

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 23, 2005

The Board of Commissioners of Roseau County, Minnesota met in the courthouse in the City of Roseau, Minnesota on Tuesday, August 23, 2005, at 8:30 a.m. Commissioners present were Orris Rasmussen, Alan Johnston, Jack Stone, and Russell Walker. Commissioner Mark Foldesi was excused. 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.

Discussion of the 2006 Roseau County budget and levy and recognition of the Jadis Township resolution in support of the Army Corps of Engineers flood mitigation project were 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.

The Board had an 8:45 a.m. conference call appointment with architect Rich McCarthy. Mr. McCarthy requested answers on several matters to enable his firm to complete the jail facility and social services bid packet.

1. Q: Does the Board prefer a single prime general contract or multiple prime contracts as was done on the Roseau County Courthouse.
A: The Board concurred that a single prime contractor would be the most appropriate for this bid letting. If for some reason the bids are rejected and the project is re-bid in early 2006, the Board may reconsider this decision.
2. Q: Who does the Board want to serve as owner representative?
A: The Board deferred making the decision at this point. A site manager may be hired depending on who is awarded the construction contract. Currently, the Coordinator is serving as the contact. It was suggested that perhaps a member of the jail study committee could serve in this capacity.
3. Q: Does the Board agree to allowing the contractor to use the Owner's power and water during construction and have the contractor supply (or pay for) natural or LP gas.
A: The Board concurs that this is acceptable.
4. Q: Does the county want a construction fence?
A: No
5. Q: Is there a specific Roseau County waste materials/recycling policy or ordinance?
A: No
6. Q: Does the county want a construction sign and photographic documentation?
A: No

7. Q: The site selected for social services has not had soil testing. Does the county want to test this site.
A: No. The site is located within 100 yards of other soil borings and is unlikely to have a vastly different soil composition.
8. Q: Does the Board want the bid alternates in a particular order of acceptance? Bid alternates include the following:
1. Sealed concrete dayroom floors substitute for VCT.
 2. Reduced skylight R-value.
 3. West parking lot expansion (and south roof drainage).
 4. Social Services building and site work.
 5. Jail to Courthouse security link.
 6. Vehicle sally port.
- A: No. The Board would like the bid deducts to be Board discretion after reviewing bids.
9. Q: Does the Board want to include ITV equipment procurement for the social services building in the bid?
A: No. Include a network connection and adequate wiring to handle the ITV needs but do not include the equipment cost in the bid.

Mr. McCarthy advised the Board that the county will be eligible for the jail sales tax rebate and estimates that amount to be approximately \$152,000. As requested, Mr. McCarthy provided the Board with a hard architect and engineering expense that he would agree to secure on the project regardless of whether the scope of the project exceeded the estimated \$6.9 million. The Board tabled the decision on this matter until later in the meeting.

Mr. McCarthy informed the Board a funding commitment is not required prior to going out for bid on a project but if the Board would like to be reimbursed for project expenses incurred before selling bonds they have 60 days after hard-cost (construction) distribution to pass a reimbursement resolution. Carolyn Drude from Ehlers & Associates is scheduled to meet with the Board on September 13, 2005 to discuss this matter.

Mr. McCarthy noted that he will need a Board resolution authorizing him to release the project for bids. He requested setting up a meeting with the Board to review the final bid document and pass a resolution to go to bid. A conference call meeting with Rich McCarthy will be added to the September 13, 2005 Board agenda.

Mr. McCarthy asked how the Board wanted to advertise the bid letting. Auditor Granitz noted that the county must advertise in the official newspaper for three consecutive weeks and that the third advertisement must be published a minimum of 10 calendar days prior to the bid opening date. Ms Granitz will take care of advertisement.

Mr. McCarthy informed the Board that the documents will be available to bidders beginning September 19, 2005. An October 6, 2005 pre-bid conference is scheduled, and the bid opening will be on October 13, 2005. Ms. McCarthy is requesting that the Board receive bids and review them and be prepared to take action by October 18, 2006. Mr. McCarthy noted that typically bids are valid for 30-45 days.

The Board discussed concerns whether or not a fall construction start-up would be

possible given the late bid letting. Mr. McCarthy advised the Board to wait until the bids are reviewed and let the contractor make that determination. Mr. McCarthy did note that there will likely be a delay in procuring the pre-cast exterior panels due to high demand. He spoke with Concrete Inc. in Grand Forks and was told that they would not be able to deliver pre-cast walls until January, 2006.

