

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

October 9, 2007

The Board of Commissioners of Roseau County, Minnesota met in the courthouse in the City of Roseau, Minnesota on Tuesday, October 9, 2007 at 8:30 a.m.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by County Board Chair Jack Swanson. The Pledge of Allegiance was recited. Commissioners present were Orris Rasmussen, Jack Swanson, Alan Johnston, Russell Walker and Commissioner Mark Foldesi.

APPROVAL OF AGENDA

Development of a Request for Proposals for the Roseau County web site was added to the agenda. A motion was made by Commissioner Johnston, seconded by Commissioner Rasmussen, and carried by unanimous vote to approve the amended agenda.

CONSENT AGENDA

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

The Board, by adoption of its consent agenda, approved proceedings of the September 11, 2007 Special Board Meeting.

The Board, by adoption of its consent agenda, approved the hire of Wade Steinbring for the COPS Grant Position.

The Board, by adoption of its consent agenda, approved the purchase of a replacement firewall system for the Roseau County Courthouse.

The Board, by adoption of its consent agenda, approved the purchase of a server for the Highway Department.

The Board, by adoption of its consent agenda, approved the construction of a wall and the installation of a second door in the current victim services office to be used as attorney/client meeting rooms.

The Board, by adoption of its consent agenda, approved bills for payment as follows:

WARRANTS APPROVED ON 10/09/2007 FOR PAYMENT 10/12/2007

<i>AMOUNT</i>	<i>VENDOR NAME</i>	<i>AMOUNT</i>	<i>VENDOR NAME</i>
325.00	AUSTIN TOWING	1121.74	CHARM-TEX INC.
412.25	FRED CLASEN	2714.77	DYNAMIC IMAGING SYSTEMS INC
1013.00	ENVIRONMENTAL SYSTEMS RESEARCH	43602.88	FARMERS UNION OIL CO-ROSEAU
4456.85	FARMERS UNION OIL CO-WARROAD	486.92	GEROY'S BUILDING CENTER INC
3500.00	GOVERNMENT MANAGEMENT GROUP IN	479.90	GRAND FORKS GROCERY FOOD SERV
646.09	GRAND VIEW LODGE	1000.00	GUMERINGER LAWNCARE
1770.00	H & J DISPLAYS INC	1720.00	HEPPNER CONSULTING INC
3727.50	HILLYARD HUTCHINSON	517.50	HUMANE RESTRAINT
341.64	ALAN JOHNSTON	1200.00	LAKE OF THE WOODS CO SHERIFF

421.60	LEXISNEXIS MATTHEW BENDER	30460.50	MAR-KIT LANDFILL
1077.00	MINNCOR INDUSTRIES	3907.89	MN COUNTIES COMPUTER COOP
870.83	MN OFFICE OF ENTERPRISES TECH	475.79	PEART & ASSOCIATES INC
955.15	QUILL CORPORATION	3258.25	R & Q CONTRACTING INC
1582.59	REGIONS INTERSTATE BILLING SVC	3229.82	RIVERFRONT STATION
512.77	ROSEAU CITY	7596.83	ROSEAU CO COOP ASSN
961.64	ROSEAU CO SHERIFF-SUNDRY ACCOU	1000.00	ROSEAU CO TREASURER
322.13	ROSEAU DIESEL SERVICE INC	330.00	SIMPLEX GRINNELL LP
2435.25	SJOBERG'S INC	311.66	STACEY SKALSKY
27542.97	STATE OF MINNESOTA DEPT OF COR	1126.13	SYNERGY GRAPHICS
1302.04	U SAVE FOODS	1950.00	VOYAGEURS COMTRONICS CORPORATI
7673.05	WEST GROUP PAYMENT CENTER		
	38 PAYMENTS LESS THAN \$300	4,900.94	
	****	FINAL TOTAL.....	\$173,240.87 ****

And the summary of auditor warrants and forthwith payments, as follows:

9-27-07	\$412,090.34
10-04-07	\$ 13,112.88

TREASURER DIANE GREGERSON

Treasurer Gregerson met with the Board to ask for approval to accept checks that have not been claimed in the last three years. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2007-10-01

WHEREAS, Minnesota Statutes §345.31-345.60 (Minnesota Uniform Disposition of Unclaimed Property Act) requires counties to remit unclaimed property to the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that Roseau County Treasurer Diane Gregerson be and is hereby authorized to remit twelve (12) unclaimed warrants to the State of Minnesota Department of Commerce Unclaimed Property Section in the total amount of \$77.90.

