

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

June 27, 2006

The Board of Commissioners of Roseau County, Minnesota met in the courthouse in the City of Roseau, Minnesota on Tuesday, June 27, 2006, at 8:30 a.m.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by County Board Chairman Orris Rasmussen. The Pledge of Allegiance was recited. Roll call was taken. Commissioners present were Orris Rasmussen, Alan Johnston, Mark Foldesi, Jack Swanson and Russell Walker. Also present were members of the media.

APPROVAL OF AGENDA

A motion was made by Commissioner Foldesi, seconded by Commissioner Swanson, and carried by unanimous vote to approve the agenda.

CONSENT AGENDA

A motion to adopt the consent agenda was made by Commissioner Swanson, seconded by Commissioner Walker, and carried by unanimous vote.

The Board, by adoption of its consent agenda, received and approved the warrant payment list submitted by the Auditor’s Office as follows:

<i>AMOUNT</i>	<i>VENDOR NAME</i>	<i>AMOUNT</i>	<i>VENDOR NAME</i>
717.30	D & E SPORT SHOP-ROSEAU	3081.73	FARMERS UNION OIL CO-ROSEAU
1078.50	FARMERS UNION OIL CO-WARROAD	975.79	GRAINGER INC
383.03	GREENBUSH SANITATION LTD	602.24	JULE HANSON
1006.09	HILLYARD HUTCHINSON	410.05	HOLIDAY INN ST CLOUD
5034.74	KLEIN MCCARTHY & CO LTD ARCHIT	337.52	LAB SAFETY SUPPLY, INC
5141.20	LAKE OF THE WOODS CO SHERIFF	355.69	MATTSON PHARMACY INC
507.53	MULTI OFFICE PRODUCTS INC	8761.00	NORTHERN TECHNOLOGIES INC
500.40	NW MN HOUSEHOLD HAZARDOUS	500.00	PRO-WEST & ASSOCIATES INC
521.17	ROSEAU CITY	332.53	ROSEAU CO COOP ASSN
674.18	SPIELMAN RADIO	1259.36	THE TRIBUNE
1634.08	U SAVE FOODS	2196.91	WEST GROUP PAYMENT CENTER
75320.45	WIDSETH SMITH NOLTING		
	40 PAYMENTS LESS THAN \$300	5,042.84	
	****	FINAL TOTAL..... \$116,374.33	****

And the summary of auditor warrants, as follows:

June 15, 2006	\$567,763.06
June 22, 2006	\$ 16,485.25

The Board, by adoption of its Consent Agenda, approved the proceedings of the June 13, 2006 Board meeting.

WYNNE CONSULTING

Irene Wynne of Wynne Consulting met with the Board. Ms. Wynne requested the Board approve two satisfaction of repayment agreements. These mortgages were made possible by Department of Economic Development (DEED) program funding and have been fully paid and satisfied. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2006-06-26

BE IT RESOLVED, that the Roseau County Board does hereby approve the Satisfaction of Repayment Agreement mortgage document number 246671.

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

2006-06-27

BE IT RESOLVED, that the Roseau County Board does hereby approve the Satisfaction of Repayment Agreement on mortgage document number 250604.

Ms. Wynne requested the Board approve a Request for Proposal to demolish two properties acquired through the Department of Economic Development voluntary acquisition program. A motion was made by Commissioner Swanson, seconded by Commissioner Foldesi, and carried by unanimous vote to adopt the following resolution:

2006-06-28

BE IT RESOLVED, that the Roseau County Board does hereby approve a Request for Proposals to demo two properties acquired through the Small Cities Development Program, Roseau County 2004 Flood Assistance Project, CDAP-03-0119-O-FY04.

Ms. Wynne requested the Board approve a Request for Proposals to cap and seal wells on property acquired through the Department of Economic Development voluntary acquisition program. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2006-06-29

BE IT RESOLVED, that the Roseau County Board does hereby approve a Request for Proposals to cap and/or seal unused wells on property acquired through the Small Cities Development Program, Roseau County 2004 Flood Assistance Project, CDAP-03-0119-O-FY04.

