

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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September 19, 2017

9:00 AM

Board of Pembina County Commissioners met at 9:00 AM in the Commission Meeting Room of the Courthouse with the following members present: Jim Benjaminson, Laverne Doyle, Nick Rutherford, Hugh Ralston and Hetty Walker.

Chairperson Rutherford called the meeting to order.

Motion made by Hugh Ralston and seconded by James Benjaminson to approve the August 29, 2017 and August 31, 2017 Special meeting minutes and the September 6, 2017 regular meeting minutes as presented. All voting in favor; motion carried.

Pembina County Housing Authority Board minutes of August 8, 2017 were reviewed.

Request for a raffle permit received from St Joseph's Preservation Society. Motion made by James Benjaminson and seconded by Hetty Walker to approve the request. All voting in favor; motion carried.

Commissioner Rutherford discussed making December 24<sup>th</sup> as an additional holiday for the employees. Currently all County offices close at noon on December 24<sup>th</sup>, but Commissioner Rutherford would like to grant the entire day as a holiday. Motion made by Laverne Doyle and seconded by Hugh Ralston to approve the change and grant December 24<sup>th</sup> as an additional holiday. All voting in favor; motion carried.

Rebecca Flanders, Pembina County State's Attorney, reviewed the additional job duties that have been assigned to Monica Brusseau, Victim Witness. Ms. Flanders presented an overview of the increased number of cases from 2016 to 2017. She explained how she has restructured Monica's job description to include Legal Assistant duties, due to the increased number of cases. Ms. Flanders is requesting to have Ms. Brusseau's job title changed to Victim Witness/Legal Assistant and pay her at the Legal Assistant rate of pay. Because of the grant dollars involved with the Victim Witness position, Ms. Flanders is proposing to add the additional funding to the State's Attorney budget. Motion by Laverne Doyle and seconded by James Benjaminson to approve the change as presented.

Roll call vote: James Benjaminson – yes; Laverne Doyle – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Since the State Board of Equalization's recommendation for valuation changes required for Pembina County to be in compliance will not be available until September 27, 2017, the Commission chose to postpone their review of the 2018 proposed budget.

Devin Johnson, Highway Superintendent, presented the final certifications for SB 2103 and HB 1176 for Project CNOB-CNOC-3411(061) and CNOB-CNOC-3411(060). Motion made by Hugh Ralston and seconded by Laverne Doyle to authorize the Chairman to sign the certifications as presented. All voting in favor; motion carried.

Drainage application received from Midway Farms to remove an approach and culvert and clean the ditch to original grade on the north side of County Road #55 in the SE 1/4 of Section 6 of Neche Township. The application has been approved by the Water Board and Devin Johnson, Highway Superintendent. Motion made by James Benjaminson to approve the request. Second by Laverne Doyle. All voting in favor; motion carried.

Drainage application received from William Wagner to do ditch maintenance along County Road #55 in the SE 1/4 of Section 4, the SW 1/4 of Section 3, the NE 1/4 of Section 9 and the NW 1/4 of Section 10 of Neche Township. The drainage application was signed by the landowner and approved by the Water Board and Devin Johnson, Highway Superintendent. Motion made by Laverne Doyle and seconded by James Benjaminson to authorize the Chairman to sign the application as presented. All voting in favor; motion carried.

Culvert trap request received from Jeff Anderson to place a trap on the culvert in the SW 1/4 of Section 8 of Park Township. The application has been signed by two township officers and approved by the Pembina County Water Board and Devin Johnson, Highway Superintendent. Motion made by Hugh Ralston to approve the request. Second by James Benjaminson. All voting in favor; motion carried.

Drainage application received from Travis Brown to clean the ditch and slope to grade on the north side of County Road #1 in the SW 1/4 of Section 2 of Bathgate Township. The drainage application was approved by Devin Johnson, Highway Superintendent. Motion made by Laverne Doyle and seconded by Hetty Walker to authorize the Chairman to sign the application as presented. All voting in favor; motion carried.

Sheriff Terry Meidinger introduced Sawyer Faltersack, Pembina/Walsh County Truck Regulatory. Sawyer began his duties on September 1, 2017.

Commission reviewed the claims and August financial statement. Motion made by Hetty Walker and seconded by Laverne Doyle to approve the consent agenda as presented. All voting in favor; motion carried.

Motion made by James Benjaminson and seconded by Hugh Ralston to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:10AM.