



**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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\*\*\*Revised 1-11-10\*\*\*

**AGENDA**

**Tuesday January 12, 2010 8:30 a.m.**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on January 12, 2010 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. Appoint Commissioners to the Canvassing Board for Special and Primary Election
3. Approve Letter of Understanding with Hoffman, Dale & Swenson for Year 2009 Audit Services
4. Approve Roseau County Trailblazers MN DNR GIA 1<sup>st</sup> Benchmark
5. Approve Bills

**8:50 Comments and Announcements**

**9:00 Committee Reports**

**9:15 Representative Dave Olin and Senator Leroy Stumpf**

1. County Concerns and Talking Points for 2010 Leg Session

**9:45 Roseau County Prevention Coalition**

1. Approve 2<sup>nd</sup> Quarter Fiscal Report

**10:00 Highway Department**

**10:30 Break**

**10:45 Environmental Officer Jeff Pelowski**

1. Roseau County SSTS Ordinance Update

**11:00 Discussion**

1. Wynne Consulting Contract Renewal
2. Submission of Energy Efficiency & Conservation Block Grant Application
3. Organizational Best Practices Review
4. Approve 2010 Liquor Licenses

**11:55 Future Agenda Items**

**FYI**

**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://www.co.roseau.mn.us/>

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

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> Jan 12 2010
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**\*Subject Title (As it will appear on the agenda):**  
Approve Proceedings

**\*Background (Provide sufficient detail of the subject):**  
Approve Proceedings from the December 29, 2009 Board meeting.

**\*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							
Foldsi						Failed	
Vacant							
Walker						Tabled	

**ATTEST:** Teresa Klein, Board Clerk

## **PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS**

December 29, 2009

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Wednesday, December 29, 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, Jack Swanson, and Russell Walker.

### **APPROVAL OF AGENDA**

Appointment with North Star AVT Trail Club regarding a Grant-In-Aid Application sponsorship was added to the Agenda. Approval of the 2010 Unorganized Juneberry Township Fire contract was added to the Consent 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 approve the consent agenda was made by Commissioner Johnston, seconded by Commissioner Foldesi and carried unanimously.

The Board, by adoption of its consent agenda, approved the proceedings from the December 2<sup>nd</sup> and December 15, 2009 Board meetings.

The Board, by adoption of its consent agenda, approved the 2010 Safety Training Contract with Safety Compliance Services in the amount of \$3,200.

The Board, by adoption of its consent agenda, approved the 2010 Juneberry Township Fire Contract with the City of Greenbush in the amount of \$463.65.

### **COMMENTS AND ANNOUNCEMENTS**

Commissioner Swanson noted that the Auditor had received two inquiries regarding the commissioner vacancy.

Commissioner Foldesi noted that he had received a number of comments regarding snow removal during the recent winter storm.

Commissioner Walker noted that the Joint Powers Natural Resource Committee meeting he attended on Monday, December 28<sup>th</sup> had been very informative regarding the Lessard-Sams Council funding intentions. He noted that the purpose of the Council as noted in Minnesota Statute 97A.056 approved in 2009 is to restore, protect, and enhance wetlands, prairies, forests, and habitat for fish, game, and wildlife. Land acquisition is a component of the intent of the statute. There are twelve process outcomes of the council that includes the creation of a 25 year plan based on current science and public engagement; increasing the percentage of

Minnesotans who participate in the enjoyment, use, and maintenance of our resources; providing every Minnesota greater access to arts and culture activities, arts education opportunities, outdoor recreation, clean water (including drinking water), a fully restored outdoors environment with hunting and fishing opportunities, outdoor recreation, public broadcasting signal and celebration of Minnesota's tradition and history. Each year the council will make recommendations to the legislature regarding appropriation of the funding. Fiscal year 2010 appropriations by the 2009 MN Legislature are based on Lessard-Sams recommendation. In 2009 there were 99 applications requesting over \$250 million in funding. 18 projects/programs totaling \$65 million were recommended and all funded in addition to full funding for two fiscal years for the Blandin Legacy Easement and \$2 million for the Forest Pest Protection Project. The outcome of this funding is that 210,000 acres will be protected, 22,000 acres enhanced or restored and 300 miles of shoreland protected. Commissioner Walker expressed concern regarding where funding was being directed.

