

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

## BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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February 4, 2025

9:00 AM

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

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

Also, in attendance were: Zelda Hartje, Angelle French, Marcus Ramsay, Chief Deputy; Monica Brusseau, Deputy Clerk/Recorder; Lisa Wieler, Deputy Tax Director; Rachel Ramsay, Public Health Director; Lisa Keney, Tax Director; Kelly Cluchie, Maintenance; Terry Meidinger, Sheriff.

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

Motion made by Patrick Hardy and seconded by Blaine Papenfuss to approve the January 21, 2025 meeting minutes as presented. All voting in favor; motion carried.

Motion by Blaine Papenfuss and seconded by Patrick Hardy to approve Darin Otto to sign the NDDOT certification of local match for project BRC-BRS-0099 (015). All voting in favor, motion carried.

Motion by Blaine Papenfuss and seconded by Scot Becker to approve the Township Flood Plain Management Agreement for Neche Township as option 3. All voting in favor, motion carried.

Motion by Blaine Papenfuss and seconded by Scot Becker to approve the Township Flood Plain Management Agreement for Advance Township as option 1. All voting in favor, motion carried.

Zelda Hartje presented the annual grant application for approval for the Pembina County Preservation Society. She stated the board is all volunteer people. She explained the different types of projects they do in the county such as their brochure project that is combined with Walsh County. She also gave the commission copies of their annual budget for each project. They operate completely on grants. Motion by Scot Becker and

seconded by Blaine Papenfuss to approve the grant application. All voting in favor, motion carried.

Angelle French, JDA Director, requested the Self-Help Program be approved for 2024. Motion by Patrick Hardy and seconded by Blaine Papenfuss to approve the 2024 Self-Help Program as presented by Angelle which was Bathgate project #1 \$1141.25 and project #2 \$765.54; Cavalier project #1 \$1,500.00 and project #2 \$765.54; Hamilton project #1 \$1,500.00; Hensel project #1 \$1,500.00 and project #2 \$765.53; Mountain project #1 \$1,500.00 and project #2 \$765.54; Pembina project #1 \$1,500.00 and project #2 \$765.53; St. Thomas project #1 \$1,500.00 and project #2 \$265.54 and Walhalla project #1 \$1,500.00 and project #2 \$765.53. All voting in favor, motion carried. She also discussed the requirements and job description for the JDA board appointments and the different programs they oversee such as the Bank of North Dakota PACE loans.

Lisa Keney, Tax Director, asked the commission to set the date for the Pembina County Tax Equalization Meeting. Motion by Blaine Papenfuss and seconded by Scot Becker to set it for June 3<sup>rd</sup> at 1:00 PM. All voting in favor, motion carried. She also asked whether the room in the lower level of the law enforcement center would be available for meetings again. They stated it would be. She also requested the commission to consider remote access to programs to allow her office to work from home, since her office is short staffed right now. Motion by Blaine Papenfuss and seconded by Scot Becker to allow the tax director's office to work from home, when necessary, but does not change regular office hours. All voting in favor, motion carried.

Kelly Cluchie gave an update on carpet to replace in the water board and in the back of the sheriff's office. The carpet cost is \$6,000.00 and the installation is \$3,000.00. He also gave an update of the quote for the work in the jail for the heating system. The company with the new quote will come to the next meeting and explain the process. That company is Lunseth Plumbing. Mr. Cluchie also gave an update on the sewer smell coming into the building when it gets extremely cold. Mr. Cluchie was instructed to reopen the basement conference room at the law enforcement center. He stated he would also move the table back into the room.

Jerry Yeado asked the commission to allow him to take 200 hours of vacation and to convert them to his deferred compensation plan at NDPERS. Motion by Blaine Papenfuss to table it until the next meeting so States Attorney Fontaine can review it.

Auditor Gapp informed the commission that the Court Facilities Improvement Grant Application was awarded to Pembina County in the amount of \$70,620.00. Motion by Blaine Papenfuss to take the county portion from the maintenance fund. Second by Patrick Hardy. Chairman Otto stated he is against this project. Discussion of refurbishing the seating instead of replacement. Motion by Scot Becker to table the approval of the grant until the next meeting.

The commission reviewed an email and flyer from Al Berg, Sr. Risk Advisor of North Risk Partners detailing the services they provide to the county at no charge and also a recommendation of Bakkegard Consulting, an HR consulting firm for other HR issues that are not covered by North Risk Partners. Rachel Ramsay asked the commission who her employees should call with questions pertaining to the policy manual and benefits.

Auditor Gapp gave an update on her discussion with Mr. Rick Trontvet on the county pay scale and his email outlining options he feels could be addressed. Auditor will request Mr. Trontvet to come to the next meeting and meet with the commission of over the phone if necessary.

Devin Johnson gave an update on the bridge project with photos. Devin discussed the piles of dirt along the sides. He advised that they be removed. They are waiting for signs that state 25 miles per hour before the road can be officially opened. There still hasn't been an official cause of the collapse determined.

Commission reviewed the January payroll and claims. Motion made by Blaine Papenfuss and seconded by Scot Becker 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 10:48 AM.