

## PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 26, 2008

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on August 26, 2008 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 Jack Swanson, Alan Johnston, Orris Rasmussen, Russell Walker and Mark Foldesi.

### **APPROVAL OF AGENDA**

Approval of a benefit payout for John Lee was added to the Consent Agenda. Acceptance of the Board of Animal Health TB Eradication program funding was added to the Consent Agenda. Re-purchase of tax forfeited land was added to the 9:00 a.m. appointment with Anne Granitz. A motion to approve the amended agenda was made by Commissioner Walker, seconded by Commissioner Foldesi and carried unanimously.

### **CONSENT AGENDA**

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

The Board, by adoption of its Consent Agenda, approved proceedings from the August 12, 2008 Board Meeting.

The Board, by adoption of its Consent Agenda, approved the City of Warroad Fire Protection Agreement.

The Board, by adoption of its Consent Agenda, approved the MN DNR Maintenance and Grooming FY09 BISF Section 1 Grant in the amount of \$20,184.00.

The Board, by adoption of its Consent Agenda, approved the MN DNR Maintenance and Grooming FY09 Pelan Trail Grant in the amount of \$100,920.00.

The Board, by adoption of its consent agenda, approved a contract with the MN Board of Animal Health in the amount of \$15,000 to conduct Bovine Tuberculosis eradication education and outreach services.

The Board, by adoption of its consent agenda, approved benefit payout to John Lee in the amount of \$2,250.57.

The Board, by Adoption of its Consent Agenda, approved a forthwith payment to MJ Architectural Studios in the amount of \$3,243.24.

The Board, by Adoption of its Consent Agenda, approved bills for payment as follows:

<b>WARRANTS APPROVED FOR PAYMENT 8/14/2008</b>			
<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>

2436.95 CAPITAL GUARDIAN TRUST CO  
728.46 CENTURYTEL  
7949.00 MII LIFE-VEBA  
4807.50 MN DEPT OF FINANCE-TREAS  
10870.04 ROSEAU CITY

503.39 CELLULAR 2000-UNICEL  
618.75 ALAN FISH  
648.78 MN CHILD SUPPORT PAYMENT CENTE  
2764.44 NATIONWIDE RETIREMENT SOLUTION  
864.20 SATHER LAW OFFICE

**12 PAYMENTS LESS THAN \$300 5,113.49**  
\*\*\*\* **FINAL TOTAL..... \$37,305.00 \*\*\*\***

**WARRANTS APPROVED FOR PAYMENT 8/21/2008**

<b>AMOUNT</b>	<b>VENDOR NAME</b>
173148.44	ASPHALT SURFACE TECHNOLOGIES C
1410.61	MN ENERGY RESOURCES
1754.19	TOWN OF BEAVER
647.09	TOWN OF DEWEY
627.01	TOWN OF GOLDEN VALLEY
1597.05	TOWN OF LAKE
563.00	TOWN OF NERESON
2741.65	TOWN OF POHLITZ
804.32	TOWN OF REINE

<b>AMOUNT</b>	<b>VENDOR NAME</b>
3618.00	LAURE JOHNSON
57231.80	OLSON CONSTRUCTION TRF INC
1009.59	TOWN OF CEDARBEND
901.58	TOWN OF DIETER
414.90	TOWN OF GRIMSTAD
1026.29	TOWN OF LAONA
1403.03	TOWN OF PALMVILLE
1811.56	TOWN OF POPLAR GROVE
386.17	TOWN OF SOLER

