

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

January 8, 2008

The Board of Commissioners of Roseau County, Minnesota met in the courthouse in the City of Roseau, Minnesota on January 8, 2008 at 8:30 a.m.

CALL TO ORDER

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

APPROVAL OF AGENDA

DNR Annual Road meeting, Non-Elected Committee Member Per-Diem, TV Translator Committee meeting, and Simplex Grinnell Fire Alarm Panel Proposal were added to Discussion. Authorization to fill Sheriff Deputy Position was removed from the Consent Agenda and added to Discussion. A motion was made by Commissioner Swanson, seconded by Commissioner Rasmussen, and carried unanimously to approve the revised agenda.

ELECTION OF COUNTY BOARD OF COMMISSIONER OFFICERS

Coordinator Klein called for nominations for chair to the Roseau County Board for the year 2008. Commissioner Walker nominated Commissioner Swanson. Coordinator Klein called for further nominations. After calling for further nominations three times and hearing none, Coordinator Klein called for a motion to cease nominations. A motion was made by Commissioner Rasmussen, seconded by Commissioner Walker, and carried unanimously to cease nominations and cast a unanimous ballot for Commissioner Swanson as chair to the Roseau County Board for the year 2008. Coordinator Klein turned the meeting over to Chair Swanson.

Chair Swanson called for nominations for vice-chair. Commissioner Foldesi nominated Alan Johnston. Chair Swanson called for further nominations three times. A motion was made by Commissioner Rasmussen, seconded by Commissioner Walker, and carried by unanimous vote to cease nominations and cast a unanimous vote for Alan Johnston as vice-chair to the Roseau County Board for the year 2008.

CONSENT AGENDA

A motion to adopt the consent agenda was made by Commissioner Rasmussen, seconded by Commissioner Walker, and carried unanimously.

The Board, by adoption of its consent agenda, approved proceedings of the December 21, 2007 SD No. 95 Joint Ditch Authority Meeting and the December 27, 2007 Board Meeting.

The Board, by adoption of its consent agenda, set the 2008 mileage reimbursement amount at the IRS rate of .505 effective January 1, 2008.

The Board, by adoption of its consent agenda, approved the meal expense reimbursement as not to exceed \$40.00 per day for a full day.

The Board, by adoption of its consent agenda, set the 2008 pocket gopher bounty at \$2.50 per gopher with an additional \$1.00 reimbursement paid for gophers trapped in unorganized townships to match the \$1.00 paid by organized townships.

The Board, by adoption of its consent agenda, authorized the County Auditor to pay regular wages, approved benefits, and related withholding; flexible spending and VEBA administration; county contract wages paid to University of Minnesota for Extension Services; custodial contracts; engineering consultant contract; excess PERA Police State Aid; unemployment tax; claims signed by a judge; utility bills, postage, telephone, and freight; contract partial payments; claims approved by other authorized boards, which includes authorization for payments by designated officials where the County is serving as fiscal agent; pass-through grants; tax and miscellaneous refunds; gopher bounty; claims for sheriff service fees, garnishments, and miscellaneous legal fees and expenses required by the County Attorney; license and tax on vehicles; and other prior approved transactions for 2008.

The Board, by adoption of its consent agenda, authorized the County Auditor to issue warrants forthwith for all year 2008 appropriations upon request from the organizations, and that the Soil and Water Conservation District appropriation will be paid half in January and half in July.

The Board, by adoption of its consent agenda, authorized the Board Chair and County Auditor to sign a letter of understanding for audit services to be provided by Hoffman, Dale, & Swenson, PLLC, for the year ended December 31, 2007.

The Board, by adoption of its consent agenda, approved the 2008 Fire Sprinkler System Inspection contract with Dakota Fire Protection, Inc.

The Board, by adoption of its consent agenda, approved Industrial Contract Services, Inc pay application 16-SS and 20-Jail and authorized a reduction in retainage from 5% to 3%.

