

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 29, 2006

The Board of Commissioners of Roseau County, Minnesota met in the courthouse in the City of Roseau, Minnesota on Tuesday, August 29, 2006, at 8:30 a.m.

CALL TO ORDER

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

APPROVAL OF AGENDA

The following item was added to the consent agenda:

- 1.) Approve Committee of the Whole Meeting on September 7, 2006 from 2:00 pm to 7:00 pm.
- 2.) Approve Committee of the Whole Meeting on September 6, 2006 at 8:30 am to discuss the 2007 budget and levy.

Discussion of signing the county recreation land was added to the agenda.

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

CONSENT AGENDA

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

The Board, by adoption of its consent agenda, approved the proceedings of the August 15, 2006 Board meeting for publication.

The Board, by adoption of its consent agenda, approved the proceedings of the August 21, 2006 Public Hearing on the SD No. 69 Petition.

The Board, by adoption of its consent agenda, set the Truth in Taxation Public Hearing for December 7, 2006 at 5:00 pm.

The Board, by adoption of its consent agenda, approved the addition of ditch benefit data to be added to the GIS report information available to the public.

The Board, by adopt of its consent agenda, approved a change order on the Northern Technologies, Inc. contract, increasing the estimated total fee from \$32,000 to \$42,000.

The Board, by adoption of its consent agenda, approved a Committee of the Whole meeting on September 7, 2006 from 2:00 pm to 7:00 pm. to host an open house to answer questions about the Minnesota Department of Natural Resources (DNR) revised proposal for motorized and non-motorized routes in Beltrami Island State Forest.

The Board, by adoption of its consent agenda, approved a Committee of the Whole meeting on September 6, 2006 at 8:30 am to have a 2007 budget and levy work session.

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

WARRANTS APPROVED ON 8/29/2006 FOR PAYMENT 9/01/2006			
AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
300.00	JIM DVERGSTEN	525.52	FARMERS UNION OIL CO-ROSEAU
668.37	FIRST & LASTING IMPRESSIONS	585.21	GRAINGER INC
580.75	LAB SAFETY SUPPLY, INC	371.52	MULTI OFFICE PRODUCTS INC
1337.32	NETWORK CENTER INC	9263.00	NORTHERN TECHNOLOGIES INC
1500.00	PRO-WEST & ASSOCIATES INC	1200.00	RELIANCE TELEPHONE SYSTEMS
2140.00	RINKE-NOONAN LAW FIRM	1550.00	SAFETY COMPLIANCE SERVICES
1002.19	SPIELMAN RADIO	655.70	THE TRIBUNE
583.99	UPBEAT INC	2682.00	WARROAD CITY
1891.91	WEST GROUP PAYMENT CENTER		
	25 PAYMENTS LESS THAN \$300	2,198.73	
	****	FINAL TOTAL.....	\$29,036.21 ****

And the summary of auditor warrants, as follows:

August 17, 2006	\$ 672,919.47
August 24, 2006	\$ 786,084.57
August 28, 2006	\$ 3,500.00

NORTHERN MINNESOTA FORAGE AND TURF SEED ADVISORY COMMITTEE

Richard Magnusson and Steve Dahl met with the Board to give an overview of the grass seed industry in Roseau County and to request county contribution toward the funding of a local grass seed/canola education position. Currently this position is being cost shared between the Grass Seed and the Canola Seed councils. They are using dollars that that would otherwise be used for research. They are asking the county boards in Lake of the Woods, Roseau, and Kittson counties to consider helping fund this position. Lake of the Woods County has agreed to give \$5,000. The Board said they would take the request under advisement and get back to Mr. Magnusson.