**15 PAYMENTS LESS THAN \$300 1,139.94**  
\*\*\*\* **FINAL TOTAL..... \$252,236.22 \*\*\*\***

**WARRANTS APPROVED ON 8/26/2008 FOR PAYMENT 8/29/2008**

<b>AMOUNT</b>	<b>VENDOR NAME</b>
734.00	A-1 LAUNDRY EQUIPMENT
7558.86	AVIANDS LLC
1549.74	BERGSTROM ELECTRIC INC
12030.11	CDW GOVERNMENT INC
1061.81	DELL MARKETING LP
2094.05	FARMERS UNION OIL CO-WARROAD
40015.00	GREYSTONE CONSTRUCTION
511.80	HOLIDAY INN ST CLOUD
448.28	ALAN JOHNSTON
1347.25	MIDWEST MONITORING & SURVEILLA
408.71	MARTHA MONSRUD
1091.00	NORTHLAND TIRE
550.00	CASEY PEARSON
22525.48	ROSEAU CO HWY DEPT
309.36	BRYON VANDEWEGE MD
625.00	MARK YAGER

<b>AMOUNT</b>	<b>VENDOR NAME</b>
375.00	ASSN OF MN COUNTIES
894.54	BELL MICROPRODUCTS INC
353.10	CANON FINANCIAL SERVICES INC
1372.60	D & J RADIO SALES & SERVICE
2299.63	E & L ELECTRIC CO
362.73	GRAND FORKS GROCERY FOOD SERV
532.50	H & J DISPLAYS INC
8455.00	JOHNSON OIL CO INC
351.01	LIFECARE MEDICAL CENTER-HOME C
305.00	MN ASSN OF ASSESSING OFFICERS
318.59	MULTI OFFICE PRODUCTS INC
321.39	JEFF PARKER
583.55	ROSEAU CO COOP ASSN
1889.76	TW VENDING INC
6369.04	WIKSTROM TELECOM-INTERNET

**33 PAYMENTS LESS THAN \$300 3,624.46**  
\*\*\*\* **FINAL TOTAL..... \$121,268.35 \*\*\*\***

**AUDITOR ANNE GRANITZ**

Auditor Anne Granitz met with the board to review the proposed 2009 budget. Ms. Granitz requested the Board carefully review the proposed budget and report back to her with any questions or concerns. Ms. Granitz notified the Board that September 15, 2008 is the date when the budget must have final approval.

Ms. Granitz requested the Board approve the repurchase of a tax forfeited parcel by Mr. Adam Mickiewicz. A motion was made by Commissioner Walker, seconded by Commissioner Johnston and unanimously carried to adopt the following resolution:

2008-08-02

RESOLUTION APPROVING  
REPURCHASE OF TAX-FORFEITED PROPERTY

WHEREAS, an application for the repurchase of tax-forfeited lands, submitted by Adam Mickiewicz, described as:

The North Eleven (11) Rods of the South Thirty-eight and one-half (38 ½) Rods of the East Fifteen (15) Rods of the Southeast Quarter of the Northwest Quarter (SE ¼ NW ¼) of Section Thirty-six (36), in Township One Hundred Sixty-two (62) North, Range Thirty-five (35) West of the Fifth Principal Meridian in Minnesota, according to the United States Government Survey

has been presented to the Roseau County Board of Commissioners, and

WHEREAS, Adam Mickiewicz does make the statement in the application for repurchase that hardship and injustice has resulted because of the forfeiture of said land because “. . . property is maintained consistently in conjunction with familial adjoining land,” and

WHEREAS, the repurchase of said land by the applicant will promote and best serve the public interest because this property will be back on the tax rolls.

NOW, THEREFORE, BE IT RESOLVED that the Roseau County Board of Commissioners hereby approves the application for repurchase of said tax-forfeited lands as submitted by Adam Mickiewicz and acknowledges that the statements made therein are true and correct.

BE IT FURTHER RESOLVED that approval of this application is subject to the payment in full of all delinquent taxes, penalty, interest, and costs and other charges required for the issuance of a State Deed for a total of \$963.37, payable to the Roseau County Auditor by cash or cashier's check, on August 26, 2008.

