

RENVILLE COUNTY COMMISSIONERS' PROCEEDINGS
FOR THE MONTH OF APRIL 2024

APRIL 2, 2024

Board convened at 9:00 a.m. Present: Chairman Robert Marmon, Commissioner Jamee Hansen and Commissioner Andy Gates.

State's Attorney, Seymour Jordan, County Recorder/Clerk of Court, Danielle Petersen met with the Board to discuss the Court Services contract between the County and Mohall City. Kelly Hutton, Court Administrator and Rebecca Nelson, Deputy Court Administrator attended by phone. Mr. Jordan questioned his authority to enforce the ordinance for Mohall City. The contract may need to be amended to allow Mr. Jordan the authority. He and Danielle will speak to Mohall City and the Mohall City attorney to get clarification on the contract.

Sean Mattern, Road Supervisor, met with the Board. They are tarring county road cracks. The new motorgrader should be here in May.

The Board discussed the recent addition to the County personnel policy regarding absence without leave. Moved by Comm. Hansen, second by Comm. Gates to rescind that addition to the policy. Comm. Hansen asked Auditor Pollman to acquire Bottineau County's policy to see if that would work for Renville County. Motion carried by unanimous vote of aye.

Moved by Comm. Gates, second by Comm. Hansen that the quarterly reports for the period ended December 31, 2023 be approved and accepted with one correction. Motion carried by unanimous vote of aye.

Moved by Comm. Hansen, second by Comm. Gates that the minutes of March 2024 be approved as presented. Motion carried by unanimous vote of aye.

Correspondence addressed to the Board's attention was reviewed and discussed. March payroll was reviewed and filed. Travel requests were approved as presented.

NDACo has a pilot program to help counties with researching grant opportunities. It is free of charge for the County. Auditor Pollman submitted a request for help in finding funding for windows and a heating system for the Courthouse.

Auditor Pollman asked informed the Board that the copier in her office is not working well. It was purchased in 2010. The Board reviewed two estimates from Gaffaney's. A color copier for \$9,249.00 and a black & white copier for \$7,695.00. Both prices include a trade in allowance of \$5,000.00 for the old copier. Moved by Comm. Gates, second by Comm. Hansen to purchase the black & white copier for \$7,695.00. Motion carried by unanimous vote of aye.

RESOLUTION-2024-6

Resolution Allowing Claims & Ordering Payment Thereof

Whereas, the County Auditor has audited and the Departments have approved the following claims against the County of Renville and have certified that such claims are properly payable by said County, and that the said County Auditor has verified such claims to be paid and

has satisfied herself that such bills and claims are proper charges against the County of Renville;

Now therefore, be it resolved by the County Commissioners of the County of Renville, North Dakota, that the following bills and claims be and thereby are, ordered paid.

<u>Payee</u>	<u>For</u>	<u>Amount</u>
AT&T Mobility	Monthly Charges	63.11
Cenex Fleetcard	Gas/SHE	2,251.75
Circle Sanitation	Sanitation/Cthse/R&B	111.25
Chuck Leet	Kids Games/MRP	600.00
CMFC Refrigeration	Clean/Repair Ice Machine/Freezer/MRP	1,992.63
C&C Plumbing	Gas Water Heater/MRP	1,100.00
Dakota Fire Extinguishers	Annual Service/Cthse	394.90
Farmers Union Lumber	Door Handle/Floor Trim/MRP	122.38
Fire Extinguisher Systems	Clean Exhaust Hood/MRP	850.00
Bethany Gates	Mileage/Registration/Co Agt	233.12
Glenburn City	Water/Sanitation/R&B	55.60
Kenmare News	Subscription Renewal/Multi User	45.00
Minot Restaurant Supply	Double Door Freezer/MRP	5,895.06
Montana Dakota Utilities	Electricity	4,740.74
NDCCA	Comm Summit Registration/Gates	50.00
Northern Diesel & Tire	Oil Change/SHE	85.36
O'Keeffe Oil	Diesel/R&B	5,361.42
Otter Tail Power	Electricity/R&B	118.46
Danielle Peppard	Mileage/Lodging/Spelling Bee	317.46
Power Plan	DEF Fuel Additive/R&B	1,445.76
Renville County Farmer	Envelopes/Job Opening Ad/Co Agt	76.60
Souris Basin Planning Council	Jt Powers Membership	3,000.00
Souris River Joint Board	2024 Flood Control Project Funding	10,000.00
Souris River Telephone	Monthly Charges	1,264.66
Stein's	Towels/Furniture Polish/Tissue/Cthse	399.65
Turtle Mountain Communications	Apr/Dispatch Line	55.45
Tyler Technologies	Project Management	240.00
Upper Souris Water Users	Water/MRP/R&B	199.80
Visa	Stun Gun/Ammo/Lodging	4,492.33

Be it further resolved, that the County Auditor be, and she hereby is authorized and directed to draw warrants for the above claims from the respective funds, and that the County Auditor be, and she hereby is, authorized to execute and deliver such warrants.

