

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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January 3, 2023

9:00 AM

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

Roll call: Jim Benjaminson, Laverne Doyle, Blaine W. Papenfuss, and Darin Otto. Absent: Andrew Cull, who is attending the Weed Conference in Bismarck. A quorum was declared.

Motion made by Laverne Doyle and seconded by Blaine Papenfuss to approve the agenda with the following changes/additions: State's Attorney salary, Human Resources, the 2023 Fire Sprinkler Inspection Contract with Dakota Fire Protection and a request for a duplicate warrant. All voting in favor; motion carried.

Auditor informed the Commission of corrections needed to the December 20, 2022 minutes. The corrections to the minutes are underlined and bold.

Commission discussed the Soils Committee **modifier** recommendations made at the December 6, 2022 meeting. Soils Committee members Camburn Shephard, Robert Vivatson, Nick Heuchert and Curt Christenson were in attendance. Also in attendance was Certified Assessor Zelda Hartje, Mikka Willits and Lisa Wieler from the Tax Office, and Jordaan Thompson-Larson, NRCS Representative. Others in attendance were Loren Estad, Dave Moquist, Donald Heuchert, Joshua Heuchert and Darren Olafson. A letter from Kaylyn Dalsted, which was presented to the Commission, was read. The letter is requesting Camburn Shephard be removed as Chairman of the Soils Committee. Curtis Christenson requested the letter be thrown out. Chairperson Benjaminson stated the letter is a matter of record and cannot be thrown out. Chairperson Benjaminson stated the purpose of the meeting is to accept or reject the Soils Committee **modifier** recommendations and called for a motion to accept or reject the recommendations. Motion made by Darin Otto to accept the recommendations of the Soils Committee. Motion dies due to lack of a second. Discussion followed. Jordaan Thompson-Larson explained how the NRCS determines the Productivity Index, frequently flooded versus occasionally flooded land, and land management decisions. Ms. Thompson-Larson also stated at this point there is no statistical data available to allow NRCS to reduce the PI index on certain properties. NRCS will review properties beginning in the summer of

2023. Motion made by Blaine Papenfuss to reject **all modifiers recommended by** the Soils Committee. Second by Andrew Cull. **3 Commissioners voted yes and 2 Commissioners did not vote. Motion carried.**

Motion made by Laverne Doyle and seconded by Blaine Papenfuss to approve the December 20, 2022 meeting minutes with the above noted corrections. 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 Darin Otto and second by Blaine Papenfuss. All voting in favor; motion carried.

Pembina County JDA minutes of September 14, 2022 and November 9, 2022 were reviewed.

Commission reviewed the list of accounts receivable for year-end 2022. There are no outstanding receivables for townships. Outstanding receivables owed by cities amounts to \$23,860.74. Outstanding receivables for private work totals \$2,290.10. The total outstanding as of December 30, 2022 is \$26,150.84. Motion made by Blaine Papenfuss and seconded by Darin Otto to add the outstanding amounts on delinquent accounts as a special assessment on their 2022 taxes and to inform Devin to do no further business with anyone having an outstanding balance until it has been paid in full. All voting in favor; motion carried.

Auditor informed the Commission all the Board appointments made at the December 20, 2022 meeting were returned except for the appointment of Jeff Watts to the JDA Board. Auditor will contact Mr. Watts prior to the Commission making another appointment.

Commission reviewed the ND Department of Transportation Certification of Local Match for Bridge Inspection/Load Rating form for Project BRC-BRS-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 Laverne Doyle and seconded by Blaine Papenfuss to authorize the Chairperson to sign the certification as presented. All voting in favor; motion carried.

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

Commission reviewed the salary information for Garret Fontaine, Pembina County States Attorney, provided by Tanya Wieler, Human Resources. Commission also reviewed a letter from Garret Fontaine regarding Tanya's recommendations. Motion made by Laverne Doyle to start Mr. Fontaine at a Step 7 on the 2023 pay scale. Second

by Blaine Papenfuss. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes. Motion carried.

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

Motion made by Laverne Doyle and seconded by Blaine Papenfuss to authorize the Chairperson to sign the Request for a Duplicate Warrant received from John Emerson, Joliette Township Clerk/Treasurer. Discussion followed. All voting in favor; motion carried.

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

Discussion was held at the December 20, 2022 meeting regarding advertising for a full time Human Resource employee. Auditor is requesting a motion be made authorizing the position. Motion made by Blaine Papenfuss and seconded by Laverne Doyle to advertise for a full time Human Resource Director. Roll call vote: Jim Benjaminson - yes; Laverne Doyle – yes; Blaine Papenfuss – yes; Darin Otto – yes. Motion carried.

Motion made by Laverne Doyle and seconded by Blaine Papenfuss to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:00 AM.