#### **HOFFMAN, DALE & SWENSON – GOVERNMENTAL AUDIT SERVICES**

Colleen Hoffman of Hoffman, Dale & Swenson, LLC, met with the Board to conduct the Roseau County 2007 Government Audit Exit Interview. Ms. Hoffman stated that the County has made many significant improvements in their financial controls but there is still one major change that needs to be made. Ms. Hoffman informed the Board that all checks should be processed and printed from one centralized location and recommended that the Treasurer's Office be the only department that prints checks. In the new procedure the highway department, auditor's office and social services department would continue to input the claim data but would turn the batch over to the Treasurer's Office to complete the process after printing the audit list for the commissioners. This new internal control procedure will separate the input procedure from the printing procedure and provide a checks and balance to eliminate the potential for fraud. The Board concurred with Ms. Hoffman's recommendation. Ms. Hoffman said she has already spoken to the Auditor and Treasurer about this new procedure. Social Services Director Dave Anderson was in the audience. Mr. Anderson was asked if there are any barriers to implementing this change. Mr. Anderson stated that to his knowledge there is no reason why social services can't comply with this new practice. Coordinator Klein will follow up to see that this change is implemented as soon as possible.

Hoffman reviewed some line item changes in several accounts that are being implemented for 2008 including separating utility expenses by department instead of running all utility expenses through the Building and Grounds department. Ms. Hoffman reviewed the 2007 audit and invited Board members to contact her if they had any questions she was unable to answer. The Board asked Ms. Hoffman her opinion regarding designating funds. Ms. Hoffman

recommended the Board do this. Ms. Hoffman agreed to meet with the Board at a later date to go over the details of the audit and address any questions they may have.

Commissioner Foldesi was excused at 9:30 a.m.

## **ROSEAU COUNTY HISTORICAL SOCIETY**

Charlene Haugen, Ida Novacek, Sheila Winstead and Glenn Holm of the Roseau County Historical Society met with the Board to give an overview of the 2008 budget and activities. Ms. Haugen presented the Board with the Historical Society's 2009 appropriation request in the amount of \$50,000. The Historical Society requested \$52,000 in 2008 and received \$38,000.

## **HIGHWAY DEPARTMENT**

Engineer Ketring met with the Board to request final payout on a box culvert installation project. A motion was made by Commissioner Rasmussen, seconded by Commissioner Johnston and carried unanimously to adopt the following resolution:

2008-08-03

BE IT RESOLVED that the Board does hereby approve final payout in the amount of \$7,905.47 to the Spruce Valley Corporation on Project No. 02:09.

## **COUNTY ATTORNEYS OFFICE**

County Attorney Lisa Hanson met with the Board to request \$20,429 in matching funds per year for the next three years for the DWI Court program. Matching funding is required to secure additional state funding to continue the program. The match funding will be used to pay a half time Program Coordinator. The DWI grant will fund a full time probation officer for Roseau County to manage the participant drug testing and other court ordered required elements of the program. Ms. Hanson reviewed the program elements and highlighted the successes. Ms. Hanson emphasized the financial savings Roseau County will see as a result of rehabilitating constituents versus incarceration. Participants are required to hold a job and be current in their child support payments. The Board agreed to this funding request with the condition that the detention center budget amount be adjusted accordingly. A motion was made by Commissioner Johnston, seconded by Commissioner, Walker and carried unanimously to adopt the following resolution:

2008-08-04

BE IT RESOLVED, that the Board does approve additional funding in the amount of \$20,429.00 to fund a .5 FTE (half-time) DWI Court Program Coordinator.

## **NORTHWEST MINNESOTA MULTI HOUSING AND REDEVELOPMENT AUTHORITY**

Executive Director Lee Meier, John Wynne of Wynne Consulting and Brian Hardwick, Roseau County HRA Board member, met with the Board to discuss the legislative approval of a Housing Rehabilitation levy. The levy amount for Roseau County is \$42,508 and combined with the other five counties in northwestern Minnesota totals \$255,691. This funding will be used to leverage housing grant opportunities that will benefit Roseau County.

Mr. Wynne requested the Board support a grant requesting funding to deal with an arsenic water quality issue in a mobile home park in Roseau County.

