



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

AGENDA

Tuesday, March 17, 2009, 8:30 a.m.

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on March 17, 2009 at 8:30 am in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

8:30 Call to Order

1. Presentation of Colors
2. Approve Agenda

8:45 Consent Agenda

1. Approve Proceedings
2. Approve BISF Section I 2nd Benchmark Certificate of Satisfactory Grooming
3. Approve Pelan Trail 2nd Benchmark Certificate of Satisfactory Grooming for Pelan Trail
4. Approve Transfer from Consolidated Conservation Fund 610 to Unorganized Township 160-37
5. Approve Bills

9:00 Comments and Announcements

9:30 Committee Reports

10:00 Highway Department

1. Approve Call for Bids on S.A.P. 68-599-88 (Replace Bridge No. 9509 in Spruce Valley (Unorg))
2. Approve Purchase of Motor Grader
3. Approve Final Payment on FEMA DR 1288, PW 254 – Project #2

10:30 Break

10:45 Roseau County Assessor Al Heim

1. Set 2009 Board of Appeal and Equalization
2. Discuss Green Acres Changes

11:15 Discussion

1. Unpaid Time-Off Policy
2. Exempt Overtime Policy
3. Designation of Tax Forfeited Land Sale Proceeds
4. Joint Roseau County - Lake of the Woods County Committee of the Whole Meeting

12:00 Adjourn

To schedule an appointment with the Board, please contact the County Coordinator at 218-463-4248

County Coordinator's e-mail address: trish.klein@co.roseau.mn.us

Roseau County Home Page Address: <http://co.roseau.mn.us/>

District 1, Alan Johnston, Vice Chair - District 2, Jack Swanson, Chairman -
District 3, Orris Rasmussen - District 4, Russell Walker - District 5, Mark Foldesi

An Equal Opportunity Employer

ITEM # Consent 1

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Approve Proceedings

***Background (Provide sufficient detail of the subject):**
Attached are the proceedings from the March 10, 2009 Board Meeting. Please review carefully and advise of any changes.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Folds						Failed	
Rasmussen							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

March 10, 2009

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, March 10, 2009, at 8:30 a.m.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by County Board Chairman 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

A Highway Department Appointment was added to the agenda. A motion to approve the amended agenda was made by Commissioner Rasmussen, seconded by Commissioner Foldesi and carried unanimously.

CONSENT AGENDA

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

The Board, by adoption of its consent agenda, approved the proceedings from the February 24, 2009 Board Meeting.

The Board, by adoption of its consent agenda, approved the Roseau County Prevention Coalition's Continuation Grant Funding in the amount of \$528,780.00 beginning July 1, 2008 and ending June 30, 2010.

The Board, by adoption of its consent agenda, approved the Memorandum of Understanding between Roseau County and Law Enforcement Labor Services Local 314 regarding compensation for overtime hours for employees working the Stonegarden grant.

The Board, by adoption of its consent agenda, approved the FY10 and FY11 Sentencing to Service contract in the amount of \$75,989.00.

The Board, by adoption of its consent agenda, approved a payroll change for an anniversary step increase for the IT Administrator.

The Board, by adoption of its consent agenda, approved ambulance service appropriations to the Warroad Ambulance and Rescue Squad in the amount of \$25,000.00; to the Roseau Area Hospital District Ambulance in the amount of \$24,800.00; to Tri-County Ambulance in the amount of \$1,500.00 and to the Greenbush Fire Department in the amount of \$1,500.00.

The Board, by adoption of its consent agenda, approved an eligibility roster effective March 10, 2009 to March 10, 2010 for the dispatch/correction officer position and hired Amy Moser and Lonnie Herr as regular part-time dispatch/corrections officers and Stephanie Heppner as a temporary part-time dispatch/corrections officer.

COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson submitted an article for the Board to review, written by Edward Lotterman, entitled State is Ducking Long-term Look at Budget.

Coordinator Klein informed the Board of the MN Red River Valley Development Associations Honor Banquet scheduled for Friday, March 13, 2009.

Coordinator Klein informed the Board that Assessor Al Heim will be present at the March 17, 2009 Board Meeting to address Isanti County's Resolution on the Green Acres program.

