

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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September 6, 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 and Hugh Ralston. Absent: Hetty Walker.

Chairperson Rutherford called the meeting to order.

Motion made by Hugh Ralston and seconded by Laverne Doyle to approve the August 15, 2017 meeting minutes as presented. All voting in favor; motion carried.

Pembina County Fair Board minutes of May 24, 2017 through July 9, 2017 and the Hamilton Fair financial report were reviewed.

Request received from Chizzy's to transfer their liquor license to the Leroy Hall on Saturday, September 16, 2017, from 9:00 PM to 1:00 AM. Motion made by Hugh Ralston and seconded by Jim Benjaminson to approve the transfer. All voting in favor; motion carried.

Drainage application received from Wilwand Farms to clean the ditch to original grade on the south side of County Road #1 in the N ½ of Section 11 of North Carlisle Township. The application has been approved by Devin Johnson, Highway Superintendent. Motion made by Laverne Doyle to approve the request. Second by Jim Benjaminson. All voting in favor; motion carried.

Drainage application received from Jay Symington to remove the silt from the ditch bottom along County Road #2 from the field approach to the first culvert going east, in the NE ¼ of Section 21 of Felson Township. The drainage application was signed by the landowner and approved by Devin Johnson, Highway Superintendent. Motion made by Hugh Ralston and seconded by Laverne Doyle to authorize the Chairman to sign the application as presented. All voting in favor; motion carried.

Jon Markusen, Kadramas, Lee & Jackson, presented the signed contracts from Gladen Construction for the Streambank Restoration project. The project will

begin next week. Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Chairman to sign the contracts as presented. All voting in favor; motion carried.

Jon also presented an updated Engineering contract for the Streambank Restoration and Incidentals. There was a typographical error on the dollar amount of the contract, which should have read \$17,000.00 instead of \$12,000.00. Motion made by Laverne Doyle and seconded by Hugh Ralston to authorize the Chairman to sign the corrected contract as presented. All voting in favor; motion carried.

Mikka Willits, Tax Director, met with the Commission for an omitted property hearing on the following described property:

Lots 48-49, Blk 85, 1<sup>st</sup> SW Add, City of Walhalla

Lots 50-52, Blk 85, 1<sup>st</sup> SW Add, City of Walhalla

No individuals appeared for the hearing.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the addition of the above described omitted property for the 2017 tax year. All voting in favor; motion carried.

Commission reviewed the claims and August payroll. Motion made by Laverne Doyle and seconded by Hugh Ralston to approve the consent agenda as presented. All voting in favor; motion carried.

Samantha Lahman, Extension, informed the Commission that she will be teaching a class at the University of Crookston every Tuesday afternoon from now until the first week of December. A professor passed away two days prior to the start of the semester and Samantha will be filling the vacancy.

Andrew Kirking, Emergency Manager/Weed Officer, presented the Commission with an Employer Commitment contract for the Incident Management Assistance Team (IMAT) he has participated in for the past two years. The state has changed some regulations and are requiring a signed contract from the employer. Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Chairman to sign the contract as presented.

Andrew and Duane Littlejohn discussed the insurance quote for coverage on the North Border School building in Neche. Duane informed the Commission that NDIRF would insure the building as an additional insured under Pembina County's existing policy, but the equipment would need to be insured under the State Fire and Tornado policy. Andrew would like to utilize the building as a training center for emergency responders. Discussion followed on ownership of the building, county liability concerns, building maintenance, monthly utility expenses and how often the building would be used. A decision was tabled until further research can be done.

Kay Braget, Clerk of Court/Recorder, informed the Commission that the company which will be digitizing the deeds and miscellaneous documents needs 24/7 access to the building, Monday through Saturday. Since all offices are locked the Commission has no issues with allowing the company access to the building.

Tanya Wieler, Human Resource Director, presented proposed reclassifications for six employees. A memo was sent to the Commission prior to today's meeting. Tanya reviewed the 20 year pay plan that was adopted in 2012 and discussed each individual reclassification request. Motion made by Hugh Ralston to discuss the changes at budget time in 2018, since the entire pay plan will be reviewed in 2018. Second by Jim Benjaminson. All voting in favor; motion carried.

Jeanna Kujava, Public Health Administrator, and Denise Dame, Administrative Assistant, presented a handout reviewing the private vaccine billing for the months of January – July 2017. Jeanna reviewed the Board of Health, County Nurse, County Nurse Trust and Tobacco proposed budgets for 2018.

Dawn Keeley, Red River Regional Executive Director, met to discuss the 2018 proposed budget for Job Development Authority. Maggie Suda, Developer, Chuck Thacker, JDA Chairman, and Kathy Stremick, JDA Treasurer, also present. Dawn is requesting the Commission increase the JDA budget by one mill for a total of three mills. Dawn and Maggie reviewed the programs, loans and grants that JDA has participated in over the past years. Maggie and Kathy reviewed the financial statement. Dawn also requested a 5% inflationary increase for Red River Regional Council to administer various programs for Pembina County.

Lisa Letexier did not appear to present the 2018 Emergency Medical Services proposed budget.

Motion made by Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 12:45PM.