A motion was made by Commissioner Rasmussen, seconded by Commissioner Swanson and carried unanimously to adopt the following resolution:

2008-08-05

**ROSEAU COUNTY, MINNESOTA  
RESOLUTION IDENTIFYING EXISTING COMMUNITY DEVELOPMENT NEED**

WHEREAS, Roseau County, Minnesota wishes to address community development needs which exist in the county; and

WHEREAS, the County has identified the need to assist a mobile home park owner address water quality deficiencies which exist at the mobile home park which he owns:

NOW, THEREFORE, BE IT RESOLVED, that Roseau County having identified the above existing community development need, does hereby endorse efforts to address and correct this need and supports participation in a multi-jurisdictional application to the Minnesota Small Cities Program.

The Board asked Mr. Wynne if Wynne Consulting would be willing to write additional grants on behalf of the county similar to the small cities grant they wrote and was awarded. Mr. Wynne informed the Board that the Northwest Minnesota Multi-County Housing & Redevelopment Authority has agreed to provide \$7,500 in grant writing seed money. Wynne Consulting would be willing to pursue and write grants on behalf of the county and cities within the county. This proposal would cap at \$30,000 in expenses and the county's portion would cap at \$22,500. The Board discussed forming an Economic Development Committee. The initial task of the committee would be to provide oversight of the housing grants but could expand to other economic development projects. Commissioners Rasmussen and Swanson agreed to serve on this committee with Commissioners, Walker, Foldesi and Johnston to serve as alternates. A motion was made by Commissioner Johnston, seconded by Commissioner Walker and carried unanimously to establish the Economic Development Committee.

Commissioner Swanson was excused at 11:30 a.m.

**DISCUSSION**

The Board discussed the City of Roseau Assessment Contract. A motion was made by Commissioner Foldesi, seconded by Commissioner Johnston and carried unanimously to adopt the following resolution:

2008-08-06

BE IT RESOLVED, that the Board does hereby approve an agreement between Roseau County and the City of Roseau for the provision of assessing services.

BE IT FURTHER RESOLVED, the length of the contract is 36 months and is not to exceed \$15,000.00 per year without prior authorization.

The Board discussed staffing concerns in the Assessors office. Ms. Sandvik previously informed the Board that legislative changes coupled with the integration of a new computer system have added a tremendous burden to her office making it necessary for her to hire additional help. The addition of the responsibility to assess the City of Roseau will require a .33 FTE staff person to complete. Commissioners Johnston and Foldesi will meet with Assessor Sandvik to address these concerns.

The Board discussed the current Road and Ditch Committee. Commissioner Johnston requested this committee be split into two separate committees - a Ditch Committee and a Highway Committee. All five Commissioners will serve on the Ditch Committee but will utilize the committee to manage ditch related issues in their individual districts. Commissioners Walker and Foldesi will continue to serve on the Highway Committee but ditch matters will no longer be handled through this committee. A motion was made by Commissioner Johnston, seconded by Commissioner Walker and carried unanimously to establish two separate committees. The Coordinator's office was instructed to make this change on the counties official committee list.

Coordinator Klein gave the Board an update on the conference call she participated in regarding the upcoming U of M Extension Biomass Outreach Workshop scheduled for February 19, 2009. The meeting will be hosted by the Nite Hawk in Roosevelt and will include a tour of the Northern Excellence Seed biomass project that is scheduled to be online in January, 2009.

The Board discussed the nominations for the "One Woman 2009" project. The Board will discuss nominations further at the September 9, 2008 Board meeting.

The Board was given the Minnesota Redesign Project Strategic Communications and Outreach Plan for their review. Coordinator Klein asked the Board to review the plan for further discussion at the September 9, 2008 Board meeting.

Homeland and Security and Emergency Management Director Gracia Nelson requested the Board approve the Local Emergency Operations Plan. A motion was made by Commissioner Walker, seconded by Commissioner Johnston and carried unanimously to adopt the County Emergency Plan.