## **COMMITTEE REPORTS**

Commissioner Johnston had no committee reports.

Commissioner Walker reported on the following committee meetings: Joint Powers Natural Resource Committee, 12-28-09. Discussed Lessard-Sams Outdoor Heritage Council 2010 appropriations.

Commissioner Swanson reported on the following committee meetings: Bovine TB Task Force, 12-15-09. Discussed most recent bovine TB sampling result and requested USDA consider relaxing sampling requirements; Regional Radio Board, 12-16-09: Discussed ARMER proposal for NW MN Region; Safety Committee, 12-17-09. Reorganized for 2010 and discussed Safety Training and OSHA preparedness; DNR Land Asset Pilot Project, 12-18-09. Discussed land asset pilot project and proposed land exchange; Roseau County Committee on Aging, 12-21-09. Discussed proposal for Doug's Supermarket to fund Far North Transit fare to and from store; Environmental Services Officer, 12-22-09. Met with Jeff Pelowski to discuss MCPA SSTS rule changes; Roseau Economic Development Authority, December 23, 2009.

Commissioner Foldesi reported on the following committee meetings: Bovine TB Task Force, 12-15-09. Discussed most recent bovine TB sampling result and requested USDA consider relaxing sampling requirements; SWCD, 12-15-09. Discussed space lease and agreed to sign a year lease in the existing space for \$20 a square foot. Foldesi noted that he had received numerous comments regarding the county's handling of the recent snow event.

## **NORTHSTAR ATV CLUB**

Northstar ATV Club administrator Mike Klein met with the Board to request support of their 2010 Department of Natural Resources Grant-in-Aid application for maintenance of approximately 85 miles of ATV trails in the BISF near Bemis Hill. A motion was made by Commissioner Johnston, seconded by Commissioner Foldesi and carried unanimously to adopt the following resolution:

2009-12-11

BE IT RESOLVED that Roseau County agrees to act as the legal sponsor for the Northstar ATV Club Grant-in-Aid Maintenance Project Application to the State of Minnesota

Department of Natural Resources requesting funding in the amount of \$15,596 for maintenance of approximately 85 miles of ATV trail in the Beltrami Island State Forest.

BE IT FURTHER RESOLVED that upon approval of its application by the state, Roseau County may enter into an agreement with the State of Minnesota and will comply with all applicable federal and state laws and regulations and conditions as stated in the agreement.

BE IT FURTHER RESOLVED that Roseau County hereby agrees to serve as the fiscal agent for Northstar ATV Club and authorizes the Board Chair to sign all related documents on behalf of Roseau County.

## **ENVIRONMENTAL OFFICER**

Environmental Officer Jeff Pelowski met with the Board to provide an update on the Subsurface Sewage Treatment System (SSTS) MPCA regulation changes (Minnesota Rules Chapter 7080-7083). Pelowski noted that counties are required to incorporate the changes and/or adopt the new Rules into their local Ordinances within two years of passage which would be February 4, 2010. Pelowski has completed a draft revision to the SSTS ordinance incorporating the known rule changes, however the MPCA has not finalized their revisions. Mr. Pelowski advised the Board that this is an unusual circumstance in that MPCA is asking counties to revise ordinances to include the rule changes that have not been finalized.

Commissioner Johnston advised that the county keep its current ordinance, continue the soil verification procedure as is and require county wide septic system permits.

Pelowski told the Board there are really three options regarding action on the MPCS rule changes: ignore the implementation date; follow Polk County's lead in sending a letter to the MPCA expressing concern; or revise the county's resolution based on the latest version of the MPCA rules and submit it for approval.

