

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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February 20, 2020

8:30 AM

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

Chairman Ralston called the meeting to order. A teleconference with Sara Lee Hoselton will be added to the agenda.

Motion made by Hetty Walker and seconded Jim Benjaminson to approve the February 4, 2020 minutes as presented. All voting in favor; motion carried.

Linda Schlittenhard, Auditor/Treasurer discussed the Clerk of Court contract renewal with the Commission. There are three options that the Board could choose. The Commission could, by resolution, have the staff designated as state employees, enter into a funding agreement for the 2021-2023 biennium and receive reimbursement for providing clerk services or elect to provide services at the county's own expense. If the Commission continues the contract as is, the state would reimburse for 1.19FTE(s). Motion made by Laverne Doyle and seconded by Nick Rutherford to enter into a funding agreement with the state for the 2021-2023 biennium. All voting in favor; motion carried.

Commission was informed that one certificate of appointment remains to be returned. Chairman Ralston discussed the open position on the County Health Board. The Health Board held a meeting Tuesday, February 18, 2020 and discussed the open position, however, no decision was made at this time.

On behalf of Andrew Kirking, Emergency Manager, Auditor Schlittenhard presented a Mutual Aid Agreement for personnel support and equipment usage during emergency situations, between Pembina County and Grand Forks County. Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the Chairman to sign the agreement as presented. All voting in favor; motion carried.

Auditor informed the Commission of a call she received from Paul Larson, of St Thomas, expressing concerns with Drain 81 and the culvert that needs to be replaced in the road coming into St Thomas. Mr. Larson would like a stream flow analysis on Drain 81 and the area where the culvert needs to be replaced.

Commissioner Rutherford will contact Michael Anderson at the State Water Commission to discuss these concerns and report back to the Commission at the next meeting.

Commission visited with Andrew Kirking, Emergency Manager/Weed Officer, regarding a flood emergency for Pembina County. Andrew will draft a document and bring back for Commission approval.

Kelly Cluchie, Maintenance, discussed the deadbolt locks to be installed on all county office doors. Kelly presented a Powerbolt 2 Touchpad Keyless Entry security lock for the office entry doors. There would also be several deadbolt locks needed for the inside office doors. Kelly will order the keyless locks and deadbolts and get them installed immediately.

Commission discussed the flooring for the Water Board meeting room. The Water Board would like to replace the carpeting with laminated vinyl planking. Kelly presented a bid for the removal of the old flooring and installation of the new flooring. Motion made by Laverne Doyle and seconded by Nick Rutherford to do a 60/40 split, with the Water Board paying 60% and the County paying 40%. Discussion followed. All voting in favor; motion carried.

Pembina County Emergency Declaration was presented by Andrew Kirking, Emergency Manager.

### **EMERGENCY DECLARATION**

**WHEREAS**, Pembina County has been impacted by significant fall precipitation resulting in high soil moisture content; and

**WHEREAS**, Pembina County has been impacted by several snow and wind events resulting in snow and ice-filled drainage ditches and culverts; and

**WHEREAS**, the potential exists for additional precipitation events that would further increase the risk of flooding; and

**WHEREAS**, Pembina County will potentially suffer damages to roads, bridges, culverts, drains and other public facilities caused by excessive spring runoff and forecasted river flooding; and

**WHEREAS**, the impact of these excessive amounts of water from snow that, threatens the well-being and safety of its residents; and

**WHEREAS**, the cost of response and recovery is in excess of available funds and resources for flood control, man power, equipment, fuel, sand and sand bags beyond normal conditions constitute a declaration of emergency.

**NOW THEREFORE, BE IT RESOLVED** that the Pembina County Commission of North Dakota do hereby declare a severe flood emergency for Pembina County, North Dakota.

**DATED** at Cavalier, North Dakota this 20<sup>th</sup> Day of February 2020.

  
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Commission Chair/Pembina County

  
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Attested:



Motion made by Hetty Walker and seconded by Laverne Doyle to approve the Emergency Declaration as presented. All voting in favor; motion carried.

