

RENVILLE COUNTY COMMISSIONERS' PROCEEDINGS
FOR THE MONTH OF DECEMBER 2025

DECEMBER 2, 2025

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

The Auditor, acting as Chairperson, called for nominations for Board Chairman. Comm. Hansen nominated Comm. Gates. No other nominations were made. Moved by Comm. Haman, second by Comm. Hansen that nominations cease and that a unanimous ballot be cast for Comm. Gates as Board Chairman. Motion carried by unanimous vote of aye. Chrm. Gates called for nominations for Vice-Chairman. Comm. Haman nominated Comm. Hansen. No other nominations were made. Moved by Comm. Haman, second by Comm. Gates that nominations cease and that a unanimous ballot be cast for Comm. Hansen as Vice-Chairman. Motion carried by unanimous vote of aye.

Correspondence addressed to the Board's attention was reviewed and discussed. November payroll was approved as presented.

Sean Mattern, Road Supervisor, met with the Board. The wings have been put on the motorgraders. They have repaired the plow truck. The furnace at the Glenburn Shop has been repaired.

Correspondence addressed to the Board's attention was reviewed and discussed. November payroll was approved as presented.

Moved by Comm. Haman, second by Comm. Hansen that the minutes of November 2025 be approved as presented. Motion carried by unanimous vote of aye.

Moved by Comm. Hansen, second by Comm. Haman to approve the voting precincts as presented for the County and to approve the Renville County Courthouse as the in-person voting location for the 2026 election cycle. Motion carried by unanimous vote of aye.

Moved by Comm. Hansen, second by Comm. Haman to remove and discard from inventory the following computers and monitors: #2340, 2388, 2386, 2390, 2389, 2381, 2382, 2383, 2366, 2091 and 2090; printer # 2068; and book shelf #696. Motion carried by unanimous vote of aye.

Moved by Comm. Haman, second by Comm. Hansen to open the motorgrader bids on hand. Motion carried by unanimous vote of aye. Bids were received from the following:

Butler Machinery	\$254,000.00
RDO Equipment	\$243,500.00

Moved by Comm. Haman, second by Comm. Hansen to approve the bid from RDO Equipment for a JD 670G motorgrader. Motion carried by unanimous vote of aye. The trade allowance from RDO Equipment is \$130,000.00 for the 2019 JD 770G motorgrader.

Custodian, Chad Schmidt met with the Board. The painting project will begin in January.

Chad will assist with cleaning walls and ceilings and moving office equipment. He has been monitoring the heating system.

Roger Hutchinson, Sheriff, introduced three new deputies to the Board. James Burton started full time on November 1st and Matthew Aberle started full time November 10th. Christopher Slade started November 10th on a part time basis. Roger will present his recommendation of the disbursement of the Back the Blue grant funds for his department. Roger also discussed an ICE training program, the new patrol vehicle and the need for new uniforms.

Julie Vetter, HR Consultant, visited with the Board. She has sent out a document for all employees to sign stating they have seen and read the personnel policy. She added the new progressive discipline policy and performance review guidelines to the policy. Moved by Comm. Hansen, second by Comm. Haman to approve the acknowledgment form. Motion carried by unanimous vote of aye. Julie also has developed a HIPPA training program for the Sheriff's office. Roger and Julie have also worked on a defensive driving course.

RESOLUTION-2025-30

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	150.00
AT&T Mobility	Monthly Charges	63.37
Bismarck Hotel	Lodging/Convention	990.00
Circle Sanitation	Sanitation/MRP/R&B	140.00
Glenburn City	Water/Sewer/Sanitation	55.60
John Deere Financial	Hydraulic Oil/Oil Filter Kit	1,022.77
Jordan Law Office	Apr/Atty Services	4,625.00
McLain Enterprise	Remove/Replace Culvert/CR#7	1,462.00
ND Workforce Safety	Volunteer Policy	250.00
NDDOT	Countywide Safety Projects	52,561.26
ND Post Board	Psych Evaluation	300.00
ND Sheriff/Deputy Association	Conference Registration	125.00
O'Keefe Oil	Diesel/R&B	5,789.29
Otter Tail Power	Electricity/R&B	213.00
Pro Forms	Deposit Books	103.27
Propane Services	Propane	5,088.05
Quadient Leasing	Postage Meter Lease	224.58
SRT Communications	Monthly Charges	1,305.94
Stryker Sales	AED Electrodes	198.25
The Ground Up	Trim Tree's Courthouse	500.00
Turtle Mountain Communication	Dispatch Line	56.72

Upper Souris Water District	Water/MRP/R&B	189.00
Verizon Wireless	Monthly Charges	0.00
Julie Vetter	Nov/HR Services	1,650.00
Visa	Training/Shop Supplies	1,849.91
Wold Engineering	Safety Projects/MRP Road/Flex Project	33,237.50

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 December 2, 2025 by Commissioner Hansen who moved its adoption, was seconded by Commissioner Haman and adopted by a unanimous vote of aye.





