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BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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December 4, 2018

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

Chairman Benjaminson called the meeting to order.

Oaths of Office of elected officials taken by Hetty Walker, County Commission District #1, Hugh Ralston, County Commission District #3 and Nick Rutherford, County Commission District #5.

Motion made by Laverne Doyle and seconded by Hugh Ralston to approve the November 20, 2018 regular meeting minutes as presented. All voting in favor; motion carried.

Pembina County Fair Board minutes of October 30, 2018 were reviewed.

Commission reviewed the Board of Director Summary sheet for the Job Development Authority. Required positions include two members from the Pembina County Commission, one member from each city with a population over 500, one member for remaining cities with a population under 500 and two township officers. Two appointments must be made to fill the empty township officer positions. The following appointments were made:
Pembina County JDA: appointed Charles Hart and Monica Bohn to three (3) year terms

Motion made by Nick Rutherford and seconded by Hugh Ralston to approve the Board appointments as listed above. All voting in favor; motion carried.

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

Motion made by Laverne Doyle and seconded by Hetty Walker 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 Gladen Construction Inc, for Project BRO-0034(033). Motion made by Hugh Ralston and seconded by Nick Rutherford to authorize the Chairman to sign the contract and contract bond as presented.

Mikka Willits, Tax Director, representing Don & Carmen Augustin, present for abatement hearing. The application is for abatement on property described as Pt N $\frac{1}{2}$ NE $\frac{1}{4}$ of Section 10, City of St Thomas; Parcel 34-0130000. Due to a clerical error on the tillable acres they are requesting the taxable valuation be lowered from \$99,930 to \$66,859 and receive a refund for the overpayment for three years, however abatements are only allowed for two years. The abatement request was approved by St Thomas City. Motion made by Laverne Doyle and seconded by Nick Rutherford to approve a refund for tax years 2016 and 2017. Discussion followed. All voting in favor; motion carried.

Mikka Willits, Tax Director, representing Ernest John Blair, present for abatement hearing. The application is for abatement on property described as Lots 17 – 21, Block 26, OT, City of St Thomas; Parcel 34-1660000. The property was changed from a residential assessment to a commercial assessment for 2018, due to the lots being vacant. Mr. Blair is requesting to revert the property back to residential assessments since the lots hold the wells for his geothermal system. The abatement request was approved by St Thomas City. Motion made by Nick Rutherford and seconded by Hugh Ralston to approve the request as presented. Discussion followed. All voting in favor; motion carried.

Commission received an application for a two year New Single Family Residence exemption, according to NDCC 57-02-08(35), on property described as Pt SW $\frac{1}{2}$ SE $\frac{1}{4}$ of Section 5-Township 162-Range 55, Parcel 02-0350015 in Advance Township. The exemption allows up to \$150,000.00 off the assessed value for two years. Advance Township passed a resolution approving the exemption. Motion made by Hugh Ralston and seconded by Nick Rutherford to approve the tax exemption for tax years 2019 and 2020. All voting in favor; motion carried.

Mikka discussed the soil modifiers, from February 2013, that are currently being used in the detailed soils program run by ProWest, which Pembina County implemented when required to use detailed soils. Mikka is working with ProWest and Counties Providing Technology to complete an annual update of the soils valuations and hopes to have the issue resolved for the 2019 assessment year. Motion made by Laverne Doyle and seconded by Nick Rutherford to approve the use of the 2013 modifiers until the detailed soil valuations are updated. Discussion followed. All voting in favor; motion carried.

Tanya Wieler, Human Resource Director, discussed pro-rated health benefits for part-time employees. Employees must work 20 or more hours per weeks, 20 or more weeks per year to qualify for benefits. Discussion followed on verifying that the County would maintain their grandfathered status and a time frame to notify part-time employees of the change if the Commission chooses to pro-rate benefits. Benefits would be pro-rated according to the number of days worked (three days per week – 3/5 time; four days per week – 4/5 time) per week.

Jeff Daley, Kadramas, Lee & Jackson, and Devin Johnson, Highway Superintendent, discussed the amount of local dollars available for the County Road #1 project. Jeff presented drafts for the Request for Proposals to Perform Construction Engineering Services for project BRO-0034(033), Structure 34-122-15.0 which is located 6 miles east of Cavalier on 95th St NE. The RFP must be advertised with the local newspaper and the NDDOT website for three weeks and proposals must be delivered to the Office of the Pembina County Highway Superintendent by 2:00 PM, January 4, 2019.

Jeff discussed the replacement of the structure approximately 2½ miles north of Drayton. Jeff presented a contract, for \$49,500.00, between Pembina County and Kadramas, Lee & Jackson, for preliminary and design engineering for structure replacement and incidental for Structure 34-136-28.0. The project should be bid in June 2019. Discussion followed on projected load limits on the structure. Motion made by Laverne Doyle and seconded by Hugh Ralston to authorize the Chairman to sign the contract as presented. All voting in favor; motion carried.

Jeff presented a map of the projects that have been completed over the past few years in Pembina County. This will help determine the areas that will need to be looked at for future projects.

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

Motion made by Hugh Ralston and seconded by Nick Rutherford to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:15 AM.