Coordinator Klein informed the Board that she was invited to conduct a session at the Association of Minnesota Counties Joint Local Legislative Conference schedule for April 29th and 30th. The Board by consensus authorized Ms. Klein's attendance.

Coordinator Klein informed the Board that she was invited to speak at the Minnesota City/County Management Association Annual Conference scheduled for May 6-8, 2009. The Board by consensus authorized Ms. Klein's attendance.

HIGHWAY DEPARTMENT

Engineer Ketring requested the board award a contract to low bidder Knife River Materials for the 2009 asphalt projects: SAP 068-613-016, CSAH 13, CSAH 28 and CSAH 31. The bid opening date was March 9, 2009. A motion was made by Commissioner Johnston, seconded by Commissioner Rasmussen and carried unanimously to adopt the following resolution:

2009-03-01

BE IT RESOLVED, that the Board does hereby award a contract for the 2009 asphalt projects to Knife River Materials in the amount of \$2,428,154.94 for the following projects: S.A.P. 68-613-16; S.A.P. 68-613-18, 68-628-02, 68-628-04, 68-631-04.

Engineer Ketring requested the Board accept two grants from XX associated with the approved asphalt projects. A motion by Commissioner Rasmussen, seconded by Commissioner Johnston, and carried unanimously to adopt the following resolution:

2009-03-02

BE IT RESOLVED that the Board does hereby accept XXXXXX

BE IT FURTHER RESOLVED, that the Board authorizes Engineer Ketring and Board Chair Swanson to sign on behalf of the Board was made by Commissioner Rasmussen, seconded by Commissioner Johnston and carried unanimously.

DISCUSSION

The Board discussed the upcoming Committee of the Whole meeting scheduled for March 16, 2009 between the Lake of the Woods County Board and the Roseau County Board. The meeting will take place at the Rustic Diner in Roosevelt.

The Board discussed an upcoming flood meeting to be held on March 12, 2009. Commissioner Swanson and Commissioner Rasmussen will attend.

Upon motion carried, the Board adjourned the regular meeting at 9:30 a.m. The next regular meeting of the Board is scheduled for March 17, 2009 at 8:30 a.m.

Attest:

Date: _____

Teresa Klein, County Coordinator
Roseau County, Minnesota

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

DRAFT

ITEM # Consent 2

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Approve BISF Second Benchmark

***Background (Provide sufficient detail of the subject):**
Attached is the 2nd Benchmark for BISF Section 1 Trail that the Trailblazers would like for you to approve.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Folds						Failed	
Rasmussen							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING

Certification of Satisfactory Grooming

2nd Benchmark – Due By March 1st

3rd Benchmark – Due By April 15th

Trail Name: BISF Section 1

Club/Organization Name: Roseau County Trailblazers, Inc.

Sponsor Name (Local Unit of Government): Roseau County

By signing this form, the Sponsor certifies that the above snowmobile trail has been satisfactorily groomed
 _____ from opening day through January 31; or
 _____ from February 1st through the end of the season or April 1st.

Sponsor Signature: _____

Sponsor Title: _____

Date: _____

Is there any reason why the Department of Natural Resources should withhold any part of this payment?

YES _____ NO _____

If yes, please elaborate-

Amount requested \$5,046.00 (Up to 25% of the original contract.)

Department Use Only

THIS INVOICE APPROVED FOR PAYMENT BY:

Area Trails & Waterways Supervisor	Date	FY <p style="text-align: center;">09</p>	Amount <p style="text-align: center;">\$5,046.00</p>
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<input type="checkbox"/> Partial	CFMS Number <p style="text-align: center;">B18728</p>	Signature
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Invoice Number (Circle One)

Benchmark 2

Benchmark 3

ITEM # Consent 3

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Approve Pelan Trail Benchmark

***Background (Provide sufficient detail of the subject):**
Attached is the 2nd Benchmark for Pelan Trail that the Trailblazers would like for you to approve.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
-----------------------	------------------

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Folds						Failed	
Rasmussen							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING

Certification of Satisfactory Grooming

2nd Benchmark – Due By March 1st

3rd Benchmark – Due By April 15th

Trail Name: Pelan Trail

Club/Organization Name: Roseau County Trailblazers, Inc.

