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**AGENDA**

**Tuesday, March 31, 2009, 8:30 a.m.**



Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on March 31, 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 Joint Powers Agreement with the Minnesota Secretary of State
3. Approve Contract with Northland Community College for Bovine TB Services
4. Approve Bills

**9:00 Comments and Announcements**

**9:30 Committee Reports**

**10:00 Highway Department**

1. Flood Update
2. Approve Resolution Declaring State of Emergency

**10:30 Break**

**10:45 Assessor Appointment**

1. Update on TB Tax Credit

**11:00 MCIT Board Report - Gail Sater**

**11:15 Discussion**

1. Approve AMC Resolution
2. Unpaid Time-Off Policy
3. Payment in Lieu of Taxes Resolution

**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](mailto:trish.klein@co.roseau.mn.us)

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

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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



## Board of Commissioners

606 5<sup>th</sup> Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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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



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Mar 31 2009
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**\*Subject Title (As it will appear on the agenda):**  
Approve Proceedings

**\*Background (Provide sufficient detail of the subject):**  
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)**

<b>Date Received:</b>	<b>Comments:</b>
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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 17, 2009

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, March 17, 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 Mark Foldesi, Alan Johnston, Orris Rasmussen, Jack Swanson and Russell Walker.

**APPROVAL OF AGENDA**

Approval to purchase three disc mowers was added to the Highway Department Agenda. A motion to approve the amended agenda was made by Commissioner Foldesi, seconded by Commissioner Walker 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 March 10, 2009 Board Meeting.

The Board, by adoption of its consent agenda, approved Beltrami Island State Forest Section 1 2<sup>nd</sup> Benchmark Certificate of Satisfactory Grooming.

The Board, by adoption of its consent agenda, approved Pelan Trail 2<sup>nd</sup> Benchmark Certificate of Satisfactory Grooming.

The Board, by adoption of its consent, agenda approved the transfer from Consolidated Conservation Fund 610 to Unorganized Township 160-37.

The Board, by adoption of consent agenda, authorized a transfer from fund 610 to Unorganized Township Fund 160N Rg. 37W in the amount of \$8,000.

THE BOARD, by adoption of its consent agenda, authorized Unorganized Township Fund 160N Rg. 37W pay \$2,000 to the Warroad Ambulance and Rescue Squad and \$2,000 to the LifeCare Medical Center Ambulance.

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

<b>WARRANTS APPROVED FOR PAYMENT 2/26/2009</b>			
<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
31919.97	ROSEAU CO TREASURER	24147.92	SCHOOL DIST 2683
5754.47	SCHOOL DIST 690	10056.37	TOWN OF HUSS
2690.59	TOWN OF LAKE		
	<b>3 PAYMENTS LESS THAN \$300</b>	<b>404.45</b>	
<b>****</b>	<b>FINAL TOTAL.....</b>	<b>\$74,973.77</b>	<b>****</b>

**WARRANTS APPROVED FOR PAYMENT 2/26/2009**

<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
1358.78	ASSURANT EMPLOYEE BENEFITS	2109.22	CAPITAL GUARDIAN TRUST CO
765063.50	DAVIDSON READY MIX & CONSTRUCT	7665.25	MII LIFE-VEBA
811.22	MN CHILD SUPPORT PAYMENT CENTE	9344.82	MN ENERGY RESOURCES
1749.21	MN MUTUAL LIFE INSURANCE	390.00	MN POLLUTION CONTROL AGENCY
3097.87	NATIONWIDE RETIREMENT SOLUTION	20000.00	NW MN MENTORING PROGRAM
55725.00	NW MN SERV COOP-BLUE CROSS BLU	500.00	PEMBINA TRAIL R C & D ASCN
1108.35	ROSEAU ELECTRIC COOP INC		
		<b>4 PAYMENTS LESS THAN \$300</b>	<b>766.19</b>
****		<b>FINAL TOTAL.....</b>	<b>\$869,689.41 ****</b>

**WARRANTS APPROVED FOR PAYMENT 2/27/2009**

<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
14181.60	TOWN OF BARNETT	13190.19	TOWN OF BARTO
3845.35	TOWN OF BEAVER	8629.61	TOWN OF CEDARBEND
12085.20	TOWN OF DEER	7362.36	TOWN OF DEWEY
11841.49	TOWN OF DIETER	17071.52	TOWN OF ENSTROM
9171.77	TOWN OF FALUN	8703.75	TOWN OF GOLDEN VALLEY
10246.85	TOWN OF GRIMSTAD	11516.97	TOWN OF HEREIM
10088.40	TOWN OF HUSS	23808.04	TOWN OF JADIS
46530.24	TOWN OF LAKE	18550.03	TOWN OF LAONA
7635.02	TOWN OF LIND	14637.23	TOWN OF MALUNG
13226.16	TOWN OF MICKINOCK	10155.85	TOWN OF MOOSE
23764.47	TOWN OF MORANVILLE	9833.86	TOWN OF NERESON
4209.33	TOWN OF PALMVILLE	3931.89	TOWN OF POHLITZ
10595.55	TOWN OF POLONIA	5502.36	TOWN OF POPLAR GROVE
4915.03	TOWN OF REINE	17274.51	TOWN OF ROSS
13617.81	TOWN OF SKAGEN	9061.36	TOWN OF SOLER
17942.66	TOWN OF SPRUCE	11207.08	TOWN OF STAFFORD
13776.58	TOWN OF STOKES		
		<b>0 PAYMENTS LESS THAN \$300</b>	<b>.00</b>
****		<b>FINAL TOTAL.....</b>	<b>\$418,110.12 ****</b>

