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## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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March 3, 2020

8:30 AM

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

Chairman Ralston called the meeting to order. No additions to the agenda.

Motion made by Hetty Walker and seconded by Laverne Doyle to approve the February 20, 2020 minutes as presented. All voting in favor; motion carried.

Auditor presented a listing of unpaid mobile home taxes for Parcels 27-9290000, 27-9550000, 27-9730000 and 27-9910000. Two of the mobile homes have been removed from Thomson's Trailer Park, one mobile home was sold and moved from the trailer park two years ago and one mobile home has been abandoned leaving the trailer park owners to decide if they should take possession or destroy the home. Auditor is requesting to cancel the unpaid taxes and delete the mobile home parcels. The total of the unpaid taxes is \$1,307.94. Motion made by Laverne Doyle and seconded by Nick Rutherford to authorize the cancellation of the unpaid mobile home taxes and deletion of the parcels. All voting in favor; motion carried.

Commission reviewed a materials and labor bid from Bjornson Construction for construction of a privacy wall in the Public Health office. Labor includes building the walls, sheetrock, tape, painting, installation of a solid oak door and trims and installation of a 4' x 4' passage window with glass, hardware and lock. This remodel will comply with HIPPA privacy issues that are required for the department. Motion made by Laverne Doyle and seconded by Nick Rutherford to approve the bid as presented. Discussion followed. All voting in favor; motion carried.

Commission was informed all certificates of appointment have been returned. Julie Hardy, Public Health Director, contacted Suzanne Ashpole, LPN from Borg Home in Mountain, regarding the opening on the Health Board. Suzanne is receptive to serving on the Board of Health. Motion made by Hetty Walker and seconded by Laverne Doyle to appoint Suzanne Ashpole to the Pembina County Board of Health. All voting in favor; motion carried.

Request for a raffle permit received from Pembina County Historical Society. Motion made by Laverne Doyle and seconded by Nick Rutherford to approve the request. All voting in favor; motion carried.

Commissioner Rutherford informed the Commission he did not contact Michael Anderson from the State Water Commission regarding Paul Larson's request for a stream flow analysis on Drain #81 and the area where the culvert needs to be replaced on the road coming into St Thomas. Discussion followed on the call the Auditor received from Water Board Chairman, Josh Heuchert, and the call Commissioner Rutherford received from Water Board Attorney, Rob Fleming.

Carlton Heck phoned in to inform the Commission he would not be able to attend the meeting today. Mr. Heck wanted to visit with the Commission regarding overhanging trees on County Road 55 and the structure in LaMoure Township that Mr. Heck must cross to plant and remove crops from the area. Auditor Schlittenhard had visited with Devin Johnson, Highway Superintendent, regarding Mr. Heck's concerns and Devin informed her that he contacted an individual from Milton to trim the overhanging trees but his schedule was full. Devin will be contacting him soon to schedule the removal of the overhanging tree branches along County Road 55, around Backoo, Leroy and Walhalla. Devin also stated that he has three other minor structures that are required to be repaired prior to him repairing the structure in LaMoure Township. Mr. Heck requested the Auditor let Devin know that the only other access he has to that area is by crossing on private property so he would appreciate it if he would review the site again.

Kelly Cluchie, Maintenance, informed the Commission that all the keyless entry locks have been installed at the Courthouse. Kelly discussed changing the doors that will be installed in the new addition to the Social Service building from hollow core to solid doors. The cost difference will be approximately \$450.00 to install solid doors versus hollow core doors. Kelly discussed the IRS requirement to install a secure door before the private bathroom. The IRS minimum protection standards requires two barriers to physically protect client's private information. In addition, the area should be limited to authorized personnel and have a controlled access. Motion made by Hetty Walker and seconded by Laverne Doyle to approve the change and install the doors and locks as presented. All voting in favor; motion carried. Discussion followed on changing all existing doors in the original Social Service building. There are 16 doors that would need to be replaced and it is not in the 2020 budget. Kelly will revisit the request toward the end of the year if there is any funding remaining in the 2020 building and grounds budget.

