

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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June 7, 2011

9:00 AM

Board of Pembina County Commissioners met at 9:00 AM in the Commissioners Meeting Room of the Courthouse with the following members present: Corene Vaughn, Gary Nilsson, Andy Adamson, and Hugh Ralston. Absent: Hetty Walker.

Chairman Vaughn called the meeting to order.

Troy Kittelson, Highway Supervisor, Jon Markuson and Jeff Daley, Kadramas, Lee & Jackson, met with the Commission. Mr. Kittelson updated the Commission on funds that are available for the removal of closed bridges. Discussion followed. Commission requested Mr. Markuson do further research and report back to the Commission at the next meeting. Mr. Markuson presented the engineering contract for the Bowesmont Bridge. Motion made by Andy Adamson and seconded by Gary Nilsson to authorize the Chairman to sign the engineering contract as presented. All voting in favor; motion carried.

Mr. Markuson discussed the inspection of the structure on County Road #9. Motion made by Gary Nilsson and seconded by Hugh Ralston to authorize the Chairman to sign the approval letter to the ND Department of Transportation for the structure on County Road #9. All voting in favor; motion carried.

Request for a ditch variance received from Kevin Hall. Requesting to clean approximately 40 rods on the north side of County Road 1 in the SW corner of Section 32, Twp 159N, Range 56W. Motion made by Gary Nilsson and seconded by Hugh Ralston to approve the ditch cleaning variance as presented. All voting in favor; motion carried.

Commission also discussed the damaged bridge in Walhalla Township, bridge signage, and accessibility to land between LaMoure Twp and Beaulieu Twp that has come out of CPR and is now being farmed with Mr. Kittelson.

Julie Doyle, Tax Director, and Jim Wznick, North Star Coop Manager, met with the Commission. Mr. Wznick presented a letter of approval from Cavalier Township for the new business project and a printout of the proposed tax abatement for North Star Coop. A five year tax exemption and 15 year payment in lieu of taxes schedule is requested. Discussion followed. Ms. Doyle suggested that an appraisal be done upon completion of the project. Motion made by Gary Nilsson to approve the 5 year tax

exemption with the 15 year payment in lieu of taxes to be addressed after the completion of the building and the appraisal. Second by Hugh Ralston. All voting in favor; motion carried. Mr. Wznick will revisit with Ms. Doyle upon completion of the project.

Ms. Doyle discussed the appraisal process for the Crystal Elevator and informed the Commission that she would be able to do the appraisal. A rotation basis on appraisals of commercial properties within the county will be set up. Commissioner Adamson asked Ms. Doyle to check on the appraised values of other commercial properties in Pembina County and report back to the Commission.

Liz Beck, 911/IT/GIS Coordinator, and John Becknell, SafeTech Solutions, met with the Commission. Mr. Becknell gave a presentation on the assessment of EMS in Pembina County. Mr. Becknell stated the advantage Pembina County has by having an EMS Council as well as the challenges facing EMS in Pembina County. The Commission thanked Mr. Becknell for his presentation.

Ms. Beck informed the Commission of the retirement of Jim DeMell, Pembina County EMS. Jan Samson will be taking those duties upon his retirement. Ms. Beck requested approval from the Commission to provide Ms. Samson with a computer from the County surplus. Commission agreed to allow Ms. Samson the use of a County surplus computer.

Jim DeMell, Pembina County EMS, met with the Commission. Mr. DeMell informed the Commission that he is a Regional Director for SafeTech Solutions, which covers 42 ambulance services in the area, and is also on the Advisory Committee for the NE Region. Discussion followed on combining of ambulances services in Pembina County. Mr. DeMell requested the Commission approve statewide use of the EMS Mass Casualty Incident Trailer. A contract with a fee schedule has been presented to the state for approval. Presently there are no mutual aid agreements with anyone for the trailer. Motion made by Andy Adamson and seconded by Hugh Ralston to approve statewide use of the EMS Mass Casualty Incident Trailer. Discussion followed stating Pembina County having first priority for the use of the trailer. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Andy Adamson to authorize the Chairman to sign the May 2011 payroll as presented. All voting in favor; motion carried.

Jill Pedersen, Emergency Management, reported on the FEMA kick-off meeting, which was held in the basement of the Law Enforcement Center earlier today. Site visits will begin Wednesday, June 8, 2011.

Motion made by Gary Nilsson and seconded by Hugh Ralston to approve the May 17, 2011 minutes and May 12, 2011 Special Meeting minutes as presented. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Andy Adamson to approve the claims as presented. All voting in favor; motion carried.

Commission was told that Vance Nelson has resigned from the Library Board. Karen Masloski of Pembina is interested in serving on the Library Board. Motion made by Hugh Ralston and seconded by Gary Nilsson to appoint Karen Masloski to the Library Board. All voting in favor; motion carried.

Motion made by Andy Adamson and seconded by Hugh Ralston to authorize the Chairman to sign the April 2011 minutes as presented. All voting in favor; motion carried.

Request for a gaming site authorization received from Bartlette-Resler Post 62. Requesting to have a gaming site at Chizzy's, Inc. in Leroy. Motion made by Andy Adamson and seconded by Gary Nilsson to approve the gaming site request as presented. All voting in favor; motion carried.

Commission approved request from Helen Volk-Schill to cover the room rate over the state reimbursement rate for her attendance as a judge at the Minot State Fair. Motion made by and Andy Adamson and seconded by Gary Nilsson to approve the room rate for one night during the Minot State Fair. All voting in favor; motion carried.

Tanya Wieler, Human Resource Director, and Jeanna Kujava, Public Health, met with the Commission to discuss the Employee Assistance Program offered by Village Family Services. Ms. Kujava requesting Commission decision to implement the EAP program for Pembina County. Discussion followed. Commission agreed to consider adding this benefit for employees at budget time. Upon approval, it would be implemented effective January 1, 2012.

Tanya Wieler, Human Resource Director, discussed changes to be made to the Pembina County Employee manual. Ms. Wieler presented changes to the Work Schedule and Inclement Weather policies. Also discussed was adding a policy related to the sale of county property to county employees. Additional policies subject to change are the Family Medical Leave Act, Drug and Alcohol Use, and Dress Code.

Commission discussed County Redistricting of Commission Districts. After a decennial census the county must review the census data and determine if the current Commission District maps need to be adjusted.

Commission discussed the sale of the window air conditioners. An ad will be placed for bids on the window air conditioners. Bids will be received until June 20, 2011.

Chairman Vaughn reported on the Applicant Briefing that she, Jill Pedersen and Linda Schlittenhard attended on May 25, 2011 at the Grand Forks Armory in Grand Forks.

Heath Erickson, State Auditor, met with the Commission to update them on the 2010 audit. Mr. Erickson explained the process for expending funds from the Emergency Fund. Funds must be expended within 60 days from the emergency declaration being

made. Mr. Erickson also discussed the procedure for the Odyssey program from the Clerk of Court office and the contract for the annual State Audit.

Troy Kittelson, Highway Supervisor, met with the Commission to discuss a culvert on County Road #55. Tim Wilwand, also present. Mr. Wilwand is requesting the culvert be replaced. Discussion followed. Commissioner Nilsson stated that the County must take their time in replacing culverts. Commissioner Adamson stated that the proper signage must be put in place for road closures. Commissioners agreed to leave the decision to Troy Kittelson.

No further business; meeting adjourned.