

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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February 6, 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.

Motion made by Hugh Ralston and seconded by Nick Rutherford to approve the January 17, 2018 minutes and January 30, 2018 Special Meeting minutes as presented. All voting in favor; motion carried.

Pembina County Housing Authority minutes of November 7, 2017 were reviewed.

Pembina County Water Board minutes of November 28, 2017 through January 23, 2018 were reviewed.

Pembina County Historical Society Annual Report was reviewed.

Pembina County Library Board 2017 year-end report was reviewed.

Commission reviewed the letter sent to the Water Board from Helm Enterprises. Commission will discuss with the Water Board at the next meeting.

Commission reviewed the request to appoint Mike Duerre to fill the unexpired term of Justin Robinson to the Pembina County Historical Society. The State Historical Preservation Organization has reviewed and approved Mr. Duerre's resume. Motion made by Laverne Doyle and seconded by Nick Rutherford to appoint Mike Duerre to fill the unexpired term of Justin Robinson. All voting in favor; motion carried.

Commission reviewed the ND Construction and Maintenance Agreement for the Highway Safety Improvement Program grant. Motion made by Hugh Ralston and seconded by Hetty Walker to authorize the Chairman to sign the agreement as presented. All voting in favor; motion carried.

Commission was presented a handout from National Life Group regarding Life Savings Accounts they would like to offer employees. Upon review of the literature, motion made by Nick Rutherford and seconded by Laverne Doyle to not allow the company to solicit employees during work hours. All voting in favor; motion carried.

Request for a raffle permit received from 10th Space Warning Squadron Unit Booster Club. Motion made by Hugh Ralston and seconded by Hetty Walker to approve the request. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Nick Rutherford to have the Chairman sign the County deeds for the sale of county property to the City of Walhalla. All voting in favor; motion carried.

Liz Beck, 911/IT/GIS Coordinator, reviewed a Memorandum of Understanding between the State of North Dakota, through its Information Technology Department (ITD), and Pembina County, to authorize use of any radio frequency required for the statewide interoperable radio network (SIRN) to ITD. Under HB 1178, counties are required to share their radio frequencies. The fiscal obligations will be a project cost, paid for with project dollars, or as required by the State Interoperability Executive Committee (SIEC) and will not be a cost to the County. Motion made by Laverne Doyle and seconded by Hetty Walker to authorize the Chairman to sign the Memorandum of Understanding as presented. All voting in favor; motion carried.

Liz updated the Commission on the security camera improvements and remodeling of the Dispatch Center.

Randall Emanuelson, Pembina County Water Board Manager, visited with the Commission about the letter the Water Board received from Helm Enterprises.

Commission reviewed the January payroll and claims. Motion made by Hugh Ralston and seconded by Hetty Walker to approve the consent agenda, consisting of claims and the January payroll, as presented. All voting in favor; motion carried.

Commission was presented with a copy of the Class II Assessor certification Mikka Willits, Tax Director, received from the Office of State Tax Commissioner. Motion made by Nick Rutherford and seconded by Laverne Doyle to authorize the step increase, an incentive offered at hire upon certification as a Class II Assessor, effective January 1, 2018. All voting in favor; motion carried.

Mikka Willits, Tax Director, was unable to attend the meeting so Linda Schlittenhard, Auditor/Treasurer, presented her concerns with valuations established on property. Several exempt properties do not have a value

established. Having a value established for exempt property will simplify the process when property is sold to an individual that does not qualify for an exemption. Although it is not mandated by the State, it is highly recommended that all exempt property, including farm buildings and residences, have an established valuation. Motion made by Nick Rutherford and seconded by Laverne Doyle to have certified assessors establish valuations for all exempt property in Pembina County. Discussion followed on a timeline for this undertaking and it was agreed that three years would be sufficient time to complete this project, which would be February 2021. All voting in favor; motion carried.

Commission discussed the State Aid distribution formula. The State is funding Social Service on a two year trial period. Since there is no levy during this two year trial period, a motion was made by Nick Rutherford and seconded by Hugh Ralston to transfer the State Aid distribution percentage, previously distributed to the Social Service levy, to County General. Roll call vote: Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Commission discussed HB 1245, which repealed the requirement for alcohol establishments to purchase a local Sunday alcohol beverage permit. Motion made by Nick Rutherford and seconded by Hetty Walker to refund the Sunday opening permit amounts to each entity. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Hugh Ralston to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:55 AM.