

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

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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August 2, 2022

8:30 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse. Chairperson Rutherford called the meeting to order at 8:33 AM. Roll call: Jim Benjaminson, Laverne Doyle, Nick Rutherford, Dave Moquist, and Andrew Cull. A quorum was declared.

Motion made by Andrew Cull and seconded by Jim Benjaminson to approve the agenda with the following additions/changes: a raffle permit request, St Thomas City property, and an appointment to the Pembina River Task Team. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Dave Moquist to approve the July 19, 2022 meeting minutes as presented. All voting in favor; motion carried.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the July 22, 2022 Special meeting minutes as presented. All voting in favor; motion carried.

Auditor informed the Commission the 2023 preliminary budget needs to be approved by August 10<sup>th</sup>. She would like to schedule budget meetings with the departments and some of the outside entities on Thursday, August 4<sup>th</sup>, and Friday, August 5<sup>th</sup>. Auditor will reach out to the department heads and outside entities for scheduling.

Raffle permit request received from Devon Grube Memorial Scholarship Fund. Motion made by Andrew Cull and seconded by Dave Moquist to approve the request as presented. All voting in favor; motion carried.

Auditor discussed the email received from Ted Preister, Red River Basin Commission Executive Director, regarding the appointment of a Commissioner to the Pembina River Task Team. Motion made by Dave Moquist and seconded by Laverne Doyle to appoint Andrew Cull to the Pembina River Task Team. All voting in favor; motion carried. The Auditor will contact Mr. Preister regarding the appointment.

Commission discussed the Vanguard Appraisals, Inc quote, for reappraisal of all properties in Pembina County, with Mikka Willits, Tax Director. Also present were Lisa Wieler, Deputy Tax Director/GIS, Lisa Keney, County Assessor, and Casey Kreig,

Certified Assessor. Ms. Willits stated the goal of Vanguard is to equalize assessments throughout the county. Mikka reviewed the assessment process and property cards option available through the Vanguard program. Mikka also discussed assessor trainings, the simplified reporting processes, and the assessor website package. Motion made by Jim Benjaminson to approve the quote from Vanguard Appraisals, Inc, for the entire package, which includes the reappraisal of properties, VCS Software, parcel create and the website. Second by Laverne Doyle. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Dave Moquist – yes; Andrew Cull – yes. Motion carried.

Motion made by Dave Moquist to not have Vanguard assess exempt property in Pembina County. Motion fails due to lack of a second.

Kelly Cluchie, Maintenance, and John Jenson, Jenson Heating & AC, presented a quote for upgrading the Law Enforcement Center heating/cooling system. John presented a quote for replacing the controls only. John informed the Commission that he could not get a current price on the roof top unit and it would not be available for 32 to 48 weeks. John estimates the cost to be around \$15,000.00. Motion made by Andrew Cull and seconded by Jim Benjaminson to accept the quote of \$35,648.00 from Jenson Heating & AC to replace the controls. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Dave Moquist – yes; Andrew Cull – yes. Motion carried.

Discussion followed on the roof top unit. Kelly stated that the roof top unit is 28 plus years old and will need to be replaced soon. There have been multiple repairs made on the roof top unit over the past 5 years. Motion made by Dave Moquist and seconded by Jim Benjaminson to order the roof top unit for the Law Enforcement Center now, since the wait time is 32 – 48 weeks. All voting in favor; motion carried.

Revel Sapa, Veterans Service Officer/Human Resources, and Cal Cluchie, Corrections Officer, met with the Commission. Revel informed the Commission that she struggles to get individuals willing to drive the DAV van. The van usually travels to the Fargo VA Hospital every Tuesday. The van picks up veterans in Walsh County, Grand Forks County and Traill County. Cal has two Tuesdays a month off and is requesting permission to drive the DAV van when he is not scheduled to work in the Corrections Department. Motion made by Laverne Doyle and seconded by Jim Benjaminson to grant Mr. Cluchie permission to drive the DAV van as long as it does not interfere with his position in the Corrections Department. All voting in favor; motion carried.

Commissioner Benjaminson informed the Commission the City of St Thomas has a couple of houses in the city they have condemned. The city is inquiring if the county would be willing to share the cost of demolition of these homes. One of the properties is on tax foreclosure this year. The listed owner has until October 1<sup>st</sup> to pay the 2019 taxes, before it would become county property. At this time, the county would not be willing to share

in the cost of the demolition of the homes. Commissioner Benjaminson will notify the city of the Board decision.

Commission reviewed the July payroll and claims submitted for payment. Motion made by Laverne Doyle and seconded by Jim Benjaminson to approve the claims as presented. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Andrew Cull to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:30 AM.