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## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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January 7, 2020

8:30 AM

Board of Pembina County Commissioners met in regular session at 8:30 AM in the Commissioners Meeting Room of the Courthouse with the following members present: James Benjaminson, Laverne Doyle, Nick Rutherford, and Hugh Ralston. Absent: Hetty Walker.

Linda Schlittenhard, Auditor/Treasurer, called the meeting to order and called for nominations for the 2020 Chairperson. Jim Benjaminson nominated Hugh Ralston as Chairperson, seconded by Laverne Doyle. All voting in favor; motion carried.

Nominations called for Vice Chairperson. Hugh Ralston nominated Laverne Doyle as Vice Chairperson for 2020, seconded by Jim Benjaminson. All voting in favor; motion carried.

Commission expressed their thanks to Commissioner Walker for her service as 2019 Chairperson. Chairperson Ralston called the meeting to order. A review of the 2019 Recorder Fees and a Court Services Contract will be added to the agenda.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to approve the December 17, 2019 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 made by Laverne Doyle and second by Nick Rutherford. All voting in favor; motion carried.

Commission reviewed the list of Board appointments and made the following appointments:

Board of Health: Julie Hardy to a five (5) year term;  
911 Advisory Board/LEPC Task Force: Julie Hardy, Public Health, and Samantha Weeks, 911 Coordinator, to indefinite terms

Motion made by Laverne Doyle and seconded by Jim Benjaminson to approve the appointments as listed. All voting in favor; motion carried.

Discussion followed on the County Library Board. Laverne Doyle, Nick Rutherford, Hugh Ralston, Hetty Walker and Linda Schlittenhard were appointed to the Library Board at the December 17, 2019 meeting since the current members had all served two consecutive terms. After further review, Katherine Lunde's second term will not end until December 31, 2020, therefore she can remain on the Library Board. Motion made by Jim Benjaminson and seconded by Laverne Doyle to rescind the previous motion appointing Linda Schlittenhard, and have Katherine Lunde remain on the Library Board until her term expires. All voting in favor; motion carried.

Commission reviewed the 2019 Recorder Fees. There were 1,495 documents recorded, with 98 of those documents having no charge. This leaves 1,397 documents with recording fees paid which resulted in a total revenue of \$54,724.00 for 2019.

Commission reviewed the list of accounts receivable for year-end 2019. Outstanding amounts owed by cities totaled \$44,480.74. Receivables for private work totaled \$2,522.75. To date two receivable have been paid, lowering the outstanding amount from \$47,003.49 to \$46,843.49.

Motion made by Laverne Doyle and seconded by Jim Benjaminson to authorize the Chairman to sign the Request for a Duplicate Warrant received from Rachel Ramsay. All voting in favor; motion carried.

Motion made by Laverne Doyle 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 Laverne Doyle to approve the consent agenda as presented. All voting in favor; motion carried.

Commission reviewed the Court Services Contract between the State of North Dakota, Pembina County and the City of Mountain to permit the City to transfer its municipal ordinance cases to the District Court of the State. The City shall provide the prosecuting attorney and pay all prosecution costs and expenses for all cases covered under the contract. Motion made by Jim Benjaminson and seconded by Laverne Doyle to authorize the Chairman to sign the contract as presented. All voting in favor; motion carried.

Stacie Sevigny, Red River Regional Council Developer, met with the Commission to discuss the ½ mill "Self-Help" funding grants. The deadline for applications was December 15, 2019. Pembina County received seven requests for projects totaling more than \$27,000.00. Motion made by Nick Rutherford and seconded by Jim Benjaminson to award \$10,177.00 (\$1,500.00 maximum per applicant) to the 2019 ½ Mill "Self Help" Program. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes. Motion carried.

Brad Suda, Travis Uggerud and Julie Helm, American Sugar Hauling Association, discussed their request to add a turning lane on County Road 44 by the American Crystal Sugar plant in Drayton. Devin Johnson, Highway Superintendent, also present. Brad presented the engineer's plan for the project. Discussion followed on installing the turning lane this year, but postponing black topping the turn lane until next year. Brad stated he would like to bid the project as soon as possible, as they are looking at an early August 2020 completion date. Since the request was approved in April 2019 and no permit is required for the project, the Commission agrees they should move forward with the project.

Motion made by Jim Benjaminson and seconded by Laverne Doyle to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:45 AM.