Roseau County Soil and Water representatives Scott Johnson and Peggy Swart met with the Board to review their proposed 2006 budget. Mr. Johnson noted that the 2006 budget reflects a 3% across the Board increase. Ms. Swart requested that the Board approve awarding the approved budget amount as a lump sum due to the difficulty in matching Roseau County's financial software and report possibilities with their required grant financial reporting. Mr. Johnson noted that it was his understanding that the Soil and Water funding is actually a pass-through grant and would not require fiscal management by the County. Auditor Anne Granitz informed the Board, Mr. Johnson and Ms. Swart that she would not support such a practice as it is not a good audit process. Mr. Johnson noted that they are required to submit grant reports to the state and are in actuality audited at that level in addition to Roseau County. The Board advised Mr. Johnson and Ms. Swart schedule a meeting with Ms. Granitz and possibly Roseau County's audit consultant to further discuss the matter.

Roseau County Historical Society and Museum representatives Curator Charleen Haugen and President Glenn Holm met with the board to review their 2006 budget and funding request. Ms. Haugen informed the Board that the 2006 proposed budget is \$66,230 and they are requesting \$46,900 from the county. This amount is up from the 2005 allocation of \$38,000. Ms. Haugen noted the increased request is due to the added overhead cost that the Historical Society will have when the move into their new facility. The allocation from Roseau County will cover salaries and the cost of rent. Ms. Haugen noted that the Historical Society had 6,200 visitors, over 19,000 web site hits and over 5000 e-mails so far in 2005. Although the museum is closed due to construction, a research center is open and functional in the Budd Hospital building and is being heavily utilized.

Board Chair Rasmussen recessed the meeting at 10:30 a.m. The meeting reconvened at 10:45 a.m.

Auditor Anne Granitz met with the Board. Ms. Granitz presented the bills for payment including a number of forthwith vouchers. 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	AMOUNT	VENDOR NAME
343.92	CANON FINANCIAL SERVICES INC	821.76	DAKOTA SUPPLY GROUP
450.00	DW MECHANICAL	2075.66	FARMERS UNION OIL CO-ROSEAU
825.09	FARMERS UNION OIL CO-WARROAD	324.73	GRAINGER INC
715.00	HEPPNER CONSULTING INC	7840.52	HOFFMAN DALE & SWENSON PLLC
4127.76	JOHNSON OIL CO INC	49666.55	KLEIN MCCARTHY & CO LTD ARCHIT
599.45	LAB SAFETY SUPPLY, INC	790.80	LEXISNEXIS MATTHEW BENDER
780.00	TODD MILLER	1260.18	RATWIK, ROSZAK & MALONEY, PA
375.00	ROSEAU CO MEDICAL TRAVEL	4436.25	U OF MN EXTENSION SERVICE
1221.63	U SAVE FOODS	642.64	WARROAD MOTORS INC
625.16	WENSLOFF VALERIE	3765.70	WEST GROUP PAYMENT CENTER
4940.00	WRIGHT CONSTRUCTION CO INC		
	36 PAYMENTS LESS THAN \$300	3,589.60	

**** FINAL TOTAL..... \$90,217.40 ****

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

August 18, 2005	\$ 77,880.37	
August 18, 2005	\$ 51,686.66	
August 23, 2005	\$ 19,567.00	(forthwith)
August 23, 2005	\$ 9,992.71	(forthwith)
August 23, 2005	\$ 500.00	(forthwith)
August 23, 2005	\$ 249.74	(forthwith)
August 23, 2005	\$ 100.00	(forthwith)
August 23, 2005	\$ 67.14	(forthwith)

County Engineer Brian Ketring met with the Board. Sealed bids on SAP 68-599-81, bridge No. 68J24 box culvert replacement were received until 11:00 a.m. and read by Engineer Ketring.