Sponsor Name (Local Unit of Government): Roseau County

By signing this form, the Sponsor certifies that the above snowmobile trail has been satisfactorily groomed
 _____ from opening day through January 31; or
 _____ from February 1st through the end of the season or April 1st.

Sponsor Signature: _____

Sponsor Title: _____

Date: _____

Is there any reason why the Department of Natural Resources should withhold any part of this payment?

YES _____ NO _____

If yes, please elaborate-

Amount requested \$25,230.00 (Up to 25% of the original contract.)

Department Use Only

THIS INVOICE APPROVED FOR PAYMENT BY:

Area Trails & Waterways Supervisor	Date	FY 09	Amount \$25,230.00
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<input type="checkbox"/> Partial	CFMS Number B18734	Signature
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Invoice Number (Circle One)

Benchmark 2

Benchmark 3

ITEM # Consent 4

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Walker, Russ	*Department Commissioner	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Transfer Consolidated Conservation Funds from Account 610 to Unorganized Township Account 160/37

***Background (Provide sufficient detail of the subject):**
Per discussion at the last Board meeting, the Board agreed to pay \$6,000 for the Warroad Ambulance and \$6,000 to the Roseau Area Hopsital District Ambulance. Commissioner Walker has requested that the unorganized 160N/37 W fund be reimbursed \$8000 of the amount paid out of this account to the two ambualnce services in 2008 and that instead of the full amount of the ambulance service donation being paid out of Con Con fun 610, that 160/37 pay \$2000 to the Warroad Ambulance and \$2000 to the Roseau Ambulance.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**
BE IT RESOLVED, that the Board does hereby authroize a transfer from fund 610 to Unorganized Township Fund 160N Rg. 37W in the amount of \$8,000. BE IT FURTHER RESOLVED, that Unorganized Township Fund 160N Rg. 37W pay \$2,000 to the Warroad Ambulance and Rescue Squad and \$2,000 to the Roseau Area Hospital District Ambulance.

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Johnston						
Folds						Failed
Rasmussen						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

AMBULANCE/FIRE FUNDING DONATIONS

		2001	2002	2003	2004	2005	2006	2007	2008	2009
Warroad Ambulance and Rescue Squad	approved	9/18/2001	7/12/2002	9/16/03	6/15/2004	7/12/2005	10/10/2006	12/11/2007	2/12/2008	3/10/2009
Consolidated Conservation Fund		\$10,000.00	\$13,000.00	\$13,000.00	\$13,400.00	\$13,400.00	\$13,400.00	\$13,400.00	\$13,400.00	\$19,400.00
Unorganized Twp. 161N., Rg. 35W. (Oaks) Fund		\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Unorganized Twp. 161N., Rg. 36W. (Clear River) Fund		\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Unorganized Twp. 161N., Rg. 37W. (America) Fund		\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Unorganized Twp. 160N., Rg. 37W. Fund		\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Unorganized Twp. 163N., Rg. 38W. (Norland) Fund		\$ 400.00	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$20,000.00	\$25,000.00							
Roseau Area Hospital District Ambulance	approved	9/18/2001	2/18/2003	9/16/03	6/15/2004	7/12/2005	10/10/2006	12/11/2007	2/12/2008	3/10/2009
Consolidated Conservation Fund		\$10,000.00	\$13,000.00	\$13,000.00	\$13,800.00	\$13,800.00	\$13,800.00	\$13,800.00	\$13,800.00	\$19,800.00
Unorganized Twp. 159N., Rg. 37W. (Elkwood) Fund		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Unorganized Twp. 160N., Rg. 37W. Fund		\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
Unorganized Twp. 163N., Rg. 38W. (Norland) Fund		\$ 400.00	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unorganized Twp. 164N., Rg. 39W. Fund		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Unorganized Twp. 163N., Rg. 39W. Fund		\$ 400.00	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unorganized Twp. 164N., Rg. 40W. Fund		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Unorganized Twp. 163N., Rg. 40W. Fund		\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
Unorganized Twp. 164N., Rg. 38W. (upper Norland) Fund		\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Total		\$20,600.00	\$24,800.00							
Tri-County Ambulance	approved		2/18/2003	9/16/03	6/15/2004	7/12/2005	10/10/2006	12/11/2007	2/12/2008	3/10/2009
Unorganized Twp. 163N., Rg. 44W. (Blooming Valley) Fund		\$ -	\$ 5,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00
Total		\$ -	\$ 5,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00
Greenbush Fire Department	approved		2/18/2003	9/16/03	6/15/2004	7/12/2005	10/10/2006	12/11/2007	2/12/2008	3/10/2009
Unorganized Twp. 163N., Rg. 44W. (Blooming Valley) Fund		\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00
Total		\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00

