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BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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January 22, 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, Nick Rutherford, Hugh Ralston, and Hetty Walker. Absent: Laverne Doyle.

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

Motion made by Nick Rutherford and seconded by Jim Benjaminson to approve the January 7, 2020 minutes as presented. All voting in favor; motion carried.

Pembina County JDA minutes of November 20, 2019 and December 17, 2019 were reviewed.

Commission reviewed the NDDOT Bridge Inspection and Load Rating Services Agreement. Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the Chairman to sign the agreement as presented. Discussion followed. All voting in favor; motion carried.

Board reviewed the 2019 budgets to actual. Motion made by Nick Rutherford and seconded by Hetty Walker to amend the following county budgets. Revenues are available to cover all amendments. Several budgets are IN/OUT budgets which do not require additional revenue.

Correction Center	\$	45,750.03
County Fair	\$	338.91
Clerk of Court/Recorder	\$	82.07
Emergency Management	\$	671.03
Board of Health	\$	29.56
County Nurse	\$	11,924.30
Human Resource	\$	1,045.43
Publishing	\$	3,154.59
Miscellaneous	\$	5,178.89
Township Road	\$	216,060.37
Job Development	\$	135,312.03
Sheriff Special Trust	\$	13,080.76
Restitution Special Trust	\$	125.00

Co Nurse Special Trust	\$	14,600.64
Victim Witness	\$	2,392.43
County Agent Special Trust	\$	6,003.74
Drains	\$	136,719.79

Roll call vote: Jim Benjaminson – yes; Nick Rutherford – yes; Hetty Walker - yes.  
Motion carried.

Commission discussed the transfer of the Social Service vehicles to the Human Service Zone. The state has presented two recommendations for vehicles purchased with social service dollars (levied and/or formula payment). Recommendation #1 is to transfer titles of non-host county vehicles to the host county of the human service zone. Recommendation #2 is for the non-host county to add a third-party insurance to allow the zone workers to utilize the vehicles. Motion made by Nick Rutherford and seconded by Jim Benjaminson to retain the titles in Pembina County’s name until it is determined if the County or the Zone will be responsible for the maintenance costs for the vehicles and to not allow Zone employees to utilize county vehicles until third party insurance is added. Discussion followed. All voting in favor; motion carried.

Commission was presented with a .GOV Domain Registration authorization letter, which is to ensure that the county domain is in compliance with current DotGov domain requirements. DotGov requirements have changed since the county’s domain was originally authorized, so a new authorization letter is to assure DotGov that the county is aware of and complying with the most current requirements for a .gov domain. Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the Chairman to sign the letter as presented. All voting in favor; motion carried.

Request for a raffle permit received from St Joseph’s Preservation Society.  
Motion made by Jim Benjaminson and seconded by Hetty Walker to approve the request. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Hetty Walker to authorize the Chairman to sign the County Corrective Deed for Parcel 35-5690000 in Walhalla City. All voting in favor; motion carried.

Commission was informed that all certificates of appointment have been returned. Discussion followed on the County Library Board. Commissioner Benjaminson presented a list of candidates that are willing to serve on the County Library Board, Beth Kennedy, Cavalier School Librarian, Leslie Ogden, Cavalier, Ashley Schafer, Pembina School Assistant Librarian, Ann Heck, Concrete, and Brenda Fletcher, Head Librarian at Walhalla City Library. Motion made by Nick Rutherford and seconded by Hetty Walker to rescind the previous motion appointing Laverne Doyle, Nick Rutherford, Hugh Ralston and Hetty Walker to the County Library Board. All voting in favor; motion carried.

Commission reviewed the list of candidates and made the following appointments:

County Library Board –appointed Beth Kennedy, Ashley Schafer and Brenda Fletcher to three (3) year terms; appoint Leslie Ogden to a one (1) year term.

Motion made by Jim Benjaminson and seconded by Hetty Walker to approve the Board appointments as listed above. All voting in favor; motion carried.

Andrew Kirking, Emergency Manager/Weed Officer, updated the Commission on the Active Shooter training that took place on Friday, January 10<sup>th</sup>. Andrew discussed the feedback he received from all county offices on the training and presented several improvements that could be made for employee security.

Andrew presented a Mutual Aid Agreement, for personnel support and equipment usage during emergency situations, between Pembina County and Kittson 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.

Sheriff Terry Meidinger discussed issues he is having with the PTU unit on one of the Sheriff's Department vehicles. The cost to repair is estimated to be \$3,000.00. Terry informed the Commission that the portable live scan fingerprint screen has been received. Terry discussed the vehicle purchase he will be making utilizing Stonegarden Grant funds. Discussion followed on the possibility of having a sale on unused county vehicles and unclaimed impounded vehicles in the spring.

Commission discussed the open custodial position at the Social Service office. With the transition of Social Service employees to the Human Service Zone, the building maintenance is now a county responsibility. Discussion followed on options to fill the position. No action taken at this time.

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

Motion made by Nick Rutherford and seconded by Hetty Walker to transfer the balance of the Investment Interest fund to the General Reserve Fund. All voting in favor; motion carried.

Motion made by Hetty Walker and seconded by Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:05 AM.