ROSEAU COUNTY SHERIFF'S DEPARTMENT

Sheriff Jule Hanson and Civil Process Supervisor Jan Klatt met with the Board to discuss the 2008 Sheriff's Department budget. Ms. Klatt informed the Board that the Sheriff's Office was able to decrease their budget by \$19,700.

Chief Deputy Sheriff Terry Bandemer met with the Board to discuss different scheduling options within the Sheriff's office in an effort to decrease the budget. Chief Deputy Bandemer explained to the Board that going from a 24 hour schedule to a 20 hour schedule would actually cost the County more money due to paying on-call wages and over-time to officers.

Dispatch/Jailer Union Representative Stephanie Whitlow met with the Board to discuss the new uniform policy for dispatch/jailers in the new jail. Ms. Whitlow requested that the County supply each employee with two (2) complete uniforms. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to accept the following resolution:

2007-10-02

BE IT RESOLVED, that the Board does approve the purchase of two (2) uniforms for the dispatch/jailers.

Chief Deputy Bandemer met with the Board to discuss the purchase of four (4) UHF portable radios for use in the jail and between dispatch and the bailiffs when court is in session. Chief Deputy Bandemer explained to the Board that the purpose is to provide safety and enhanced communication. The new radios operate on a UHF versus VHF frequency and will work more efficiently inside buildings. These radios would offer better communication between the Bailiff, Dispatch, and Jailer when transporting/transferring inmates. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2007-10-03

BE IT RESOLVED, that the Board does approve the purchase of four (4) UHF radios for the Sheriff's Office.

Chief Deputy Bandemer advised the Board that a handrail and some type of landscaping is needed at the main entrance to the new jail and adjacent to the old social service building. Chief Bandemer noted that water is leaking into the basement due to the current drainage pattern. The Board requested Chief Bandemer obtain pricing and report to the Building Committee at their next meeting. The Board concurred that the Building Committee could take action to alleviate this issue.

KLEIN MCCARTHY ARCHITECTS

Mark Schneider of Klein McCarthy Architects met with the Board to discuss progress on the jail and social service projects. Mr. Schneider informed the Board that he anticipates having a punch list for the jail ready for review in two weeks. Mr. Schneider presented Social Services Change Order S-006 for the Board's approval. Mr. Schneider noted that he is removing item Number 3, gas pipe re-alignment in the amount of \$2,190.75, from the change order and will do further study as to who is responsible for this cost. A motion was made by Commissioner Rasmussen, seconded by Commissioner Foldesi and unanimously carried to adopt the following resolution:

2007-10-04

BE IT RESOLVED, that the Board does hereby approve S-006 in the amount of \$1,855.12.

BE IT FURTHER RESOLVED, that the Board authorizes Board Chair Swanson to sign the change order on behalf of Roseau County.

Commissioner Swanson recessed the meeting at 10:00 am. The meeting re-convened at 10:15 am.

Commissioner Walker was excused from the meeting.

DISCUSSION

The Board discussed the 2008 budget and set a Department Head meeting date of November 28, 2007 at 8:30 am to finalize the 2008 budget and begin discussions of the 2009 budget.

The Board discussed the Agriculture Inspector Contract. The Board discussed the responsibilities and expectations of the Soil and Water Conservation District. The Board directed Coordinator Klein to invite the Soil & Water Conservation District Director and the Chairman of the Soil & Water Board to attend Board meetings to open up a dialogue between the two entities to clarify roles, responsibilities and expectations.

The Board discussed the potential uses of the old law enforcement center once it is vacated. Building Maintenance Supervisor Lenny Johnson expressed concern regarding several maintenance issues and advised that the Board assess the work that needs to be done before making a decision. Mr. Johnson will coordinate an assessment of the building. No action will be taken until the viability of use has been determined.

The Board discussed a Professional Service Custodial Contract for the public areas of the new jail. The Board directed Coordinator Klein to gather data and do a cost benefit analysis of outsourcing the work versus hiring an employee.

The Board discussed a Professional Service Snow Removal Contract to provide snow removal one time per day on the courthouse campus property. The Board deferred action to the October 23, 2007 Board meeting.