Prepared by Anne K. Granitz, Roseau County Auditor - March 10, 2009

ITEM # 10:45 am Appt

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Heim, Allen	*Department Assessor	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Roseau County Assessor Allen Heim

***Background (Provide sufficient detail of the subject):**
Assessor Allen Heim will meet with the Board to set the date for the 2009 Board of Appeal and Equalization. There are a few changes this year. Al will review those with you. Al will also be available to discuss concerns regarding the legislative changes to Green Acres, the Isanti County resolution regarding Green Acres and any other concerns you many have.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Johnston						
Folds						Failed
Rasmussen						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

Isanti County Resolution on Green Acres

Whereas, The Minnesota Legislature during its 2008 session passed a bill that contained changes to the “green acres” classification that will adversely affect a large number Isanti County taxpayers; *and*,

Whereas, These changes are scheduled to go into effect for property taxes that are payable in 2010; *and*,

Whereas, The Isanti County Board of Commissioners believes that these changes will result in large increases in property taxes for properties currently in this classification, and that this will create substantial hardship for taxpayers, and will ultimately result in a loss of agricultural land, and open/green space; *and*,

Whereas, The Isanti County Board believes that these changes were passed without proper input from County officials, and affected landowners; *therefore*,

Be it resolved, That the Isanti County Board of Commissioners supports a full and immediate repeal of the portion of the bill that contained these changes, and encourages the legislature to take this action as soon as possible; *and*,

Be it further resolved, That the Association of Minnesota Counties also support a full and immediate repeal of this legislation; *and*,

Be it further resolved, That the Isanti County Board of Commissioners would like an opportunity to be involved in any discussions regarding future changes to the “green acres” classification.

Adopted this 3rd day of March, 2009

Susan Morris, Isanti County Board Vice Chair

ITEM # Discussion 1

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Unpaid Time Off Policy

***Background (Provide sufficient detail of the subject):**
Per Board request, I have drafted an unpaid time off UTO policy that includes three options for employee to voluntarily take time off during the remainder of 2009. There is currently one employee who like to request approval for 5 days of UTO during the second half of March. Approval of this policy would allow this employee to take advantage of the UTO policy and serve as a benefit to the county. At the department head meeting there was concern expressed regarding the data privacy of employees who take UTO. Data practices impacts this leave option in the same way that it does any other form of leave - vacation, holiday, sick, FLMA, etc.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Folds						Failed	
Rasmussen							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

UNPAID TIME OFF (UTO) POLICY

Definition

Unpaid Time Off is an authorized absence from work without pay for ten (10) consecutive workdays or less, which may be granted for medical or personal reasons. Traditionally unpaid time off is requested after an employee has exhausted his or her applicable Vacation Leave, Sick Leave, available Personal Days, and available Compensatory Time Off.

Eligibility

Due to the current economy, Roseau County is suspending the requirement to fully utilize available vacation, holiday and or compensatory time before an employee can request unpaid time off.

All regular, full-time employees and regular, part-time employees are eligible upon hire for Unpaid Time Off.

Length of Absence

Unpaid Time Off may be granted in hourly, whole-day, or whole week increments as it best fits the employees schedule and the needs to the department. For the year 2009, there is NO limit on the amount of unpaid time that may be requested. However, the leave time must be approved by the department head.

