

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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March 20, 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 Nick Rutherford and seconded by Laverne Doyle to approve the February 20, 2018 minutes with the following correction. The word exempt was inadvertently left out of the next to last sentence of the paragraph. The sentence should read: "Mr. Olafson is requesting the Commission rescind the February 6, 2018 motion requiring valuations be set for all **exempt** property". All voting in favor; motion carried.

Commission was presented with quotes for elevator updates at the Law Enforcement Center. The first quote of \$1,527.00 is to add door escutcheon holes to access the elevator and/or hoist way in case of an emergency. The second quote of \$2,990.00 is for installation of emergency lighting and an alarm bell. Motion made by Hugh Ralston and seconded by Hetty Walker to approve the quotes as presented. All voting in favor; motion carried.

Pembina County Housing Authority minutes of February 6, 2018 were reviewed.

Pembina County Fair Board minutes of February 21, 2018 were reviewed.

Request for raffle permits received from Pembina County Historical Society. Motion made by Hetty Walker and seconded by Laverne Doyle to approve the requests. All voting in favor; motion carried.

Commission was presented with an amendment to the contract for Project HLC-3400(014). The amendment changes page 1, paragraph 5 from "Federal funds obligated for this project is \$113,759" to "Federal funds obligated for this project to a maximum of \$102,383". This brings the 10% County share from \$11,376 to \$10,283. Motion made by Laverne Doyle and seconded by Hugh Ralston to

authorize the Chairman to sign the amendment as presented. All voting in favor; motion carried.

Bids were received from the following to furnish Pembina County with a heavy duty double wing rotary mower, at least 15' wide, with a trade-in of one 20' Woods BW240xdqw:

Butler Machinery Co – Schulte FX1800- \$11,250.00

Roy Implement –2018 Woods BW 15.6Q - \$6,000.00

Morrison Equipment, Inc. – Bush Hog Model 1815 - \$3,338.00

Bush Hog Model 2215 - \$4,468.25

Bush Hog Model 2815 - \$7,146.75

Cavalier Equipment – Woods BW 15.6Q, spring loaded - \$5,514.00

Woods BW 15.6Q, base model - \$3,791.00

Motion made by Laverne Doyle and seconded by Nick Rutherford to accept the bid of \$3,791.00 from Cavalier Equipment for the Woods BW 15.6Q base model mower. Roll call vote: Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Commission received bids for rental of road machinery. Motion made by Laverne Doyle and seconded by Nick Rutherford to accept all bids that meet the bidding requirements as advertised. Hiring of contractors based on availability and price. All voting in favor; motion carried. Listing will be prepared for the April 3, 2018 meeting.

Laura Kircher, Enbridge Energy Community Engagement Advisor, and Jamie Nelson, Enbridge Energy Supervisor of Maintenance from Thief River Falls, met to discuss proposals for preventing further erosion damage to the Enbridge pipeline. Area landowners Ted Juhl, Lyndon Juhl, and Curt Christenson, presented their concerns related to no outlet for the water. The erosion around the pipeline is causing the pipeline to become exposed and the additional water that will be coming into Drain 66 from the Drain 79 extension will intensify the problem. Rob Fleming, Water Board Attorney, reviewed the Water Board's proposal to correct the issue. Discussion followed. Curt Christenson feels an injunction should be filed against the extension until an outlet is determined. No action taken at this time.

Zach Herrmann, Houston Engineering, presented a Tongue River Snagging and Clearing handout. The project would include removal and disposal of log jams, leaning dead timber and fallen trees. The project requires a yes vote from 2/3 of the Water Board as well as a 2/3 vote of the County Commission. The project would be completed in phases beginning on the east end of the Tongue River. Zach reviewed the assessment process for the project and alternative financing. The Commission agreed to move forward with the public hearing for the proposed project.

Commission visited with Laura Kircher and Jamie Nelson about their concerns with the integrity of the pipeline. Ms. Kircher stated "safety is the number one concern of Enbridge, followed by the integrity of the pipeline". Mr. Nelson stated "currently we are not deeply concerned, but spring could change that significantly".

Mikka Willits, Tax Director, reviewed a follow-up from the February 20, 2018 meeting. Mikka is requesting the Commission rescind the previous motion made at the February 6, 2018 meeting requesting assessors place valuations on all exempt property in Pembina County. Mikka is requesting assessors obtain an initial valuation on all properties that require an annual application for an exemption review and foreclosed properties. Motion made by Hugh Ralston and seconded by Nick Rutherford to rescind the motion of the February 6, 2018 minutes. Roll call vote: Laverne Doyle- yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Discussion followed on applications required to be completed on an annual basis, which include Homestead Credit, Veteran's Credit, Farm Residence Exemptions and other property tax exemptions that include, but are not limited to, charitable, religious and non-profit organizations. Motion made by Laverne Doyle to have assessors obtain an initial valuation on all properties that require an annual application for an exemption review and foreclosed properties. Seconded by Nick Rutherford. Roll call vote; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Mikka discussed county certification of assessments for townships or cities that do not have a certified assessor. Mikka recommends a fee, payable to Pembina County, of \$200.00 for those entities that have an assessor who is working on their certification but not yet certified and \$400.00 for those entities that were not proactive in obtaining a certified assessor and require assessment certification. Additional evening and weekend hours will be required to meet the deadline for increase notices to be sent prior to the Equalization meetings in April. Mikka suggested an additional \$100.00 fee be added as the deadline gets closer. Motion made by Nick Rutherford and seconded by Laverne Doyle to approve the \$200.00 and \$400.00 fee as well as the additional \$100.00 fee. All voting in favor; motion carried.

Kelly Cluchie, Maintenance, informed the Commission that he purchased two 20' storage containers instead of one 40' storage container. He was able to get a better deal on the two 20' containers versus the 40' container. Kelly discussed the need for new doors on the old jail building. The rear entry door will be replaced with a steel entry door and the front entry door will be refinished and a new lock added.

Commission reviewed the February financial statement and claims. Motion made by Laverne Doyle and seconded by Hugh Ralston to approve the consent

agenda, consisting of the February financial statement, February payroll and claims, as presented. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Hetty Walker to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:25 PM.