The Board advised Pelowski that they supported following Polk County's lead by writing a letter to the MPCA and continuing to operate under the existing SSTS ordinance. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and unanimously carried to authorize Environmental Officer Pelowski to send a letter to the MPCA on behalf of the County expressing concern regarding the rule changes and to adopt the following resolution:

2009-12-12

WHEREAS, the Minnesota Pollution Control Agency (MPCA) has adopted Rules (MN Rule Ch. 7080) related to Subsurface Sewage Treatment System (SSTS) material specifications, site evaluation, design, installation, inspection and maintenance, as well as developed regulations related to training, qualifications, certification and performance standards for individuals who work with SSTS, and have developed a classification system for the type and use of SSTS; and

WHEREAS, Roseau County (County) has adopted a Sewage and Wastewater Treatment Ordinance (Ordinance) to implement, administer and enforce Rules related to SSTS; and

WHEREAS, the County assists citizens and businesses with technical and common issues related to SSTS, and to ensure that the Ordinance is administered and enforced accordingly; and

WHEREAS, the County received approximately \$10,000 in SSTS pass-through grant funds in 2009 from the State for administering and enforcing this program, (design review, site review, soil verification duties, public assistance, contractor assistance, complaint investigation, compliance inspection enforcement, violation enforcement, etc). The cost incurred by the County to perform these duties in 2009 will be greater than \$35,000; and

WHEREAS, the MPCA began the SSTS Rule Revision process in 2007, which has *not* been completed to-date. As a part of this process, Counties are mandated to adopt these Revisions into their local Ordinances by February 4, 2010; and

WHEREAS, the Revisions make substantial changes to all aspects of SSTS; including, permitting, material specifications, site evaluation procedures, system design, inspections, soil verification, maintenance, professional training, etc. The result is that MN Rules Chapter 7080 is being expanded into MN Rules Chapters 7080, 7081, 7082, 7083; and

WHEREAS, the overall effect of the Revision(s) will significantly increase the cost of SSTS design, permitting, installation, (including material costs), inspection, and maintenance; all of which will be passed on to County residents and businesses; and

WHEREAS, the effect of the Revisions will substantially increase the cost to the County related to SSTS Ordinance administration and enforcement. If the County adopts a revised Ordinance containing the Revisions in 2010, the estimated cost to administer that Ordinance in 2010 would be \$60,000 to \$80,000; and

WHEREAS, the County believes that the current Septic System Rules did not previously achieve the maximum environmental protection possible as a result of ineffective enforcement of those Rules by the MPCA, (ie. non-licensed contractors engaged in regulated septic work, insufficient enforcement staff / too large of regional area to cover, etc.); and

WHEREAS, it is the County's belief that the Revisions require an undue and unreasonable burden upon County staff, resources, and program funding as to make them unenforceable; and

WHEREAS, it is the County's belief that the Revisions, in their current form, have significant errors, unreasonable requirements, and unnecessary provisions that adopting and enforcing them would constitute a waste of public time and resources.

NOW THEREFORE BE IT RESOLVED, the Roseau County Board of Commissioners elects *not to adopt* the Revisions to the SSTS Rules by February 4, 2010, as mandated; and

THEREFORE BE IT FURTHER RESOLVED, the County opposes the mandate found in the Revisions to adopt, implement and enforce standard(s) that are known to be in error until such time as they have been addressed and corrected; and

THEREFORE BE IT FURTHER RESOLVED, the County opposes the mandate found in the Revisions that contribute to unnecessary increases in the cost of new SSTS to homeowners and businesses; and

THEREFORE BE IT FURTHER RESOLVED, the County opposes the mandate found in the Revisions that unreasonably increases the amount of staff time, resources, and funding at the County level to implement and enforce the SSTS standards; and