Auditor Anne Granitz met with the Board to discuss the proposed DNR Land Exchange. Ms. Granitz requested the Board submit their parcel list for exchange and Commissioners Foldesi and Rasmussen will complete their lists and submit them to Ms. Granitz by the October 23, 2007 Board Meeting. The DNR has not submitted a list for review.

The Board discussed the Information Technology position. The Board noted that the role and scope of the work performed by this employee exceeds the grade of the position approved by the Board. Commissioners Johnston and Swanson were directed to speak with Chris Stauffer regarding this matter.

The Board discussed the cost of maintaining the county web site and directed Coordinator Klein to put out a request for proposals to design/maintain the county web site at a contract rate that can be planned and budgeted for as part of the annual budget. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi, and carried by unanimous vote to adopt the following resolution:

2007-10-05

BE IT RESOLVED, that the Board does hereby approve a Request for Proposals for design and maintenance of the Roseau County website.

HIGHWAY DEPARTMENT

Engineer Ketring did not have any action items.

COMMITTEE REPORTS

Environmental Officer Jeff Pelowski met with the Board and reviewed the recommendations of the Solid Waste committee regarding the service and tipping fees. Mr. Pelowski noted that it was the consensus of the committee that it was not prudent for the county to subsidize solid waste fees and continue to spend down cash reserves. It was further advised that cash reserves need to be put in a designated fund and grown incrementally for planned use in the future closing of the landfill. A motion was made by Commissioner Rasmussen, seconded by Commissioner Johnston, and carried by unanimous vote to adopt the following resolution:

2007-10-06

BE IT RESOLVED that the Board does hereby approve a public hearing on November 13, 2007 at 11:00 am in the Roseau County Courthouse, Room 110, Roseau, Minnesota to consider public comments upon the proposed amendment of Roseau County Ordinance No. 31 which is entitled "An Ordinance Establishing Rates and Charges for Solid Waste Management Services".

The public is invited to attend and to testify at this hearing. A copy of the proposed amendment may be viewed in the Environmental Office or may be mailed or e-mailed to interested parties.

The Board discussed the Building Committee recommendation to move the Emergency Management Office into the Sheriff's Office once they have relocated. The Board concurred that this would be a good fit and use of space provided the position continued to report to the Board.

Commissioner Johnston, who serves as vice-chair on the AMC Transportation Policy Committee, presented an amendment to the AMC Transportation Policy Platform for the Board's review and approval. A motion was made by Commissioner Johnston, seconded by Commissioner Swanson, and carried by unanimous vote to adopt the following resolution:

2007-10-07

BE IT RESOLVED, that the Roseau County Board of Commissioners supports the recommendation of Commissioner Johnston to add the following item to the Association of Minnesota Counties Transportation Policy Committee Platform.

AMC supports funding for the completion of freight movement studies in each MNDOT district to enable each district to prioritize the investment for 10-ton roads to meet the needs of the state's economy including agriculture.

Board Chair Swanson reported on the following meetings: Roseau River Watershed, 10-2-07; Solid Waste Planning Committee Meeting, 10-3-07; Roseau County Committee on Aging, 10-8-07; Roseau County Building Committee, 10-8-07.

Commissioner Walker reported on the following meetings: Ditch meeting at Roseau River Watershed, 9-26-07; Interviews for Deputy Sheriff, 10-9-07.

Commissioner Johnston reported on the following meetings: Wide Area Network meeting, 10-3-07.

Commissioner Rasmussen reported on the following meetings: Building Committee, 10-8-07; Hearing on the Palmville project, 8-28-07.

The Board acknowledged the following correspondence: 1.) Minnesota Department of Natural Resources RE: Classification of state forest lands with respect to motor vehicle use and designating roads and trails that will be open to highway-licensed vehicles, off-highway vehicles, and non-motorized recreational uses; and 2.) Association of Minnesota Counties RE: District Meeting October 25, 2007 at the Northland Inn in Crookston, Minnesota.

Upon motion carried, the meeting adjourned at 2:30 p.m. The Board will convene its next regular meeting at 8:30 a.m. on October 23, 2007.

Attest:

Teresa Klein, County Coordinator
Roseau County, Minnesota

Jack Swanson, Chairman
Board of County Commissioners
Roseau County, Minnesota