

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

BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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August 6, 2024

9:00 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse. Chairperson Cull called the meeting to order at 9:03 AM.

Roll call: Jim Benjaminson, Laverne Doyle, Blaine Papenfuss and Andrew Cull. Absent: Darin Otto. A quorum was declared.

Also, in attendance are: Zelda Hartje, Marcus Ramsay, Chief Deputy, Samantha Weeks, IT/911/GIS Coordinator, and Samantha Diemert, Emergency Manager/Weed Officer.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the agenda with the following changes/addition: a County Deed for the sale of county property in Walhalla City. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Blaine Papenfuss to approve the July 16, 2024 meeting minutes as presented. All voting in favor; motion carried.

Request received from Bonesy's Bar, Inc., to transfer his liquor license to the Leroy Hall on Saturday, August 10, 2024 and Saturday, August 24, 2024 from 4:00PM to 1:00AM. Motion made by Laverne Doyle and seconded by Jim Benjaminson to approve the transfers as presented. All voting in favor; motion carried.

Commission reviewed the ND Department of Transportation Final Certification of Local Match form for Project BRC-BRS-0099(015). The certification designates the source of county funds that were used to cover the 10% match required to supplement the federal funds that were obligated by the North Dakota Department of Transportation. Motion made by Jim Benjaminson and seconded by Blaine Papenfuss to authorize the Chairman to sign the certification as presented. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to authorize the Chairperson to sign the County deed for the sale of county property in Walhalla City. All voting in favor; motion carried.

Rachel Ramsay Public Health Director, updated the Commission on the CredibleMind program the Public Health Department implemented 2 months ago. CredibleMind is a

free online platform that brings together expert rated and vetted videos, podcasts, apps, online programs, books and articles all in one easy to use place. There are over 200 topics that are covered through the program. Rachel stated that they have had 117 unique users since the implementation of the program. Discussion followed on how the department plans on continuing promoting the program. The opioid settlement funds are currently being utilized to cover the cost of the program.

Lisa Keney, Tax Director, presented a handout including the 2024 land uses listing, a letter of support from the Soils Committee for the Commission to approve Sidwell to develop a polygon land use GIS layer for Pembina County, the original Sidwell contract, and a quote from Sidwell, in the amount of \$65,786.80, to develop a polygon land use GIS layer for Pembina County. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the quote, for the addition of the polygon layer, as presented. Discussion followed on utilizing the ARPA funding that was obligated for Sidwell for this project. All voting in favor; motion carried.

Ms. Keney updated the Commission on the Vanguard project. The Vanguard contract states that the contract does not include drawing out parcels that have not been previously recorded in the GIS mapping on the website. Sidwell is currently updating the mapping of parcels, which will utilize the additional 40 hours included in the original contract. Ms. Keney stated she is expecting to need additional hours for Sidwell to continue completing the mapping of parcels.

Garret Fontaine, States Attorney, presented a handout of Policy 312-Sick Leave Benefits, from the County Employee Policy Manual, and a template for a Sick Leave Bank system. States Attorney Fontaine reviewed the differences between the two options for the Commission to consider. They could do a dual system, by utilizing the Sick Leave Bank system for employees who wish to opt into as well as retain the gifting of sick leave policy. Mr. Fontaine also discussed Employee Policy 304 – Early Retirement, which he feels should have a provision related to sick leave included. Motion made by Blaine Papenfuss to go to a dual system, utilizing the Sick Leave Bank template provided, continue with the gifting of sick leave, and update Employee Policy 304 – Early Retirement. Second by Laverne Doyle. Discussion followed on a provision to return any unused donated sick leave back to the sick leave bank. Motion made by Laverne Doyle to rescind his second to the original motion. Motion made by Blaine Papenfuss to amend his motion to include the provision to return any unused sick leave to the sick leave bank. Second by Laverne Doyle. All voting in favor; motion carried.

Devin presented a utility permit from Nodak Electric Cooperative. The request is to bore under County Road 2 to add a new service on the east side of County Road 2, 65' south of the intersection of 100th St NE and County Road 2, between Section 16 and Section 15 of North Cavalier Township. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the permit as presented. All voting in favor; motion carried.

Drainage permits received from John Steinke to clean the ditch along County Road 12, north to south, and clean the ditch on County Road 1, east to west, and have the county remove the approach on the south side of County Road 1 at the corner of County Road 12 in Section 12 of Advance Township and to have the county remove the east approach into the farm yard on the north side of County Road 1 and clean the ditch, east to west, in Section 1 of Advance Township. Motion made by Jim Benjaminson and seconded by Blaine Papenfuss to approve the drainage permits as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to adjourn the open session and go into executive session for attorney consultation per NDCC 44-04-19.1(5). Roll call vote: Jim Benjaminson– yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Andrew Cull – yes. Motion carried. The executive session began at 10:31 AM and was attended by Garret Fontaine, States Attorney, Jim Benjaminson, Laverne Doyle, Blaine Papenfuss, Andrew Cull, Lisa Keney, Melissa Gapp, and Linda Schlittenhard. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to adjourn the executive session at 10:55 AM and return to open session. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to adjourn the open session and go into executive session for attorney consultation per NDCC 44-4-19.1(5). Roll call vote: Jim Benjaminson– yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Andrew Cull – yes. Motion carried. The executive session began at 11:00 AM and was attended by Garret Fontaine, States Attorney, Jim Benjaminson, Laverne Doyle, Blaine Papenfuss, Andrew Cull, Sheriff Terry Meidinger, Chief Deputy Marcus Ramsay, Melissa Gapp, and Linda Schlittenhard. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to adjourn the executive session at 11:32 AM and return to open session. All voting in favor; motion carried.

Commission reviewed the 2024 preliminary budget. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the 2024 preliminary budget as presented. Roll call vote: Jim Benjaminson - yes, Laverne Doyle - yes, Blaine Papenfuss - yes, Andrew Cull – yes. Motion carried. Motion made by Laverne Doyle to hold the final budget hearing on September 24, 2024 in the Farmer’s Room of the Courthouse at 6:00 PM. Second by Blaine Papenfuss. All voting in favor; motion carried.

Commission reviewed the July payroll and claims. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the consent agenda as presented. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:01 PM.