

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

## BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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July 2, 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 9:00 AM.

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

Also, in attendance are: Zelda Hartje, Marcus Ramsay, Chief Deputy, Samantha Diemert, Emergency Manager/Weed Officer, Lisa Keney, Tax Director and Rachel Ramsay, Public Health Director.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the agenda with the following changes/addition: Commissioner Otto would like to discuss a cost analysis for the Dispatch department All voting in favor; motion carried.

Motion made by Darin Otto and seconded by Blaine Papenfuss to approve the June 18, 2024 meeting minutes as presented. All voting in favor; motion carried.

Township Road Mileage certification form for 2024 was reviewed. Motion made by Blaine Papenfuss and seconded by Darin Otto authorize the Chairperson to sign the certification form as presented. All voting in favor; motion carried.

Auditor Schlittenhard updated the Commission on the final tally of votes for the 2024 Primary/City election. There was an automatic recount for two contests in the City of Cavalier. The Recount Board, which consisted of Chairperson Andrew Cull, States Attorney Garret Fontaine and Deputy Clerk of Court/Recorder Penny Karel, met on Friday, June 28<sup>th</sup> to certify the number of write-in votes for the two contests. The Recount Board determined there were no changes from the original vote tally and certified the Primary/City vote totals.

Commissioner Otto discussed receiving a cost analysis for the Dispatch Center. Samantha Diemert informed the Commission of increases in the Motorola radio maintenance fees that will be taking place soon. Motorola is the only provider in our area, therefore we would need to accept these increases or consider going to State Radio. Ms. Diemert requested clarification as to what costs the Commission would like included in the analysis. Commissioner Otto requested a comparison of the current costs to the projected costs for 2025 and also an

estimated cost of a contract with State Radio. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to have Commissioner Otto and Ms. Diemert compile a letter to the state for information they will need for the cost analysis. Discussion followed. All voting in favor; motion carried.

Rachel Ramsay, Public Health Director, and Sara Carter, Public Health Tobacco Coordinator, met to request authorization for Ms. Carter to attend a Tobacco Conference, in Philadelphia from October 14-17, 2024. The conference will be funded through the Tobacco Grant and no cost to the county. Motion made by Jim Benjaminson and seconded by Blaine Papenfuss to approve the out of state travel for Ms. Carter. All voting in favor; motion carried.

Angelle French, Pembina County JDA Director, returned for a decision on her request for a Letter of Support and Memorandum of Understanding for the Red River Price program. Motion made by Darin Otto and seconded by Blaine Papenfuss to authorize the Chairperson to sign the Memorandum of Understanding and Letter of Support as presented. All voting in favor; motion carried.

Kelly Cluchie, Maintenance Supervisor, presented a bid from TectaAmerica, in the amount of \$97,500.00, for repairs on the Courthouse roof. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to accept the bid from TectaAmerica, utilizing the remaining ARPA funds. Discussion followed. Roll call vote: All ayes. Motion carried. Kelly updated the Commission on the boiler project and the Law Enforcement Center generator.

Commissioner Doyle discussed a request made at the Department head meeting for consideration of a change to the Employee Policy Manual for Policy 312 – Sick Leave Benefits. Discussion followed on the gifting of sick leave portion of the current policy and the possibility of changing to a Sick Leave Bank. States Attorney Fontaine suggested the Commission review the current policy with a Sick Leave Bank policy prior to making any decision. States Attorney Fontaine will review options and meet with the Commission at the August 6, 2024 meeting.

Culvert request received from Brett Christenson to install a 24" x 80' culvert for a new approach, in the SW $\frac{1}{4}$  of Section 35 of Lincoln Township. The request has been approved by two township officers, the Water Board, and Devin Johnson, Highway Superintendent. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the permit as presented and authorize the Chairperson to sign the permit. All voting in favor; motion carried.

Culvert request received from Curt Kemnitz to replace an existing 24" x 30' culvert with a 24" x 60' to prevent the water from crossing the field, in the NE $\frac{1}{4}$  of Section 22 of South Cavalier Township. The request has been approved by two township officers and Devin Johnson, Highway Superintendent. Motion made by Blaine Papenfuss and

seconded by Jim Benjaminson to approve the permit as presented and authorize the Chairperson to sign the permit. All voting in favor; motion carried.

Culvert request received from Chad Kendall, on behalf of Dennis Biliske, to install a 24" x 60' culvert to prevent the water from backing into the field, in the NW¼ of Section 28 of Crystal Township. The request has been approved by Devin Johnson, Highway Superintendent. Motion made by Darin Otto and seconded by Blaine Papenfuss to approve the permit as presented and authorize the Chairperson to sign the permit. All voting in favor; motion carried.

Devin discussed concerns from Tim Wilwand and Gary Warner on the approval of the culvert request from Jason Volk. Greg Fritz also has concerns and has filed a complaint with the Water Board. Devin will contact these individuals and set up a meeting to see if they can come to a mutual agreement. Motion made by Blaine Papenfuss to table a decision until Devin has time to visit with the individuals. Second by Laverne Doyle. All voting in favor; motion carried. Devin will return to the July 16<sup>th</sup> meeting with an update.

Jeff Daley, Kadramas, Lee & Jackson, presented an Engineering agreement, in the amount of \$16,200.00, for the pavement testing, coring and pavement design for County Roads 3 & 12. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to authorize the Chairperson to sign the agreement as presented.

Jeff presented pictures of the box culverts installed on County Road 4 on Drain 67-A. Jeff discussed a call he received from Randy Emanuelson, who is looking to do a lateral drain on Drain 67-A, and is looking to install a 60" culvert, versus the existing 48" culvert, in the NE¼ of Section 35 of South Midland Township.

Commission reviewed the May financial statement and claims. Motion made by Blaine Papenfuss and seconded by Darin Otto to approve the consent agenda as presented. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:36 AM.