**WARRANTS APPROVED FOR PAYMENT 3/05/2009**

<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
2055.28	AMERITAS LIFE INSURANCE CORP	415.02	CELLULAR 2000-UNICEL
3421.00	MN DEPT OF FINANCE-TREAS	640.00	MN NCPERS GROUP LIFE INS
87919.25	ROSEAU CITY	588.80	STATE TREASURER
		<b>13 PAYMENTS LESS THAN \$300</b>	<b>1,220.11</b>
****		<b>FINAL TOTAL.....</b>	<b>\$96,259.46 ****</b>

**WARRANTS APPROVED FOR PAYMENT 3/12/2009**

<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
353.10	CANON FINANCIAL SERVICES INC	2109.22	CAPITAL GUARDIAN TRUST CO
360.85	CELLULAR 2000-UNICEL	3258.16	CENTURYTEL
700.20	LAW ENFORCEMENT LABOR SERVICES	7352.75	MII LIFE-VEBA
811.22	MN CHILD SUPPORT PAYMENT CENTE	2688.00	MN DEPT OF FINANCE-TREAS
3242.48	NATIONWIDE RETIREMENT SOLUTION	9684.83	ROSEAU CITY
4398.00	WYNNE CONSULTING INC		
		<b>3 PAYMENTS LESS THAN \$300</b>	<b>135.19</b>
****		<b>FINAL TOTAL.....</b>	<b>\$35,094.00 ****</b>

**WARRANTS APPROVED ON 3/17/2009 FOR PAYMENT 3/20/2009**

<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
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465.02	ACE HARDWARE-ROSEAU	2489.58	AMERICAN SOLUTIONS FOR BUSINES
674.81	BALLARD MOTOR CO	1548.31	BERGSTROM ELECTRIC INC
454.76	CDW GOVERNMENT INC	2757.98	COMSTOCK CUSTOM MOWING & SNOW
130837.98	CRYSTEEL TRUCK EQUIPMENT	320.00	DEATONS MAILING SYSTEMS INC
1463.36	DELL MARKETING LP	451.76	TONY DORN INC
1921.07	FARMERS UNION OIL CO-LK BRNSN	7058.12	FARMERS UNION OIL CO-ROSEAU
3036.66	FARMERS UNION OIL CO-WARROAD	660.56	FLEET SUPPLY
306.06	DAVE GRAFSTROM	547.52	GRAINGER INC
468.17	GREENBUSH CITY	410.00	GREG'S LAUNDRY EQUIPMENT SERVI
4749.32	H & L MESABI INC	2768.00	HOFFMAN DALE & SWENSON PLLC
1396.86	HOUSTON ENGINEERING	624.09	INTOXIMETERS INC
3948.02	JOHNSON OIL CO INC	720.00	LAW ENFORCEMENT TRAINING SERVI
23913.90	MAR-KIT LANDFILL	586.94	MATHISON COMPANY
793.94	MATTSON PHARMACY INC	26564.00	MN DEPT OF CORRECTIONS
700.00	MN OFFICE OF ENTERPRISES TECH	955.53	MULTI OFFICE PRODUCTS INC
1707.73	NINTH JUDICIAL DISTRICT	27988.42	NORTH AMERICAN SALT COMPANY
400.00	NORTH COUNTRY WEBSITES	1477.05	NORTHLAND COMM & TECH COLLEGE-
1825.90	NORTHLAND TIRE	5652.75	NW CONCRETE PRODUCTS INC
1000.00	ARIA OLSLUND	919.22	PEART & ASSOCIATES INC
460.80	PRAXAIR	5616.10	QUALITY AUTO BODY SHOP INC
422.81	QUALITY PRINTING	373.93	QUILL CORPORATION
720.00	RELIANCE TELEPHONE SYSTEMS	1521.80	RIVERFRONT STATION
741.55	ROSEAU AUTO VALUE	4794.05	ROSEAU CO COOP ASSN
3277.84	ROSEAU CO HWY DEPT	1915.56	ROSEAU DIESEL SERVICE INC
430.50	ROSEAU TIMES REGION AND	3529.41	SAY SECURITY NORTH COUNTRY
2435.25	SJOBORG'S INC	414.14	TITAN ACCESS ACCOUNT
1209.92	TW VENDING INC	10398.58	WIKSTROM TELECOM-INTERNET
	<b>68 PAYMENTS LESS THAN \$300</b>	<b>8,217.58</b>	
	****	<b>FINAL TOTAL.....</b>	<b>\$311,043.21</b> ****

## COMMENTS AND ANNOUNCEMENTS

Administrative Assistant Ann Marie Miller notified the Board of Representative Dave Olin's Town Hall Meetings schedule for March 21, 2009, in Hallock, Roseau and Warroad.

Administrative Assistant Ann Marie Miller notified the Board of the Mar-Kit Joint Powers Board meeting scheduled for April 8, 2009 at 11:30 a.m. in Hallock, MN. Commissioners Swanson and Foldesi were authorized to attend.

