

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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January 5, 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, and Hugh Ralston. Available by telephone were Hetty Walker and Nick Rutherford.

Linda Schlittenhard, Auditor/Treasurer, called the meeting to order and called for nominations for the 2021 Chairperson. Hugh Ralston nominated Laverne Doyle as Chairperson, seconded by Jim Benjaminson. All voting in favor; motion carried.

Nominations called for Vice Chairperson. Jim Benjaminson nominated Nick Rutherford as Vice Chairperson for 2021, seconded by Hetty Walker. All voting in favor; motion carried.

Commission expressed their thanks to Commissioner Ralston for his service as 2020 Chairperson. Chairperson Doyle called the meeting to order.

Auditor/Treasurer, Linda Schlittenhard, presented the Pledge of Assets and List of Depositors of Pembina County funds. Motion to approve the Pledge of Assets and Depositors as presented made by Hugh Ralston and second by Jim Benjaminson. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Hugh Ralston to approve the December 15, 2020 meeting minutes as presented. All voting in favor; motion carried.

Commission discussed Board appointments. All Certificates of Appointment have been returned except for one vacancy for the Planning and Zoning Board and one vacancy on the JDA Board. The JDA vacancy is for a City Council Member from a city with over 500 population. Commissioner Benjaminson contacted the Walhalla City Mayor regarding the vacancy. Mr. Belanus will discuss with council members and contact Commissioner Benjaminson prior to the January 20th meeting. The following appointment was made:

Planning & Zoning Board – Jeni Carrier to a three (3) year term

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

Commission reviewed the list of accounts receivable for year-end 2020. Outstanding amounts owed by townships comes to \$9,696.25 and the amount owed by cities comes to \$35,860.74. Outstanding receivables for private work totals \$3,028.26. Three of the private work receivables have been owed for several years. Motion made by Hugh Ralston and seconded by Hetty Walker to send a billing notice to those receivables stating it is a FINAL NOTICE, prior to sending a collection notice. All voting in favor; motion carried. The total outstanding as of December 31, 2020 is \$48,594.05.

Motion made by Hugh Ralston and seconded by Hetty Walker to authorize the Chairman to sign the Request for a Duplicate Warrant received from Enbridge Energy Partners, LP. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Hugh Ralston to approve the year end claims. All voting in favor; motion carried.

Commission reviewed the 2021 Fire Sprinkler Inspection Contract with Dakota Fire Protection, for the Law Enforcement Center. Motion made by Jim Benjaminson and seconded by Hugh Ralston to authorize the chairman to sign the contract as presented. All voting in favor; motion carried.

Commission reviewed the ND Department of Transportation Final Certification of Local Match forms for Project RSC-3424(003), the County Road #3 repair near Hensel and Project RSC-3410(004), the County Road #1 repair near Leyden. The certifications designate the source of county funds that were used to cover the 10% match required to supplement the federal funds that were obligated by the North Dakota Department of Transportation. Motion made by Hugh Ralston and seconded by Jim Benjaminson to authorize the Chairman to sign the certifications as presented. All voting in favor; motion carried.

Auditor presented a listing of unpaid mobile home taxes for Parcel 31-9090000. The mobile home has been destroyed, per Tim Moore, Mountain City Mayor. Auditor is requesting to cancel the unpaid taxes and delete the mobile home parcel. The total unpaid taxes amounts to \$171.56. Motion made by Nick Rutherford and seconded by Hetty Walker to authorize the cancellation of the unpaid mobile home taxes and deletion of the parcel. All voting in favor; motion carried.

Revel Sapa, Veteran's Service Officer/Human Resource Assistant, met with the Commission to request permission to serve on the Options Board of Director's. Revel was contacted by, Randy Sorenson, Options Director, to serve on the Board. The Board has quarterly evening meetings in East Grand Forks, so it will not interfere with her work schedule. Motion made by Jim Benjaminson and seconded by Hetty Walker to allow Revel to serve on the Options Board. All voting in favor; motion carried.

Commission reviewed the consent agenda, consisting of the December payroll and claims. Motion made by Jim Benjaminson 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 Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 9:34 AM.