BID OPENING

Sealed bids were received until 9:00 a.m., per advertised notice, for year 2008 publishing. Administrative Assistant Ann Marie Miller opened the bids. Bids were received from the Greenbush Tribune, the Roseau Times-Region, and Warroad Pioneer as follows:

- 1) First publication of the Financial Statement Summary pursuant to M.S. §375.17 in the year 2008.

| | |
|---------------------|------------------------|
| The Tribune | \$1.89 per column inch |
| Roseau Times-Region | \$1.91 per column inch |
| Warroad Pioneer | \$4.08 per column inch |
- 2) Second publication of the Financial Statement Summary pursuant to M.S. §375.17 in the year 2008.

| | |
|---------------------|------------------------|
| The Tribune | \$4.95 per column inch |
| Roseau Times-Region | \$2.33 per column inch |
| Warroad Pioneer | \$4.08 per column inch |
- 3) Publication of the County Board Proceedings pursuant to M.S. §375.12, and the publication of all legal notices of the County, including bid and public hearing notices, sample ballots, boxed employment ads, and all other publishing requests, needs or requirements of the County, regardless of size, type and/or format, known or unknown, during the year 2008.

| | |
|---------------------|------------------------|
| The Tribune | \$1.89 per column inch |
| Roseau Times-Region | \$1.91 per column inch |
| Warroad Pioneer | \$4.08 per column inch |

- 4) Two publications of the list of delinquent taxes pursuant to M.S. §279.05, 279.06, 279.07, 279.08, and 279.09.

| | |
|---------------------|------------------------|
| The Tribune | \$1.89 per column inch |
| Roseau Times-Region | \$1.91 per column inch |
| Warroad Pioneer | \$4.08 per column inch |

After review of the bids, a motion was made by Commissioner Swanson, seconded by Commissioner Rasmussen, and carried by a 4-1 vote with Commissioners Swanson, Johnson, Rasmussen, and Walker in favor and Commissioner Foldesi opposed to adopt the following resolution:

2008-01-01

BE IT RESOLVED, that **The Tribune** be designated to publish the first publication of the year 2007 Financial Statement Summary at the rate of \$1.89 per column inch.

BE IT FURTHER RESOLVED, that the **Roseau Times-Region** be designated to publish the second publication of the 2006 Financial Statement Summary at the rate of \$2.33 per column inch.

BE IT FURTHER RESOLVED, that the **Roseau Times Region** be designated as the official county newspaper to publish the County Board Proceedings pursuant to M.S. §375.12, and publication of all legal notices of the County, including bid and public hearing notices, sample ballots, boxed employment ads, and all other publishing requests, needs or requirements of the County, regardless of size, type and/or format, known or unknown, during 2008, at the rate of \$1.91 per column inch and that a contract will be awarded.

BE IT FURTHER RESOLVED, that **The Tribune** be designated to publish the notice and list of real estate taxes remaining delinquent pursuant to M.S. §279.05, 279.06, 279.07, 279.08, and 279.09, at the rate of \$1.89 per column inch.

VSO APPOINTMENT

Roseau County Veteran's Service Officer Col. Jeff Parker met with the Board. Col. Parker provided a 2007 Service Report noting that he had nearly 500 office appointments with veterans and handled approximately 1600 calls. Col. Parker noted that he had been appointed to serve on the Retiree Affairs, State By-laws and a special committee to develop a more defined code of ethics for veteran's service officers. Mr. Parker served as the 5th District Representative for 2007 and is the State Sergeant-at-Arms for 2008. The Roseau County Veterans' Service Office received two grants for 2008. The first grant is a \$2,800 operations grant and will be used to purchase a new computer and other office equipment. The second grant is a \$4,000 enhancement grant. Of these funds, \$3,000 will be donated to Senior Medical Travel for veteran travel expenses and \$1,000 will go to a veteran emergency relief fund. Col. Parker gave an overview of the duties of a county veterans' service officer and highlighted a number of specific activities he was involved in during 2007. The Board acknowledged an

article published in the Christian Science Monitor on Roseau County's support of returning officers and thanked Col. Parker for his exemplary service to Roseau County veterans.

COMMITTEE REPORTS

Commissioner Swanson had no committee reports.

Commissioner Johnston had no committee reports.

Commissioner Walker reported on the following meeting: Northern Counties Land Use Coordinating Board; 1-03-08.

Commissioner Foldesi reported on the following meetings: QUIN County Community Health Services Advisory Board; 1-07-08; Two Rivers Watershed Advisory Board, 1-02-08.

Commissioner Rasmussen reported on the following meeting: Building Committee, 1-08-08.

The Board discussed membership in the Northern Counties Land Use Coordinating Board. A motion was made by Commissioner Rasmussen, Seconded by Commissioner Walker, and carried unanimously to adopt the following resolution

2008-01-02

BE IT RESOLVED that the Board does hereby withdraw membership in the Northern Counties Land Use Coordinating Board.

Board Chair Swanson recessed the meeting at 10:00 a.m. The meeting reconvened at 10:15 a.m.