## COMMITTEE REPORTS

Commissioner Foldesi reported on the following committee meetings: Two Rivers Watershed Meeting, 2/5/09: Discussed Big Swamp project; Highway Department meeting, 2/6/09: Discussed equipment purchase and cost saving options; Sheriff's Committee meeting, 3/6/09: Discussed monitoring transport of cattle, Stonegarden grant, budgets and wages; Two Rivers Watershed District, 3/8/09: Discussed list of issues on Big Swamp project; KaMaR meeting, 3/9/09: Discussed letters from Marshall and Kittson counties regarding right to leave KaMaR in two years; Joint Lake of the Woods, Roseau County Committee of the Whole meeting, 3/16/09: Shared ideas on cost cutting and shared services.

Commissioner Johnston reported on the following committee meetings: Northwest Regional Development Commission Transportation Advisory Committee, 3/2/09: Heard report from Bridge Committee; discussed stimulus packaged, how ATP members are appointed and CSAH funding. Sheriff's Committee meeting, 3/6/09: Discussed monitoring transport of cattle, Stonegarden grant, budgets and wages; Department Head Meeting, 3/9/09: Discussed cost reduction options within

departments; Communications Committee meeting, 3/10/09: Discussed cell phone policy for eligible county employees. Subsurface Septic Treatment Systems meeting, 3/12/09: Discussed legislative activity, county programs and rule changes; Legislative Steering Committee meeting, 3/13/09: Discussed Governor's proposed change to Human Services, Greenacres legislation, Maintenance of Efforts, environmental concerns and short term offender policy.

Commissioner Rasmussen reported on the following committee meetings: Joint Lake of the Woods, Roseau County Committee of the Whole meeting, 3/16/09: Shared ideas on cost cutting and shared services; Flood Preparedness Workshop, 3/12/09: Workshop with Army Corp of Engineers on spring flooding.

Commissioner Swanson reported on the following committee meetings: Bovine Stakeholders meeting, 2/24/09: Discuss concerns over enforcement of cattle and deer rules; Ditch law training, 2/24/09: Heard presentation on Ditch Law from Attorney Kurt Deter; Roseau County Township Officers Association Annual Meeting, 2/24/09: Heard presentations from Highway Engineer Brian Ketring, Auditor Anne Granitz, Assessor Allen Heim and Attorney Kurt Deter; Stonegarden Grant meeting, 3/5/09: Discussed Stonegarden grant with Sheriff's from Kittson, Lake of the Woods and Roseau and Joe Strand from US Border Patrol; Town Hall meeting with Dave Olin, 2/27/09: Met at Greenbush School to discuss issues facing Roseau County; Extension Committee meeting, 3/2/09: Reelected Rhett Hulst and heard reports from 4H Coordinator Sandi Weiland, Nutrition Educator, Kristina Kaml and from Karyn Santl on Regional Extension; Roseau City Council, 3/2/09: Discussed County issues; Roseau River Watershed Board meeting, 3/4/09: Discussed concerns on permitting issues on watershed projects with the Northern Counties Land Use Coordinating Board; Criminal Justice Coordinating Board meeting, 3/4/09: Discussed mental health initiative; Northern Counties Land Use Coordinating Board, 3/5/09: Addressed watershed permitting issue and discussed stimulus funding; KaMaR Board meeting, 3/9/09: Discussed letters from Marshall and Kittson counties regarding right to leave KaMaR in two years; Department Head meeting, 3/9/09: Discussed cost reduction options within each department; Communications Committee meeting, 3/10/09: Discussed cell phone policy for eligible county employees; Jadis Township Annual meeting, 3/10/09: Discussed cost of Highway Department maintaining their roads and flooding concerns; Flood Preparedness Workshop, 3/12/09: Workshop with Army Corp of Engineers on spring flooding; Roseau County Committee on Aging, 3/16/09: Discussed ongoing concerns; Joint Lake of the Woods, Roseau County Committee of the Whole meeting, 3/16/09: Shared ideas on cost cutting and shared services.

Commissioner Walker reported on the following committee meetings: Bovine Tuberculosis Multi Agency Meeting, 3/5/09: Discussions with elk farmers, dairy farmers, cattle farmers and sharp shooters, discussed benefit of having Grafstrom and Walker as liaison for Roseau County, discussed \$15,000 received from Board of Animal Health and \$6700 which was generated by neighboring counties for county efforts, discussed cattle transport and enforcement; Tax Credit meeting, 3/6/09: Discussed keeping tax credit within the budget; Joint Lake of the Woods, Roseau County Committee of the Whole meeting, 3/16/09: Shared ideas on cost cutting and shared services.

## **HIGHWAY DEPARTMENT**

Engineer Ketring met with the Board to request a call for bids on a bridge replacement project in Spruce Valley (Unorganized). A motion was made by Commissioner Rasmussen, seconded by Commissioner Foldesi and carried unanimously to adopt the following resolution

2009-03-04

BE IT RESOLVED, that the Board does hereby approve a call for bids until 2:00 pm on Monday, April 20, 2009, on S.A.P. 68-599-88, Replace Bridge No. 9509 in Spruce Valley (Unorganized).

