

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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April 7, 2020

8:30 AM

Board of Pembina County Commissioners met in regular session at 8:30 AM in the Commissioners Meeting Room of the Courthouse with the following members present: Laverne Doyle, in person, Nick Rutherford, Hugh Ralston, Hetty Walker and Jim Benjaminson by telephone.

Chairman Ralston called the meeting to order. No additions to the agenda.

Motion made by Nick Rutherford and seconded by Hetty Walker to approve the March 17, 2020 minutes as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the March 20, 2020 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Nick Rutherford to approve the March 23, 2020 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Hetty Walker and seconded by Laverne Doyle to approve the March 26, 2020 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Hetty Walker to approve the March 30, 2020 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Nick Rutherford and seconded by Laverne Doyle to authorize a proxy vote to the Chairperson of NDIRF for such business as may properly come before the meeting. All voting in favor; motion carried. Auditor informed the Commission of the conferment check received from the NDIRF in the amount of \$14,485.00.

Commission reviewed the February financial statement and claims. Motion made by Hetty Walker and seconded by Jim Benjaminson to approve the consent agenda as presented. All voting in favor; motion carried.

Discussion followed on a bill for the employees of the Northern Valley Human Service Zone that was submitted for payment at the March 17, 2020 meeting. Commissioner Doyle understood the bill would be paid by Cavalier County since these individuals are now Northern Valley Human Service Zone employees and Cavalier County is the host county. County Auditor contacted Jill Denault, Human Service Zone Director, for clarification. Jill will contact Laurel Sehn, ND Department of Human Services and let the Auditor know what the determination is. Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the payment of this bill if it is found to be an indirect cost. All voting in favor; motion carried.

Auditor informed the Commission of a call she received from James Richards, Asset Manager and Disposal Facilitator, for the General Services Administration. The Customs House is currently being vacated by the Customs and Border Protection Agency and the Administration is wondering if the county or Pembina City would be interested in the building. The building was built in 1932 and is listed on the National Historic Registry. The disposal department specifically discussed a Historic Monument Conveyance as a possible option for the county. This option comes with a 100% discount in the building price. After discussion the Commission felt there would be significant upkeep on the building and would be quite a liability issue for the county. Commission requested the Auditor contact Mr. Richards to let him know the county is not interested at this time.

Julie Hardy, Public Health Director, informed the Commission of the processes that will occur if there are any positive COVID-19 cases in Pembina County. Andrew Kirking, Emergency Manager, also in attendance and Kelly Truver, Cavalier City Auditor, available by telephone. Pembina County Public Health will be doing press releases on new information as it becomes available. Julie continued with how Public Health is releasing updates to the community, the new CDC recommendation for individuals to wear face masks when out in public, financing of additional costs due to COVID-19, leniency on grant requirements, weekly meetings of the Pembina County Board of Health, the availability of the Public Health workers to the public and combined meetings with Lisa Letexier, Pembina County Memorial Hospital, and Andrew Kirking, Emergency Manager, to work on the EOC plan. Julie requested approval from the Commission to do immunizations if there were individuals that contact the Public Health Office requesting immunizations. These individuals would be screened when they call to set up an appointment, and if approved for the immunization only one parent would be allowed entrance with the child. The Commission agrees that Public Health can administer immunizations, by appointment only, with the required screening procedures implemented.

Andrew reported that he has been working at the hospital for the past couple of days to assist with a command structure for reporting activities. All entities need to be sending out one message, one mission so individuals are hearing the same message from all entities.

Commission received bids for rental of road machinery. Motion made by Laverne Doyle and seconded by Nick Rutherford to accept all bids that meet the bidding requirements as advertised, pending updated contractor's license. Hiring of contractors based on availability and price. All voting in favor; motion carried. Listing will be prepared for the April 21, 2020 meeting.

Father Bill McDermott, John Morrison, and Ted Zaharia, Bathgate Fire Department, discussed the request from the Tax Director to update the 911 addresses for all lots located within the city limits of Bathgate. Samantha Weeks, IT/911/GIS Coordinator, also present. Ted Zaharia discussed the city lots located on the outer edge of the city that have no buildings. Concerns were expressed on how they are to determine the 911 addresses for these lots. The lots that have residences have a 911 address, but the empty lots do not have a 911 address. The parcels north of town that have no residences and have no number affixed to them are of the greatest concern. Ted questioned if the city would be able to establish this with their own numbers. Samantha informed the group that 911 addresses are set by the city, not the county. Once these addresses are affixed to the parcels the city can notify Samantha of the assigned number and she will input them in the 911 system. Commissioner Ralston stated that each city within the county was requested to provide 911 addresses for each lot within their city. Commissioner Benjaminson discussed 1994 and 1995 publications he has, completed by Main Street Planning out of Burnsville, MN, containing 911 addressing for Pembina County. John Morrison, Bathgate Fire Chief, stated that he requested 911 addresses for the City of Bathgate and the surrounding areas, but he was turned down. Samantha stated she did give John a map of Bathgate City with the 911 addresses that are currently available. Commissioner Ralston suggested John contact the Fire Districts that he has mutual aid with to supply the Bathgate Fire District with maps of their area in case they are called out to assist. Samantha requested John send a detailed email with the information he is needing. John will visit with Samantha regarding the information he needs and contact the Cavalier Fire Department for a map of the area they serve.

Motion made by Jim Benjaminson and seconded by Hetty Walker to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:45 AM.