 Andy Gates, Board Chairman



 LeAnn M. Pollman, County Auditor

The meeting adjourned at 12:45 p.m.

DECEMBER 16, 2025

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

Kent Indvik and Jason Mayfield, Wold Engineering, met with the Board. They discussed the Park road project and the countywide safety projects. Both of those projects will be finalized soon. Jason applied for two SRF projects for the County, a parking area at the Grano bridge and a chip seal for the Park road.

Sean Mattern, Road Supervisor, gave a brief update on what his department is doing. Sean has 60 hours of vacation over the allowed amount to carry into 2026. The Board approved for him to use it for a vacation in 2026.

Kristy Titus, DES Coordinator, met with the Board to discuss the County's storm policy. The wording was changed from a set time to "before your scheduled travel time" regarding a No Travel Advisory. Moved by Comm. Hansen, second by Comm. Haman to add: that if you don't feel comfortable traveling then stay home. Motion carried by unanimous vote of aye. The employee would need to use accrued leave for that day.

Kristy also discussed the National Flood Insurance Program with the Board. The State Water Department is asking for an updated floodplain ordinance from all counties. The County Park is mapped and current.

The Board discussed the resolution to move the Auditor's position and the Recorder/Clerk of Court's position from elected to appointed. Danielle Petersen was also present for this discussion. The Board discussed various items but did not act on the final resolution.

Roger Hutchinson, Sheriff, informed the Board of the delivery of the newest patrol vehicle. Deputy Alex Cook has been at a Civil Fees class in Bismarck all week. Roger is looking at updating the civil fees in 2026. Deputy Matthew Aberle will attend the Academy in January 2026.

Roger discussed an estimate he had requested from CompCam for door fobs for the Sheriff Department doors and the door at the new building. The Board does not want the brass front doors to be changed. Moved by Comm. Haman, second by Comm. Hansen to approve the estimate with the removal of the Courthouse front doors. Motion carried by unanimous vote of aye.

Moved by Comm. Hansen, second by Comm. Haman to approve the Back the Blue grant award amounts as follows: Sheriff Roger Hutchinson, Deputy Ryder Donohue and Deputy Alex Cook, \$3,000.00 each; Deputy Adam Siegrist, \$1,593.99; Deputy Justice McKenna, \$1,593.99 plus \$500.00 for Deputy of the Year award. Motion carried by unanimous vote of aye. Sheriff Hutchinson awarded the amounts based on years of service.

RESOLUTION-2025-31

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>
Advanced Business Methods	Copier contract	1,018.01
Anastasia Bigler-Seaburg	Training/Travel/Co Ag	73.50
Bottineau County Sheriff	Inmate Board	2,075.00
Bottineau County	NexLog 9-1-1 System	12,181.25
Cameron Hardware	Toilet Paper	22.99
Ross Carter	Septic Services/MRP	480.00
Cenex Fleet Fueling	Gas/SHE	2,911.21
John Coleman	Install Insulation/MRP Bar	500.00
Computer Projects	Annual OpenFox License	600.00
Enerbase Cooperative	Oil Change	189.71
Envision	Gas/Antifreeze	2,320.64
Andy Gates	Aug-Dec/Mileage	362.60
Bethany Gates	Mileage/Dues/Supplies	428.91
Graphics Lettering & Trim	Remove/Replace Graphics	42.00
Gravel Products	Salted Sand & Crushed Gravel	1,253.44
Rick Haman	Aug-Dec/Mileage	224.00