DISCUSSION

The Board discussed the information technology position. It was noted that the current incumbent was hired as a technician but has been doing both system administration and technician work. When the Board decided to create an Information Technology Department, job descriptions for both an Information Technology Administrator and an Information Technology Specialist were developed and graded. At that point the Board agreed to advertise and fill the Information Technology Specialist. The Board discussed the excess work load on the single employee in the IT Department noting that counties our size typically have three or more information technology employees. The Board agreed that the workload is too much for a single employee and discussed whether it would be appropriate to add a second IT Specialist position or add an IT Administrator. The Board reviewed the current task list of the IT Specialist and the difference in job descriptions between and IT Specialist and an IT Administrator.

A motion was made by Commissioner Johnston, seconded by Commissioner Swanson, to create a position of Information technology Administrator and promote Chris Stauffer into that position. The motion failed 2 to 3 with Commissioners Swanson and Johnston in favor and Commissioner Walker, Foldesi, and Rasmussen opposed. The Board discussed the Roseau County hiring and promotion policy. At this point, Roseau County does not have a mechanism in place that allows for a promotion from one position into another. The current policy is that if a new position is created or a position opens, that the position is publicly advertised and both

internal and external candidates are invited to apply concurrently and the county hires the most qualified candidate. A motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously to adopt the following resolution:

2008-01-03

BE IT RESOLVED, that the Board does hereby establish the position of Information Technology Administrator and authorizes advertisement to fill this position.

The Board deferred discussion on the Highway Department Employee contract.

The Board discussed a timber sale in Section 25 of Oaks Township and authorized Commissioner Walker to move forward with a timber sale in conjunction with a DNR timber auction.

The Board reviewed a quote from H & J Displays on shelving in the extension suite. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried unanimously to approve the H & J quote in the amount of \$2,955.

The Board discussed an outstanding bill with Rinke-Noonan. A motion was made by Commissioner Johnston, seconded by Commissioner Swanson, and carried unanimously to authorize County Attorney Lisa Hanson to negotiate a settlement in this matter.

Commissioner Johnston informed the Board that he is developing an agenda for an upcoming DNR Road meeting and invited commissioners to submit agenda items.

The Board deferred discussion on non-elected official committee per-diems.

The Board discussed an analog to digital grant opportunity that is available to counties under 20,000. Coordinator Klein was asked to contact the TV Translator committee chair Auditor Anne Granitz and ask her to schedule a committee meeting.

The Board discussed the courthouse campus fire alarm monitoring system. The Board reviewed a quote from SimplexGrinnel for equipment and labor to install a 15 point monitor that will annunciate to the LCD display in the Detention Center dispatch area. A motion was made by Commissioner Rasmussen, seconded by Commissioner Walker, and carried unanimously to adopt the following resolution:

2008-01-04

BE IT RESOLVED, that the Board does hereby accept the proposal from Simplex Grinnell for equipment and labor to install a fire, trouble and supervisory monitoring system for the courthouse complex for \$2,603.

The Board accepted the resignation of Nathan McMillin as Deputy Sheriff and discussed filling the position. Chief Deputy Bandemer requested to move the employee hired under the COPS grant into the regular full-time position being vacated and to advertise for an employee under the COPS grant. The Board noted that it is not the COPS grant position that is being vacated but rather a regular full-time position. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi, and carried unanimously to adopt the following resolution:

2007-01-05

BE IT RESOLVED, that the Board authorizes filling the regular full-time Deputy Sheriff position vacated by Nathan McMillin.

HIGHWAY DEPARTMENT

Engineer Ketring met with the Board. Mr. Ketring requested the Board amend Resolution 2007-10-17 requesting state grant funds for a bridge in Greenbush. The amendment is to reflect an increase in the construction cost and an increase in the funding eligibility amount. A motion was made by Commissioner Foldesi, seconded by Commissioner Rasmussen, and carried unanimously to adopt the following resolution:

2008-01-06

RESOLUTION In Support of State Bridge Bond Funds

WHEREAS, Roseau County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for the construction of Bridge No. 68J26, S.A.P. 68-597-01, on local Municipality of Greenbush Road over the South Branch of Two Rivers and:

WHEREAS, the amount of the grant has been determined to be \$421,448.39 by reason of the lowest responsible bid;

NOW, THEREFORE, BE IT RESOLVED, that Roseau County does hereby affirm that any cost of the bridge in excess of the grant will be appropriated from the funds available to Roseau County, and that any grant monies appropriated for the bridge but not required, based on the final estimate, shall be returned to the Minnesota State Transportation Fund.

Upon motion carried, the meeting adjourned at 12:30 p.m. The Board will convene its next regular meeting at 8:30 a.m. on January 15, 2008.

Attest:

Teresa Klein, County Coordinator
Roseau County, Minnesota

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