JAIL/SOCIAL SERVICES BUILDINGS CONSTRUCTION UPDATE

Architects Rich McCarthy and John Howell met with the Board to give an update on the jail and social service construction projects. Construction is on schedule. Mr. McCarthy told the Board that the rafters are up on the social service building and that project is moving along swiftly. It will be substantially complete by the end of January 2007, and will be ready for occupancy near the end of February. In mid-September, the second level pre-cast will be placed on the jail, and the hollow core roof panels will go on near the end of September. The radio tower will be installed in mid-September. The first lift of bituminous and the sidewalks should be complete by mid-October. Mr. McCarthy discussed traffic flow options into the new social service building. The current plan includes utilizing the east entrance into the courthouse that was formerly used by courthouse employees with an addition that directs traffic to the new social service building. The Building committee has discussed and recommended providing a more direct entrance to social services that provides for a great separation of traffic between the two functions of law enforcement/jail and social services. A proposed future entrance is included on the site plan. Project Superintendent Ron Dazell has placed a temporary road on

the east end of the property that has been used for materials that has been suggested as a possible entrance. Klein McCarthy was directed to study the feasibility of the options and return to the Board with a recommendation. The Board discussed the access control plans that Klein McCarthy presented for Court Administration and the County Attorney's office. Commissioner Johnston objected to the impersonal nature of the wall of glass and the Board by consensus directed the architects to re-design the access control walls to include a door and counter that provides access control but is less restrictive.

LAKE OF THE WOODS WATER SUSTAINABILITY FOUNDATION

Lake of the Woods Water Sustainability Foundation Executive Director Todd Sellers met with the Board to request a resolution of support to refer the Lake of the Woods water sustainability concerns to the International Joint Commission (IJC). A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2006-08-05

WHEREAS, Lake of the Woods is the largest lake in Minnesota; and

WHEREAS, the health and sustainability of Lake of the Woods is of vital importance to the social and economic sustainable development of Roseau County; and

WHEREAS, Lake of the Woods is a boundary waters as defined in the Boundary Waters Treaty of 1909; and

WHEREAS, the 1925 Lake of the Woods Convention and Protocol assigned certain water level related responsibilities to the International Joint Commission, the International Joint Commission at present has no direct responsibilities for Lake of the Woods water quality, but since 1965 has monitored and reported to governments on Rainy River water quality, a major tributary and source of water to Lake of the Woods; and

WHEREAS, the International Joint Commission has brought concerns over potentially deteriorating water quality in Lake of the Woods to the attention of the governments of the United States and Canada, and has recommended investigation by the International Joint Commission in cooperation with appropriate agencies, including those from Minnesota, Ontario, and Manitoba; and

WHEREAS, the International Joint Commission could help coordinate scientific investigation, monitoring, and recommended actions across the multiple jurisdictions around Lake of the Woods to ensure timely and effective investigation;

NOW, THEREFORE, BE IT RESOLVED, that the Roseau County Board of Commissioners does hereby support the Lake of the Woods Water Sustainability Foundation in its request that the question of Lake of the Woods water quality be referred to the International Joint Commission for examination and report.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to the State of Minnesota and the Lake of the Woods Water Sustainability Foundation.

Chair Rasmussen recessed the meeting at 10:30 am. The meeting reconvened at 10:45 am.

2005 EXIT AUDIT CONFERENCE

Colleen Hoffman of Hoffman, Dale, & Swenson met with the Board to review the 2005 Roseau County Audit. Ms. Hoffman commended the staff of the Auditor's office and complimented the Board on the high level of fiscal responsibility of the department heads. Ms. Hoffman noted that she had only one request this year and that would be for the Treasurer to begin to routinely audit petty cash funds. Four departments have petty cash boxes. The Treasurer has oversight of those funds and should be routinely counting the boxes. Ms. Hoffman assured the Board that there are no issues or allegations with regard to petty cash that are precipitating this request. She is recommending it as a responsible practice. Ms. Hoffman also discussed updating the budget throughout the year as changes occur such as to include the receipt of unexpected grants or disaster funds.