Jamee Hansen	Aug-Dec/Mileage	644.00
Heisler Auto	Oil/Relay/Filters/Lamp	301.20
Inclusion Solution	Voting Booths	4,996.10
Information Tech Dept	WAN/Office 365/NetMotion	1,524.95
Jack & Jill Groceries	Napkins/Spoons Co Ag	119.55
Jordan Law Office	States Atty Services	15,197.00
Little Falls Machine	Cylinder for Plow	1,127.75
Marmon LLC	Rugs	187.56
Mohall City	Water	297.14
Montana Dakota Utilities	Electricity	265.65
NDDOT	Safety Projects	38,828.10
ND Surplus Property	Alco Sensors & Tasers	250.00
NRG	Install Computers	7,052.61
Pringle & Herigstad	Mental Health/38-2025MH3	400.00
Quadient Finance USA	Monthly Postage	1,032.00
Terri Reidman	Mileage	67.20
Renville County Farmer	Publications	613.80
Renville County Treasurer	Soda/Parts/Car Wash/Payroll Fees	289.15
Sherwood City	Water	87.28
Taylor Print Impressions	Election Envelopes	3,906.28
True North Steel	Culverts	22,867.64
Third Watch Communications	Motorola Radio	3,035.44
Uniform Center	Uniforms/SHE	3,910.69
Verizon Wireless	Monthly Charges	450.69
Waste Management	Sanitation/MRP	780.39
Wex Health	Dec/Admin Fee	70.00

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 December 16, 2025 by Commissioner Hansen who moved its adoption, was seconded by Commissioner Haman and adopted by a unanimous vote of aye.



Attest:

LeAnn M. Pollman, County Auditor

Andy Gates, Board Chairman

An estimate was received from Brian Shaw to repair the sheet rock in one of the office spaces in the new building. His estimate is \$958.23. Chad Schmidt was waiting to hear from one other contractor.

Moved by Comm. Hansen, second by Comm. Haman to approve the Beer & Liquor licenses for Danny's Bar & Bottle Shop Inc d/b/a Country Mouse Bar for the 2026 calendar year. Motion carried by unanimous vote of aye.

Moved by Comm. Hansen, second by Comm. Haman that the following appointments be made: Park Board, Diana Krause and Keith Degenstein (CY 2026-2027); Weed Board, Greg Hanson (CY 2026-2029); School Reorganization Board, Farrah Hassen (CY 2026-2028); Water Resource Board, Dan Steinberger (CY 2026-2028); DES Coordinator, Kristy Titus (CY 2026); 9-1-1 Coordinator, Renae Johnson (CY 2026); Veteran's Service Officer, Lynn Price (CY 2026-2027); Souris Basin Planning Council, Jamee Hansen and alternate Rick Haman (CY 2026); 9-1-1 Advisory Board, Chairman Andy Gates, State's Attorney Seymour Jordan, County Sheriff Roger Hutchinson, Renae Johnson, Mike Overton and Michelle Helming (CY 2026); Job Development Authority, Melissa Hagen (CY 2026-2028), Garrett Volk (CY 2026-2028) and Allan Engh (CY 2026-2028); Risk Manager, Victoria Klingbeil-Trout (CY 2026). Motion carried by unanimous vote of aye.

The meeting adjourned at 12:45 p.m.

Board ordered the following bills paid for the month of December 2025:

Check History

Check Number	Date	Payee	Amount
147152	12/03/2025	AT & T MOBILITY	\$63.37
147153	12/03/2025	ATTORNEY GENERAL	\$150.00
147154	12/03/2025	BISMARCK HOTEL CONF CENTER	\$990.00
147155	12/03/2025	CIRCLE SANITATION INC	\$140.00
147156	12/03/2025	GLENBURN CITY	\$55.60
147157	12/03/2025	JOHN DEERE FINANCIAL	\$1,022.77
147158	12/03/2025	JORDAN LAW OFFICE, PLLC	\$4,625.00
147159	12/03/2025	ND Dept of Transportation	\$52,561.26
147160	12/03/2025	ND SHERIFFS & DEPUTIES	\$125.00
147161	12/03/2025	O KEEFFE OIL COMPANY	\$5,789.29
147162	12/03/2025	OTTER TAIL POWER COMPANY	\$213.00
147163	12/03/2025	POST BOARD	\$300.00
147164	12/03/2025	Pro Forms	\$103.27
147165	12/03/2025	Propane Service Inc	\$5,088.05
147166	12/03/2025	QUADIENT LEASING USA INC	\$224.58
147167	12/03/2025	Souris River Telephone	\$1,305.94
147168	12/03/2025	STRYKER SALES	\$198.25
147169	12/03/2025	THE GROUND UP LLC	\$500.00
147170	12/03/2025	Turtle Mountain Communication	\$56.72
147171	12/03/2025	UPPER SOURIS WATER DISTRICT	\$189.00
147172	12/03/2025	VETTER, JULIE	\$1,650.00
147173	12/03/2025	VISA	\$1,849.91
147174	12/03/2025	WOLD ENGINEERING	\$33,237.50
147175	12/17/2025	Advanced Business Methods	\$1,018.03
147176	12/17/2025	BIGLER-SEABURG, ANASTASIA	\$73.50
147177	12/17/2025	BOTTINEAU COUNTY AUDITOR	\$12,181.25
147178	12/17/2025	BOTTINEAU COUNTY SHERIFF	\$2,075.00
147179	12/17/2025	CAMERON HARDWARE	\$22.99
147180	12/17/2025	Cenex Fleetcard	\$2,911.21
147181	12/17/2025	COLEMAN, JOHN	\$500.00
147182	12/17/2025	COMPUTER PROJECTS OF IL, INC	\$600.00
147183	12/17/2025	EMERSON, LORI	\$96.89
147184	12/17/2025	ENERBASE COOP	\$189.71