1.) SP 68-599-81, bridge No. 68J24 box culvert replacement:

<u>BIDDER</u>	<u>BID AMOUNT</u>
Goulet Construction	\$ 51,643.00
Gladen Construction	\$ 65,369.20
Lian Construction	\$ 40,461.00
T.W.O. Corporation	\$ 58,157.00

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

Engineer Ketring requested the Board approve final payment for County Road No. 128 grading and aggregate surfacing in the amount of \$9,992.71. A motion was made by Commissioner Stone, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2005-08-07

WHEREAS, Contract No. 00401 (CR 128 grading) has in all things been completed, and the County Board being fully advised in the premises;

NOW, THEREFORE, BE IT RESOLVED, that the Board does hereby accept said completed project for and on behalf of Roseau County and authorizes final payment as specified herein; Holthusen Construction, \$9,992.71.

Ed Streiff met with the Board and Engineer Ketring to discuss a water issue. In 2002 the county placed a centerline culvert on County Road No. 129 that has caused water overflow onto Mr. Streiff's property. Engineer Ketring acknowledged that the county had inadvertently caused this overland flooding and is currently researching a solution. Discussion of this matter will be placed on the Highway Department agenda for the September 13, 2005 Board meeting.

Auditor Granitz met with the Board to request a resolution to approve an amendment to the 2005 approved Roseau County budget. The amendment includes budget overruns in wages and benefits as a result of 2005 wage and contract negotiations. A motion was made by Commissioner Johnston, seconded by Commissioner Stone and carried by unanimous vote to adopt the following resolution:

2005-08-08

BE IT RESOLVED, that the Board does hereby approve Revision 1 of the 2005 Roseau County Budget as follows:

	ORIGINAL 12/31/2004	REVISION 1 8/23/2005
REVENUE FUND		
REVENUE	5,045,366.00	5,045,366.00
EXPENDITURE	<u>4,865,366.00</u>	<u>4,976,296.00</u>
NET	180,000.00	69,070.00
ROAD & BRIDGE FUND		
REVENUE	7,630,902.00	7,630,902.00
EXPENDITURE	<u>7,630,902.00</u>	<u>7,715,301.00</u>
NET	0.00	84,399.00
WELFARE FUND		
REVENUE	2,384,810.00	2,384,810.00
EXPENDITURE	<u>2,571,123.00</u>	<u>2,571,123.00</u>
NET	186,313.00	186,313.00
ENVIRONMENTAL FUND		
REVENUE	1,027,450.00	1,027,450.00
EXPENDITURE	<u>1,097,713.00</u>	<u>1,122,317.00</u>
NET	70,263.00	94,867.00
TOTAL REVENUES	16,088,528.00	16,088,528.00
TOTAL EXPENDITURES	<u>16,165,104.00</u>	<u>16,385,037.00</u>
NET	76,576.00	296,509.00

Engineer Ketring returned to the Board meeting to recommend awarding a contract on SAP 68-599-81. Mr. Ketring advised the Board of a correction in the Lian Construction bid. The revised amount is \$40,281. Mr. Ketring requested the Board award a contract on SAP 68-599-81 bridge No. 68J24 box culvert replacement to low bidder Lian Construction. A motion was made by Commissioner Stone, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2005-08-09

WHEREAS, Engineer Ketring has recommended that the Board accept the low bid of Lian Construction for SAP 68-599-81 for box culvert replacement on bridge No. 68J24 in the amount of \$40,281; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board accepts the low bid of Lian Construction and a contract will be given accordingly.

Assistant County Attorney Lisa Hanson met with the Board. Ms. Hanson informed the Board that she had been invited to speak at the Roseau County Sheriff's Department staff meeting on August 10, 2005. Ms. Hanson noted that a training session is being planned for Sheriff's Department employees to review and discuss policies and procedures that could improve investigation and prosecution of crimes in Roseau County. Ms. Hanson and Ms. Moren hosted an August 12, 2005 terroristic threats planning session with Roseau County law enforcement agencies and all Roseau County school districts. A uniform plan for handling terroristic threats was established and a letter was developed to distribute to all school age parents within the county. Ms. Hanson reviewed the draft of the Clean Up of Clandestine Drug Lab Sites Ordinance. Ms. Hanson recommended that the board pass both the Meth and ATV ordinances at the same time and hold one public hearing for both ordinances. The Board concurred with Ms. Hanson. Ms. Hanson asked the Board if interview equipment is included in the new social service building bid. Ms. Hanson expressed concern that the current equipment does not work consistently which could jeopardize critical information that is needed in the investigation and prosecution of cases. Ms. Hanson was advised to discuss this matter with Social Services Director Dave Anderson.