The above and foregoing resolution was offered at a regular meeting of the County Commissioners held on April 2, 2024 by Commissioner Gates who moved its adoption, was seconded by Commissioner Hansen and adopted by a unanimous vote of aye.




Robert Marmon, Board Chairman

Attest:



LeAnn M. Pollman, County Auditor

The meeting adjourned at 10:30 a.m.

APRIL 23, 2024

Board convened at 12:00 p.m. Present: Chairman Robert Marmon, Commissioner Jamee Hansen and Commissioner Andy Gates.

Sean Mattern, Road Supervisor, gave the Board an update on what his department has been doing. Patching, tarring and pulling edges on County roads. The new motorgrader is in Minnesota and should be delivered soon. Sean stated they need a pressure washer in Tolley. He will look at options.

Moved by Comm. Hansen, second by Comm. Gates to approve a utility permit request from Burke-Divide Electric. They will be boring under County Road #7 to install a three phase power line. Motion carried by unanimous vote of aye.

The grant application through the Flexible Transportation Fund was denied. The County had applied for funds to help with graveling and raising the grade on a portion of County Road #9. The County can reapply when new rounds of grants are announced.

Moved by Comm. Gates, second by Comm. Hansen to approve the Court Services Agreement with the State of ND for July 1, 2025 thru June 30, 2027. Motion carried by unanimous vote of aye.

Moved by Comm. Hansen, second by Comm. Gates to open the bids received for the sale of two road department pickups. Motion carried by unanimous vote of aye. A bid was received for the 2005 GMC in the amount of \$400.00 and a bid was received for the 2000 Ford F150 in the amount of \$300.00. Both bids were from Jaron Mattern. Moved by Comm. Hansen, second by Comm. Gates to accept the bids from Jaron Mattern. Motion carried by unanimous vote of aye.

Correspondence addressed to the Board's attention was reviewed and discussed. April payroll was reviewed and filed. Travel requests and officers reports were approved as presented.

Moved by Comm. Gates, second by Comm. Hansen to approve the Gaming Site Authorization from Veteran's Club of Kenmare, Inc for the Country Mouse Bar at the Mouse River Park. The permit is for July 1, 2024 thru June 30, 2024. Motion carried by unanimous vote of aye.

Moved by Comm. Hansen, second by Comm. Gates to add the following language to the Renville County Personnel Policy:

Non-Paid/Personal Leave (Without Pay)

Non-paid leave from County employment for purposes other than or in addition to that allowed under the Family and Medical Leave Act may be granted by the department head with the approval of the Renville County Commissioners to regular full-time employees under the following conditions and with the following procedures.

- 1) All accrued vacation leave and sick leave (sick leave may not be used unless there is a qualifying sickness) shall have been used prior to the effective date of any leave without pay.
- 2) Requests for leave without pay shall be made by employees in writing to the employee's department head. Replies will be in writing and shall identify which if any dates of non-paid leave have been granted as well as any conditions placed upon the employee during the leave, including payments for continuation of employee benefits. Leave in excess of six weeks shall not guarantee a position at the conclusion of the leave.
- 3) Employees taking non-paid leave will have their County provided benefits (vacation, sick leave, etc.) reduced proportionately by the percent of the month they did not work. Paid holidays falling within an unpaid leave will not be paid.
- 4) Employees are requested to give a minimum of two weeks notice.
- 5) Medical group insurance policy will be maintained for 60 days with the responsibility for payment subject to the same provisions uses under Family Medical Leave Act. All other benefits including specifically PERS contributions, other insurance payments, etc. will be suspended during unpaid leave, unless the employee agrees in advance to make those payments themselves. The 60 days of medical coverage during personal leave is provided beyond the 12 weeks of FMLA coverage (if applicable). Motion carried by unanimous vote of aye.

Moved by Comm. Gates, second by Comm. Hansen to remove 4 folding chairs from inventory and discard. They include item numbers: 461, 470, 474 & 484. Motion carried by unanimous vote of aye.

RESOLUTION-2024-7

Resolution Allowing Claims & Ordering Payment Thereof

Whereas, the County Auditor has audited and the Departments have approved the following claims against the County of Renville and have certified that such claims are properly payable by said County, and that the said County Auditor has verified such claims to be paid and has satisfied herself that such bills and claims are proper charges against the County of Renville;

Now therefore, be it resolved by the County Commissioners of the County of Renville, North Dakota, that the following bills and claims be and thereby are, ordered paid.

