

Meeting Agenda-tentative

Meeting Title	County Commissioners	Start Time	9:00 a.m.
Date	Tuesday, August 20, 2024	Place	Commissioner's Room Courthouse, Mohall, ND

9:00 Convene

9:00 Nathaniel Buynak, Bottineau Co Commissioner - Joint DES Coordinator Salary and Agreement
9:15 Kristy Titus, DES Coordinator - Bottineau Co DES agreement
10:00 Jamie Keyes - flooring in community room
10:30 Bethany Gates, County Agent - 2025 Budget and Dept Update
10:45 Sean Mattern, Road Supervisor - Road Update

11:00

ITEMS TO BE DISCUSSED

- 1 DES Agreement with Bottineau County
- 2 Correspondence
- 3 Officers Reports, Travel Requests
- 4 Bills
- 5 Primary Election Expense Report
- 6 Flooring in Community Room
- 7 ? Furnace Estimate
- 8
- 9 2025 Budget
- 10 Other

FUTURE MEETINGS:

- 1 September 3 - County Commissioners- 9:00 a.m.
- 2 September 17 - County Commissioners- 9:00 a.m.
- 3 October 1 - County Commissioners- 9:00 a.m.
- 4
- 5
- 6
- 7
- 8
- 9
- 10 *Budget meetings at the call of the Chairman.*

LeAnn's

8/6/2024

Memorandum of Understanding (MOU)

For Emergency Services Between

Renville County and Bottineau County

Effective November 1st 2023 thru

October 31st, 2024

Services to be provided by Renville County:

- 24 hour, 365 days per year of on-call support to the community. On-call person will serve as a resource for calls from the public, calls from the state, event responses, and other requests.
- Provide experienced, emergency management qualified staff for on-call services and emergency operation center assistance for emergency events.
- No less than 1 ½ days of service per week will be provided.
- Compile Burn Ban's, and Disaster Declarations as needed.
- Coordinate Local Emergency Planning Committee (LEPC) meeting at a minimum of once per year, per EPCRA requirements.
- Track Tier II reports received by the county and communicate with generators and the state.
- Keep county 3-Year Training & Exercise Plan updated per State rules and regulations.
- Keep county THIRA plan updated and current
- Serve as the point of contact for the North Dakota Department of Emergency Services (DES), other counties in the region, and North Dakota Emergency Management Association to receive information.
- Facilitate meetings to fairly and equitably distribute Homeland Security or other grant funding, when available.
- Responsible for applying for state/federal grants that pertain to Emergency Management when grants are available.
- Responsible for grant closeouts and quarterly reports for grants that pertain to/written by the Emergency Management Department.
- Responsible for grant closeouts and quarterly reports for the EMPG grant.
- Assist with any grant audits as necessary.
- Coordinate efforts for Emergency Public Information and Public Education.
- Must be in Bottineau County EM office no less than one day per week. Day of week will depend on work load/schedule. EM will try to coordinate in conjunction with county commission meetings.
- Coordinate; training, exercise, plan writing, and operational procedures, as applicable.
- Coordinate with Multi-Hazard Mitigation Plan (MHMP) and activities in the county. Also responsible to write or update the plan.
- Schedule briefings after a presidential disaster declaration, as needed.
- Keep Emergency Managers Classes/Trainings updated that are required for EMPG funding.
- Assist county with quarterly EMPG, and DHS grants and progress reports, specifically grant reimbursement.

- Fulfill all of EMPG guidelines, to qualify for full EMPG grant reimbursement.
- Vacation days/time off when taken from Renville County, will also apply to Bottineau County.
- Schedule Public Officials briefings, and work with the county PIO, as needed.
- Incorporate NIMS and ICS in the LEOP, and update as needed.
- Coordinate state/federal assistance through ND DES when local resources are exhausted.
- Bottineau County will be responsible for travel (mileage) costs between Mohall and Bottineau.
- MOU will be reviewed, along with job performance after effective date of 10-31-2019
- Bottineau County will be responsible for monthly salary for services, during duration of MOU.
- Bottineau County will be responsible for the benefits percentage, on each pay period, for the above salary mentioned:
 - Retirement
 - Social Security
 - Medicare
 - FICA

Bottineau County will be responsible for the following:

- Update (no complete rewrites) of the Local Emergency Operations Plan (LEOP) as needed.
- Compile an annual budget in conjunction with the County.
- Track and maintain local training and exercise records as they pertain to emergency management/Homeland Security.
- Maintain a county-wide Incident Command Structure (ICS) for the most common emergency events, and coordinate ICS training for county agencies/officials as needed.
- Assist county with quarterly EMPG, and DHS grants and progress reports, specifically grant reimbursement.
- Provide Disaster Response and Recovery assistance to the county. Assist with state/federal reimbursement, when applicable.
- Assist with preliminary damage assessments, as necessary.
- NW CRIB Representation
- SIRN 20/20 Project Representation