Ms. Wynne reviewed the most recent audit of DEED Grant Number CDAP-03-0119-O-FY04. This program was funded as a result of the 2002 federally-declared disaster in Roseau County. Through this project, homes that were substantially damaged and uninhabitable were acquired and demolished. The project also provided funding for capping and sealing of wells that would no longer be actively used. To avoid duplication of benefits, this project accounted for funds received by homeowners from FEMA, SBA, federal flood insurance, and others. In her

report, DEED Project Monitor Anita Gallentine commended Roseau County and Wynne Consulting for the competent efforts on this project.

ENVIRONMENTAL OFFICER JEFF PELOWSKI

Environmental Officer Jeff Pelowski met with the Board to continue discussion of the used equipment needs at the Roseau County Solid Waste facility. Mr. Pelowski presented seven options and recommended the Board approve the purchase of a 1996 D-5 bulldozer from Zeigler, Inc. of Fargo with 5,200 hours and a new undercarriage for \$45,000. A motion was made by Commissioner Johnston, seconded by Commissioner Swanson, and carried by a 4-1 vote, with Commissioners Johnston, Swanson, Rasmussen and Walker voting in favor, and Commissioner Foldesi opposed, to adopt the following resolution:

2006-06-30

BE IT RESOLVED, that the Board authorized the purchase of a 1996 D5 Caterpillar from Zeigler, Inc., Fargo, in the amount of \$45,000.

Mr. Pelowski discussed the need for a back-up loader and requested clarification from the Board regarding the purchase of this piece of equipment. Mr. Pelowski noted that a loader is a necessity to comply with Minnesota Pollution Control Agency permit guidelines. Commissioner Foldesi suggested researching the possibility of paying a retainer fee to a local equipment owner for use of a loader in the event the county needed the machine. Mr. Pelowski stated that he would look into that possibility. A motion was made by Commissioner Johnston, seconded by Commissioner Swanson, and carried by a unanimous vote to adopt the following resolution:

2006-06-31

BE IT RESOLVED, that the Board does hereby direct Environmental Officer Jeff Pelowski to research options for the purchase/lease/use of a back-up loader for the Roseau County Solid Waste facility and select the most fiscally responsible option in an amount that is in accordance with the previously approved 2006 department budget.

JOE LAURIN

Mr. Joe Laurin met with the Board to present a petition on behalf of nine landowners. Chair Rasmussen officially acknowledged receipt of the petition. Mr. Laurin presented a letter to the Board, including eight exhibits, outlining the history of the drainage situation in this area. Roseau County will contact ditch attorney Kurt Deter to initiate the next step in the process.

NORTHLANDS RESCUE MISSION EXECUTIVE DIRECTOR DAVE SENA

Northlands Rescue Mission Executive Director Dave Sena met with the Board. Mr. Sena provided an overview of the program that serves the homeless and needy in the northern regions of North Dakota and Minnesota. The Mission has been in existence since 1942 and serves as a shelter and facilitator of access services to the regions' homeless. A recent study revealed that 50% of the population utilizing the services of the Mission comes from outlying counties including Roseau County. Mr. Sena has been directed by the Mission Board of Directors to educate surrounding counties about the services provided by the Mission and to build partnerships with other agencies who could serve as points of referral. Coordinator Harren

was directed to schedule a follow-up meeting between Mr. Sena and local agencies including law enforcement, social services, Salvation Army, and Northwest Community Action.

VOYAGEURS COMTRONICS PRESIDENT LeROY HERVEY

Voyageurs Comtronics President LeRoy Hervey met with the Board. Mr. Hervey has a maintenance contract with the county to repair its television translators. Mr. Hervey explained that the existing five translators are nearing the end of their life expectancy and one of the translators is failing and needs to be repaired or replaced. Mr. Hervey recommended the Board replace the translator due to the expense of repair. Mr. Hervey explained that the existing translators are analog and the industry is currently in transition from analog to digital. Purchasing a new translator would be more efficient and reliable than repairing the old one and the new translator would be digital capable. The old translator could be salvaged and used for parts. The Board discussed the county's continued involvement in providing television access. The Board concurred that this is a low cost service that is a benefit to a majority of county residents and decided to purchase a new digital capable translator. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2006-06-32

BE IT RESOLVED, that the Board does hereby authorize the purchase of a Larcan TTC Model MX-100U Translator for \$19,052.85 including installation and sales tax.

