

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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July 6, 2023

9:00 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse. Chairperson Benjaminson called the meeting to order at 9:00 AM.

Roll call: Jim Benjaminson, Laverne Doyle, Blaine W. Papenfuss, Darin Otto and Andrew Cull. A quorum was declared.

Also in attendance are Zelda Hartje, Lisa Keney, Interim Tax Director, Revel Sapa, Veterans Service Officer, and Konor Parker, Human Resources.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the agenda with the following changes/additions: an update on job postings and an update on the proposed cattle feed lot. All voting in favor; motion carried.

Motion made by Darin Otto and seconded by Laverne Doyle to approve the June 8, 2023 Board of Equalization minutes as presented. All voting in favor; motion carried.

Motion made by Andrew Cull and seconded by Blaine Papenfuss to approve the June 9, 2023 Board of Equalization minutes as presented. All voting in favor; motion carried.

Motion made by Andrew Cull and seconded by Laverne Doyle to approve the June 12, 2023 Board of Equalization minutes as presented. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Darin Otto to approve the June 13, 2023 Board of Equalization minutes as presented. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Darin Otto to approve the June 12, 2023 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the June 20, 2023 meeting minutes as presented. All voting in favor; motion carried.

Discussion was held on changing our current insurance agent, who is in Cavalier County, to a Pembina County insurance agent. Auditor contacted Scott Faehnrich,

NDIRF representative, who suggested the county submit the request in January 2024 for the March insurance billings. Commission discussed the ND State Fire and Tornado Insurance recommendations to increase building valuations due to rising construction costs. The changes in valuation would increase the policy by \$4,558.00 per year, with the majority of that coming from the Courthouse and LEC/Sheriff Residence/Storage buildings. Keeping the valuations at the undervalued amount would result in a potential co-insurance penalty for any partial losses. Motion made by Blaine Papenfuss to increase the valuations and wait to do the agent change in January 2024. Seconded by Laverne Doyle. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull – yes. Motion carried.

Auditor presented the Counties Providing Technology Hosting and Professional Services agreement for January 1, 2024 through July 31, 2025. Counties Providing Technology will be discontinuing services to North Dakota counties effective July 31, 2025. Options for a new software provider will need to be reviewed. Motion made by Laverne Doyle and seconded by Blaine Papenfuss to authorize the Auditor to sign the Hosting and Professional Services agreements as presented. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull – yes. Motion carried.

Discussion was held on transferring the Law Enforcement and Correction Center employees from the Main Defined Benefit Plan to the NDPERS Public Safety Retirement Plan. Those eligible employees will have a one-time option to waive participation in the Public Safety Retirement Plan. A motion was made by Darin Otto for Pembina County to affirm to North Dakota Public Employees Retirement System that Pembina County is formed pursuant to NDCC 11-01-35 and is neither a non-profit corporation nor a for-profit corporation, to join the NDPERS Public Safety Defined Benefit Retirement Plan and offer the plan to all eligible employees of Pembina County. The motion was seconded by Laverne Doyle. The Board approved joining the NDPERS Public Safety Defined Benefit Retirement Plan effective October 1, 2023. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull – yes. Motion carried.

Construction engineering interview committee for Project BRJ-0034(037), PCN 23954, Project BRC-BRJ – 0034(051), PCN 23962, and Project BRH-0034(038), PCN 23987, for the bridge rehabs and replacement, presented their recommendation to the Commission. The interview committee consisted of Devin Johnson, Laverne Doyle and Linda Schlittenhard, who are recommending Kadramas, Lee & Jackson for the projects. Motion made by Andrew Cull and seconded by Blaine Papenfuss to award the engineering contract to Kadramas, Lee & Jackson. Discussion followed. All voting in favor; motion carried.

Auditor presented an updated estimate, totaling \$4,610.25, from Minn-Kota Communications, Inc for the installation of three security cameras. The installation of

two security cameras on the front and side of the Courthouse, at a cost of \$2,881.75, was approved at the March 21, 2023 meeting. There is now a need for one additional camera for the second floor of the Law Enforcement Center. Pembina County would have to purchase an additional DVR to add the third camera. The DVR is capable of handling eight cameras which would mean seven additional cameras can be added if/as needed. Motion made by Andrew Cull and seconded by Blaine Papenfuss to approve the updated estimate which includes the DVR and additional camera. All voting in favor; motion carried.

Commissioner Cull requested an update, from Konor Parker, Human Resource Director, on the placement of ads for the two open county positions. Mr. Parker stated they are reviewing the job duties for the assessor position and the posting should be ready to be advertised next week. The Victim Witness position has been posted on the Pembina County website and Indeed and forwarded to all county newspapers for publication.

States Attorney Fontaine discussed his concerns with the county pay plan and presented two job descriptions. One position requires applicants to be 18 years old and possess a High School Diploma or equivalent. The second position requires an Associate's Degree or three years of experience and/or training for the position. There is a definite difference in the requirements needed for each position as well as the responsibilities of each position. Mr. Fontaine noted the first position pay is higher than the second position pay on the current pay plan. Mr. Fontaine feels candidate requirements and job duties must be taken into consideration when determining a fair and equitable salary. Mr. Fontaine has discussed his concerns with Konor Parker, Human Resource Director. Mr. Parker stated he agrees with Mr. Fontaine's concerns and the county pay plan will be thoroughly reviewed.

Culvert request received from Scott Gunderson to install an additional 48" x 40' culvert in the SW<sup>1</sup>/<sub>4</sub> of Section 17 of South Carlisle Township. Request has been approved by two township supervisors and Devin Johnson, Highway Superintendent. The Water Board will review the unassessed parcels west of the new culvert for inclusion into legal Drain 16. Motion made by Darin Otto and seconded by Blaine Papenfuss to table a decision until the next meeting. All voting in favor; motion carried.

Board reviewed the June payroll and claims. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the consent agenda as presented. All voting in favor; motion carried.

Motion made by Andrew Cull and seconded by Darin Otto to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:23 AM.