THEREFORE BE IT FURTHER RESOLVED, the County opposes the Revisions as they place broad State mandates upon *all* Counties to address special needs and/or situations affecting only a few. Addressing individual specific issues is best left to each County to resolve, with technical assistance provided by the State, by utilizing their authority to pass an Ordinance more restrictive than the minimum standards prescribed in MN Rule; and

THEREFORE BE IT FURTHER RESOLVED, the County encourages the State to increase its protection of water quality and the environment through a more aggressive, effective and efficient enforcement of the existing Rules rather than exacerbating the problem through the creation of more complex and unenforceable Rules; and

THEREFORE BE IT FURTHER RESOLVED, Roseau County shall continue to enforce the current Rules related to SSTS until such time as: (1) the Revisions are amended to address the issues identified in this Resolution and supporting documentation; or (2) the MPCA notifies the County of its intention to assume SSTS site evaluation, design review, permitting, inspection, public assistance and enforcement duties; and

THEREFORE BE IT FURTHER RESOLVED, it is Roseau County's assertion that SSTS pass-through funds continue to be received until such time as these issues related to the Revisions have been addressed by the MPCA, and adequate time to adopt the resulting Revisions has been provided to the County.

#### **AUDITOR'S OFFICE**

Auditor Anne Granitz and Deputy Auditor John Huss met with the Board to review and request approval of the 2010 budget. Auditor Grantiz presented a yearend report that included payments received on 12/28/09 that were not included in the budget materials previously sent out and included in addition to the anticipated remaining CPA, Market Value Credits and Bovine TB Credits, a \$613,000 payment from FEMA. This additional receipt means that the County will not have to use cash reserves to meet 2009 expenditures as anticipated and approved in the 2009 budget.

On December 15, 2009, the Board finalized and approved the 2010 levy deferring approval of the 2010 budget to the December 29, 2009 meeting.

The Board discussed the 2010 budget at length. Commissioner Swanson noted that Pennington County has a \$6.4 million levy while Roseau County has a \$6.3 million levy and serves 3000 more constituents in an area almost three times as large.

Commissioner Johnston presented budget revision ideas including removing the Greenbush road project from the Road & Bridge budget. It was noted this \$115,500 has already been removed and added as an expense in Dept 701 Economic Development as a capital infrastructure improvement expense.

Commissioner Foldesi expressed concern that if the project is not in the budget it may not be funded. Commissioner Swanson noted that this was a good point but in this case the expense has been included in the Revenue fund budget, not in the Road & Bridge budget.

Commissioner Foldesi also expressed concern about inflating the budget in two areas. The first is the sex offender budget to cover county costs for civil commitment of sexually dangerous predators. It was noted that the amount funded is included as part of special levies and that the line item cannot be changed. T

The second area Foldesi noted is out of home placement. Foldesi noted that the budget had been increased by \$200,000 and he would prefer to see it budgeted at a rate closer to past history actual expenses. Foldesi noted that if the out of home placement costs exceeds the budget, it will be funded which is why the Welfare fund carries a cash reserve. Foldesi noted that he would like to see the amount in the 2010 budget reduced.

Commissioner Johnston argued that when looking at the bigger picture, the budget to actual for out of home placement is stable despite the inability to predetermine how many children will need these services each year. Below is an eleven year history of out of home placement. The history reflects an eleven year average out of home placement actual cost of \$422,992. It reflects an eleven year average budget of \$429,545. Six of the eleven years demonstrate actual expenses greater than the budgeted while five years demonstrate an actual expense less than budgeted.