COUNTY ENGINEER APPOINTMENT

Engineer Brian Ketring met with the Board. Mr. Ketring facilitated a bid opening for SAP 68-599-82, Contract No. 06-03. This project involves replacement of a deficit bridge with two box culverts at the four corner intersection of Hereim, Deer, Barnett, and Huss townships located on Township Road 106, four miles south and two miles east of Greenbush. Four bids were received. After tabulation, Mr. Ketring recommended the Board award the contract to low bidder Lian Construction. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2006-06-33

BE IT RESOLVED, that the Board does hereby authorize awarding a contract to Lian Construction in the amount of \$102,388 for State Aid Project 68-599-82.

Mr. Ketring requested the Board approve a call for bids on three chip seal projects. A motion was made by Commissioner Foldesi, seconded by Commissioner Swanson, and carried by unanimous vote to adopt the following resolution:

2006-06-34

BE IT RESOLVED, that the Board does hereby approve a call for bids on CP 06-02 chip seal CSAH No. 15; CP 06-04 chip seal CSAH No. 16; and CP 06-05 chip seal CSAH No. 22 on Monday July 24, 2006 at 11:00 am at the Roseau County Courthouse.

Mr. Ketring requested the Board approve replacement of a bridge in unorganized Norland Township located four miles north of TH No. 11 at the four corner intersection of

sections 21, 23, 27, and 28. The quote to replace this bridge, utilizing a used culvert, is \$13,238. Mr. Ketring recommended the project be funded by State Ditch No. 61 system. A motion was made by Commissioner Swanson, seconded by Commissioner Johnston, and carried by a unanimous vote to adopt the following resolution:

2006-06-35

BE IT RESOLVED, that the Board does hereby approve a bridge replacement in unorganized Norland Township at the intersection of sections 21, 23, 27, and 28.

BE IT FURTHER RESOLVED, that Board awards the contract to complete this bridge replacement project to Goulet Construction in the amount of \$13,238.

BE IT FURTHER RESOLVED, that State Ditch System No. 61 will fund the bridge replacement project.

Mr. Ketring requested the Board approve the revised 5-Year Roseau County Construction Schedule. A motion was made by Commissioner Johnston, seconded by Commissioner Swanson, and carried by unanimous vote to adopt the following resolution:

2006-06-36

BE IT RESOLVED, that the Board does hereby approve the revised *Roseau County 5-Year Construction Plan for the Road and Bridge Program 2007-2011*.

The Board discussed the joint Special Meeting of the Roseau County Board with the Two Rivers Watershed District Board of Managers on June 26, 2006 regarding the petition to impound water on County Ditch No. 13. The Board has lingering concerns regarding this project including need to clarify trigger elevations and to see the final version of the operating plan. Commissioners Rasmussen and Foldesi will meet with Mr. Ketring to draft a letter to the Two Rivers Watershed District regarding the Board's position on these items and their concerns. A public hearing is the next step in the process and is scheduled for July 11, 2006 at 11:30 am in the Roseau County Courthouse.

DISCUSSION ITEMS

The Board discussed the Emergency Management contract between Roseau County and Ms. Gracia Nelson. This contract expires on July 15, 2006. The Board reviewed four options including renewing the existing professional services contract with revisions for one to two years, creating an internal Homeland Security and Emergency Management Director position and advertising and filling that position, putting out a request for proposals for Homeland Security and Emergency Management services, and extending the current contract with revisions until December 15, 2006 to allow the Board more time to research options. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2006-06-37

BE IT RESOLVED, that the Board does hereby extend the professional services contract between Roseau County and Gracia Nelson, d/b/a/Emergency Services and Safety Consulting, Inc. from July 15, 2006 to December 15, 2006 in the amount of \$35,200.

BE IT FURTHER RESOLVED, that the Board authorizes amendment of the contract to include a lease payment to Roseau County in the amount of \$500 per month for the term of the contract.

The Board discussed the budget planning process for 2007. The matter was deferred to the July 11, 2006 Board meeting.

COMMITTEE REPORTS

Commissioner Swanson reported on the June 15, 2006 Roseau River Watershed Board meeting he attended and the June 22, 2006 Committee on Aging committee meeting. Swanson was unable to attend the June 12, 2006 KaMaR meeting.

Commissioner Johnston reported on the June 21, 2006 Human Resources committee meeting and the June 14, 2006 Sheriff's Commission meeting.

Commissioner Walker reported on the June 1, 2006 Northern Counties Land Use Coordinating Board meeting. Walker discussed delisting of the timber wolf and Minnesota's Department of Natural Resources Wolf Management Plan. Walker requested Ms. Harren provide a copy of the report to all commissioners.