AWARD BIDS ON FLOOD DEMO AND WELL SEALING

Irene Wynne met with the Board to present the bids for demolition of two flood damaged properties and one bid for sealing of four wells. Two bids were received for the demolition work. Ms. Wynne recommended the Board award the bid to R & Q, the low bidder at \$5,200. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2006-08-06

BE IT RESOLVED, that the Board does hereby award a contract to R & Q in the amount \$5,200 to demolish two properties acquired through the Small Cities Development Program, Roseau County 2004 Flood Assistance Project, CDAP-03-0119-O-FY04.

Ms. Wynne recommended that the Board award the well sealing contract to Davidson Construction in the amount of \$3,500. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2006-08-07

BE IT RESOLVED, that the Board does hereby award a contract to Davidson Construction in the amount of \$3,500 to cap and/or seal four unused wells on property acquired through the Small Cities Development Program, Roseau County 2004 Flood Assistance Project, CDAP-03-0119-O-FY04.

ENGINEER BRIAN KETRING

Engineer Ketring met with the Board. Mr. Ketring presented the Board with revisions to the proposed 2007 Highway Department budget. Commissioner Rasmussen asked if the replacement bridges in the County Road 2 project are smaller than the ones being replaced. Commissioner Rasmussen stated that he has received calls with concerns that the new bridges are designed to allow less flow of water. Mr. Ketring stated that there is no decrease in the hydraulic size of the new bridges. He stated that perhaps there is a visual perception that there is less flow because of the change of design, but that the bridges are reviewed and approved by

both the State and the Department of Natural Resources and any change in hydraulics would be noted in those reviews and would have to be addressed.

Mr. Ketring requested that the Board reject the bids that were opened on the CSAH No. 34 Project. The bids came in \$200,000 plus over the engineer's estimate and Mr. Ketring advised the Board that a lower price is likely if the project is re-bid collectively with other bituminous projects. A motion was made by Commissioner Foldesi, seconded by Commissioner Walker, and carried by unanimous vote to reject the bids on SAP 68-634-04, CSAH No. 34, 4.8 miles of bituminous surfacing and aggregate shouldering.

Mr. Ketring requested that the Board approve the final payment on SAP 68-625-06. The concerns on this project have been resolved and Mr. Ketring recommends closing of the project. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi, and carried by unanimous vote to adopt the following resolution:

2005-08-08

WHEREAS, Contract 05-03, SAP 68-625-06, has in all things been completed; and

WHEREAS, the Board has been fully advised in the premises;

NOW, THEREFORE, BE IT RESOLVED, that the Board does hereby accept said completed project for and on behalf of the County of Roseau and authorize final payment to T.W.O. Construction, Inc. in the amount of \$4,215.74.

Mr. Ketring informed the Board that the FEMA sub-grant agreements arrived on the 2006 spring flood event. A total of \$428,779.02 in grant funds has been awarded for county and township road and ditch repair projects.

Commissioner Jack Swanson entered the meeting.

The Board discussed signage on county recreation property. A motion was made by Commissioner Foldesi, seconded by Commissioner Walker, and carried by unanimous vote to direct Engineer Ketring to order ten signs that say, "*Roseau County Recreational Land Open for Public Use*".

COMMITTEE REPORTS

Commissioner Walker reported on the Insurance Committee meeting that he and Commissioner Jack Swanson attended on August 17, 2006. Walker noted that Roseau County is eligible for a premium reduction this year due to three years of positive experience which will result in an approximate \$54,000 savings. Since the implementation of VEBA, Roseau County has gone from having one of the worst experience ratings in the pool to one of the best. The Insurance Committee is recommending the Board utilize this savings towards the 2007 wage increase. Commissioner Walker also told the Board that employees would be voting again on whether or not to roll over benefit payout into a Post-Retirement VEBA Account.

Commissioner Johnston reported on the Beltrami Island State Forest Trail Committee. Roseau County will host a second public open house on September 7, 2006 from 2:00 pm to 7:00 pm in Warroad at the Public Safety to answer questions about the Minnesota Department of Natural Resources (DNR) revised proposal for motorized and non-motorized routes in

Beltrami Island State Forest. The DNR is in the process of revising road, trail and other route designations in the forest.