Ms. Nelson also presented the Board with an application for the HSEM Section 404 Hazard Mitigation Grant for their approval. The main objective of this grant would be to provide 100 weather radios to facilities located in rural areas within Roseau County such as, daycares, assisted living centers and nursing home facilities. A motion was made by Commissioner Johnston, seconded by Commissioner Rasmussen and carried unanimously to adopt the following resolution:

2008-08-07

BE IT RESOLVED that the Board does hereby approve the application for the HSEM Section 404 Hazard Mitigation Grant in the amount of \$5,023.05.

Commissioner Johnston informed the Board that he had been invited to serve on the statewide intergovernmental Subsurface Sewage Treatment System (SSTS) Committee. The Board affirmed the nomination and agreed to add the committee to the official committee list. A motion was made by Commissioner Rasmussen, seconded by Commissioner Walker and carried unanimously to establish a SSTS committee.

## **COMMITTEE MEETINGS**

Commissioner Swanson reported on the following committee meeting: Building Committee meeting, 8/25/08: Discussed lowering the retained funds on the Social Services and Detention Center projects. A motion was made by Commissioner Swanson, seconded by Commissioner Rasmussen and carried unanimously to adopt the following resolution:

2008-08-08

BE IT RESOLVED, that the Board does hereby approve lowering the retainage on the Social Services building project to \$5,000.00.

BE IT FURTHER RESOLVED that the Board does hereby approve lowering the retainage on the Detention Center building project to \$15,000.00.

BE IT FURTHER RESOLVED, the Board authorizes payment of the reduced retainage via an auditor warrant.

The Board discussed two quotes from Hjelle Roofing, Inc. The first quote is to repair the administrative portion of the roof at the old law enforcement center for \$5600. The second quote is to replace the existing roof for \$23,500. The roof is at the end of its life expectancy which is 30 years. Because of the age of the roof and the complexity of repairing leaks on a rubber roof, there is no guarantee on the roof repair. A motion was made by Commissioner Swanson, seconded by Commissioner Rasmussen and carried unanimously to adopt the following resolution:

2008-08-09

BE IT RESOLVED, that the Board does hereby approve the quote from Hjelle Roofing, Inc., in the amount of \$23,500.00 to replace the existing roof at the old Roseau County Law Enforcement Center.

Commissioner Swanson asked the Board to consider making Arne Pederson the site manager on the renovation project at the old law enforcement center. By consensus, the Board agreed to appoint Arne Pederson as site manager on the old LEC renovation project. .

Commissioner Swanson presented the Board with a quote from Lenny Johnson, Building Management Supervisor, for construction of an outdoor shed to house maintenance equipment and materials including flammable materials that can't be stored inside the courthouse. A motion was made by Commissioner Johnston, seconded by Commissioner Rasmussen and carried unanimously to adopt the following resolution:

2008-08-10

BE IT RESOLVED, that the Roseau County Board approves the construction of an outdoor maintenance shed up to but not to exceed 16 feet by 20 feet.

Commissioner Johnston had no meetings to report.

Commissioner Walker reported on the following committee meetings: Highway Department meeting, 8/18/08: Discussed road graders, culvert and road concerns. Highway Department meeting, 8/25/08: Discussed new regulations on weight restrictions and permit

procedures for truck traffic in Roseau County and surrounding counties. AMC Leadership Development Conference, 8/19/08 – 8/22/08: Seminars on positive thinking in leadership.

Commissioner Foldesi reported on the following committee meetings: Highway Department meeting, 8/18/08: Discussed road graders, culvert and road concerns.

Commissioner Rasmussen reported on the following committee meetings: Joint Powers Natural Resource Board, 8/25/08:

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 Tuesday, September 9, 2008.

Attest:

Date: \_\_\_\_\_

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Teresa Klein, County Coordinator  
Roseau County, Minnesota

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