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BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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February 6, 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 9:05 AM.

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

Also, in attendance are: Melissa Morden, Clerk/Recorder, Samantha Weeks, IT/911/GIS Coordinator, Samantha Diemert, Emergency Manager/Weed Officer, Marcus Ramsay, Chief Deputy, Darren Olafson and Don Heuchert.

Motion made by Jim Benjaminson and seconded by Darin Otto to approve the agenda with the following addition: Nikki Burt salary freeze and NDDOT Certification of Local Match for Bridge Inspection. All voting in favor; motion carried.

Motion made by Darin Otto and seconded by Blaine Papenfuss to approve the January 16, 2024 meeting minutes as presented. All voting in favor; motion carried.

Raffle permit request received from St Joseph Preservation Society. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the raffle permit as presented. All voting in favor; motion carried.

Auditor Schlittenhard read a letter of resignation from Denise Dame, Public Health Administrative Assistant. Denise will retire effective April 5, 2024. Motion made by Darin Otto and seconded by Blaine Papenfuss to accept Ms. Dame's letter of resignation with gratitude. The Commission thanked Ms. Dame for her years of service and dedication to Pembina County. All voting in favor; motion carried.

Auditor Schlittenhard requested the Commission to grant signatory authority for the Bank of North Dakota and all Pembina County financial institutions to Kelsey Dawson, Deputy Auditor/Treasurer 1 and Christine Henke, Deputy Auditor/Treasurer 2. 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 Kelsey Dawson and Christine Henke. All voting in favor; motion carried.

Auditor informed the Commission that she has received all county boards Oaths of Office.

Board reviewed the 2023 budgets to actual. Motion made by Darin Otto and seconded by Blaine Papenfuss to amend the following county budgets. Revenues are available to cover all amendments.

Comprehensive Health	\$ 15,106.81
Insurance Reserve	\$ 2,686.26
Clerk of Court/Recorder	\$ 26,154.59
Auditor/Treasurer	\$ 6,242.74
Dispatch	\$ 34,914.99
Emergency Management	\$ 67,133.96
County Nurse	\$ 50,862.37
Human Resource	\$ 13,893.22
Publishing	\$ 1,538.60
Unemployment	\$ 6,764.10
Audit Fees	\$ 2,250.00
Road & Bridge	\$ 66,266.82
Emergency	\$ 10,698.01
Victim Witness	\$ 846.09
Park River Joint Water Resource	\$ 3.26

Roll call vote: Jim Benjaminson – yes; Blaine Papenfuss – yes; Darin Otto – yes; Andrew Cull - yes. Motion carried.

Commission reviewed the ND Department of Transportation Certification of Local Match for Bridge Inspection/Load Rating form for Project BRC-0099(015), PNC 23409. The form certifies that Pembina County provided non-federal funds from the Road and Bridge Levy to cover Pembina County's 19.07% match. Motion made by Darin Otto and seconded by Blaine Papenfuss to authorize the Chairperson to sign the certification as presented. All voting in favor; motion carried.

Commission Otto discussed Nikki Burt's salary freeze. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to allow the COLA increase but to keep the salary frozen until she reaches the correct step on the pay plan. An adjustment will be made for the January pay period. All voting in favor; motion carried.

Zelda Hartje, Pembina County Historic Preservation Chairman and Coordinator, presented the 2024 Historic Preservation Grant application paperwork. Ms. Hartje reviewed the grant application with the Commission. Motion made by Blaine Papenfuss and seconded by Darin Otto to approve the grant application as presented. All voting in favor; motion carried.

Lisa Keney, Tax Director, discussed a date for the June Board of Equalization meeting, which must be held within the first 10 days of June. Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to set the date as June 4, 2024, from 1:00 PM to 4:30PM. All voting in favor; motion carried.

Ms. Keney presented a questionnaire from the State Tax Commissioner's office related to the legislative study examining the potential for a property tax exemption for potato and grain storage facilities located off the farm. There are four questions requiring a response from her office and Ms. Keney is requesting Commission permission to respond to the questionnaire. Don Heuchert Asked if he could help her complete the questionnaire and Ms. Keney stated she would receive Commission approval of her responses prior to submitting them. Commission reviewed the questionnaire. Motion made by Darin Otto and seconded by Blaine Papenfuss to allow Ms. Keney to respond to questions one, two and three, but not respond to question 4, since it requires a personal opinion. Commissioner Otto amended his original motion by adding Ms. Keney does not have to bring her responses back for Commission approval since she is only answering questions 1-3. Blaine Papenfuss seconded the amendment to the original motion. All voting in favor; motion carried.

Lisa presented a letter from the State Tax Commissioner's office congratulating the office on a successful review of the Pembina County agricultural land valuation methods. Pembina County is now compliant with North Dakota Century Code 57-02-27.2(8).

Commission reviewed the December financial statement, January payroll and claims. Motion made by Jim Benjaminson and seconded by Darin Otto to approve the consent agenda as presented. All voting in favor; motion carried.

Auditor Schlittenhard informed the Commission she received a call back from Rick Trontvet, regarding work on the current pay plan. Mr. Trontvet has gathered some information from Auditor Schlittenhard and stated he would get back to her with an estimate for the project. Mr. Trontvet would be able to do the compensation research and design work sometime in later February or early March.

Auditor Schlittenhard informed the Commission her office will need to be closed on February 8, 2024 for the Walsh/Pembina County MATHCOUNTS competition held in Walsh County. The office will also need to be closed March 6-8, 2024 to allow staff to attend election training in Bismarck and March 12, 2024 to attend election training in Grand Forks.

Motion made by Darin Otto and seconded by Blaine Papenfuss to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:02 AM.