<u>Calendar Year</u>	<u>OHP Budget</u>	<u>OHP Actual</u>
1999	\$ 350,000	\$ 247,291
2000	\$ 350,000	\$ 347,914
2001	\$ 350,000	\$ 444,753
2002	\$ 400,000	\$ 479,105
2003	\$ 400,000	\$ 424,791
2004	\$ 400,000	\$ 549,468
2005	\$ 475,000	\$ 430,812
2006	\$ 500,000	\$ 550,728
2007	\$ 500,000	\$ 608,063
2008	\$ 500,000	\$ 272,157
2009	\$ 500,000	\$ 297,826

Commissioner Walker presented a number of ideas relating to the 2010 budget and beyond

- Walker suggested reducing law enforcement to 36 hours a week during the Stonegarden Grant to take greater advantage of this opportunity. Walker noted a cost savings of \$80,000 in 2010.
- Walker suggested increasing Highway Department equipment rates from \$80 per hour to \$100 per hour.
- Walker proposed cutting 400 hours from all motor grader operator (machine operators) positions noting this would be a \$148,000 annual savings without a

noticeable reduction in service to constituents. Walker explained that the expense of providing motor grader operator service through county employees is substantially more costly than if the work was contracted. He noted that the 2010 estimated compensation for a motor grader operator is \$58,575 (includes benefits). This pencils out to be a cost of \$53 per hour for just the operator. Walker stated that the county spends 31% of its time on equipment maintenance.

- Walker proposed privatizing gravelling. He noted that the wages and benefits for a five man crew for gravelling and crushing is \$292,000. Walker added that if the county purchased gravel at \$8.50 per cubic yard, the county could buy 34,352 yards of gravel and gravel 171 miles per year based on 200 yards per mile. This accounts for 41% of all county gravel roads.
- Walker recommended contracting out all crack sealing and completing this work on bids.
- Walker recommended either contracting out county signing or hiring part-time employees to complete this work and eliminating the county sign truck position at a cost savings of \$40,000. Walker noted that Koochiching County has contracted out this service for ten years.
- Walker recommended reducing the shop mechanic to 28 hours a week.
- Walker recommended that the county move forward with a pilot project to privatize snow plow removal and road grading and put this work out on three year contract in the east end of the county. Walker noted that he is not in favor of eliminating county road grading or snow plow removal, just interested in insuring competition between the public and private to get the most efficient delivery of these services.
- Walker requested that the county expand its pilot project of private contracting some county and unorganized township roads on the east end of the county. Walker stated that this is already being done in Clearwater and America unorganized townships.

Other Board members noted that while Commissioner Walker had a number of ideas that were worth exploring, few of them could be approved as part of the levy and budget approval process today, but that ideas should be referred to the Highway Committee for further study. The Board noted that the only action item for the Board in Walker's proposal would be the recommendation to increase in equipment rate from \$80 to \$100.

Commissioner Foldesi asked Engineer Ketring if the county was making money at the current rate or losing money. Ketring responded that the cost falls between \$79 and \$84 per hour and the county essentially breaks even. Ketring was asked what the response would be if the county increases rates. Ketring noted that it would irritate everyone they work with. A motion was made by Commissioner Walker, seconded by Commissioner Johnston, to increase the hourly highway department equipment rate from \$80 to \$100 per hour. The motion failed 2-2 with Commissioners Walker and Johnston in favor and Commissioners Swanson and Foldesi opposed.

Commissioner Johnston stated that the county needs to assess its core functions in all departments. He noted that maintaining all CSAH and County roads are clearly core functions. Others might be menu options. Johnston noted that he believes the \$80 per hour rate is too low and at that rate all county residents end up subsidizing townships road grading and snow removal.

Commissioner Foldesi stated that he agreed and that the county should be charging actual costs for all services and not losing money. It was noted that sometimes there are other

benefits gained in the exchange of services with townships so that the hourly rate may not accurately reflect the cost benefit ratio. It was agreed that all highway department rates need to be reviewed.

After lengthy discussion, a motion was made by Commissioner Johnston, seconded by Commissioner Swanson and carried unanimously to *rescind* resolution 2009-12-04, approval of the Payable 2010 Property Tax Levy for Roseau County approved on December 15, 2009.

