

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

BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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September 7, 2022

9:00 AM

Board of Pembina County Commissioners met in the Commissioners Meeting Room of the Courthouse. Vice-Chairperson Benjaminson called the meeting to order at 9:00 AM. Roll call: Jim Benjaminson, Laverne Doyle, Dave Moquist, and Andrew Cull. Absent: Nick Rutherford. A quorum was declared.

Motion made by Andrew Cull and seconded by Laverne Doyle to approve the agenda with the following additions/changes: North Dakota State Fair Delegate, RJ Zavoral & Sons, Inc contractor's application for payment, Devin Johnson with drainage and culvert requests, and the Court Facilities Improvement Grant. All voting in favor; motion carried.

Motion made by Dave Moquist and seconded by Andrew Cull to approve the August 4, 2022 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Dave Moquist and seconded by Andrew Cull to approve the August 5, 2022 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Dave Moquist to approve the August 10, 2022 Special meeting minutes as presented. All voting in favor; motion carried.

Motion made by Laverne Doyle and seconded by Dave Moquist to approve the August 16, 2022 meeting minutes as presented. All voting in favor; motion carried.

Motion made by Dave Moquist and seconded by Laverne Doyle to authorize the Vice-Chairperson to sign the Corrective County Deed for the sale of property in St Thomas in November 2020. The legal description needed to be updated to a metes and bounds description. All voting in favor; motion carried.

The Certifications of Local Match for Bridge Inspection/Load Rating for Project BRC-BRS-0099(015), PCN 23409 and Project BRC-BRS-0099(011), PCN 22818 were reviewed. Motion made by Laverne Doyle and seconded by Andrew Cull to authorize the Vice-Chairperson to sign the certifications as presented. All voting in favor; motion carried.

Auditor Schlittenhard presented the County-Municipal Law Enforcement Contract between Pembina County and Mountain City. Motion made by Dave Moquist and seconded by Laverne Doyle to authorize the Vice-Chairperson to sign the contract as presented. All voting in favor; motion carried.

Auditor Schlittenhard informed the Commission of Lisa Hall's resignation as Pembina City Auditor and JDA Board member. Lori Estad, Red River Regional Council, emailed Auditor Schlittenhard stating the new Pembina City Auditor, Debi Stainbrook, has been attending as Ms. Hall's replacement. The Commission would need to officially appoint someone to the unexpired term. Motion made by Dave Moquist and seconded by Laverne Doyle to appoint Debi Stainbrook to fill the unexpired term of Lisa Hall. All voting in favor; motion carried. Discussion followed on the resignation of Kelli Truver as Cavalier City Auditor and JDA Board member. Commission will need to appoint someone to fill the unexpired term. No action taken at this time.

Auditor presented quotes for materials and labor to install new siding and gutter on the upper level of the Law Enforcement Center. The material quote is \$20,160.62 and the labor quote is \$27,835.00 for a total quote of \$47,995.62. Motion made by Dave Moquist and seconded by Laverne Doyle to approve the quotes as presented. Discussion followed. All voting in favor; motion carried.

Jeff Stevenson presented handouts of the North Dakota Century Code related to assessing land. Jeff discussed three special programs landowners can enroll in to receive various benefits. The first is the Save Our Lakes (SOL) program which is available through the North Dakota Game & Fish Department. The second program is the Conservation Reserve Program (CRP) available through the USDA Farm Service Agency. The last is the Watershed Easement Program (WRP) available through the US Federal Government. Pembina County only offers a valuation benefit for those acres enrolled in the WRP program. Jeff is asking why the county does not offer a benefit for land enrolled in the SOL or CRP programs. Jeff feels all grasslands should be assessed equally regardless of which program they are enrolled in. Commissioner Moquist stated this is an equalization matter and would need to be handled during an equalization meeting. Commissioner Benjaminson stated further research would need to be completed before any decisions could be made. The Commission will take Jeff's concerns under advisement and let him know when a decision is made. Discussion followed on the Vanguard Appraisals, Inc contract. Jeff feels the Commission made a wise decision to hire Vanguard Appraisals, Inc., as equalization throughout the county needs to be accomplished.

Rachel Ramsay, Public Health Interim Director, is looking for direction from the Commission as the Public Health department is in need of additional staff to cover the variables that must be met in the department. Rachel asked the Commission's stand on becoming a part of the Walsh County Health District. Commissioners Benjaminson, Doyle and Cull stated they are not in favor of merging with Walsh County. Discussion followed. Motion made by Andrew Cull to allow Public Health to advertise for additional help in the

department. Second by Laverne Doyle. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Dave Moquist – yes; Andrew Cull – yes. Motion carried.