Commissioner Rasmussen reported on the Minnesota Rural Counties Caucus (MRCC) and the upcoming meeting scheduled for June 28, 2006. Rasmussen informed the Board that the MRCC has requested an official county stand on the motor vehicle sales tax (MVST) ballot question which provides at least 40% of the transferred MVST to transit, but no more than 60% of MVST to highways. MRCC currently has a hard 40% transit/60% highway position. MRCC delegates have been asked to come to the meeting prepared to reveal whether their county supports the current MVST ballot question; does not support the MVST ballot question or wishes to remain neutral on the MVST ballot question. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to take a neutral stand on the MVST proposal.

The Board discussed a request from the Warroad Lost River State Forest Shooting Complex to provide maintenance work on the driveway into the shooting complex. The Board agreed by consensus to decline the request at this time until a county-wide recreational plan is developed.

Commissioner Swanson exited the meeting at 11:30 am.

COORDINATOR ITEMS

Coordinator Harren presented a request to implement a tiered vacation accrual cap. Currently the accrual cap is 208 hours regardless of how many hours the employee accrues. Ms. Harren proposed adjusting the cap to coincide with the accrual rate. A motion was made by Commissioner Walker, seconded by Commissioner Foldesi to approve the revised accrual schedule. Chair Rasmussen called for discussion. Concern was expressed regarding the approval of the current schedule as a longevity incentive and the need for employees to better manage their own vacation time. Commissioner Walker rescinded his motion.

Ms. Harren requested the Board consider revising the time frame for using the vacation benefit. Currently if accrual exceeds 208 hours during a pay period, the additional hours are lost. Ms. Harren requested setting an annual or bi-annual date to meet the maximum such as December 31 or July 1 and December 31. The Board denied the request.

Ms. Harren requested the Board revise the existing language regarding eligibility for direct deposit. The existing language limits direct deposit eligibility to regular employees working 20 hours or more. A motion was made by Commissioner Walker, seconded by Commissioner Foldesi, and carried by unanimous vote to adopt the following resolution:

2006-06-38

BE IT RESOLVED, that the Board does hereby approve the following language change to the direct deposit policy:

Direct deposit is available to all full and part-time Roseau County employees.

The Board discussed the hire date of the County Coordinator. The Auditor's office has requested clarification as to whether the date of hire is May 2001 when Ms. Harren began employment with Roseau County or April 2003 when Ms. Harren transferred to the County Coordinator position. The Board concurred that the hire date for Ms. Harren should follow county practice and the original hire date should be used in determining benefits and step increases as there was no break in service. Ms. Harren is due for a step increase. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to approve Ms. Harren's step increase from Grade 10 Step B to Grade 10 Step C effective May 16, 2006.

The Board discussed correspondence received from Angela Critchley, former Roseau County Victim Services professional contract service provider. Due to inaccurate calculation of hours worked, Ms. Critchley's final payment from Roseau County was withheld by request of the Roseau County Attorney's Office who supervises the Victim Services program. Ms. Critchley's letter requested that payment be made to her for these hours because she was unaware that she had errantly calculated her time. Assistant County Attorney Lisa Hanson provided the Board with information regarding how the decision was made to deny Ms. Critchley's request for payment. Ms. Hanson informed the Board that Ms. Critchley's contract did not provide for any benefits, include compensatory time, and that Ms. Critchley had been paid for every hour she actually worked. Ms. Hanson stated that payment for hours not actually worked could be considered a fraudulent use of grant funding and indicated that she did not wish to jeopardize further eligibility for the grant. The Board discussed the situation and options. Motion was made by Commissioner Foldesi, seconded by Commissioner Rasmussen and carried by a 3-1 vote with Commissioner Foldesi, Johnston, and Rasmussen voting in favor and Commissioner Walker opposed to adopt the following resolution:

2006-06-39

BE IT RESOLVED, that the Board does hereby authorize payment to Ms. Angela Critchley in the amount of \$1,404.80.

BE IT FURTHER RESOLVED, that this payment shall be made forthwith from the Revenue Fund.

Upon motion carried, the meeting adjourned at 1:30 p.m. The Board will convene its next regular meeting at 8:30 a.m. on July 11, 2006.

Attest:

Date: _____

Teresa Harren
County Coordinator

Orris Rasmussen
Board Chairman