A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried 3-1 with Commissioner Johnston, Walker, and Swanson in favor and Commissioner Foldesi opposed to reduce the Road & Bridge levy by 200,000; reduce the Welfare Department out of home placement budget by \$100,000, remove the Greenbush road project in the amount of \$115,500 from Dept 701, and to adopt the following 2010 budget and levy resolution:

2009-12-13

## ADOPTION OF THE 2010 ROSEAU COUNTY TAX LEVY/BUDGETS

WHEREAS, the proposed budget and levy for Roseau County has been reviewed and considered by the County Board.

NOW, THEREFORE, BE IT RESOLVED that the 2010 property tax levy for Roseau County is hereby approved, as follows:

<u>Fund</u>	<u>Gross Levy</u>	<u>County Program Aid</u>	<u>Net Levy</u>
Revenue	\$4,408,124	\$1,012,214	\$3,395,910
Road & Bridge	900,000		900,000
Welfare	1,600,000		1,600,000
Debt Service	472,200		472,200
<b>Total</b>	<b>7,380,324</b>		<b>\$6,368,110</b>

BE IT FURTHER RESOLVED that the proposed budgets for the year 2010—incorporating the proposed levy as shown above—are hereby approved, as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Net Budget</u>
Revenue	\$ 6,538,129	\$ 6,745,221	\$ (207,092)
Road & Bridge	6,885,909	7,147,847	(261,938)
Welfare	3,112,478	3,200,147	( 87,669)
Debt Service	485,803	448,918	36,885
Tax Supported Funds – Total	\$17,022,319	\$17,542,133	\$ (519,814)
<u>Environmental</u>	<u>\$ 1,078,827</u>	<u>\$ 1,058,062</u>	<u>\$ 20,765</u>
<b>Total – All Funds</b>	<b>\$18,101,146</b>	<b>\$18,600,195</b>	<b>\$ (499,049)</b>

BE IT FURTHER RESOLVED that the budget for the Trust Fund shall be approved, as follows: Revenues, \$100; and Expenditures, \$100.

The Board directed Engineer Ketring to begin meeting with the City of Greenbush and Life Care Medical Center on the Greenbush nursing home road.

Auditor Anne Granitz presented the bills for payment. A motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously to approve the forthwith payment of bills as Auditor Warrants as follows:

**WARRANTS APPROVED FOR PAYMENT 12/17/2009**

<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
2629.60	ALLAN MONSRUD CONSTRUCTION	2307.00	BERGSTROM'S INC
2203.10	CAPITAL GUARDIAN TRUST CO	750.00	MARK HAUGEN PHD LP
4183.03	LAURE JOHNSON	1086.60	RACHEL KRAHN
706.96	MN CHILD SUPPORT PAYMENT CENTE	1440.57	MN ENERGY RESOURCES
2877.00	MORRISON PLUMBING & HEATING	3301.73	NATIONWIDE RETIREMENT SOLUTION
781.27	ROSEAU CITY	7665.25	SELECT ACCOUNT-VEBA
2180.00	WYNNE CONSULTING INC	4570.40	RJ ZAVORAL & SONS INC
		<b>8 PAYMENTS LESS THAN \$300</b>	<b>499.17</b>
****		<b>FINAL TOTAL.....</b>	<b>\$37,181.68 ****</b>