Engineering Ketring requested the Board approve the purchase of one all-wheel drive motor grader. Mr. Ketring presented the Board with a bid sheet and recommended the purchase of the Caterpillar 140M. The purchase price of the Caterpillar includes trade-in deductions. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi and carried unanimously to adopt the following resolution:

2009-03-05

BE IT RESOLVED, that the Board does hereby approve the purchase of one (1) all-wheel drive Caterpillar, 140M Motor Grader in the amount of \$63,175.00 from Ziegler Cat.

Engineer Ketring requested the Board approve final payout on FEMA DR 1288, County Ditch 26. A motion was made by Commissioner Walker, seconded by Commissioner Johnston and carried unanimously to adopt the following resolution:

2009-03-06

BE IT RESOLVED, that the Board does hereby approve final payout on FEMA DR 1288, PW 254-Project #2 in the amount of \$6,426.06.

Engineer Ketring requested the Board approve the purchase of three nine foot disk mowers to replace the seven foot mowers currently used at the Highway Department. The bid price includes trade-in on (3) 616 disk mowers

2009-03-07

BE IT RESOLVED, that the Board does hereby approve the purchase of three (3) H6750 disk mowers in the amount of \$22,789.00 from Titan Machinery.

## **ROSEAU COUNTY ASSESSOR AL HEIM**

Roseau County Assessor Allen Heim requested the Board set the dates for the 2009 Board of Appeal and Equalization for June 16, 2009 at 11:00 a.m. and June 19, 2009 at 7:00 p.m. A motion to approve these dates was made by Commissioner Johnston, seconded by Commissioner Foldesi and carried unanimously.

Assessor Heim discussed the legislative changes within the Green Acres program for Roseau County. Mr. Heim informed the Board that the current changes proposed by the legislature focus mostly on when a payback would be assessed after a change in property classification, transfer of property if enrolled in the Greenacres program and how property is classified. Metro area counties are most impacted by this change and Isanti County has passed a resolution requesting the changes be repealed. Assessor Heim did not think this resolution would be necessary for the Board to sign at this time.

## **DISCUSSION**

The Board discussed approving an Unpaid Time-off policy for employees at Roseau County. The consensus of the Board was that offering this to employees would be beneficial to both employees and the County. The Board agreed to hold the policy in affect for 2009 only and then bring the policy up for review before approving for 2010. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi and carried unanimously to adopt the following Unpaid Time-Off policy:

2009-03-08

## **UNPAID TIME OFF (UTO)**

### **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 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. If a leave of more than 10 days is requested, board approval is required.

### **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.

The Board reviewed a draft of an Exempt Overtime Policy in regards to prohibiting overtime compensation for exempt employees without Board approval. The Board also reviewed a draft policy which would allow compensatory hours for exempt employees to work on the Stonegarden grant. The Board concurred that until the grant has been in place for some time and compensation from the Stonegarden grant has been received by Roseau County, approval of an Exempt Overtime Policy will be deferred.

Auditor Anne Granitz met with the Board to discuss designation of proceeds from the Tax Forfeited Land Sale. A motion was made by Commissioner Foldesi, seconded by Commissioner Walker and carried unanimously to adopt the following resolution:

2009-03-09

BE IT RESOLVED, that the Board does hereby designate the proceeds from the 2007 Tax Forfeited Lands Sale in the amount of \$111,654.80 and the proceeds from the 2008 Tax Forfeited Lands Sale in the amount of \$29,989.00 to the designated Capital Improvement Fund.

The Board discussed the Joint Lake of the Woods/Roseau County Committee of the Whole meeting. The consensus of the Board was that this meeting was very beneficial to both counties for sharing ideas on cost reductions and common county concerns.

The Board discussed the possible sale of Consolidated Conservation Land (Con Con Land) in Roseau County. A motion was made by Commissioner Johnston, seconded by Commissioner Walker and carried unanimously to adopt the following resolution:

2009-03-10

WHEREAS, the sale of State owned Consolidated Conservation land would increase the local tax base;

THEREFORE, BE IT RESOLVED that the Roseau County Board supports the State of Minnesota selling up to 2400 acres of Consolidated Conservation land in Roseau County.

Social Service Director Dave Anderson met with the Board to discuss proposed legislation entitled the "Human Services Authority Act." Mr. Anderson noted that this proposed legislation would cause an increase in taxes for Roseau County and would not adequately serve the county residents. Commissioner Swanson directed Mr. Anderson to send the figures supporting this increase to the Association of Minnesota Counties. Mr. Anderson presented a resolution opposing this legislation and requested the Boards approval. A motion was made by Commissioner Swanson, seconded by Commissioner Johnston and carried unanimously to adopt the following resolution:

2009-03-11

**WHEREAS**, proposed legislative language entitled the "Human Services Authority Act" has been reviewed and discussed; and

**WHEREAS**, the Governor's proposal is motivated by an expressed desire to create greater accountability for human services between counties and the state; and

**WHEREAS**, Roseau County agrees with this desired goal, however, we do not agree that an arbitrary “bigger is better” approach will achieve this goal; and

**WHEREAS**, Roseau County is fearful that this legislation, in its current form, will have unintended consequences of undermining successful regional and multi-county collaboratives already in place; and

**WHEREAS**, Roseau County is concerned that a fiscal note has not identified state wide cost savings or the potential risk of increased cost and additional burden to local tax payers; and

**WHEREAS**, Roseau County is concerned that the proposed “Human Services Authority Act” fails to affirm and acknowledge that County Boards are the duly elected human service authority, representing all county residents and taxpayers, and responsible to make local human services policy, budget decisions and set the overall direction of human services administration, including its structure; and

**NOW THEREFORE BE IT RESOLVED**, the Roseau County Board opposes the “Human Services Authority Act” and respectfully requests that the state alongside counties be allowed to explore voluntary and cohesive human service delivery options that are client-focused, outcome based, adequately funded, and administratively simplified as defined by the local units of government that are uniquely positioned to understand the needs of local residents.