*Have
Chairman
Sign
also!*

Date: _____

Emily Deschamp, Bottineau County Auditor

Attest:

Date: _____

LeAnn Pollman, Renville County Auditor

Attest:

	PRIMARY 2024	GENERAL 2022	PRIMARY 2022	GENERAL 2020	PRIMARY 2020	GENERAL 2018	PRIMARY 2018	GENERAL 2016	PRIMARY 2016	GENERAL 2014	PRIMARY 2014
SALARIES	1,993.25	2,011.50	1,713.93	2,104.50	1,210.75	1,882.59	1,359.81	1,339.45	1,320.00	1,524.00	1,473.00
CAVASSING BOARD	150.00	100.00	100.00	100.00	100.00	150.00	150.00	100.00	150.00	100.00	100.00
TRAVEL	121.27	68.75	152.10	73.03	63.25	98.10	250.40	751.83	87.20	106.16	270.70
POSTAGE	955.67	651.81	833.08	433.60	424.90	579.59	756.50	140.00	850.81	709.73	926.35
PUBLISHING	2,170.73	1,846.23	1,731.80	1,988.58	1,376.28	1,722.96	644.38	1,589.90	1,528.75	1,536.99	23.10
BALLOTS/SUPPLIES	7,962.58	5,189.87	6,575.07	4,458.40	6,598.65	7,115.76	4,685.14	4,126.30	7,316.55	4,233.08	2,095.62
OTHER	273.60	230.46	2,674.52	3,005.73	328.10	53.00	648.25	2,668.26	238.86	45.00	43.46
TOTAL	13,627.10	10,098.62	13,780.50	12,163.84	10,101.93	11,602.00	8,494.48	10,715.74	11,471.97	8,254.96	3,459.23
VBM/ABSENTEE BALLOTS	388	561	390	984	707	801	460	736	444	665	378
WALK IN VOTERS	230	345	147	355		421	133	578	216	422	119
BALLOTS CAST	618	906	537	1339	707	1222	593	1314	660	1087	497
COST/BALLOT	\$22.05	\$11.15	\$25.66	\$9.08	\$14.29	\$9.49	\$14.32	\$8.16	\$17.38	\$7.59	\$6.96

RENVILLE COUNTY COMMISSIONERS' PROCEEDINGS
FOR THE MONTH OF AUGUST 2024

AUGUST 6, 2024

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

Sean Mattern, Road Supervisor, met with the Board. They are done mowing the top cut along County roads. Gravel has been put in the Park Bar parking lot and two loads of gravel were left at the Park for use on the roads as needed.

The Board reviewed the Court Services contract the County has with Mohall City. Moved by Comm. Gates, second by Comm. Hansen to amend the contract with Mohall City to read that Mohall City would be responsible for costs ensued to enforce their city ordinances. Motion carried by unanimous vote of aye. The contract will be forwarded to Mohall City for their consideration.

Ryan Ackerman and Sabrina Herrman from Ackerman-Estvold Engineers, gave the Board on update on the bridge replacement project at Mouse River Park. The Souris River Joint Board will be bidding out the project as a "construction manager" project type.

At 10:00 a.m. the meeting was opened for the public to be heard for or against the First District Health Unit's 2025 budget. Holly Brekhus, FDHU Director introduced herself to the Board. The total dollars requested by the FDHU from Renville County increased by \$3,233.00 for the 2025 budget year. The total dollars requested for 2024 Tax Year are \$66,953.00. Moved by Comm. Hansen and second by Comm. Gates to accept the FDHU budget request for 2025. Motion carried by unanimous vote of aye.

Moved by Comm. Gates, second by Comm. Hansen to name the Renville County Courthouse as the polling place for the November General Election and establish the hours for Election Day to open at 8:00 a.m. to close at 7:00 p.m. Motion carried by unanimous vote of aye.

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

Moved by Comm. Hansen, second by Comm. Gates to nominate Robin Stark to the NDACo Hall of Excellence. Motion carried by unanimous vote of aye.

Correspondence addressed to the Board's attention was reviewed and discussed. Officers reports were approved as presented.

Danielle Petersen, County Recorder, met with the Board to discuss her salary request for the 2025 budget. The Board recommended a 3% raise and she asked for an 8% raise. She explained her duties to the Board in some detail.