**WARRANTS APPROVED ON 12/29/2009 FOR PAYMENT 12/31/2009**

<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
2716.17	AMERICAN SOLUTIONS FOR BUSINES	675.00	ASSN OF MN COUNTIES
7422.60	AVIANDS LLC	3671.50	CDW GOVERNMENT INC
1228.85	DAKOTA FOOD EQUIPMENT INC	6035.05	DELL MARKETING LP
6698.62	TONY DORN INC	2432.72	FLEET SERVICES DIVISION
4783.65	GREENBUSH SANITATION LTD	4830.75	H & J DISPLAYS INC
768.40	AL HEIM	1818.79	HLUCNY REPAIR
6019.72	HOLTHUSEN CONSTRUCTION INC	1464.00	HORNER PLUMBING & EXCAVATION
477.02	ALAN JOHNSTON	7836.00	KAMAR SOLID WASTE FUND
525.22	KENNEDY SCALES INC	429.00	TERESA KLEIN
763.95	LIFECARE MEDICAL CENTER	341.35	LIFECARE MEDICAL CENTER-HOME C
4643.00	MACTEK SYSTEMS INC	997.95	MCFARLANE SHEET METAL
981.50	MIDWEST MONITORING & SURVEILLA	2900.00	MN COUNTIES COMPUTER COOP
1719.36	MULTI OFFICE PRODUCTS INC	660.00	NATIONAL SHERIFFS ASSN
482.50	NORTHLAND TIRE	5340.00	JEFF O'DONNELL
379.00	OLSON'S SKIME STORE	3579.84	RATWIK, ROSZAK & MALONEY, PA
16599.99	REGENTS OF THE UNIV OF MN	1796.19	RON MICHAELS CONSULTING INC
462.76	ROSEAU CLEANING SYSTEMS	671.94	ROSEAU CO CASH FUND
35485.00	ROSEAU CO ENVIRONMENTAL OFFICE	7584.79	ROSEAU CO HWY DEPT
35177.18	ROSEAU CO TREASURER	2435.25	SJOBORG'S INC
725.00	LAVERNE VOLL	699.28	RUSSELL WALKER
2312.00	WEST GROUP PAYMENT CENTER	3485.00	XS CONSULTING GROUP
		<b>43 PAYMENTS LESS THAN \$300</b>	<b>5,029.76</b>
****		<b>FINAL TOTAL.....</b>	<b>\$195,085.65 ****</b>

**WARRANTS APPROVED FOR PAYMENT 12/31/2009**

<b>AMOUNT</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>VENDOR NAME</b>
400.00	BRATLAND ADAM	525.07	CANON FINANCIAL SERVICES INC
2203.10	CAPITAL GUARDIAN TRUST CO	413.89	LAW DRENCKHAHN & WILLIAMS PA
718.75	MARK HAUGEN PHD LP	706.96	MN CHILD SUPPORT PAYMENT CENTE
2601.23	MN ENERGY RESOURCES	2877.00	MORRISON PLUMBING & HEATING
3301.73	NATIONWIDE RETIREMENT SOLUTION	20000.00	NW MN MENTORING PROGRAM
775.19	ROSEAU ELECTRIC COOP INC	1092.35	THYGESON CONSTRUCTION INC
762.50	TOWN OF SKAGEN		
		<b>6 PAYMENTS LESS THAN \$300</b>	<b>1,604.10</b>
****		<b>FINAL TOTAL.....</b>	<b>\$37,981.87 ****</b>

Upon motion carried, the Board adjourned the regular meeting at 12:17 p.m. The next regular meeting of the Board is scheduled for January 5, 2010 at 8:30 a.m.

Attest:

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

\_\_\_\_\_  
Teresa Klein, County Coordinator  
Roseau County, Minnesota

\_\_\_\_\_  
Jack Swanson, Chair  
Board of County Commissioners  
Roseau County, Minnesota

DRAFT

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> Jan 12 2010
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**\*Subject Title (As it will appear on the agenda):**

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

Due to the Commissioner Vacancy and the need for a primary as well as special election, the Board needs to appoint two (2) commissioners to each of the canvassing boards, as follows:

Special Primary Election Canvassing Board – Thursday, February 4, 2010, 1 p.m.  
Special Election Canvassing Board – Wednesday, February 24, 2010, 1 p.m.