Upon motion carried, the Board adjourned the regular meeting at 1:00 p.m. The next regular meeting of the Board is scheduled for March 31, 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

ITEM # Consent 2

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Granitz, Anne	<b>*Department</b> Auditor	<b>*Board Meeting Date</b> Mar 31 2009
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**\*Subject Title (As it will appear on the agenda):**  
Joint Powers Agreement with the Minnesota Secretary of State

**\*Background (Provide sufficient detail of the subject):**  
Anne Granitz has requested you approve a Joint Powers Agreement with the Minnesota Secretary of State for the County Auditor to act as a Deputy Recount Official for the US Senate Recount held on November 20, 2008. By approving this agreement, Roseau County will be eligible for reimbursement in the amount of \$232.68.

**\*Financial Consideration:**

**\*Legal Consideration:**

**\*Other Consideration:**

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

**Coordinator's Office Use (Do Not Write Below)**

<b>Date Received:</b>	<b>Comments:</b>
-----------------------	------------------

**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

**STATE OF MINNESOTA  
JOINT POWERS AGREEMENT**

This agreement is between the State of Minnesota, acting through its Office of the Secretary of State ("State") and the County Auditor of each of the Counties or the City Clerk of each of the cities listed in Appendix A. ("Contractor").

**Recitals**

Under Minn. Stat. § 471.59, subd. 10, and Minnesota Rules, subpart 8235.0200 the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 for the general election for United States Senate and for recounts in State Senate District 16 and State House Districts 12B and 16A. The Contractor represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

**Agreement**

**1 Term of Agreement**

- 1.1 **Effective date:** November 19, 2008, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** January 1, 2009, or until all obligations have been satisfactorily fulfilled, whichever occurs later.

**2 Agreement between the Parties**

The Contractor will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount of the votes cast in the county in which the Contractor is the County Auditor and in any additional jurisdiction mutually agreed upon by Contractor and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota 2008 Recount Guide, all of which are attached to this contract as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties of November 13, 2008 and any other guidance provided to the Deputy Recount Official by the State. Appendix A will be updated prior to the commencement of the recount to show all participating jurisdictions. The recount will begin on or about November 19, 2008 and will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel this contract immediately and without any further cause. The State and Contractor agree that this process should be completed on or before December 5, 2008, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

**3. Payment**

- a) **Compensation.** The Contractor will be paid three cents for each ballot handled in the course of the recount, with a minimum payment of \$100. The Contractor will submit a log of all ballots handled to State to verify the total.
  - b) **Travel.** No travel expenses will be paid.
- The total obligation of the State under this agreement will not exceed an aggregate of \$100,000 for all Contractors..

**4 Authorized Representatives** The State's Authorized Representative is Gary Poser, Director of Elections, 180 State Office Building, Saint Paul MN 55155 651-201-1352, or his/her successor, and has the responsibility to monitor the Contractor's performance and the authority to accept the services provided under this contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Governmental Unit's Authorized Representative is the County Auditor or municipal clerk who has signed the contract

**5 Assignment, Amendments, Waiver, and Contract Complete**

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6. **Liability**

The Governmental Unit will indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by the Governmental Unit or the Governmental Unit's agents or employees. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligations under this agreement.

Signatures for this agreement are being obtained by the signing of counterparts. Each Contractor will sign signature block #2 and return this page to Jenny Kurz, Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103-2141.

1. **STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: Jennifer Murray

Date: 11/10/08

MAPS PO - 34424372

2. **GOVERNMENTAL UNIT** Roseau County

By: \_\_\_\_\_

Title: BOARD CHAIRMAN

Date: MARCH 31, 2009

By: \_\_\_\_\_

Title: ROSEAU COUNTY AUDITOR

Date: MARCH 31, 2009

3. **STATE AGENCY**

By: \_\_\_\_\_

(with delegated authority)

Title: \_\_\_\_\_

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

4. **COMMISSIONER OF ADMINISTRATION**

delegated to Materials Management Division

By: \_\_\_\_\_

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

Distribution:

Agency

Governmental Unit

State's Authorized Representative - Photo Copy

Secretary of State

2008 Statewide General Election Recount - US Senate

**Date of Count:** November 20, 2008

**Reimburse To (County/City):** ROSEAU COUNTY

**Name of requestor:** Anne K. Granitz, Roseau County Auditor

**Federal ID# :** 41-6005889

**Address to send reimbursement\*:** \_\_\_\_\_

- \* Payments to counties will be issued via EFT to the county treasurer
- \* Payments to cities will be issued either by paper warrant or EFT, depending on the city