Kristy Titus, DES Coordinator, discussed her role as DES Coordinator for Renville County and Bottineau County. Comm. Gates spoke to a Bottineau County commissioner concerning the cost share currently in place for Kristy's salary. The current split is 80% Renville County and 20% Bottineau County. Bottineau County is discussing the possible change in that

cost share amount at their meeting today. Comm. Gates suggested a 60/40 split. The Bottineau County Auditor will let Auditor Pollman know what is suggested by Bottineau County.

County Sheriff Roger Hutchinson stopped in and gave the Board a departmental update. He has ordered a trailer for the UTV. He has a grant from Homeland Security to pay \$6,000.00 of the \$7,900.00 cost of the trailer.

Penny Volosin met with the Board to discuss the feral cat issue at the Mouse River Park. She has contacted several rescue agencies that are willing to remove the cats from the Park. Mechell Holien stated she would take the cats to her farm. The Board approved the removal of the cats from the Park. Penny will get the Board the information she received from the rescue agencies and the State Attorney General's office.

RESOLUTION-2024-14

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>
Acme Tools	Batteries	149.00
AT&T	Monthly Charges	63.10
Bottineau Co Sheriff	Inmate Board	575.00
Carter's Septic Service	Septic Service/MRP	2,025.00
Circle Sanitation	Sanitation	111.25
Citizen's Insurance Agency	Update Motor Grader	104.00
Dakota Lawn Equipment	ALTOZ Parts 2020 - 2024/MRP	1,312.05
Discovery Benefits	FSA Monthly Fee	70.00
Envision Cooperative	Gas/Supplies/Pump/R&B/MRP	1,611.06
Farden Construction	Crushed Gravel/R&B	22,064.00
Farmers Union Hardware	Pex 1/2 Tee for Shed/MRP	11.97
Farmers Union Lumber	Propane/Screws/Door/MRP	2,516.75
Farmers Union Oil	Serpentine Belt/MRP	38.99
Gaffaney's	Copy Paper/Multiuser	2,599.60
Andrew Gates	Apr-Jul/Mileage	48.24
Bethany Gates	May-June/Mileage	818.74
Glenburn City	Water/Sanitation	55.60
Jamee Hansen	Apr-Jul/Mileage	321.60
Heisler Auto	Oil/Filter/R&B/MRP	115.85
Information Technology Dept	WAN/Netmotion/Office 365	1,068.50
Jack & Jill Groceries	Drano/Trash Bags/Soda	61.37
John Deere Financial	Low Drift Nozzle/MRP	11.12
Jordan Law Office	May-July 2024/Services	7,937.50
Matt Johnson Plumbing	Unplug Sink/Cthse	166.00

Miller Electric	Repair Overhead Door/R&B	144.00
Minot Restaurant Supply	Regulator for Fryer/MRP	33.50
NACCTFO	Membership Renewal	100.00
ND Dept of Environmental Quality	Boiler Inspection/Cthse	70.00
NDDOT	Bridge Inspection	215.66
NDAAO	Membership Fee	50.00
NDSU Extension	Salary/Co Agt 2/24 - 6/24	7,108.06
North Country Sportswear	Canadian Flag/MRP	49.00
North Dakota Envelope	Envelopes/SHE	105.00
Northern Diesel & Tire	Breaks/Oil Change/SHE/WEED	354.62
O'Keeffe Oil	Diesel/R&B	4,200.46
Otter Tail Power	Electricity	70.97
Marty Owens	Mileage/R&B	45.56
Pure Powersports	Trailer for UTV/Stonegarden Grant	7,947.99
Danny Schlosser	ATFS-50 Fryer- Propane/MRP	1,359.88
SRT Communications	Monthly Charges	1,128.92
Sprinkler's Plus	Backflow Bleeder/Cthse	450.00
Stein's Inc	Hand Towels/MRP/Cthse	1,301.54
Turtle Mountain Comm	Aug/Dispatch Line	55.22
Tyler Technologies	School ERP Implementation	4,997.50
Upper Souris Water Users	Water/R&B/MRP	436.30
Verizon Wireless	Monthly Charges	532.18
Visa	Tires/Training/Car Accessories/SHE	4,799.41

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 August 6, 2024 by Commissioner Gates who moved its adoption, was seconded by Commissioner Hansen and adopted by a unanimous vote of aye.

SEAL

Robert Marmon, Board Chairman

Attest:

LeAnn M. Pollman, County Auditor

Moved by Comm. Hansen, second by Comm. Gates to leave all salaries at the recommended level for the 2025 Budget. Motion carried by unanimous vote of aye.

Moved by Comm. Gates, second by Comm. Hansen to approve the Preliminary Budget as presented. Motion carried by unanimous vote of aye.

The meeting adjourned at 12:30 p.m.