147185	12/17/2025	ENVISION COOPERATIVE	\$2,320.64
147186	12/17/2025	GATES, ANDY	\$362.60
147187	12/17/2025	GATES, BETHANY	\$428.91
147188	12/17/2025	GRAPHICS LETTERING	\$42.00
147189	12/17/2025	GRAVEL PRODUCTS, INC.	\$1,253.44
147190	12/17/2025	HAMAN, RICK	\$224.00
147191	12/17/2025	HANSEN, JAMEE	\$644.00
147192	12/17/2025	HEISLER AUTO	\$301.20
147193	12/17/2025	INCLUSION SOLUTIONS	\$4,996.10
147194	12/17/2025	INFORMATION TECHNOLOGY DEPT	\$1,524.75
147195	12/17/2025	JACK & JILL GROCERIES	\$119.55
147196	12/17/2025	JORDAN LAW OFFICE, PLLC	\$15,197.00
147197	12/17/2025	LITTLE FALLS MACHINE	\$1,127.75
147198	12/17/2025	MARMON LLC	\$187.56
147199	12/17/2025	MOHALL CITY	\$297.14
147200	12/17/2025	Montana-Dakota Utilities Co.	\$265.65
147201	12/17/2025	ND Dept of Transportation	\$38,828.10
147202	12/17/2025	NDACO RESOURCES GROUP INC	\$6,952.65
147203	12/17/2025	NDACO RESOURCES GROUP INC	\$99.96
147204	12/17/2025	PRINGLE AND HERIGSTAD	\$400.00
147205	12/17/2025	QUADIENT FINANCE USA	\$1,032.00
147206	12/17/2025	REIDMAN, TERRI	\$67.20
147207	12/17/2025	Renville County Farmer	\$613.80
147208	12/17/2025	Renville County Treasurer	\$289.15
147209	12/17/2025	ROSS CARTER	\$480.00
147210	12/17/2025	SHERWOOD CITY	\$87.28
147211	12/17/2025	SURPLUS PROPERTY, ND STATE	\$250.00
147212	12/17/2025	TAYLOR PRINT IMPRESSIONS	\$3,906.28
147213	12/17/2025	THIRD WATCH COMMUNICATIONS	\$3,035.44
147214	12/17/2025	TRUE NORTH STEEL	\$22,867.64
147215	12/17/2025	UNIFORM CENTER	\$3,910.69
147216	12/17/2025	VERIZON WIRELESS	\$450.69
147217	12/17/2025	WASTE MANAGEMENT OF ND	\$780.39
147218	12/17/2025	WEX HEALTH	\$70.00
147226	12/22/2025	NDACO RESOURCES GROUP INC	\$1,680.00
147227	12/29/2025	701 PLUMBING & HEATING LLC	\$15,000.00
147228	12/29/2025	Montana-Dakota Utilities Co.	\$5,062.36

Payroll \$ 182,563.19

Expenditures, by fund, approved by the Board for the month of December, 2025: General, \$212,050.85; Road & Bridge, \$56,715.31; Infrastructure Road Fund, \$124,626.86; Highway Tax, \$47,592.58; Emergency Fund, \$15,000.00; 9-1-1, \$13,413.25; Veteran Service, \$1,112.74; County Agent, \$6,380.41; Weed Control, \$1,592.01; Sheriff Reserve, \$20,583.48 .

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

RENVILLE COUNTY BOARD OF COMMISSIONERS



Andy Gates, Board Chairman

Attest:

LeAnn M. Pollman, County Auditor