

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

June 14, 2005

The Board of Commissioners of Roseau County, Minnesota met in the courthouse in the City of Roseau, Minnesota on Tuesday, June 14, 2005, at 8:30 a.m. Commissioners present were Orris Rasmussen, Alan Johnston, Jack Stone, Mark Foldesi and Russell Walker. Also present were members of the media.

The meeting was called to order at 8:30 a.m. by County Board Chairman Orris Rasmussen. Commissioner Stone presented the colors and led the Pledge of Allegiance.

The 10:30 a.m. and 11:30 a.m. appointments were removed from the agenda. An 11:30 a.m. appointment with Friends of Hayes Lake State Park Chairperson Diane Roseen was added to the agenda. A motion was made by Commissioner Stone, seconded by Commissioner Walker, and carried by unanimous vote to approve the amended agenda.

Auditor Anne Granitz met with the Board. Ms. Granitz informed the Board that there would be a change on the bills as presented for approval. She noted that the Auditor's Office had completed a ditch record imaging project that had been charged to the Auditor's Office but that she will be billing back individual ditch accounts for the expense. On behalf of the Roseau County Trailblazers, Ms. Granitz presented two Certifications of Satisfactory Grooming and the 2006 Performance Based Grant Application for Board approval. A motion was made by Commissioner Johnston, seconded by Commissioner Stone, and carried by unanimous vote to adopt the following resolution:

2005-06-01

BE IT RESOLVED, that the Board does hereby approve the third and fourth quarter Certifications of Satisfactory Grooming for the Pelan Snowmobile Trail, each in the amount of \$15,500, for a total request for reimbursement of \$31,000.

BE IT FURTHER RESOLVED, that the Board does hereby authorize Auditor Anne Granitz to sign said Certification of Satisfactory Grooming.

A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote, that the following resolution be adopted:

2005-06-02

BE IT RESOLVED, that the Board does hereby authorize Chairman Rasmussen and Auditor Granitz to sign the Pelan Snowmobile Trail Performance Based Grant between the State of Minnesota and Roseau County in the amount of \$62,000.

A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to approve payment of auditor warrants and commissioner warrants as follows:

AMOUNT VENDOR NAME
551.57 ACE HARDWARE-ROSEAU

AMOUNT VENDOR NAME
4607.61 ACS

483.14	AMERICAN SOLUTIONS FOR BUSINES	360.76	AMERIPRIDE LINEN & APPAREL SER
1369.71	BALLARD MOTOR CO	831.25	CULLIGAN
2422.06	DIGITAL TECHNOLOGY LLC	429.86	DORN TONY INC
2027.44	FARMERS UNION OIL CO-LK BRNSN	11224.70	FARMERS UNION OIL CO-ROSEAU
7116.60	FLOAN SANDERS, INC	2969.24	GARTNER REFRIGERATION CO
488.83	GRAFIX SHOPPE	446.72	GRAINGER INC
429.03	GRAND FORKS GROCERY FOOD SERV	303.60	GREENBUSH SANITATION LTD
3335.00	HEPPNER CONSULTING INC	702.90	HIGH PLAINS TECHNOLOGY
313.30	HILLYARD HUTCHINSON	761.21	HONEYWELL
3744.18	JOHNSON OIL CO INC	34624.80	MAR-KIT LANDFILL
1764.00	MN COUNTIES COMPUTER COOP	2263.00	MN COUNTIES INSURANCE TRUST
600.00	MN DEPT OF ADMINISTRATION	4446.00	MULTI OFFICE PRODUCTS INC
448.00	NATIONAL BUSINESS FURNITURE IN	2676.21	NORTHLAND TIRE
5615.02	NOVOTNY'S OVERHEAD DOOR SALES	2000.00	NW MN MULTI COUNTY HRA
1609.95	OCCUPATIONAL DEVELOPMENT CTR	337.92	PETROWSKI TELECOMMUNICATIONS
417.98	POLARIS INDUSTRIES INC	17250.00	PRO-WEST & ASSOCIATES INC
862.65	QUILL CORPORATION	2642.87	RIVERFRONT STATION
607.11	ROSEAU AUTO VALUE	473.45	ROSEAU CLEANING SYSTEMS
653.67	ROSEAU CO SHERIFF-SUNDRY ACCOU	1773.92	ROSEAU DIESEL SERVICE INC
416.93	ROSEAU FARM SERVICE INC	1550.00	SAFETY COMPLIANCE SERVICES
596.59	SANDVIK LORNA	2435.25	SJOBORG'S INC
396.46	SPIELMAN RADIO	375.98	STEVES REPAIR SHOP
779.58	SUPERIOR FENDERS INC	1038.38	SWANSON'S REPAIR INC
480.00	TRI-COUNTY EMS DISTRICT	656.69	TRIBUNE THE
1210.00	UND FORENSIC PATHOLOGHY	1100.39	WARROAD READY MIX
650.88	WEST GROUP PAYMENT CENTER	5427.88	ZIEGLER INC
	48 PAYMENTS LESS THAN \$300	5,584.20	