	# of Ballots Counted		Rate per Ballot	Amount to reimburse
<b># of Ballots Counted</b>	<b>7,756</b>	x	<b>0.03</b>	<b>\$232.68</b>
<b>If # of ballots counted is under 3,333 enter \$100.00 for minimum reimbursement</b>				
<b>Grand Total</b>				<b>\$232.68</b>

\* Minimum reimbursement is \$100.00

**Signature** \_\_\_\_\_ **March 31, 2009** **219-463-1282**  
**Date** **Work phone**

**Approved by: Gary Poser, Elections Director** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Office use only:</b>			
Payment type:	Vendor #:	Date entered:	
Payment #			
FY:	Fund: 00	Agency: G53	
Org: EL10	Appr: SEC	Activity: RECG	
Sobj: 2M00			

ITEM # Consent 3

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Mar 31 2009		
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**\*Subject Title (As it will appear on the agenda):**  
Approve Contract with Northland Community College for TB Services

**\*Background (Provide sufficient detail of the subject):**  
See attached contract.

**\*Financial Consideration:**

**\*Legal Consideration:**

**\*Other Consideration:**

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

**Coordinator's Office Use (Do Not Write Below)**

<b>Date Received:</b>	<b>Comments:</b>

**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

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #
2009			\$20,000		

**STATE OF MINNESOTA**

**[Northland Community and Technical College]**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**INCOME CONTRACT**

This contract is by and between: Roseau County Board of Commissioners (hereinafter "PURCHASER") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Northland Community and Technical College (hereinafter "STATE").

WHEREAS, the PURCHASER has a need for a specific service; and

WHEREAS, the STATE, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

**I. DUTIES OF STATE.** The STATE agrees to provide the following:

Provide the services of Community Expert Lester Dave Grafstrom Jr., FBM instructor for Northland College, to assist with coordinating meetings and correspondence as it relates to the Bovine TB Split State (MA zone). Dave will spend approximately 12 hours per week beginning July 1, 2008 and ending June 30, 2009 conducting these activities.

Serve as a liaison between local livestock, recreational landowners and local government officials and various state agencies. State agencies include: Minnesota Department of Agriculture (MDA), Minnesota Department of Natural Resources (DNR), Minnesota Board of Animal Health (BAH), University of MN Beef Team, U of MN Extension and legislators.

Design, organize and coordinate monthly bovine TB meetings. These meetings (two to four/month) will be located in various communities in the county.

Coordinate local correspondence efforts with the goal to remove bovine TB from livestock and free ranging whitetail deer in this split state geography.

II. DUTIES OF PURCHASER. The PURCHASER agrees to provide the following:

Provide periodic direction to Dave in project scope and expectations. In addition, this project which originates out of the Northland Community and Technical College (NCTC) satellite site in Roseau will foster the partnership between Roseau County and NCTC.

Provide feedback to Ron Dvergsten, Dean of Management Education at Northland College in Thief River Falls regarding any issues that may arise related to this project.

III. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed and goods or materials supplied by the STATE pursuant to this contract shall be paid by the GRANTEE as follow

Total value of this contract will be twenty thousand dollars (\$20,000.00). NCTC will invoice Roseau County Board of Commissioners at the end of each month. Monthly payments will vary with workload with a range of \$1,000.00 to \$2,500.00/month.

B. Terms of Payment. Payment shall be made by the PURCHASER for the previous month no later than the 23rd day following the last day of the month being billed for

IV. TERM OF CONTRACT. This contract shall be effective on July 1, 2008 and shall remain in effect until June 30, 2009, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

V. CANCELLATION. This contract may be canceled by the PURCHASER or STATE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the STATE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VI. AUTHORIZED REPRESENTATIVES. The PURCHASER'S Authorized Representative for the purposes of administration of this contract is Russell Walker, Roseau County Commissioner. The STATE'S Authorized Representative for the purposes of administration of this contract is Ron Dvergsten, Dean of Management Education, Northland Community and Technical College..

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

- VII. ASSIGNMENT. Neither the PURCHASER nor the STATE shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
- VIII. LIABILITY. The PURCHASER shall indemnify, save, and hold the STATE, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by the PURCHASER or PURCHASER'S agents or employees. This clause shall not be construed to bar any legal remedies the PURCHASER may have for the STATE'S failure to fulfill its obligations pursuant to this contract.
- IX. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The PURCHASER is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. The STATE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
- X. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- XI. GOVERNMENT DATA PRACTICES ACT. The CONTRACTOR must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the CONTRACTOR or the STATE. In the event the CONTRACTOR receives a request to release the data referred to in this Article, the CONTRACTOR must immediately notify the STATE. The STATE will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.
- XII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- XIII. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.