Commissioner Rasmussen reported on the August 28, 2006 Building Committee meeting. He noted that the committee is still waiting on a second telephone proposal. The committee will work with Klein-McCarthy to revise the access control designs for the County Attorney's Office and Court Administration.

Commissioner Foldesi noted that he had attended a number of meetings including a Joint Ditch Committee meeting in Kittson County, a Highway Committee meeting, a Joint Powers Committee meeting, and the State Ditch No. 69 Public Hearing. Due to time constraints, he will give more complete reports at the next regular Board meeting.

Chair Rasmussen recessed the meeting at 1:00 pm.

Chair Rasmussen reconvened the Board meeting at 8:30 am on Wednesday, August 30, 2006. Roll call was taken. Commissioners present were Orris Rasmussen, Alan Johnston, Mark Foldesi, Jack Swanson, and Russell Walker.

The Board met with Department heads to review their 2007 budgets.

Extension Director Nathan Johnson

Nathan Johnson noted that the 2007 budget reflects an increase of \$24,363 over the 2006 budget. This increase is due to a request to increase the support staff position from a .4 FTE position to a 1 FTE or full time position. This increase also includes a capital purchase of a computer. 4-H Coordinator Sandi Weiland informed the Board that the increase in support staff will allow her office to increase programming. The 4-H program currently has 80 adult volunteers who donate on average 7.9 hours per month. In addition, there are 62 other adults who volunteer in non-lead roles who help facilitate the activities of the 17 clubs and 385 members. 4-H also provides activities for non-members such as after school programming and summer camp activities. The additional support staff time would allow the expansion of after school programming.

County Treasurer Diane Gregerson

County Treasurer Diane Gregerson noted that her 2007 budget is slightly less than the 2006 budget for a total of \$151,288. This includes \$28,000 in expected revenue. Ms. Gregerson noted that the key change in the 2007 budget is in the area of revenue generated in fees. Ms. Gregerson is on a web portal committee that is developing technology to pay property taxes on-line. Many counties already offer this option. Once this is available in Roseau County, the county will no longer be able to charge a \$3.00 fee to escrow companies who elect to pay property taxes on-line which will result in a reduction in revenue. Ms. Gregerson has estimated a \$3,500 reduction in this type of fee related revenue for 2007. Ms. Gregerson has budgeted \$25,000 in estimated vital statistics revenue for 2007.

Building Maintenance Supervisor Lenny Johnson

Building Maintenance Supervisor Lenny Johnson responded to questions regarding a \$12,488 increase in his budget. Mr. Johnson noted that the new social service building will add

an additional 20,000 square feet of space to clean which will require additional hours of contract janitorial service and cleaning supplies.

County Assessor Lorna Sandvik

County Assessor Lorna Sandvik noted her 2007 budget is essentially flat, with a \$115 increase over 2006. The Board had no additional questions for Ms. Sandvik.

County Recorder Rick Kvien

County Recorder Rick Kvien noted that the only change to his budget is an increase in anticipated revenue of \$20,000 due to the state changing the recording fee from \$20 to \$46.

Veterans Service Officer Jeff Parker

Veterans Service Officer Jeff Parker noted a slight reduction in his 2007 budget. Mr. Parker was asked if the number of veterans he is serving has increased recently. Mr. Parker responded that he has not yet felt the impact of the recent military engagements. He noted that over forty veterans in Roseau County died last year.