**** **FINAL TOTAL..... \$148,684.47** ****

And that the summary of auditor warrants be approved as follows:

May 26, 2005	\$ 22,886.99
June 2, 2005	\$ 104,226.98
June 7, 2005	\$3,259,903.09
June 10, 2005	\$ 74,254.97
June 14, 2005	\$ 28,373.91 (forthwith)
June 14, 2005	\$ 20,736.00 (forthwith)
June 14, 2005	\$ 400.00 (forthwith)

Board Chairman Rasmussen recessed the meeting at 9:00 a.m. for the Annual County Board of Appeal and Equalization. The meeting reconvened at 11:00 a.m.

County Engineer Brian Ketring met with the Board. Sealed Bids on SAP 68-625-06 for grading and aggregate surfacing on CSAH 25 beginning at the intersection of CSAH 25 and CSAH 22 and proceeding south for one mile were received until 11:00 a.m. and read by Engineer Ketring.

1.) SP 68-625-06, CSAH No. 25, one mile of grading and aggregate surfacing

<u>BIDDER</u>	<u>BID AMOUNT</u>
Triple "D" Construction	\$ 96,468.20
Olson Construction	\$104,909.20
Red Lake Builders, Inc	\$ 95,725.45
The Spruce Valley Corporation	\$ 96,619.70
Holthusen Construction, Inc.	\$ 94,320.80

Zimpel Construction	\$ 96,725.60
Gladen Construction	\$104,421.35
T.W.O Corporation	\$ 92,307.60

The bids will be tallied and Mr. Ketring will make a recommendation to award a contract award later in the meeting.

Mr. Ketring requested the Board approve a resolution accepting grant funding from the Local Road Improvement Program. This grant is to help cover the expense of the reconstruction of the curves on Highway #2. The grant is in the amount of \$300,000. The estimated project cost is \$1.4 million. This cost includes two bridge replacements and \$400,000 in funding has also been requested for this expense. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2005-06-03

WHEREAS, Roseau County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Local Road Improvement Project No. 68-602-34; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this local road improvement project is available; and

WHEREAS, the amount of the grant has been determined to be \$300,000;

NOW, THEREFORE, BE IT RESOLVED, that Roseau County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, Section 174.52, Subdivision 5, and will pay any additional amount by which the cost exceeds the grant amount and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required.

Engineer Ketring requested the Board approve forthwith a Minnesota Pollution Control Agency (MPCA) permit fee in the amount of \$400. Mr. Ketring informed the Board that the schedule of bill payment at the County is not conducive to the turn-around time that is required for permit application and payment and requested that the Board approve payment of all future MPCA permits by Auditor Warrant. A motion was made by Commissioner Johnston, seconded by Commissioner Stone, and carried by unanimous vote to adopt the following resolution:

2005-06-04

BE IT RESOLVED, that the County Auditor is hereby authorized to issue forthwith payment of permit fees to the Minnesota Pollution Control Agency upon approval by the County Engineer.

Mr. Ketring requested that the Board approve the Annual Five-Year Construction Plan. Commissioner Rasmussen requested that the matter be deferred to the June 28, 2005 Board meeting to allow further time to review the plan.

Mr. Ketring requested the Board approve a design consultant contract with Houston Engineering, Inc. for County State Aid Highway No. 7 project. The project is being managed by

Kittson County. Kittson County has contracted with Houston Engineering, Inc. and as per agreement has requested that Roseau County pay half of the design consulting fee. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi, and carried by unanimous vote to adopt the following resolution:

2005-06-05

BE IT RESOLVED, that the Board does hereby approve the design consulting contract with Houston Engineering, Inc. for County State Aid Highway No. 7 Project in the amount of \$10,920.

