

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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July 6, 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, Hugh Ralston and Nick Rutherford. Absent: Hetty Walker.

Chairperson Doyle called the meeting to order at 8:30 am.

Motion made by Nick Rutherford and seconded by Jim Benjaminson to approve the June 15, 2021 meeting 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: the sale of county property in Neche City, the sale of county property in Walhalla City and a letter from Roger Olafson. All voting in favor; motion carried.

Commission reviewed the letter from Roger Olafson. Discussion followed. Commission will visit with the State's Attorney prior to responding to Mr. Olafson.

Commission reviewed the ND Department of Transportation Final Certification of Local Match form for Project BRC-3428(056), the box culvert replacement by Drayton. The certification designates 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 Jim Benjaminson and seconded by Hugh Ralston to authorize the Chairman to sign the certification as presented. All voting in favor; motion carried.

Request for a raffle permit received from Devon Grube Memorial Scholarship Fund. Motion made by Nick Rutherford and seconded by Jim Benjaminson to approve the request. All voting in favor; motion carried.

Vehicle bids will be opened at the next Commission meeting.

Stacie Sevigny, Developer with Red River Regional Council, reviewed the ½ mill Self-Help program updates with the Commission. The Commission approved a

change to the program at the June 15, 2021 meeting. Discussion followed on changes to the application. Stacie presented the revised guidelines for the program. Motion made by Jim Benjaminson and seconded by Hugh Ralston to adopt the amended guidelines and authorize the Chairperson to sign as presented. Discussion followed. All voting in favor; motion carried.

Request to purchase property described as Lots 14-17, Block 23, O.T., City of Neche, (Parcel 32-1090000). A 30 day notice will need to be sent to the previous owner prior to the sale becoming final. Motion made by Hugh Ralston and seconded by Jim Benjaminson to approve the sale of said property. All voting in favor; motion carried.

Request to purchase property described as W $\frac{1}{2}$ Lot 9, all Lots 10 & 11, Block S, (and vacated alley), Emmerling's 1st Addition, City of Walhalla, (Parcel 35-3670000). A 30 day notice will need to be sent to the previous owner prior to the sale becoming final. Motion made by Hugh Ralston and seconded by Jim Benjaminson to approve the sale of said property. All voting in favor; motion carried.

Request to purchase property described as E $\frac{1}{2}$ Lot 4, all Lot 5, W $\frac{1}{2}$ Lot 7, all Lot 8 & E $\frac{1}{2}$ Lot 9, Block S, (and vacated alley), Emmerling's 1st Addition, City of Walhalla, (Parcel 35-3660000). Motion made by Jim Benjaminson and seconded by Hugh Ralston to approve the sale of said property. All voting in favor; motion carried.

Kelly Cluchie met with the Commission to discuss the relocation of the Public Health offices to the Social Service building. Kelly would like to begin preparing for the relocation. Discussion followed on when the move should occur. Kelly would like to have the relocation complete by the end of August or September. Kelly will visit with the Public Health employees and review plans with them. Motion made by Nick Rutherford and seconded by Jim Benjaminson to move the Public Health employees to the south end of the Social Service building as soon as possible. All voting in favor; motion carried.

Revel Sapa, Human Resource Assistant, presented updated job descriptions for the maintenance department. Revel reviewed the full time and part time job duties with Kelly to determine if the hours could be decreased for the part time position. Motion made by Nick Rutherford to place an ad for the part time custodial position. Discussion followed. Second by Hugh Ralston. All voting in favor; motion carried.

Commission reviewed the June payroll and claims. Motion made by Hugh Ralston 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 Hugh Ralston to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:00 am.