XIV. OTHER PROVISIONS .:

XV. IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

**APPROVED:**

**1. MINNESOTA STATE COLLEGES AND UNIVERSITIES**

Northland Community and Technical College

By (authorized signature)
Ron Dvergsten <i>Ron Dvergsten</i>
Title: Dean of Management Education
Date 3/19/09

**2. PURCHASER:**

**PURCHASER** certifies that the appropriate person(s) have executed the contract on behalf of **PURCHASER** as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
<i>Russell Walker</i>
Title <i>Roseau city</i>
Date 3-17-09

By (authorized signature)
Title
Date

**3. AS TO FORM AND EXECUTION:**

By (authorized college/university/office of the chancellor initiating agreement)
<i>James M. Carter</i>
Title <i>Assoc. Prof.</i>
Date 3/24/09

MnSCU008  
Revised 07/ 07/ 03

ITEM # Highway Dept.  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Nelson, Gracia	<b>*Department</b> Emergency Management	<b>*Board Meeting Date</b> Mar 10 2009
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**\*Subject Title (As it will appear on the agenda):**  
 Resolution Declaring State of Emergency

**\*Background (Provide sufficient detail of the subject):**  
 See Attached Resolution

**\*Financial Consideration:**

**\*Legal Consideration:**

**\*Other Consideration:**

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

**Coordinator's Office Use (Do Not Write Below)**

<b>Date Received:</b>	<b>Comments:</b>
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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



ITEM # Assessor Appt.  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Heim, Allen	<b>*Department</b> Assessor	<b>*Board Meeting Date</b> Mar 31 2009
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**\*Subject Title (As it will appear on the agenda):**  
 Bovine TB Credit Update

**\*Background (Provide sufficient detail of the subject):**  
 See Attached Credit Information Sheet and Press Release

**\*Financial Consideration:**

**\*Legal Consideration:**

**\*Other Consideration:**

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

**Coordinator's Office Use (Do Not Write Below)**

<b>Date Received:</b>	<b>Comments:</b>
-----------------------	------------------

**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

## Bovine TB Credit Information Sheet

	Original Version	After Recommended Changes
<b>No. of Owners</b>	<b>272</b>	<b>271</b>
<b>No. of Owners Removed</b>	<b>1</b>	
<b>No. of Parcels Receiving Credit</b>	<b>992</b>	<b>786</b>
<b>No. of Parcels Removed</b>	<b>206</b>	
<b>% Reduction of Parcels</b>	<b>20.8%</b>	
<b>No. of Acres Receiving Credit</b>	<b>118,962.00</b>	<b>93,360.88</b>
<b>No. of Acres Removed</b>	<b>25,601.12</b>	
<b>% Reduction of Acres</b>	<b>21.5%</b>	
<b>Bovine TB Credit</b>	<b>\$332,500</b>	<b>\$258,200</b>
<b>Credit Reduction</b>	<b>\$74,300</b>	
<b>% Reduction of Credit</b>	<b>22.4%</b>	
<b>Credit Per Acre</b>	<b>\$2.80</b>	<b>\$2.77</b>

## **Changes in the Bovine TB Property Tax Credit**

There have been some recent changes made to the Bovine TB Property Tax Credit that will take affect on taxes payable this year. Applications for the tax credit were accepted through December 1<sup>st</sup> 2008. By the filing deadline we had received nearly 300 applications and all but 10 were approved.

All parcels from the approved applications were flagged to receive the tax credit which would apply to land classified as agricultural homestead or nonhomestead, including any agricultural outbuildings (nonresidential) and the 1 acre site of the house garage and first acre. The credit would apply to all acres that are considered agricultural land excluding 2b timber and 2b airport land. The credit would not apply to the house and garage. Any other taxes attributable to residential structures must also be excluded when calculating the credit.

Shortly into the new year the Minnesota Department of Revenue asked Roseau County to calculate the amount of the state paid credit based on our approved applications. That same information was also requested from Beltrami and Marshall County. The amount from Roseau County was \$332,500 and the combined totals from Beltrami and Marshall amounted to \$115,000 to \$130,000.

Once the Minnesota Dept. of Revenue received the estimates a call was set up with all the involved counties. When the legislation for this credit was originally passed in 2008, the cost was estimated to be approximately \$368,000. Now with the actual amounts totaling between \$447,500 and \$462,500 there was a real concern that the entire program could be in jeopardy considering the financial shortfalls the state is facing.

When the original estimates were made an average farm was determined to be 320 acres in size or based on the animal counts approximately 8 acres per head. The counties involved and the Department of Revenue agreed that since the average farm was estimated to be 320 acres, every approved application that was 320 acres or less should receive the credit on entire farm. The problem was that a number of farms flagged to receive the credit were larger than the average 320 acres.

It was suggested that the counties look at the herd size times eight acres per head to determine how many acres would be eligible for the credit on the larger farms, since this was also part of the original estimate. The herd size for the most part was based on numbers provided by the Minnesota Board of Animal Health. So as an example, if you had a herd of sixty animals you would then be eligible to receive credit on up to 480 acres.

At this point we went back to all of the applications of more than 320 acres and compared the additional acres to the herd size to see how many more acres over 320, if any, would be eligible for the credit. If we found that the credit needed to be removed on any of the parcels, we tried to do it in a way that would still be of the greatest benefit to the property owners and the county.

Once these changes were made, the cost of this state paid credit in Roseau County was reduced from \$332,500 to \$259,000 or 22.1%. I do not have the exact amounts for Beltrami and Marshall County, but assuming they would realize approximately the same reduction as a percentage, the total cost of the state paid credit would be between \$348,600 and \$360,300. This is obviously more in line with the states original estimate of \$368,000.

