

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

September 9, 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 the 2009 unorganized township budgets and levies was added to the 9:00 a.m. appointment with Auditor Anne Granitz. A 10:45 a.m. appointment with Assessor Lorna Sandvik was added to the agenda. Nomination of the "One Woman 2009" candidate; Roseau DEED Grant; and Transportation Consultant were added to discussion. A motion to adopt the amended agenda was made by Commissioner Johnston, seconded by Commissioner Walker 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 26, 2008 Board Meeting.

The Board, by adoption of its Consent Agenda, approved the hire of Jodee Haugen as a Financial Worker in Social Services.

The Board, by adoption of its Consent Agenda, approved the ArcGIS Server Aggregated Migrated Maintenance Bundle in the amount of \$2,026.00 beginning 12/2/2008 ending 12/1/2009.

AUDITOR ANNE GRANITZ

Auditor Anne Granitz and Deputy Auditor John Huss met with the Board to review the proposed 2009 budget and levy. A motion was made by Commissioner Johnston, seconded by Commissioner Walker and carried unanimously to adopt the following resolution:

2008-09-01

Resolution: Adoption of the 2008 Proposed Budget and Levy

BE IT RESOLVED, that the Proposed 2009 Property Tax Levy for Roseau County is hereby approved, as follows:

<u>Fund</u>	<u>Levy</u>
Revenue	\$3,057,318
Road & Bridge	1,000,000
Welfare	1,500,000
<u>Debt Service</u>	<u>475,000</u>
Total	\$6,033,118

BE IT FURTHER RESOLVED that the proposed budgets for the year 2009 - incorporating the proposed net levy as shown above—are as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Net Budget</u>
Revenue	\$ 6,577,045	\$ 6,627,623	\$ (50,578)
Road & Bridge	8,128,839	8,241,282	(112,443)
Welfare	2,991,181	3,112,608	(121,427)
<u>Debt Service</u>	<u>475,800</u>	<u>448,000</u>	<u>27,800</u>
Tax Supported Funds – Total	\$18,172,865*	\$18,429,513	\$ (256,648)
<u>Environmental</u>	<u>\$ 1,167,475</u>	<u>\$ 1,323,489</u>	<u>\$ (156,014)</u>
Total – All Funds	\$19,340,340	\$19,753,002	\$ (412,662)

Notes:

- Budgeted Revenues that cannot be used for 2009 expenditures = \$130,935.
- Planned use of Reserves = \$543,593.

BE IT FURTHER RESOLVED that the \$289,475 levy increase (5.0399 percent) qualifies for an exemption from the Truth In Taxation public hearing requirement in that it is less than the IPD inflation adjustment of 1.061943—the Roseau County Board of Commissioners will NOT hold a public hearing on December 4, 2008.

The Board reviewed 2009 unorganized township budgets and levies. A motion was made by Commissioner Rasmussen, seconded by Commissioner Walker and carried unanimously to adopt the following resolution:

2009-09-02

Adoption of the 2009 Unorganized Township Levies and Budgets

WHEREAS, the Roseau County Board of Commissioners has reviewed and considered budgets for the unorganized townships located in Commissioner Districts No. 3, 4, and 5, and

WHEREAS, the Roseau County Board of Commissioners deems it necessary that the following amounts be levied on all taxable property in specified unorganized townships in Roseau County.

NOW, THEREFORE, BE IT RESOLVED that the year 2009 unorganized township budgets are hereby approved and the following amounts shall be levied upon all taxable property in unorganized townships in Roseau County for the year 2009:

Twp. 161N., Rg. 36W. (Clear River)	\$ 6,000
Twp. 161N., Rg. 37W. (America)	\$ 3,400
Twp. 162N., Rg. 44W. (Juneberry)	\$ 4,250
Twp. 163N., Rg. 38W. (Norland)	\$13,000
Twp. 163N., Rg. 39W. (Spruce Valley)	\$ 6,000
Twp. 163N., Rg. 43W.	\$ 125
Twp. 163N., Rg. 44W. (Blooming Valley)	\$ 1,500
Twp. 164N., Rg. 38W. (Norland)	\$ 50
Twp. 164N., Rg. 39W. (Spruce Valley)	\$ 200
Twp. 164N., Rg. 40W.	\$ 700
Twp. 164N., Rg. 44W. (Blooming Valley)	\$ 325

A copy of the year 2009 unorganized township budgets are on file in the County Auditor's office.

TREASURER DIANE GREGERSON

Treasurer Gregerson met with the Board to update them on several changes occurring within her office. The first change is a result of the recommendation from Hoffman, Dale, & Swenson, the county's audit firm, that the county print all checks from a centralized location. Ms. Gregerson informed the Board that this practice is currently being implemented for most departments. Implementation for the Social Services Department is set for October 1, 2008.

A component of the directive to centralize check printing includes a recommendation to discontinue the practice of hand delivering checks. To successfully implement this practice, Ms. Gregerson requested the Board approve a new policy requiring all checks be mailed without exception. This would include payroll checks and stubs, Auditor and/or Commissioner checks, and Social Services checks. Ms. Gregerson suggested a January 1, 2009 implementation date to give employees time to adjust. Approximately 95% of employees currently have their payroll check direct deposited. These changes will not effect the day the check is direct deposited, but will change the date they receive a copy of their payroll stub. The remaining 5% of employees that receive a paper check will receive that check in the mail which could delay receipt of the check by a day or two. By extending the date of implementation, interested employees would have time to sign up for direct deposit. A motion was made by Commissioner Johnston, seconded by Commissioner Swanson and carried unanimously to adopt the following resolution:

2008-09-03

BE IT RESOLVED, that the Board does hereby approve a policy requiring all checks, without exception, be mailed.

