

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

[www.pembinacountynd.gov](http://www.pembinacountynd.gov)

April 6, 2021

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: Jim Benjaminson, Laverne Doyle, Nick Rutherford, and Hugh Ralston. Available by telephone: Hetty Walker.

Chairperson Doyle called the meeting to order at 8:30 am.

Motion made by Hugh Ralston and seconded by Nick Rutherford to approve the March 9, 2021 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Nick Rutherford and seconded by Hugh Ralston to approve the March 16, 2021 meeting minutes with the following correction. Enbridge Energy requested and was granted permission to use County Road #3 from I-29, ½ mile east to Old Highway #44. All voting in favor; motion carried.

Motion made by Nick Rutherford and seconded by Hugh Ralston to approve the March 18, 2021 Special meeting minutes with the following correction. Commissioner Benjaminson had emailed to approve the weight limits as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Nick Rutherford to approve the March 25, 2021 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Jim Benjaminson to approve the agenda with the following additions: NDIRF Proxy Vote, Ameritas Proxy Vote, and request from Northern Valley Human Service Zone Director. All voting in favor; motion carried.

Pembina County JDA minutes of January 13, 2021 were reviewed.

Motion made by Nick Rutherford and seconded by Hugh Ralston 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.

Commission was notified that the 2020 North Dakota Insurance Reserve Fund conferment benefit of \$29,007.00 was received. These funds are deposited in the Insurance Reserve Fund to cover costs of insurance premiums and deductibles.

Motion made by Jim Benjaminson and seconded by Nick Rutherford to authorize a proxy vote to the Chairperson of Ameritas for such business as may properly come before the meeting. All voting in favor; motion carried.

Kelly Cluchie, Maintenance Supervisor, presented an estimate of \$4,810.00, from Pastorek Construction to repair the rear entry of the courthouse. Kelly also presented estimates from Stateside Electric to move the Public Health generator. Motion made by Jim Benjaminson and seconded by Nick Rutherford to authorize Pastorek Construction to repair the rear entry. All voting in favor; motion carried. The Commission will discuss the option of moving the generator at a later date.

Jill Denault, Northern Valley Human Service Zone Director, informed the Commission that Valerie Letkeman will be retiring the end of May and the ND Department of Human Service has placed a freeze on hiring new employees. With this in mind, Jill is requesting to have a doorbell system installed in the Pembina County Social Service office. Jill received an estimate from Stateside Electric ranging from \$750.00 to \$1,200.00. Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the installation of a doorbell system. All voting in favor; motion carried.

Commission reviewed the March payroll and claims. Motion made by Nick Rutherford and seconded by Hugh Ralston to approve the consent agenda as presented. All voting in favor; motion carried.

Mikka Willits, Tax Director, present for abatement hearing. The application is for abatement on property described as Lot 6, Block 42, OT, City of Pembina – Parcel 33-1940020. The request is to lower the true and full value from \$16,023.00 to \$4,197.00 for the 2020 tax year, due to demolition of the dwelling on the property. Pembina City Board approved the abatement request at their March 8, 2021 meeting. Motion made by Nick Rutherford and seconded by Hetty Walker to approve the abatement request by reducing the true and full value by \$16,023.00. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Ms. Willits gave a brief update on SB 2041. The issue of exempting privately owned elevators and warehouses in cities was turned into a study, but the farm residence exemption was added into the bill with a proposed change to consider machinery sales as farm income.

Jeff Daley, Kadramas, Lee & Jackson, presented the design engineering agreement for the bridge projects that were discussed at the March 16, 2021

meeting. Motion made by Hugh Ralston and seconded by Jim Benjaminson to authorize the Chairman to sign the agreement as presented. There is no set bid date at this time for the projects.

Jeff recommended the County have engineering completed on future paving projects. Commission requested Jeff bring numbers back for County Road #1 from Highway #18 east to Bathgate City and the south segment of County Road #2 from Highway 5 north to County Road #1.

Devin presented a utility permit from Enbridge Energy, Limited Partnership. The scope of work would include temporary construction access off of either side of County Road #55, between Section 3 and Section 10 of Neche Township, to install a RMU (remote monitoring unit) on the north side of County Road #55. The disturbed area will be returned to previous condition upon completion of the project. Motion made by Jim Benjaminson and seconded by Nick Rutherford to authorize the Chairman to sign the utility permit as presented. All voting in favor; motion carried.

