

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

## BOARD OF PEMBINA COUNTY COMMISSIONER'S PROCEEDINGS

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January 2, 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, Blaine W. Papenfuss, Darin Otto, and Andrew Cull. A quorum was declared.

Also, in attendance are: Zelda Hartje, Samantha Weeks, IT/911/GIS Coordinator, Samantha Diemert, Emergency Manager/Weed Officer, Marcus Ramsay, Chief Deputy and Terry Meidinger, Sheriff.

Motion made by Blaine Papenfuss and seconded by Laverne Doyle to approve the agenda with the following addition: discussion on the Auditor's Office personnel. All voting in favor; motion carried.

Motion made by Darin Otto and seconded by Jim Benjaminson to approve the December 19, 2023 meeting minutes as presented. All voting in favor; motion carried.

Auditor/Treasurer, Linda Schlittenhard, presented the Pledge of Assets and List of Depositors of Pembina County funds. Motion to approve the Pledge of Assets and Depositors as presented made by Jim Benjaminson and second by Blaine Papenfuss. All voting in favor; motion carried.

Commission reviewed the list of accounts receivable for year-end 2023. Outstanding receivable for townships is \$30,227.75, which has been submitted to FEMA for reimbursement. Outstanding receivables owed by cities amounts to \$17,860.74. Outstanding receivables for private work totals \$1,683.50, which includes \$160.00 that was added to the individual's 2023 tax statement. There is only one invoice that is past due. The total outstanding as of December 29, 2023 is \$49,771.99. Motion made by Jim Benjaminson and seconded by Laverne Doyle to accept the receivables as presented. All voting in favor; motion carried.

Commission reviewed Board appointments. Auditor informed the Commission that she received a call from Chris Johnson requesting to have his name withdrawn for consideration to be appointed to the Water Board. Motion made by Laverne Doyle and

seconded by Jim Benjaminson to reappoint Rick Kendall to a three (3) year term to the Water Board. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – no; Darin Otto – yes; Andrew Cull - no. Discussion followed. Commissioners stated this decision is not personal, however they expressed concerns from several constituents regarding Board members being awarded bids for work through the Water Board or working for the contractors awarded the bid. Motion carried.

Commission reviewed the 2023 Fire Sprinkler Inspection Contract, with Dakota Fire Protection, for the Law Enforcement Center. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to authorize the chairman to sign the contract as presented. All voting in favor; motion carried.

Commission reviewed the ND Department of Transportation Certification of Local Match for Bridge Inspection/Load Rating form for Project BRC-NB23(003), PNC 23920. 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 Blaine Papenfuss and seconded by Darin Otto to authorize the Chairperson to sign the certification as presented. All voting in favor; motion carried.

Commission discussed concerns with filling the two vacant positions in the Auditor's Office. Auditor informed the Commission that there were two potential candidates that would not accept the position due to salaries. Auditor Schlittenhard requested to be reimbursed for the additional hours required to meet all deadlines for the office. Discussion followed. Motion made by Blaine Papenfuss and seconded by Darin Otto to reimburse Auditor Schlittenhard her hourly rate for all additional hours required to meet all deadlines. All voting in favor; motion carried. Discussion followed on revising the current pay plan and advertising at the state level.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to approve the year end claims. All voting in favor; motion carried.

Commission reviewed the December 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.

Motion made by Blaine Papenfuss and seconded by Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 9:40 AM.