<u>Payee</u>	<u>For</u>	<u>Amount</u>
Attorney General	24/7 Program	155.00
Bottineau Co Sheriff	Prisoner Board	1,150.00
Cameron Hardware	Hose Nozzle/Clamp/R&B	22.47
Election Systems & Software	Ballot Stock/Election	174.58
Electro Watchman	Annual Boiler Monitoring/Cthse	359.40
Envision	Gas/Filters/Lights/Oil Change	2,104.78

Heisler Auto	Replace Fuel Injectors/Manifold/R&B	4,505.71
Information Tech Dept	T-1 Access/Office 365/Wireless	1,042.15
John Deere Financial	Hydraulic Coupler/R&B	51.70
Marmon LLC	Wash Floor Mats/Cthse	85.80
Miller Electric	Boiler Repair/Cthse	288.00
Minot Coal	Coal/Cthse	3,483.30
Mohall Ambulance Service	Body Transport/Coroner	131.00
Mohall City	Water/Sanitation/Cthse/R&B	122.47
Mohall Jack & Jill	Plates/Trash Bags/Cthse	113.08
Montana Dakota Utilities	Electricity	4,039.38
NDAAO	Course 102 Registration/AUD	650.00
NDACo	Conference Registration/REC	200.00
ND Dept of Environmental Quality	Boiler Inspection 2yr Certificate	70.00
ND State Radio Communication	LETS Renewal/Quarterly Fee	263.00
NDSU Extension	Dec-Mar/Extension Agent Salary	6,092.66
Northern Firearms	Dewbre Weapon/Site/SHE	940.00
Marty Owens	Mileage/R&B	45.56
Renville County Farmer	Comm/Notices/Job Opening/Subscription	368.02
Reservation Telephone	Apr/9-1-1	120.00
Sherwood City	Water/Sanitation/R&B	87.28
Robin Stark	Mileage/Baskets/AUD	163.00
Gabe Titus	Mileage/AUD	67.00
Tuff Trucks LLC	Floor Mat/Liner/SHE	349.85
Tyler Technology	Project Management/Training	15,580.00
Uniform Center	Uniforms/Hutchinson/SHE	267.96
Universal Services	Toner Cartridge/AUD	322.05
Verizon Wireless	Monthly Charges	634.07
Village Family Services Center	2024 EAP Contract	1,500.00
Waste Management	Sanitation/MRP	290.85

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The above and foregoing resolution was offered at a regular meeting of the County Commissioners held on April 23, 2024 by Commissioner Hansen who moved its adoption, was seconded by Commissioner Gates and adopted by a unanimous vote of aye.



Attest:

LeAnn M. Pollman, County Auditor

Robert Marmon, Board Chairman

DES Coordinator, Kristy Titus met with the Board to discuss a full scale disaster exercise for the Courthouse employees. It will be held in August or September. She will get back to the Board when a date has been set. She also asked if the Courthouse can be closed for 2 hours on the day of the disaster.

Bethany Gates, County Agent, has hired a new administrative assistant. The new employee will start on May 6, 2024.

County Sheriff, Roger Hutchinson, met with the Board. Deputy McKenna will graduate from the Academy on May 2nd. Deputy Dewbre will start at the Academy in June. The department has received 2 IPADS to help with mental health emergencies. Roger stated the need for a new server for the video record recordings that are generated by the department. The estimated cost is \$12,000.00. The Board asked Roger if there is grant funding available to cover the cost of the new equipment.

The meeting adjourned at 2:00 p.m.

Comm. Hansen and Comm. Marmon attended the Township Officers meeting.

Board ordered the following bills paid for the month of April 2024:

Check History

CHECK#	NAME	AMOUNT	DATE
143943	AT T MOBILITY	63.11	04/02/2024
143944	C & C PLUMBING AND HEATING L	1,100.00	04/02/2024
143945	Cenex Fleetcard	2,251.75	04/02/2024
143946	CHUCK LEET	600.00	04/02/2024
143947	CIRCLE SANITATION INC	111.25	04/02/2024
143948	CMFC REFRIGERATION LLC	1,992.63	04/02/2024
143949	Dakota Fire Extinguisher	394.90	04/02/2024
143950	FARMERS UNION LUMBER	122.38	04/02/2024
143951	FIRE EXTINGUISHER SYSTEM	850.00	04/02/2024
143952	GATES, BETHANY	233.12	04/02/2024
143953	GLENBURN, CITY OF	55.60	04/02/2024
143954	Kenmare News	45.00	04/02/2024
143955	Minot Restaurant Supply	5,895.06	04/02/2024
143956	Montana-Dakota Utilities Co.	4,740.74	04/02/2024
143957	ND COUNTY COMMISSIONERS ASSOC	50.00	04/02/2024
143958	NORTHERN DIESEL AND TIRE	85.36	04/02/2024
143959	O'KEEFFE OIL COMPANY	5,361.42	04/02/2024
143960	OTTER TAIL POWER COMPANY	118.46	04/02/2024
143961	PEPPARD, DANIELLE	317.46	04/02/2024
143962	POWERPLAN	1,445.76	04/02/2024
143963	Renville County Farmer	76.60	04/02/2024
143964	SOURIS BASIN PLANNING COUNCIL	3,000.00	04/02/2024
143965	SOURIS RIVER JOINT BOARD	10,000.00	04/02/2024
143966	Souris River Telephone	1,264.66	04/02/2024
143967	STEINS INC	399.65	04/02/2024
143968	Turtle Mountain Communication	55.45	04/02/2024
143969	TYLER TECHNOLOGIES INC	240.00	04/02/2024
143970	UPPER SOURIS WATER DISTRICT	199.80	04/02/2024
143971	VISA	4,492.33	04/05/2024
143972	Reservation Telephone	120.00	04/19/2024
143973	VERIZON WIRELESS	634.07	04/19/2024
143986	ATTORNEY GENERAL	155.00	04/24/2024
143987	BOTTINEAU COUNTY SHERIFF	1,150.00	04/24/2024
143988	CAMERON HARDWARE	22.47	04/24/2024
143989	ELECTION SYSTEMS SOFTWARE	174.58	04/24/2024
143990	ELECTRO WATCHMAN INC	359.40	04/24/2024
143991	ENVISION COOPERATIVE	2,104.78	04/24/2024
143994	HEISLER AUTO	4,505.71	04/24/2024
143995	INFORMATION TECHNOLOGY DEPT	1,042.15	04/24/2024

143996	JOHN DEERE FINANCIAL	51.70	04/24/2024
143998	MARMON LLC	85.80	04/24/2024
143999	MILLER ELECTRIC, INC.	288.00	04/24/2024
144000	MINOT COAL INC	3,483.30	04/24/2024
144001	Mohall Ambulance	131.00	04/24/2024
144002	Mohall, City of	122.47	04/24/2024
144003	MOHALL JACK & JILL	113.08	04/24/2024
144005	Montana-Dakota Utilities Co.	4,039.38	04/24/2024
144006	ND ASSOC OF ASSESSING OFFICERS	650.00	04/24/2024
144007	ND ASSOCIATION OF COUNTIES	200.00	04/24/2024
144008	ND DEPT ENVIRONMENTAL QUALITY	70.00	04/24/2024
144009	ND State Radio Communications	263.00	04/24/2024
144010	NDSU EXTENSION SERVICE	6,092.66	04/24/2024
144011	NORTHERN FIREARMS	940.00	04/24/2024
144012	OWENS, MARTY	45.56	04/24/2024
144013	Renville County Farmer	368.02	04/24/2024
144014	Renville County Farmer	162.24	04/24/2024
144015	SHERWOOD CITY	87.28	04/24/2024
144016	Stark, Robin	163.00	04/24/2024
144017	TITUS, GABRIEL	67.00	04/24/2024
144018	TUFF TRUCKS	349.85	04/24/2024
144019	TYLER TECHNOLOGIES INC	15,580.00	04/24/2024
144020	UNIFORM CENTER	267.96	04/24/2024
144021	Universal Services	322.05	04/24/2024
144022	THE VILLAGE BUSINESS INSTITUTE	1,500.00	04/24/2024
144023	WASTE MANAGEMENT OF ND	290.85	04/24/2024

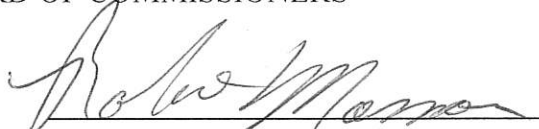
Payroll	\$141,575.34
Weed Department	\$ 1,333.50

Expenditures, by fund, approved by the Board for the month of April, 2024: General, \$173,841.90; Road & Bridge, \$36,710.19; Highway Tax, \$46,856.88; 9-1-1, \$1,378.80; Veteran Service, \$1,085.91; County Agent, \$7,233.57; Weed Control, \$1,663.24; Sheriff Reserve, \$11,751.08.

Details of the bills are on file in the Auditor's office.

RENVILLE COUNTY BOARD OF COMMISSIONERS




Robert Marmon, Board Chairman

Attest:


LeAnn M. Pollman, County Auditor