Drainage permit received from Bob Olson to clean the blow dirt and culverts in the ditch along County Road #3 in the SE¼ of Section 5 of North Midland Township. Motion made by Jim Benjaminson and seconded by Hugh Ralston to authorize the Chairman to sign the permit as presented. All voting in favor; motion carried.

Devin Johnson, Highway Superintendent, present for bid openings. Bids were received from the following to furnish Pembina County with a rotary mower with a trade-in of a 13.5 Woods:

Cavalier Equipment - \$6,171.00 with a delivery date of August 2021

Ironhide Equipment - \$11,000.00 with a delivery date of August 23, 2021

Motion made by Jim Benjaminson and seconded by Hugh Ralston to accept the bid of Cavalier Equipment. Discussion followed on the expected delivery date and Commission requested Devin verify the bid would remain the same. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Commission received bids from the following to furnish chips for the 2022 working season:

Strata Corporation: \$10.90/ton with .21/ton mile hauling charge

Motion made by Nick Rutherford and seconded by Jim Benjaminson to accept the bid of Strata Corporation for chips for the 2022 work season. Delivery to be made after November 19, 2021 and before spring weight limits go on in 2022.

Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

No asphalt bids were received. Devin will rebid for asphalt.

Board received bids for rental of road machinery. Motion made by Hugh Ralston and seconded by Jim Benjaminson to accept all bids that meet the bidding requirements as advertised. Hiring of contractors based on availability and price. All voting in favor; motion carried. Listing will be prepared for April 20, 2021 meeting.

Missy Morden, Deputy Clerk /Recorder, informed the Commission that the retirement party for former NE Judicial Judge Laurie Fontaine is planned for May 21, 2021, from 2:00 pm – 4:00 pm, with a program beginning at 3:00 pm, at the Transit Station in Cavalier. Missy discussed donations received for the retirement party from the State and Cavalier County and is asking if the Pembina County Commission would consider making a donation. Motion made by Nick Rutherford and seconded by Jim Benjaminson to donate \$300.00 towards the retirement party. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes, Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes.

Motion made by Nick Rutherford and seconded by Hugh Ralston to close all county offices at 2:00 pm on Friday, May 21<sup>st</sup> to allow county employees to attend the retirement party. All voting in favor; motion carried.

Tanya Wieler, Human Resources, Terry Meidinger, Sheriff, and Marcus Ramsay, Chief Deputy, discussed jail staffing needs in light of the dispatch relocation. Tanya reviewed the jail standards for the Department of Corrections. Sheriff Meidinger discussed new programs that have been implemented since 2008, such as 24/7 monitoring, administration of UA's, and fingerprinting. There were six jail standards that were referenced by the Deputy Director of Facility Inspections for the Department of Corrections that must be met to be in compliance. Currently there are four staff in the Corrections Department, however, with the relocation of the dispatch center additional staff would be needed for the Corrections Department. On average, it takes five staff persons to cover one post that must operate on a seven-day, 24-hour basis. With this in mind, a minimum of one additional correctional officer would be needed, but two or more additional staff would be ideal. Discussion followed on the option of utilizing dispatch personnel that have correctional officer training to fill in as correctional officers when they are off duty as dispatchers. The option of training all deputies as correctional officers was also discussed. The budget will need to be reviewed prior to making any decisions. Commission requested Sheriff Meidinger present cost estimates for one, two, three and four additional staff for the Corrections Department. Decision to hire additional staff will be tabled to a later date.

Sheriff Meidinger requested a separate credit card for the Sheriff's department, for officers to utilize when transporting prisoners. Many prisoner transports occur after the Auditor's Office is closed, therefore the regular county credit card is not accessible to the Sheriff's office. Motion made by Nick Rutherford and seconded by Jim Benjaminson to authorize the Auditor to apply for a credit card for Sheriff Department use, with a charging maximum of \$1,500.00. The Sheriff or Chief Deputy will retain the card. All voting in favor; motion carried.

Dustin Bakken, Kompleks Assessment Solutions, Mikka Willits, Tax Director, and Lisa Wieler, GIS Specialist/Deputy Tax Director, met to discuss the agricultural land value changes for Pembina County. Dustin has completed the calculations on the values and the Tax Director's office sent Notices of Increases as required. Dustin reviewed the process used to determine the changes in valuations. Discussion followed on the County Equalization meeting scheduled for June 8, 2021. Dustin will present a short Power Point at the meeting and be available to answer general questions taxpayers may have concerning the changes.

Motion made by Nick Rutherford and seconded by Hugh Ralston to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:45pm.