I'm sure that all land and herd owners will agree this is not as good as receiving the credit on all parcels but is definitely better than putting the entire program in jeopardy.

Al Heim  
Roseau County Assessor

ITEM # Discussion 2

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Johnston, Alan	<b>*Department</b>	<b>*Board Meeting Date</b> Mar 31 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):**  
Attached are two different un-paid time off policies. Alan would like to discuss having a policy in place for economic reasons and a standard 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)**

<b>Date Received:</b>	<b>Comments:</b>
-----------------------	------------------

**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)**

### **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 after an employee has exhausted his or her applicable Vacation Leave, Sick Leave, available Personal Days, and available Compensatory Time Off.

### **Eligibility**

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

In cases of Unpaid Time Off that is requested for personal reasons, an employee's accrued Vacation Leave, available Personal Days, and available Compensatory Time Off must be fully used before the Unpaid Time Off commences.

In cases of Unpaid Time Off that is requested for medical reasons, an employee's accrued Vacation Leave, accrued Sick Leave, available Personal Days, and available Compensatory Time Off must be fully used before the Unpaid Time Off commences.

### **Length of Absence**

Unpaid Time Off is granted only in whole-day increments. It may be granted for a single workday or a number of consecutive workdays up to a maximum of ten (10). Unpaid Time Off cannot be granted for more than ten (10) consecutive workdays. Unpaid absences of more than ten (10) days must be requested under a leave of absence policy.

### **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 authorized to approve requests for Unpaid Time Off. Department Heads are responsible for approving requests for UTO and must communicate their decision to their employees in writing. 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 (UTO) – ECONOMIC CRISIS**

### **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 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. If a leave of more than 10 days is requested, board approval is required.

### **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.

ITEM # Discussion 3

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Mar 31 2009
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**\*Subject Title (As it will appear on the agenda):**  
Payment in Lieu of Taxes Resolution

**\*Background (Provide sufficient detail of the subject):**  
See attached Resolution

**\*Financial Consideration:**

**\*Legal Consideration:**

**\*Other Consideration:**

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

**Coordinator's Office Use (Do Not Write Below)**

<b>Date Received:</b>	<b>Comments:</b>
-----------------------	------------------

**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

**BOARD OF COUNTY COMMISSIONERS  
BELTRAMI COUNTY, MINNESOTA**

DATE:

RESOLUTION #

MOTION OF COMMISSIONER:

SECONDED BY COMMISSIONER:

---

**A RESOLUTION IN OPPOSITION TO CUTS TO PAYMENT-IN-LIEU-OF-TAXES  
PAYMENTS TO MINNESOTA COUNTIES**

---

**WHEREAS**, the State of Minnesota provides Payment In Lieu of Tax (PILT) funds to counties to provide a measure of property tax relief to taxpayers who may live in counties that contain tax exempt state public lands; and

**WHEREAS**, one of the state goals related to the Payment In Lieu of Tax (PILT) payments to counties is to encourage the retention of the public land base and to foster sustainable natural resource management programs by counties over the long-term for the benefit of future generations of the entire State of Minnesota; and

**WHEREAS**, the retention and stability of state owned, county managed, natural resource lands plays an important role in the continued viability of Minnesota's forest products industry and public land recreation opportunities which directly impacts numerous regional economies in Minnesota; and

**WHEREAS**, many of the counties that receive the highest levels of PILT funding from the State of Minnesota are those rural counties that have very low property tax capacity and a high incidence of poverty factors; and

**WHEREAS**, Beltrami County utilizes PILT proceeds to help fund state-mandated services and also to meet locally determined service needs related to public safety and county roads; and

**WHEREAS**, PILT proceeds not only benefit counties but, through apportionment formulas, school districts, townships and other entities receive PILT funding to assist them in meeting service needs in jurisdictions where property tax opportunities are limited due to the presence of tax exempt state lands; and

**WHEREAS**, Governor Tim Pawlenty has proposed a 20 percent reduction to Payment-in-Lieu-of-Taxes (PILT) to counties as part of his strategy to correct the state budget deficit for the next biennium; and

**WHEREAS**, Beltrami County received a 2008 PILT Payment of \$2,025,506 (approximately 12 percent of the county property tax levy); and

**WHEREAS**, the proposed 20 percent cut would result in an annual funding reduction of approximately \$405,000 to Beltrami County; and

**WHEREAS**, the proposal to cut PILT funding represents a disproportionate funding cut to Minnesota counties as many poor rural counties would receive a greater reduction in state funding than more wealthy counties.

---

**NOW, THEREFORE, BE IT RESOLVED**, the Beltrami County Board of Commissioners respectfully requests that the 2009 Session of the Minnesota State Legislature reject proposals to cut PILT funding to counties as a mechanism to balance the State of Minnesota budget deficit for the coming biennium.

---

YES

NO

Heltzer  
Fairbanks  
Frost  
Otterstad  
Vene

---

STATE OF MINNESOTA    )  
                                  ) ss.  
COUNTY OF BELTRAMI    )

I, Tony Murphy, County Administrator, Beltrami County, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Beltrami County, Minnesota, at their regular session held on April 7, 2009, now on file in my office and have found the same to be a true and correct copy thereof.

---

Tony Murphy, County Administrator