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## BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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January 16, 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 9:01 AM.

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

Also, in attendance are: Zelda Hartje, Revel Sapa, Veterans Service Officer, Melissa Morden, Clerk/Recorder, Samantha Weeks, IT/911/GIS Coordinator, Samantha Diemert, Emergency Manager/Weed Officer, Rachel Ramsay, Public Health Director, Garret Fontaine, States Attorney, and Marcus Ramsay, Chief Deputy.

Motion made by Jim Benjaminson and seconded by Blaine Papenfuss to approve the agenda with the following addition: Lisa Keney would like to add an abatement. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the January 2, 2024 meeting minutes as presented. All voting in favor; motion carried.

Pembina County JDA minutes of September 12, 2023 were reviewed.

Auditor presented a letter of resignation from Deb Stark. Deb was a one day per week flex-nurse in the Public Health Office. Motion made by Darin Otto and seconded by Blaine Papenfuss to accept Ms. Stark's resignation. All voting in favor; motion carried. Commission thanked Ms. Stark for her service to Pembina County. Rachel Ramsay stated she did not feel there was a need to fill the vacancy at this time and thanked Ms. Stark for her service to Pembina County.

Auditor informed the Commission that Judy Stellan will be returning her Oath of Office to the Reorganization Committee and Rick Kendall returned his Oath of Office to the Water Board. Auditor received an email from Derek Johnson, Cass County Housing Authority Executive Director, of Edna Sharp's resignation from the Pembina County Housing Authority. Mr. Johnson recommended Trish Connin for the vacancy. Motion made by Laverne Doyle and seconded by Blaine Papenfuss to appoint Trish Connin to the Housing Authority Board. All voting in favor; motion carried. Rick Kendall discussed

his appointment to the Water Board. Motion made by Blaine Papenfuss and seconded by Darin Otto to accept Rick's appointment to the Water Board. Discussion followed. All voting in favor; motion carried.

Auditor/Treasurer, Linda Schlittenhard, informed the Commission that the Court Facilities Improvement Grant, approved at the December 19, 2023 meeting, was not submitted in a timely manner. Auditor Schlittenhard apologized for the oversight. Melissa Morden, Clerk/Recorder, contacted Sally Holewa, Chair of the Grant Committee, requesting they consider reviewing the application despite the delay. Ms. Morden and Auditor Schlittenhard attended a Zoom meeting with the committee on Thursday, January 11, 2024, but the committee chose to not accept the application since it was not received by December 31, 2023. Auditor Schlittenhard apologizes to all parties involved for the oversight.

Lisa Keney, Tax Director, presented the 2024 Drayton City contract for assessing. The contract will remain the same as it was last year, with a charge of \$11.00/parcel. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the contract at \$11.00/parcel. All voting in favor; motion carried.

Lisa Keney, Tax Director, present for abatement hearing. The application is for abatement on property described as Lot 8, Pines Addition, City of Cavalier, (Parcel 27-6970017). Dustin and Kelsey Dawson are requesting a refund on their 2022 taxes based on his qualification for a 100% Veterans Credit. The abatement would lower the taxes from \$3,251.63 to \$1,644.98, for a refund of \$1,606.65 on the 2022 taxes. The abatement request was approved by Cavalier City at the January 2, 2024 city council meeting. Motion made by Darin Otto and seconded by Laverne Doyle to approve the abatement request as presented. Discussion followed. All voting in favor; motion carried.

Water Board members Don Kemp, Bill Gunderson, Rick Kendall and Randall Emanuelson met with the Commission. Others present were LuAnn Kemp, Water Board Secretary, and Rob Fleming, Water Board Attorney. Chair Kemp reported the Snagging & Clearing project has not started yet this year due to warmer temps and a leak in the gate at Renwick, and discussed the US Fish and Wildlife grant application for assistance with the Tongue River Cut-off project. Mr. Kemp also informed the Commission that the Water Board did receive cost share for the Bourbanis Dam disaster, from both the State Water Commission and Red River Joint Water Board. The total cost share is 92% of the cost, leaving the county responsibility at 8%.

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

Auditor Schlittenhard requested a commissioner attend a 20–30-minute TEAMS meeting for the Park Township project approved through the Township Assistance Grant Program. Chairperson Cull recommended Vice-Chairperson Darin Otto take part in the TEAMS meeting. Commissioner Otto and Commissioner Papenfuss agreed to participate in the meeting.

Auditor Schlittenhard discussed the number of additional hours she has had to put in due to the vacancies in her office. Auditor Schlittenhard stated she will not be able to continue working the number of hours required to complete the required job duties, while training a new employee. Auditor Schlittenhard requested to close the Auditor's office from noon until 4:30 to allow uninterrupted time to train. Motion made by Darin Otto to allow the Auditor's Office to be open from 8:00 AM to 12 noon and closed the remainder of the day to allow for training of new employee/employees until the February 6, 2024 meeting. Second by Blaine Papenfuss. All voting in favor; motion carried. Auditor Schlittenhard thanked the Commission.

Auditor Schlittenhard stated Kelsey Dawson has accepted one of the Deputy Auditor/Treasurer vacancies. Discussion followed on an updated salary for Ms. Dawson. She was at a Step 7 of the pay scale as the Clerk and Auditor Schlittenhard is requesting to move her to a Step 7 on the Deputy Auditor/Treasurer line of the pay scale. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the Step 7 salary of the Deputy Auditor/Treasurer line as a new salary for Ms. Dawson. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:33 AM.