A motion was made by Commissioner Johnston, seconded by Commissioner Stone, and carried by unanimous vote adopt the following resolution:

2005-08-10

BE IT RESOLVED, that the Board does hereby authorize Board Chair Orris Rasmussen to sign the *Agreement for Professional Parcel Mapping Services* for the cities of Roseau and Warroad.

A motion was made by Commissioner Johnston, seconded by Commissioner Stone, and carried by unanimous vote to adopt the following resolution:

2005-08-11

BE IT RESOLVED, that the Board does hereby authorize a Committee of the Whole meeting on September 8, 2005 at 8:30 a.m. to discuss 2006 proposed budgets.

The Board discussed purchase of chairs for the Board room and the Coordinator's office. A motion was made by Commissioner Johnston, seconded by Commissioner Walker and carried by unanimous vote to adopt the following resolution:

2005-08-12

BE IT RESOLVED, that the Board does hereby authorize the purchase of nine (9) chairs at a cost of \$427.87 each and one (1) chair at a cost of \$303.00 from Multi Office Products.

Commissioner Walker reported on the August 15, 2005 Fourtown Road meeting he attended in Warroad. Commissioner Walker noted that there is growing support for the development of this segment of road into a ten-ton road. Commissioner Walker requested approval from the Board to complete a road project in the unorganized township of Clear River. A motion was made by Commissioner Walker, seconded by Commissioner Stone, and carried by unanimous vote to adopt the following resolution:

2005-08-13

BE IT RESOLVED, that the Board does hereby authorize Commissioner Walker to take bids and proceed with the completion of a road repair project on the last half mile of 270th Street going east between Section 4 and Section 9 in unorganized Clear River Township at an expense not to exceed \$9,000.

BE IT FURTHER RESOLVED, that the Board authorizes payment for this project from Con-Con funds.

Commissioner Walker reported on the election equipment meeting he attended on August 18, 2005. Commissioner Walker noted that a consolidation of polling locations is proceeding well now that townships have been informed of the state mandates and options they have, including the capacity to maintain individual precinct status and voting data despite the consolidation of polling site. An ongoing concern is the future maintenance of the voting equipment.

Commissioner Johnston noted that he would like to see the Board work with Soil and Water to develop specific expectations for use of funding. Commissioner Walker added he would like to see a collaborative effort to develop a more efficient process for dealing with noxious weeds. Coordinator Harren will schedule a meeting in October to discuss these matters.

The Board discussed the deferred item from the conference call with architect Rich McCarthy. Commissioner Walker recommended the Board accept the offer to lock-in on a specific architectural and engineering fee. A motion was made by Commissioner Johnston, seconded by Commissioner Stone, and carried by unanimous vote to adopt the following resolution:

2005-08-14

BE IT RESOLVED, that the Board does hereby approve the amendment to AIA Document B141-1997 contract between Roseau Klein-McCarthy & Company Architects regarding architectural and engineering compensation.

BE IT FURTHER RESOLVED, that the agreed upon architect and engineering fee is \$559,416.

BE IT FURTHER RESOLVED, that should the scope of the project be dramatically reduced, the architectural and engineering fee would revert back to 8% of the low bid.

Coordinator Harren requested Board approval to attend the AMC fall conference for county administrators and coordinators. A motion was made by Commissioner Johnston, seconded by Commissioner Stone, and carried by unanimous vote to adopt the following resolution:

2005-08-15

BE IT RESOLVED, that the Board does hereby authorize Coordinator Harren to attend the AMC Minnesota Association of County Administrator and Coordinators fall conference October 5 - 7, 2005 in Brainerd Minnesota.

The Board acknowledged the following correspondence: Klein McCarthy & Co Architects RE: Design Development Budget and architectural and engineering fees contract amendment; and Questions on the Project Manual Specifications Division 0 Sections on Bidding Requirements and Division 1 Sections on General Requirements; Roseau Community Schools – RE: Support of Flood Control Measures. No action was taken.

Upon motion carried, Chairman Orris Rasmussen adjourned the meeting at 12:40 p.m. The Board will convene its next regular meeting at 8:30 a.m. on September 13, 2005.

Attest:

Date: _____

Teresa R. Harren
County Coordinator

Orris Rasmussen
Board Chairman