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BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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June 4, 2024

9:00 AM

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

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

Also, in attendance are: Zelda Hartje, Marcus Ramsay, Chief Deputy, Revel Sapa, Veterans Service Officer, Samantha Weeks, 911/IT/GIS Coordinator, and Samantha Diemert, Emergency Manager/Weed Officer.

Motion made by Laverne Doyle and seconded by Jim Benjaminson to approve the agenda with the following changes: a request to purchase county property, a liquor license request, the cost analysis for the Law Enforcement Center, building permit amendment, and the removal of the April financial statement and the addition of the May payroll. All voting in favor; motion carried.

Motion made by Darin Otto and seconded by Jim Benjaminson to approve the May 21, 2024 meeting minutes as presented. All voting in favor; motion carried.

Commission discussed the unobligated funds remaining in the American Rescue Plan Act (ARPA) and Local Assistance and Tribal Consistency Fund (LATCF). There are approximately \$110,350.00 in ARPA funds and \$46,175.00 in LATCF funds remaining to be obligated.

Commissioner Papenfuss joined the meeting at 9:05 AM.

Auditor Schlittenhard requested the Commission to grant signatory authority for the Bank of North Dakota and all Pembina County financial institutions to Melissa Gapp, Auditor/Treasurer in training. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to authorize signatory authority for the Bank of North Dakota and all Pembina County financial institutions to Melissa Gapp. All voting in favor; motion carried.

Request for a raffle permit received from Growing Hope in Pembina County. Motion made by Darin Otto and seconded by Blaine Papenfuss to approve the raffle permit request as presented. All voting in favor; motion carried.

A liquor license request was received from the No Place Saloon Bar & Grill, LLC. Akra Township approved the request on May 29, 2024. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the request for a liquor license and set the license fees at \$250.00 for a beer license and \$750.00 for a liquor license for on/off sale. All voting in favor; motion carried.

Jeff Daley, KLJ Engineering LLC, gave a brief update on the Bowesmont bridge project, the removal of the structure to the east of the bridge and presented the second pay estimate for the project. Jeff informed the Commission construction should begin on the two structure replacements on County Road 4 next week. Jeff discussed options for the Beaulieu/Akra structure project and presented an amendment, in the amount of \$15,800.00, for additional engineering costs. Jeff also presented an agreement, in the amount of \$49,500.00, for Right-of Way (ROW) acquisitions for four structure replacements, including Structure #34-110-22.0, Structure #34-110-30.0, Structure #34-117-31.1 and Structure #34-126-30.0. Motion made by Blaine Papenfuss and seconded by Darin Otto to authorize the Chairperson to sign the agreements as presented. All voting in favor; motion carried. Jeff discussed geotechnical testing of the pavement on two county roads, County Road 3 from State Highway 18 to State Highway 81 and County Road 12, from State Highway 5 to County Road 3 and the 17 structure rehabs which the county has not received bids for.

Revel Sapa, Veterans Service Officer, updated the Commission on the statistics of her office. Revel thanked the Commission for making her position a full time Veterans Service Officer position. Revel presented a printout, from VetraSpec, showing the benefits received by Veterans since she has taken office. Revel also discussed how the payment for the DAV van drivers will be handled now that reimbursement from ARPA Funding is depleted, the Mobile Vet Center which is available to veterans that are unable to make a trip to the Fargo or Bismarck Vet Centers, and gave a brief update on Veteran claim predators.

Auditor informed the Commission of three reimbursements Pembina County received from Workforce Safety and Insurance for 2023. The first refund, in the amount of \$1,186.83, is for the Learning Management System (LMS) program. The second refund, in the amount of \$1,186.83, is a premium safety discount for the Claims Management and Drug Free Workplace Training program. The third refund, in the amount of \$5,567.24, is for a premium dividend credit refund. This is a total refund of \$7,940.90 from Workforce Safety & Insurance.

Motion made by Jim Benjaminson and seconded by Darin Otto to approve Kelly Cluchie's request to donate 100 hours of sick leave to Lisa Wieler. All voting in favor; motion carried.

Auditor received a phone call from an individual interested in purchasing Parcel 35-060000 in Walhalla City. The property was foreclosed on in 2023 but was not placed on the sale listing, therefore a minimum bid price would need to be set. Motion made by Blaine Papenfuss and seconded by Darin Otto to set the minimum bid for the property at \$3,500.00. Discussion followed. All voting in favor; motion carried.

Commissioner Cull requested the cost analysis for the LEC. Chief Deputy Marcus Ramsay informed the Commission that Sheriff Meidinger was informed by States Attorney Fontaine to request an extension of the cost analysis to the June 18, 2024 meeting, so he can be in attendance. Motion made by Darin Otto and seconded by Laverne Doyle to allow an extension to the June 18th meeting for the cost analysis. All voting in favor; motion carried.

Zoning Board members Jim Benjaminson, Blaine Papenfuss, Darin Otto, Andrew Cull and Kirk Morrison discussed the building permit amendment request from Vince Austfjord. Vince is requesting to amend the building permit and transfer the location from 13759 Hwy 5 to 13688 Hwy 5. Motion made by Darin Otto and seconded by Blaine Papenfuss to approve the building permit amendment as presented. Kirk asked if the property was zoned as commercial property and if Vince purchased the property from Terry Samson. Vince did purchase the property and the property is zoned as commercial property. All voting in favor; motion carried.

Lisa Keney, Tax Director, present for abatement hearing. The application is for abatement on property described as Pt W $\frac{1}{2}$ NW $\frac{1}{4}$ and the NE $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 19, Twp 161, Range 56, Beaulieu Township; Parcel 04-1390000. The request is for a refund, in the amount of \$72.82, of the 2023 taxes based on the acreage disparity on the parcel. Beaulieu Township approved the abatement request on April 18, 2024. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the abatement request as presented. All voting in favor; motion carried.

Lisa informed the Commission that Vanguard Appraisals began their appraisal process yesterday. Lisa has forwarded the letter to all county papers to inform residents that Vanguard will be assessing their properties. Lisa has let county Law Enforcement know that Vanguard has started the appraisal process in case they receive any calls regarding this. They will be working in the Cavalier City area so Lisa has visited with the Cavalier City Auditor and Cavalier Police Department.

Lisa Keney requested the Commission to consider closing all county offices on Friday, July 5th, allowing the employees a long holiday weekend. Motion made by Darin Otto and seconded by Blaine Papenfuss to authorize the closing of the Courthouse on Friday,

July 5th. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – no; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull – yes. Motion carried.

Commission reviewed the May payroll and claims. Motion made by Darin Otto and seconded by Blaine Papenfuss to approve the consent agenda as presented. All voting in favor; motion carried.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:23 AM.