motion by Darin Otto and seconded by Blaine Papenfuss to approve to hire a part-time position at \$18.00 per hour. She will advertise the position on the website and also in the local newspapers. All voting in favor, motion carried.

The auditor presented a proclamation request from Men's Health Network. Discussion followed. Motion by Darin Otto and seconded by Blaine Pappenfuss to support the initiative that will be put out by the state. All voting in favor, motion carried.

Devin Johnson met with the commission with updates to the current culvert policy. Discussion on the verbiage where it says "Any culvert not claimed within 60 days of approval will be discarded. Add clarification that the form will be discarded and not the culvert itself. The length of the culvert was also discussed that they should be 60 feet. Motion by Scot Becker and seconded by Andrew Cull to make those changes discussed to the culvert policy. All voting in favor, motion carried.

Mr. Johnson stated the RFP interviews for Project PCN 23962 which is the box culvert project West of Hensel were held and he is requesting to award the engineering contract to KLJ. They were the only applicant. Motion by Darin Otto and seconded by Blaine Papenfuss to award the engineering contract to KLJ. All voting in favor, motion carried.

Human resources discussed. Commissioner Papenfuss stated he talked with Cavalier County and they are not interested in sharing an HR person. Discussion was then held on the proposal from Rick Trontvet for contracted HR services. Discussion on The Village coming and doing trainings. Rachel Ramsay also asked if Tanya Wieler could come and do some in service training for department heads as she is putting on a lot of the sessions at the HR Conference in Bismarck. Auditor Gapp can reach out to Ms. Wieler and see if she would be interested and also reach out to The Village to see what they can offer for training. The topic will be placed on the agenda for the next meeting.

Rachel Ramsay left the meeting at 9:50 AM. Terry Meidinger and Monica Brusseau left the meeting at 9:55 AM.

The Commission reviewed the March payroll and claims. Motion made by Andrew Cull and seconded by Blaine Papenfuss to approve the consent agenda as presented. All voting in favor, motion carried.

Motion made by Blaine Papenfuss to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:02 AM.