Assistant County Attorney Lisa Hanson

Assistant County Attorney Lisa Hanson noted that the 2007 budget reflects a zero budget increase over 2006. Commissioner Swanson asked what factors contributed to the increase of more than \$50,000 in the budget from 2005 to 2006. Ms. Hanson noted that this was due to the hiring of a full time assistant county attorney and an additional part-time clerical staff. Ms. Hanson noted that there is additional revenue in the budget because child support cases that qualify for reimbursement used to be outsourced. Additionally, professional services fees in the county attorney budget and civil legal fees have been reduced as the assistant county attorney has been able to handle many of the matters for the Board that were previously outsourced. Ms. Hanson informed the Board that her office is actively looking for ways to reduce costs and work more efficiently. She noted one example would be utilizing the Law Library's Westlaw subscription instead of purchasing a second subscription for their office. Ms. Hanson advised the Board that she has a capital expenditure request she had not included in the 2007 budget worksheet. Space is tight in the county attorney's office and they have been looking for cost-effective ways to make better use of the existing space. They are hoping to utilize the visiting attorney/client meeting rooms as filing rooms and switch over to a more efficient filing system such as the one used in the Auditor's Office and Court Administration. Modular furniture would also improve the efficiency of space utilization and improve ergonomics. The estimate on for modular furniture, shelving, software, and hardware is approximately \$15,000.

County Administrator Teresa McDonnell

Court Administrator Teresa McDonnell met with the Board to review the county funded components of the Court Administration budget. Ms. McDonnell has proposed significant increases in two line items in the Court Administration budget. Ms. McDonnell has increased the Legal Service account from \$18,000 to \$40,000 and the Professional Service account from \$18,000 to \$25,000. The Legal Service account is used to pay legal fees for court appointed attorneys in child protection, contested child support contempt, and civil commitment cases. By law, the county must provide an attorney in cases where the defendant faces possible jail time.

Roseau County has seen an increase in these types of cases. These are strictly civil matters as opposed to criminal matters involving public defenders. Professional Services include fees for sex offender evaluations, juvenile evaluations, and Rule 20's. These are court ordered evaluations that by statute must be paid for by the county.

Environmental Officer Jeff Pelowski

Environmental Officer Jeff Pelowski met with the Board and highlighted the Environmental Officer, Transfer Station/Demo Landfill, and SCORE/Recycling budgets. Mr. Pelowski noted that his budgets are reduced from last year. Commissioner Swanson asked how that is possible with the increase in fuel prices and the reduced service fee. Mr. Pelowski stated that it is due to the planned use of cash reserves. He did note that the cash balance will be reduced from a 2006 balance of \$624,000 to a 2007 balance of \$435,000. The projected cash balance for 2008 is \$315,000 if there is not a change in service fee. Mr. Pelowski noted that a cash balance is necessary to plan for known and unknown changes in regulations and requirements such as closing the demo landfill or implementing test wells.

County Sheriff Jule Hanson

County Sheriff Jule Hanson met with the Board. Sheriff Hanson noted that the key change to the Sheriff Department budgets is gas and for squad cars.

County Engineer Brian Ketring

County Engineer Brian Ketring met with the Board to review the Road and Bridge Fund request. Mr. Ketring noted that the increase in the Highway Department budget is due primarily to the increased cost of oil which impacts fuel for equipment as well as the cost of products for projects such as bituminous. If funding remains flat from 2006, the Road and Bridge fund would be \$300,000 over budget. The total budget is \$7,446,426. If the budget remained unchanged, the county portion would be \$1,362,426 or \$362,426 over the amount levied in 2006.

Soil & Water Director Scott Johnson

Soil and Water Conservation District Director Scott Johnson met with the Board to review the 2007 Budget. Mr. Johnson is requesting an increase in funding for 2007. The 2006 request was \$53,200 and the Board approved \$47,000. Mr. Johnson is requesting \$68,023 for 2007. Mr. Johnson reviewed in detail the Soil and Water budget. The Board requested information regarding services provided for the funding.

Deputy Auditor John Huss

Deputy Auditor John Huss noted that the 2007 Auditor budget is unchanged from 2006.

Upon motion carried, the meeting adjourned at 11:40 a.m. The Board will convene its next regular meeting at 8:30 a.m. on September 12, 2006. The Board will meet as a Committee of the Whole on Wednesday, September 6, 2006 at 8:30 a.m. to continue budget discussions.

Attest:

Date: _____

Teresa Harren

Orris Rasmussen

County Coordinator

Board Chairman