

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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August 17, 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 8:35 am.

Motion made by Nick Rutherford and seconded by Hugh Ralston to approve the August 3, 2021 meeting minutes as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Nick Rutherford to approve the August 4, 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 August 5, 2021 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Hugh Ralston to approve the August 10, 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 June 8, 2021, June 28, 2021 and July 22, 2021 Board of Equalization minutes as presented. All voting in favor; motion carried.

Motion made by Nick Rutherford and seconded by Hugh Ralston to approve the agenda with the following additions: Samantha Weeks, Kompleks Assessment Solutions, LLC contract, ArcaSearch Contract, County deeds, sale of county property, and the August 6, 2021 Board of Equalization minutes. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Hugh Ralston to approve the August 6, 2021 Board of Equalization minutes as presented. All voting in favor; motion carried.

Commission reviewed the Kompleks Assessment Solutions, LLC assessment services contract. The contract will be in effect until 2022 values are finalized by the State Board of Equalization. Motion made by Jim Benjaminson and seconded by Nick Rutherford to authorize the Chairman to sign the Kompleks Assessment Solutions, LLC contract as presented. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Jim Benjaminson to authorize the Chairperson to sign the County Deed for the sale of Parcel 32-1090000 in the City of Neche, as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Hugh Ralston to authorize the Chairperson to sign the County Deed for the sale of Parcel 35-3670000 in the City of Walhalla, as presented. All voting in favor; motion carried.

Commission reviewed the contract from ArcaSearch to preserve the Commissioner proceedings. The objective of the contract is to digitally preserve and create remote access to the Pembina County Commissioners Proceedings documents from 1868-current. The cost of \$21,638.00 includes a one year hosting fee. Money was placed in the 2022 budget to complete this process or the American Rescue Plan funding could be utilized. Motion made by Jim Benjaminson and seconded by Hugh Ralston to approve the contract of ArcaSearch as presented. All voting in favor; motion carried.

Commission discussed the 3D Specialties billing for 911 street signs. The 911 department does not have extra funding to cover the costs of the signs as 911 is utilizing all excess funding to cover the cost of SORN. The Highway Department has purchased the posts and anchors and does not have any further funding available. Motion made by Nick Rutherford and seconded by Jim Benjaminson to pay the 3D Specialties billing out of the County General Miscellaneous fund. All voting in favor; motion carried.

Culvert request received from McColl Farms to install an approach for access to the field, using a 30" x 30' culvert, in the NE¼ of Section 34 of Advance Township. The application has been signed by two township officers and approved by Devin Johnson, Highway Superintendent. Motion made by Hugh Ralston and seconded by Jim Benjaminson to approve the request as presented. Discussion followed on having McColl Farms install a 40' culvert instead of a 30' culvert. Devin will visit with Cindy McColl prior to the installation. Commission would prefer a 40' culvert be installed and would authorize a 40' culvert. All voting in favor; motion carried.

Devin presented the results from the hydraulics study done on the structure on 102nd St NE located on Legal Drain 12. This is located approximately 2 miles

south and 4.5 miles east of Walhalla. The proposed replacement option consists of two 72" corrugated steel pipe (CSP) providing approximately 56.2 SF of waterway opening. Slight roadway grading, approximately 1 foot, would be necessary to meet the recommended 2' of fill over the CSP.

Devin discussed an oil tank located at the county shop that has been emptied. Devin would like to get rid of the tank and clean the area. Devin will place an ad for the sale of the tank.

Devin presented floor quotes for the repair of the floor drains in the county shop. The Following bids were received:

Pastorek Construction - \$19,400.00

Bordertown Construction Inc - \$25,840.00

Discussion followed on repairing the overhead door slab inside the shop.

Bordertown Construction Inc included a bid of \$4,920.00 for the repairs.

Commission requested Devin contact Pastorek Construction for a bid to repair the overhead door slab inside the shop before making a decision. Devin will return with the additional information.

Water Board unable to attend today.

Bids to purchase the following county properties were received from Cheap Home Finders, Inc.:

Bid of \$70.00 for Parcel 25-1100010 – Lot 18, Block 31, Comstock's & White's Add, City of Bathgate

Bid of \$100.00 for Parcel 28-0470000 – Lot 5, Block 2, OT, City of Crystal

Bid of \$100.00 for Parcel 28-0790005 – Lot 28, Block 5, OT, City of Crystal

Bid of \$100.00 for Parcel 28-0790007 – Lot 29, Block 5, OT, City of Crystal

Bid of \$100.00 for Parcel 28-0790004 – Lot 27, Block 5, OT, City of Crystal

Bid of \$100.00 for Parcel 28-0790010 – Lot 31, Block 5, OT, City of Crystal

Bid of \$100.00 for Parcel 28-0800005 – N 50' Lot 36, Lots 37-38, Block 5, City of Crystal

Bid of \$250.00 for Parcel 32-1760000 – Lot 7, Block 37, City of Neche

Bid of \$100.00 for Parcel 34-1560000 – Lots 7-9, Block 25, OT, City of St Thomas

Bid of \$100.00 for Parcel 34-1940000 – Lots 7-8, Block 39, OT, City of St Thomas

Bid of \$100.00 for Parcel 35-3330000 – S Pt Lots 1 & 2, Block O, 85' x 100',

Emmerling's 1st Add & Pt of Hornung's 1st Add, City of Walhalla

Bid of \$100.00 for Parcel 35-3570000 – Lot 4, Block R, Emmerling's 1st Add, City of Walhalla

Bid of \$100.00 for Parcel 35-0510000 – Lot 8, Block 18, OT, City of Walhalla

Bid of \$100.00 for Parcel 35-0530000 – Lot 10, Block 18, OT, City of Walhalla

Bid of \$100.00 for Parcel 35-0820000 – Lot 4, Block 21, OT, City of Walhalla

Bid of \$100.00 for Parcel 35-3580000 – Lot 5, Block R, Emmerling's 1st Add, City of Walhalla

Motion made by Hugh Ralston and seconded by Jim Benjaminson to accept the bids as presented. All voting in favor; motion carried.

Commission discussed the email received from Roger Olafson regarding districts for the Soils Committee members. Motion made by Jim Benjaminson and seconded by Hugh Ralston to revise the decision to choose Soils Committee members by Commission District and utilize the Pembina County Township Officers Association districts. All voting in favor; motion carried.

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

Samantha Weeks, 911/IT/GIS Coordinator/Dispatch Supervisor, presented two estimates from Polar Communications for Wi-Fi access points. This is to upgrade the five Wi-Fi hotspots in the Courthouse and Law Enforcement Center. The first estimate of \$1,126.75 is for labor to install the equipment and the second estimate of \$49.75 is the additional monthly cost for the extreme access points. Motion made by Nick Rutherford and seconded by Hugh Ralston to accept the estimates as presented. All voting in favor; motion carried.

Samantha discussed the need for each department to have additional backup for their offices to preserve their documents. A recent incident occurred where a department lost their documents when their computer crashed. Samantha was not able to retrieve the information off the computer's hard drive and had to retrieve from the backup computer in her office. An external hard drive should be maintained for each computer to prevent this from happening in the future. Samantha will discuss with individual departments.

Motion made by Nick Rutherford and seconded by Hugh Ralston to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:45 am.