Kelly discussed the Social Service building addition project. Kelly reported that a large mess was made throughout the entire office when the texturing was being completed. The entire area will need to be cleaned and all carpets in the existing building will require professional cleaning. Kelly has contacted the contractor who

told Kelly to hire Letexier Cleaning to complete the work at the contractor's expense.

Loren Estad, presented a handout from the State Tax Commissioner's Office related to property tax exemption of farm buildings and other improvements. Also in attendance were Mikka Willits, Tax Director, Lisa Wieler, GIS Specialist and Rebecca Flanders, Pembina County State's Attorney. Loren would like an explanation as to why his Parcel 07-0610005, the potato warehouse in Crystal City, which was formerly assessed as agricultural was changed to a commercial assessment. Loren discussed his meeting with local representatives, Dave Monson, Chuck Damschen and Janne Myrdal regarding his concerns with this parcel. Loren discussed NDCC 57-02-01 and feels a new Attorney General's opinion needs to be requested to clarify the issues causing the different interpretations of this NDCC. Ms. Flanders explained that the law is what needs to be followed and an Attorney General's opinion would be requested to clarify a particular law. Ms. Willits discussed her findings on this property. Ms. Flanders stated if there is a particular question Mr. Estad has regarding the law she could certainly request an opinion based on that. Loren is requesting the property be returned to an agricultural assessment until the situation can be settled. Decision will be tabled until the next meeting.

Maggie Suda, Red River Regional Council Developer, presented a Cavlandic Trail Project Agreement between the Pembina County Commission and the City of Cavalier. Other individuals in attendance included Lacey Hinkle, Cavalier City Mayor, Rachel Morrison, Cavalier Chamber, Jeff Daley, Kadramas, Lee & Jackson, and Bill Crosby and Kyle Gagner, Cavlandic Trail Association members. Maggie discussed the three grants that were awarded for the Cavlandic Trail Project. One grant from the NDDOT was applied for and granted to Pembina County on behalf of the Cavlandic Trail Association. The other two grants, one from the ND Parks & Rec and the other from the Outdoor Heritage Fund were applied for and granted to the City of Cavalier. Pam Wenger, ND Department of Transportation, is taking the lead on the project and will pay for all construction costs incurred for the project with RJ Zavoral & Sons, Inc. The agreement states that the City of Cavalier will be the main point of contact for the NDDOT for the Cavlandic Trail Project. This means all billings will go to the City of Cavalier and the City will reimburse NDDOT with funds raised by the Cavlandic Trail Association. Motion made by Hetty Walker and seconded by Laverne Doyle to approve the agreement as presented. All voting in favor; motion carried.

John Guzman, Benefits Specialist for Farmer's Union Insurance, visited with the Commission. John gave a brief overview of the programs that his organization can offer. John would like to take a look at the benefits currently offered to the employees to see if Farmer's Union could present cost savings to the county as well as the employees. John is requesting permission to review the current policies to do an analysis on what his company can offer. The process could take six weeks or more. Commission requested Auditor Schlittenhard work with Mr. Guzman, as her schedule allows, to complete the benefit analysis.

Commission reviewed the January financial statement, February payroll and claims. Motion made by Laverne Doyle and seconded by Hetty Walker to approve the consent agenda as presented. All voting in favor; motion carried.

Auditor informed the Commission of a call she received from Jeff Manley, Cavalier School Superintendent. Cavalier School is inviting county employees to an hour of professional development by Dr. Monte Selby. Dr. Selby works as a trainer/consultant, and has keynoted numerous national/international conferences for schools, businesses and corporations. Dr. Selby will be working with the students and staff during the day, and will be presenting a session for the general public from 3:30 – 4:30 pm on Wednesday, April 15<sup>th</sup> that will focus on the theme of communication and morale in the workplace. Motion made by Nick Rutherford and seconded by Laverne Doyle to close the courthouse at 3:15 pm to allow county employees to attend this session. Employees that choose not to attend the session will be required to use one hour of vacation. A sign-up sheet will be in the Auditor's Office. Sign-up deadline is April 9, 2020. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Nick Rutherford to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:35 AM.