Penny Karel visited with the Commission regarding the 2020 Census. Penny is serving on a "complete count" committee for the City of Cavalier with the city census. Penny explained the importance of having every individual counted in North Dakota, as it affects the Federal funding available to the state. The Complete Count Census Committee will be holding an event in the Farmer's Room of the Courthouse on "Census Day", April 1, 2020, from 11:00 AM to 7:00 PM, to assist individuals in completing the census online. However, the census will start taking information on March 12, 2020 through self-reporting. Each household should receive a letter in the mail inviting them to complete the survey online, by phone or by mail. Penny discussed other organizations participating in the census count.

Bids were received for materials and labor to replace the two 17'6" x 16' overhead shop doors from:

PS Garage Doors - \$17,692.00

Trails End Garage Door - \$15,605.02

Motion made by Nick Rutherford and seconded by Hetty Walker to award the bid to Trails End Garage Door. All voting in favor; motion carried.

Devin presented a letter from the United States Department of Agriculture (USDA). The Natural Resources Conservation Service (NRCS), in partnership with the sponsoring local organization Pembina County Water Resource District (PCWRD) is requesting the Commission to participate in the Rehabilitation Planning effort over the course of 2020-2022 for Senator Young Dam, Olson Dam and Bourbonis Dam. The USDA is requesting written confirmation of acceptance or denial to participate in the planning. Motion made by Hetty Walker and seconded by Nick Rutherford to participate in the process and name the

Board of Commissioners as Pembina County's point of contact. All voting in favor; motion carried. Auditor will forward a response to the NRCS.

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

Jeff Daley, Kadramas, Lee & Jackson, presented information on the Operation Prairie Dog funding. At the North Dakota Association of County Engineers conference Jeff attended in Fargo, it was stated that Counties are on target to get their funds around April 2021 or earlier. It was indicated that the County could carry over Prairie Dog funding from one biennium to the next if they choose to. Jeff presented a map showing the current priority listing for future road and bridge projects in Pembina County. Jeff suggested the Commission review the priority road projects and possibly have a project ready when the Prairie Dog funding becomes available. Jeff discussed the projects with the Commission and explained that the priority listing could easily be adjusted if necessary. Discussion followed on reporting requirements for the Prairie Dog funding. The new North Dakota Department of Transportation Director, Bill Panos, is planning on meeting with each County Commission in the near future to discuss anything the County would like to talk about.

Jeff updated the Commission on the Hamilton box culvert project, the County Road 1 project, and the Cavalandic Trail project.

Jeff also discussed the changes for bridge inspections. It is recommended that the Commission look at county structures to determine if there are any structures that could be removed and replaced with a low water crossing or permanently closed. Beginning in 2020 an engineering firm, chosen by the NDDOT, will be completing the bridge inspections and load ratings. Bridge inspections will now be at an 80/20 cost share with NDDOT, but it sounds as if the load rating costs may be 100% covered by NDDOT. Pembina County has 154 structures on the list for inspection this spring. Original structure plans and the latest load rating information that the County had available for these structures was sent to the NDDOT by the February 18, 2020 deadline.

Duane Littlejohn, Insurance Associates, met with the Commission for the annual insurance review. Duane informed the Commission that the North Dakota Insurance Reserve Fund now offers up to \$10,000,000.00 in liability coverage. Motion made by Hetty Walker and seconded by Jim Benjaminson to renew the insurance policy as presented for 2020. Discussion followed. All voting in favor; motion carried.

Sara Lee Hoselton phoned in to discuss her job as the "Story Lady" at the local libraries. Ms. Hoselton is questioning when the new Library Board will be meeting to pay her monthly salary. Former Library Board treasurer, Jim Benjaminson, explained that he is no longer able to distribute funds for the Library Board as his

term ended on December 31, 2019. Ms. Hoselton was given contact information for one of the newly appointed Library Board members.

Motion made by Laverne Doyle and seconded by Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:50 AM.