BE IT FURTHER RESOLVED, this policy is effective January 1, 2009.

Ms. Gregerson advised the Board that Hoffman, Dale & Swenson also recommended that the public no longer be allowed behind the counter in the Treasurer's Office. Currently the public accesses vital statistic records at a desk at the back of the Treasurer's Office. The Board suggested that the public check out the books from the Treasurer's Office and utilize a public terminal workstation to do their research. A motion was made by Commissioner Walker, seconded by Commissioner Rasmussen and carried unanimously to adopt the following resolution:

2008-09-04

BE IT RESOLVED, that no unauthorized person(s) be permitted behind the counter in the Treasurer's office.

Ms. Gregerson discussed storage concerns within her office. Due to implementation of the new check policy, the AS 400 printer has been moved into the Treasurer's office. The printer takes a lot of space and consequently there is no longer adequate storage for envelopes and supplies. Coordinator Klein stated that there would be room for storing envelopes, etc. in the Board room storage closet. Ms. Gregerson agreed that this was a good solution.

Ms. Gregerson discussed with the Board her concern about staffing within the Treasurer's office when one or both of the staff have to be out for training, illness or for personal reasons. Ms. Gregerson noted that there is new tax system and financial system software that will be implemented in the next year. Migrating to the new software will require training that both her and her staff needs to attend. If both Ms. Gregerson and her staff attend the training, there is no one left to work in the office. Ms. Gregerson noted that part-time temporary staff is not a good solution because of the training and certification requirements for vital statistics and passports. After further discussion, it was agreed that a possible solution would be cross training another county employee to work in the Treasurer's office. No action would be taken without Department Head approval.

ASSESSOR'S OFFICE

Assessor Lorna Sandvik met with the Board to discuss the City of Roseau Assessment Contract. The City of Roseau met and agreed to approve the contract with two exceptions. The City would like a 90 day cancellation policy and they would also like to be able to review the contract on a yearly basis. The City agreed to re-draft the agreement. The Board agreed to approve the contract pending approval from the County Attorney and the County Assessor. A motion was made by Commissioner Walker, seconded by Commissioner Swanson and carried unanimously to adopt the amended contract.

SHERIFF'S DEPARTMENT

Tom Kummrow, Law Enforcement Liaison for the State of Minnesota, met with the Board to present the Roseau County Sheriff's Office with a squad car video system. Roseau County was awarded the system for their efforts in the click-it-or-ticket campaign. Mr. Kummrow demonstrated the effectiveness of the camera and thanked Roseau County for their continued support.

DISCUSSION

The Board discussed the vacant Member at Large position on the Pembina Trail RC&D committee. Chair Swanson advised the Board that Pembina Trail R C & D has revised their by-laws and no longer require a commissioner serve on the committee. By-law changes also reduce per county representation on the committee from three members to two. Commissioner Swanson agreed to finish out his term and the Board agreed not to fill the position vacated by Mel Wang.

The Board discussed the re-appointment of Loren Horner and Keith Landin as Managers to the Warroad River Watershed District. A motion was made by Commissioner Walker,

seconded by Commissioner Johnston and carried unanimously to appoint Loren Horner and Keith Landin to the Warroad River Watershed for terms expiring September 19, 2011.

The Board discussed the upcoming AMC Policy Committee meetings scheduled for September 18, 2008. A short term offender media event is scheduled in conjunction with policy meetings. Commissioners Walker and Johnston and Coordinator Klein will attend.

Coordinator Klein addressed the Board with regard to formalizing an employee recognition program. Ms. Klein requested the Board approve a committee that would meet to establish a policy and set-up criteria for the program. By consensus the Board agreed to establish this new committee. Commissioners Swanson and Walker agreed to serve on this committee. Coordinator Klein and Administrative Assistant Ann Marie Miller will also serve on the committee.

The Board discussed a petition received from the Roseau River Watershed District requesting a Public Hearing on placing a 24 inch culvert in an East/West configuration through Roseau County Road #139 south of the intersection of the #139 and County Road #10. A motion to approve the public hearing for October 7, 2008 at 9:00 a.m. was made by Commissioner Rasmussen, seconded by Commissioner Foldesi and carried unanimously.

The Board discussed the One Woman 2009 Unorganized Township nominee. By consensus, the Board nominated Verna Grafstrom.

Chair Swanson reviewed the details of the \$300,000 DEED grant received by the City of Roseau for a gasifier project. The total project is estimated at \$900,000 and will require private matching to complete. The City of Roseau will contribute property in the industrial park. The project is designed to convert grass seed screenings to hydrogen with the end product being electricity. The County is not a participant in this project.

Commissioner Johnston and Engineer Ketring met with former Commissioner of Transportation Wes Gjovick. Previously the Board agreed to contract with Wes Gjovick as a transportation advisor. Mr. Gjovick suggested that the county form a Highway 11 consortium between the counties of Roseau, Koochiching, Lake of the Woods and Kittson to collaboratively highlight the significance of this corridor to northern Minnesota commerce. The Board agreed that developing this consortium would be advantageous.

The Board acknowledged correspondence from Kathy A. Lewis, Assistant Director, Division of Lands and Minerals, announcing plans for developing the state's 30th sale of metallic minerals exploration and mining leases.

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 Tuesday, September 16, 2008.

Attest:

Date: _____

Teresa Klein, County Coordinator
Roseau County, Minnesota

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