Mr. Ketring requested the Board approve payment of the twenty percent match dollars required for participation in federal emergency projects on projects SP 68-999-19 and SP 68-999-27. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi, and carried by unanimous vote to adopt the following resolution:

2005-06-06

BE IT RESOLVED, that the Board does hereby approve forthwith payment of match dollars required for State Project 68-999-10 in the amount of \$20,736 and State Project 68-999-27 in the amount of \$28,373.91.

Mr. Ketring requested the Board approve the promotion of Ron Beito from Highway Technician to Senior Highway Technician. Mr. Ketring informed the Board that the position has been open for some time and that as advised by the Human Resource Committee he advertised internally to fill this position. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi, and carried by 3-1 vote to adopt the following resolution:

2005-06-07

BE IT RESOLVED that the Board does hereby approve the promotion of Ron Beito from the position of Highway Technician to the position of Senior Highway Technician.

BE IT FURTHER RESOLVED, Mr. Beito's new wage is Grade 6, Step E.

Mr. Ketring received the tallied bids and noted a correction to the T.W.O. Construction, Inc. bid adjusting the bid amount from \$92,307.60 to \$92,306.80. Mr. Ketring recommended that the Board accept the low bid of T.W.O. Construction in the amount of \$92,306.80. A motion was made by Commissioner Foldesi, seconded by Commissioner Johnston, and carried by unanimous vote to adopt the following resolution:

2005-06-08

WHEREAS, Engineer Ketring has recommended that the Board accept the low bid of T.W.O. Corporation for County State Aid Highway Project No. 25, State Aid Project 68-625-06 in the amount of \$92,306.80; and

WHEREAS, the Board concurs with the recommendation of Engineer Ketring;

NOW, THEREFORE, BE IT RESOLVED, that the Board accepts the bid of T.W.O. Construction, Williams, Minnesota, in the amount of \$92,306.80, and a contract will be given accordingly.

Friends of Hayes Lake Chairperson Diane Roseen met with the Board. Ms. Roseen informed the Board that the Department of Natural Resources has scheduled a public hearing on June 23, 2005 at 6:30 p.m. in the Roseau High School Theater to hear public comment regarding the budget reduction proposals for Hayes Lake State Park including the reduction of the Park Manager position from a full-time position to an 80% position and winter closing of the Park. Ms. Roseen requested Board member representation at this meeting. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi, and carried by unanimous vote to adopt the following resolution:

2005-06-09

BE IT RESOLVED, that the Board does hereby authorize two commissioners to attend the Department of Natural Resources public hearing on June 23, 2005 at 6:30 p.m. in the Roseau High School Theater.

The Board discussed the 2005 Ambulance and Fire Funding Appropriations. Upon consensus of the Board, the matter was deferred to the June 28, 2005 Board meeting. Coordinator Harren was directed to provide Commissioners with the cash balances of those townships that contribute funding for this appropriation.

The Board discussed the Paul Bunyan Task Force planning meeting attended by Commissioner Walker and Commissioner Johnston. It was agreed that Roseau County is in need of a dedicated drug task force law enforcement officer and that the Board is in favor of joining the Paul Bunyan Task Force again. The Board agreed they will continue gathering more information about expectations and benefits. Commissioner Johnston noted that the Task Force will be sending detailed information for the Board to consider. The Board discussed the need for a Committee to oversee Roseau County's involvement in the Task Force as well as the need for a Committee to address on going law enforcement concerns. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2005-06-10

BE IT RESOLVED, that the Board does hereby approve the establishment of a Sheriff's Commission for the purpose of addressing Roseau County Law Enforcement needs and concerns.

BE IT FURTHER RESOLVED, the Sheriff's Commission is established as a Committee of the Roseau County Board and Commissioners and appointed members will receive per-diem payment for attending committee meetings.

BE IT FURTHER RESOLVED, that participation in the Paul Bunyan Task Force will be managed through this Commission.

BE IT FURTHER RESOLVED, that Charter members of the Sheriff's Commission are Commissioner Johnston, Commissioner Walker, Sheriff Jule Hanson, Chief Deputy John

Anderson and ex-officio member County Coordinator Teresa Harren. Commissioners Foldesi, Rasmussen, and Stone will serve as Commissioner Member alternates.