Compensation and Benefits

Employees maintain their regular benefits while absent from work on approved Unpaid Time Off.

Requests and Approvals

Employees must submit a written request for Unpaid Time Off to their supervisor at least 24 hours in advance of the desired time off. The written requirement may be waived in emergency situations.

Department heads are responsible for approving requests for UTO and must communicate their decision to their employees in writing. A signed Unpaid Time Off Request Form serves as written communication.

Approvals must clearly define the duration of the absence and the date the employee is expected to return to work. Approval decisions must take into consideration the staffing and budgetary needs of the department. Requests may be denied on the basis of these or other reasonable considerations.



UNPAID TIME OFF REQUEST FORM

Personal Information

Employee

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Home Phone: ()

Alternate Phone: ()

E-mail Address:

Job Information

Title:

Employee ID:

Supervisor:

Department:

Work Location:

E-mail Address:

Work Phone: ()

Cell Phone: ()

Leave Request Information

Employees shall have the option of requesting a number of leave options. Employee may elect to request leave on an hourly, daily or weekly basis depending on what works for the employee and their department work load.

Option 1: 1-4 hours per week

Option 2: 1-4 days per month

Option 3: 1-4 weeks per year

Option: _____ Specific Dates and Times Requested: _____

Employee Signature: _____

Supervisor (If applicable): _____

Department Head: _____

ITEM # Discussion 2

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Exempt OT Policy

***Background (Provide sufficient detail of the subject):**
At the Board direction, I drafted a policy that prohibits overtime compensation for exempt employees without Board approval. See attached draft policy. I also drafted a policy to have in the event that the Board should want to authorize overtime compensation for exempt employees to take Stonegarden Shifts. See attached policy.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Folds						Failed	
Rasmussen							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

Draft Exempt Overtime Eligibility Policy

Employees exempted by the Fair Labor Standards Act (exempt employees) shall not be eligible for additional monetary compensation for hours worked in excess of forty per week without Board approval.

Draft language for eligibility for compensatory hours for exempt employees

Due to a temporary and unique situation whereas the federal government has ordered increased security on our borders and the fact that there is a limited number of local law enforcements to provide this additional cover, the Roseau County Deputy Sheriff and Captain shall be approved for overtime compensation at time and one half for hours worked for the period of XXXX to XXXX to provide border security under the federal directive; providing there is a need for the position to service in this capacity. The Department of Homeland Security requires that hours of service be reported and reimbursed on an hourly basis, therefore the Deputy Sheriff and Captain as salaried exempt employees, will be compensated on an hourly basis for this particular extra duty.

ITEM # Discussion 3

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Granitz, Anne	*Department Auditor	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Designation of Tax Forfeited Land Sale Proceeds

***Background (Provide sufficient detail of the subject):**
The Auditor's Office has requested that the Board consider designating the proceeds from the last two tax forfeited land sales, \$110,000 and \$29,202, respectively. You will recall that the Board designated the proceeds of the previous land sale in the amount of \$181,000 to capital improvement projects and utilized \$117,000 of those funds for the construction of the Highway Department Salt Shed.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
-----------------------	------------------

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Folds						Failed	
Rasmussen							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

ITEM # Discussion 4

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 17 2009
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***Subject Title (As it will appear on the agenda):**
Joint Roseau-Lake of the Woods County Committee of the Whole

***Background (Provide sufficient detail of the subject):**
On March 16th the Roseau County Board will meet in a joint work session with the Lake of the Woods Board to discuss areas of potential collaboration service provision efficiencies.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
-----------------------	------------------

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Folds						Failed	
Rasmussen							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk



COMMITTEE OF THE WHOLE NOTICE

Notice is hereby given that a Joint *Information Sharing* Meeting
w/Members of

**Roseau County Board and
Lake of the Woods County Board**

Is scheduled

Monday, March 16, 2009

11:00 am to 1:00 pm

Roosevelt Rustic Diner
31405 County Road 17
Roosevelt, MN 56673

Some or all Commissioners may attend.

s/s Teresa Klein
Teresa Klein, Board Clerk

March 4, 2009