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BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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December 17, 2019

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

Chairman Walker called the meeting to order. Additions to the agenda include the 2020 Dakota Fire Inspection Contract and the 2020 Employee Assistance Program contract.

Motion made by Laverne Doyle and seconded by Jim Benjaminson to approve the December 3, 2019 regular meeting minutes and the December 3, 2019 Special Meeting minutes as presented. All voting in favor; motion carried.

Commission was informed there are only two Certificates of Appointment remaining to be returned. Auditor will reach out to the individuals. Discussion followed on the vacant position on the Historic Preservation Committee. Motion made by Nick Rutherford and seconded by Jim Benjaminson to appoint Molly Skadsen as a full member instead of an alternate. All voting in favor; motion carried. Commission discussed options for the Library Board. There is a two year term limit for board members. All current members have served two or more terms, so the present board will need to be disbanded as of December 31, 2019. Motion made by Nick Rutherford to disband the current Library Board and appoint Laverne Doyle, Nick Rutherford, Hugh Ralston, Hetty Walker and Linda Schlittenhard to the Library Board. Second by Laverne Doyle. Roll call vote: Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston - yes. Jim Benjaminson abstained from voting. Motion carried.

Kelly Cluchie, Maintenance, presented an estimate for a Courthouse basement lighting retro. The estimate, from State Side Electric LLC, includes installation of 55 LED four lamp fixtures, 3 LED two lamp fixtures and five LED A-19 fixtures, at a cost of \$5,925.00. Kelly informed the Commission of a rebate available for the lighting retro. Motion made by Jim Benjaminson and seconded by Nick Rutherford to proceed with the project. All voting in favor; motion carried.

Kelly also presented a request from the State's Attorney to install four dead bolt locks in her office. Discussion followed on installing deadbolt locks on all office

entry doors. Motion made by Nick Rutherford to allow the installation of deadbolt locks on all office entry doors. Motion seconded by Hugh Ralston. All voting in favor; motion carried.

Water Board requested the carpet in their office be replaced. They would like to have flooring installed instead of carpeting. Commission will request bids for the project. Josh Heuchert, Chairman, informed the Commission that the Snagging and Clearing project will be starting shortly and only one of the two cost share applications presented to the State Water Commission was approved. The cost share application for the removal or replacement of the drain culvert near St Thomas has been put on hold by the State Water Commission for further review. If the cost share is not approved, the Water Board will be removing the culvert as it cannot be repaired. Zach Hermann, Houston Engineering, informed the Commission that the Tongue River Cutoff will go before the State Water Commission sometime in February.

Mikka Willits, Tax Director, and Roberta Hinkel, present for abatement hearing. The application is for abatement on property described as Pt S $\frac{1}{2}$ SW $\frac{1}{4}$ of Section 15, Gardar Township; Parcel 11-1090010. Glen and Roberta Hinkel are requesting the taxable valuation be lowered from \$49,885 to \$9,800. The house was demolished in August 2019 but the garage remains. The abatement request was approved by Gardar Township. Ms. Willits explained the assessment procedures set by North Dakota Century Code. Motion made by Nick Rutherford and seconded by Hugh Ralston to leave the 2019 assessment and adjust the values for 2020. Discussion followed. All voting in favor; motion carried.

Jeff Daley and Wade Thompson, Kadramas, Lee & Jackson, updated the Commission on the construction of the box culvert by Drayton and the County Road #1 paving project. Jeff presented a letter from R J Zavoral explaining the 2019 construction delays regarding their request for a time extension due to weather conditions.

Devin presented estimates from Dakota Northern Railroad and County Agreements from the ND Department of Transportation for Project RSC-3424(003) and Project RSA – 3410(004), crossing surface rehabs. By process, the projects will be 90% Federal and 10% County funds. The estimate for Project RSC-3424(003), the County Road #3 repair near Hensel is \$95,500.50. The estimate for Project RSA-3410(004), the County Road #1 repair near Leyden is \$88,751.50. Motion made by Nick Rutherford and seconded by Hugh Ralston to authorize the Chairman to sign the agreements as presented. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes. Motion carried.

Duane Littlejohn discussed his concerns with the proposed School Reorganization plan. Chairman Walker informed Mr. Littlejohn that the Reorganization Board will be listening to testimony prior to voting on the plan.

Motion made by Hugh Ralston and seconded by Laverne Doyle to authorize the Chairman to sign the repurchaser deeds, for foreclosed properties that were redeemed prior to the County Sale date, as presented. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Hugh Ralston to authorize the Chairman to sign the county deeds, for property sold at the County Sale, as presented. All voting in favor; motion carried.

The Commission was presented with the County Federal Aid Contract and Contract Bond, from R J Zavoral & Sons, Inc, for Project TAC-RTP-NH-6-005(043)307 on Cavlandic Trail along ND Hwy 5, six miles west of Cavalier to Airport Road. The cost of the project is \$494,065.90. Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Chairman to sign the contract and contract bond as presented. All voting in favor; motion carried.

Pembina County Fair Board Annual Meeting minutes and Board of Director's minutes of October 29, 2019 were reviewed along with the financials.

Kim Ruliffson, NDSU Eastern ND District Director, forwarded a request to update the 2020 budget. Ms. Ruliffson presented the proposed salary for the new Agriculture and Natural Resources (ANR) agent. Salaries are split 50/50 between NDSU and Pembina County. Ms. Ruliffson is requesting approval of the proposed salary for the new ANR agent as well as a merit increase for the current Family and Community Wellness (FCW) agent. No additional mills are being requested, just a change in line item expenses. The new ANR agent will be required to travel for orientation and trainings, however this will be covered by NDSU. Motion made by Laverne Doyle and seconded by Nick Rutherford to approve the starting salary set by NDSU for the ANR agent and a merit pay increase for the FCW agent. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Nick Rutherford to approve the processing of a year-end batch of claims, with the checks being held until the next meeting for approval. All voting in favor; motion carried.

Commission was presented the 2020 Fire Sprinkler Inspection Contract, for the Law Enforcement Center, with Dakota Fire Protection. Motion made by Hugh Ralston and seconded by Nick Rutherford to authorize the chairman to sign the contract as presented. All voting in favor; motion carried.

Commission was presented with the 2020 contract between Pembina County and The Village Business Institute for the Employee Assistance Program. Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Chairman to sign the contract as presented. All voting in favor; motion carried.

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

Motion made by Jim Benjaminson and seconded by Nick Rutherford to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:44 AM.