The Board presented committee and meeting reports. Commissioner Johnston discussed Emergency Operations Management and asked the Board how involved they would like to be in providing leadership during emergency incidents in Roseau County that require the establishment of an Emergency Operations Center. Commissioner Johnston suggested that the Board attend a training specifically designed for public officials to provide the necessary understanding for handling an emergency incident. Coordinator Harren was directed to speak to Emergency Manager Gracia Nelson regarding this training. Mr. Johnston noted that he had attended a Road and Bridge meeting on May 25, 2005, the Committee of the Whole meeting on May 31, 2005 to discuss the Ditch No. 7 Project, the Paul Bunyan Task Force meeting on June 2, 2005, a Soil and Water Conservation meeting on June 7, 2005, the Association of Minnesota Counties District Meeting in Thief River Falls on June 9, 2005, and a Roseau County Human Resource Committee meeting on June 13, 2005.

Commissioner Walker informed the Board that he had attended a Road Committee to discuss the development of a new county road segment from Fourtown to Warroad. Commissioner Walker noted that he had attended the Committee of the Whole meeting on May 31, 2005 to discuss the Ditch No. 7 project, the Paul Bunyan Task Force meeting on June 2, 2005, a Highway Department Committee meeting on June 6, 2005 and the Association of Minnesota Counties District Meeting in Thief River Falls on June 9, 2005.

Commissioner Foldesi noted that he had attended a Human Resource Committee meeting on May 9, 2005, a Highway Department Committee meeting on May 11, 2005, a second Highway Department meeting on May 11, 2005 to discuss the Ross Impoundment, a third Highway Department Committee meeting on June 6, 2005, a Two Rivers Watershed Board meeting on June 7, 2005, and a Roseau River Watershed meeting on June 13, 2005.

Commissioner Stone informed the Board that he attended an East Diversion flood meeting on May 27, 2005 and that he continues to monitor the planning process. Commissioner Stone also attended a Roseau County Committee on Aging meeting on June 13, 2005.

The Board discussed the outcome of the Sexual Harassment/Gender Discrimination internal investigation that was completed by Ratwik, Rosak, & Maloney and planned for implementation of the recommendations. The Board directed Coordinator Harren to research and schedule a required Sexual Harassment/Workplace Discrimination/Offensive Behavior training for all Roseau County employees. Elected official and department heads will be required to attend a separate training that includes training on the policy and implementation of the policy. Ms. Harren informed the Board that based on the recommendations provided by Ratwik, Rosak, and Maloney, the current Harassment/Offensive Behavior policy will need to be revised to include a specific course of action for reporting and investigating inappropriate workplace behavior. Ms. Harren noted that it may be advisable to expand the current policy to include other areas of disrespectful behavior including violent behavior, discriminatory behavior and offensive behavior. Ms. Harren noted that she has researched this matter and found an inclusive policy that would accomplish Roseau County's mission to provide a workplace that is free of violence, discrimination, and other offensive and degrading conduct. An inclusive policy such as this is referred to as a Respectful Workplace Policy. The Board concurred with the need for policy enhancement and directed Ms. Harren to make said revisions. A motion was made by

Commissioner Foldesi, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2005-06-11

BE IT RESOLVED, that the Board does hereby mandate a comprehensive Sexual Harassment/Workplace Discrimination/Offensive Behavior training for all employees of Roseau County and that this training will include training on the new **Roseau County Respectful Workplace Policy**.

BE IT FURTHER RESOLVED, that elected officials and department heads are mandated to take an enhanced Sexual Harassment/Workplace Discrimination/Offensive Behavior training that provides for implementation and enforcement of the new Roseau County Respectful Workplace Policy.

Ms. Harren informed the Board that a Jail Summit is scheduled for June 27, 2005 in St. Cloud, Minnesota. The Board discussed sending a member to the Summit. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2005-06-12

BE IT RESOLVED, that the Board does hereby authorize Commissioner Rasmussen to attend the Department of Corrections sponsored Jail Summit in St. Cloud on June 27, 2005.

The Board acknowledged the following correspondence: Department of Natural Resources RE: Notice of Intent to Adopt Rules. No action was taken.

Upon motion carried, Chairman Orris Rasmussen adjourned the meeting at 2:00 p.m. The Board will convene its next regular meeting at 8:30 a.m. on June 28, 2005.

Attest:

Date: _____

Teresa R. Harren
County Coordinator

Orris Rasmussen
Board Chairman