Discussion followed on advertising for a Public Health Director or an RN. Motion made by Laverne Doyle and seconded by Dave Moquist to promote Rachel Ramsay to Public Health Director and advertise for an RN position. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Dave Moquist – yes; Andrew Cull – yes. Motion carried.

Samantha Diemert, Emergency Manager, stated the Presidential Disaster Declaration was approved July 14, 2022. The disaster spans from April 22–May 25, 2022 and affected 40 counties in North Dakota. The disaster affected 21 of the 24 townships in Pembina County, the cities of Cavalier, Drayton, Niche and Pembina, and the Pembina County Water Board. The estimated damages, including debris removal, is \$1,410,383.27 to date, with the county claim being \$52,417.87. The cost share percentages are 75% Federal, 10% State and 15% local. Entities requiring debris removal (Category A) and emergency protective measures (Category B) have a deadline of January 13, 2023 to complete the work. Any permanent work (Categories C–G) must be completed by January 12, 2024. An applicant briefing meeting was held July 29, 2022 and the RSM was held August 31, 2022. The RSM allows the county 60 days to submit the paperwork for all damage. Pembina County is currently in Phase II of a 4 phase project with FEMA.

Commission discussed the appointment of a North Dakota State Fair Delegate. Motion made by Laverne Doyle and seconded by Dave Moquist to nominate Andrew Cull as the North Dakota State Fair delegate for 2023. All voting in favor; motion carried.

Drainage permit request received from Wilwand Farms to clean the silt from the highway ditch along County Road #55 in the SE¼ of Section 3 and the S½ of Sections 1 and 2 in West Pembina Township. Request approved by Devin Johnson, Highway Supervisor. Motion made by Dave Moquist and seconded by Laverne Doyle to authorize the Vice-Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Wilwand Farms to clean the silt from the highway ditch along County Road #55 in the S½ of Section 6 and the SW¼ of Section 5 in East Pembina Township. Request approved by Devin Johnson, Highway Supervisor. Motion made by Dave Moquist and seconded by Laverne Doyle to authorize the Vice-Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from Carlton Heuchert to clean the silt from both sides of the culvert along County Road #3 in the NE¼ of Section 17 in North St Thomas Township. Request approved by Devin Johnson, Highway Supervisor. Motion made by Laverne Doyle and seconded by Andrew Cull to authorize the Vice-Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from James Symington to clean the silt from the highway ditch and clean both sides of the culvert along County Road #2 in the NE¼ of Section 16 in Felson Township. Request approved by Devin Johnson, Highway Supervisor. Motion made by Dave Moquist and seconded by Laverne Doyle to authorize the Vice-Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from James Symington to clean the silt from the highway ditch and clean both sides of the culvert along County Road #12 and County Road #55 in the NW¼ of Section 10 in St Joseph Township. Request approved by Devin Johnson, Highway Supervisor. Motion made by Dave Moquist and seconded by Laverne Doyle to authorize the Vice-Chairman to sign the request as presented. All voting in favor; motion carried.

Devin reviewed disaster emergency invoices, discussed culvert replacement recommendations for the road by Bourbanis Dam, and presented the hydraulic analysis evaluations from Kadramas, Lee & Jackson for Bridge 34-102-31.0 and Bridge 34-103-31.0 in Gardar Township.

Auditor Schlittenhard presented RJ Zavoral & Sons, Inc contractor's application for payment of the County Road 1 project for approval. The amount due is for the work completed to date less the retainage for a total of \$1,265,342.35. The project will be paid utilizing the HB 1505 Special Distribution received from the state. Motion made by Laverne Doyle and seconded by Dave Moquist to authorize the Vice-Chairman to sign the application as presented. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Dave Moquist – yes; Andrew Cull – yes. Motion carried.

Commission discussed the Court Facilities Improvement grant application. Auditor will visit with Judge Agotness regarding the application. Discussion was held on improvements on the seating in the galley.

With the NDACo Conference in Bismarck scheduled for October 2-4, 2022, the first meeting of October will be held on Tuesday, October 11, 2022.

Commission reviewed the August payroll and claims. Motion made by Laverne Doyle and seconded by Andrew Cull to approve the consent agenda as presented. All voting in favor; motion carried.

Motion made by and seconded by Laverne Doyle to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 11:28 AM.