**\*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

ITEM # Consent 3

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Granitz, Anne	<b>*Department</b> .....	<b>*Board Meeting Date</b> ... ..
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**\*Subject Title (As it will appear on the agenda):**  
Approve Letter of Understanding with Hoffman, Dale & Swenson for Year 2009 Audit Services

**\*Background (Provide sufficient detail of the subject):**  
We are in the first of a three year contract the Hoffman, Dale & Swenson. Each January of the contract years the Board is asked to approve a letter of understanding of the services to be provided per contract. Contract fee is \$26,500.

**\*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:**

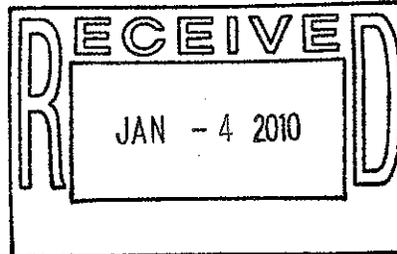
Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Johnston						
Foldesi						Failed
Vacant						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

Colleen Hoffman, Manager  
Gordon Dale, CPA  
Audrey Swenson, CPA

**GOVERNMENTAL AUDIT SERVICES**

1945 Hwy. 59 South, Suite 1100  
 Thief River Falls, MN 56701  
 Phone: 218-681-4078  
 Fax: 218-681-4079  
 choffman@mncable.net



December 31, 2009

The Honorable Anne Granitz  
Roseau County Auditor  
606 Fifth Avenue SW  
Roseau, Minnesota 56751

We are pleased to confirm our understanding of the services we are to provide for Roseau County for the year ended December 31, 2009. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise Roseau County's basic financial statements, as of and for the year ended December 31, 2009. Your financial report will include any applicable supplementary information required by generally accepted accounting principles (RSI) such as the Management's Discussion and Analysis, budgetary comparison schedules, and Other Post-Employment Benefit (OPEB) schedules that will be subjected to certain limited procedures, but will not be audited. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. Your report will also include supplementary information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements.

We will also issue our management and compliance report that will include a schedule of expenditures of federal awards that will be subjected to the auditing procedures applied in our audit of basic financial statements and we will provide an opinion on it in relation to the basic financial statements.

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the additional information referred to above when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of management, the body or individuals charged with governance, others within the County, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and the legal provisions of the *Minnesota Legal Compliance Audit Guide for Local Government*, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guide for Local Government*. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Roseau County and the respective changes in financial position in conformity with accounting principles generally accepted in the United States of America; and for federal award program compliance with applicable laws and regulations and the provisions of contracts and grant

agreements. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. We will prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information into a working trial balance based on management's chart of accounts. You are responsible for making any decisions that involve management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting Roseau County involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting Roseau County received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that Roseau County complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions

taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions.

### **Audit Procedures--General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the County or to acts by management or employees acting on behalf of the County. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures--Internal Controls**

Our audit will include obtaining an understanding of the County and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Governmental Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures--Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Roseau County's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the County has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Roseau County's major programs. The purpose of these procedures will be to express an opinion on Roseau County's compliance with requirements

applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Audit Administration**

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for your audit. We will assist you in submitting the required information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of Hoffman, Dale, & Swenson, PLLC (HDS) and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make audit documentation available to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of HDS personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of seven years after the date the auditor report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation. Our fee of \$25,600 for the first year of our three-year contract is based on standard hourly rates and includes travel costs and expenses. The condition of your records and the assistance you are able to provide us affects the timeliness of the audit. We will be available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

Roseau County  
December 31, 2009  
Page 7

As required by *Government Auditing Standards*, Hoffman, Dale, & Swenson, PLLC has had an independent review of its quality control system. A copy of our unqualified report dated January 25, 2008, has previously been provided to you.

We appreciate the opportunity to be of service to Roseau County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (218) 681-4078. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,



Colleen Hoffman  
Hoffman, Dale, & Swenson, PLLC

Approved: This letter correctly sets forth the understanding of Roseau County.

\_\_\_\_\_  
Chair of Board of County Commissioners

\_\_\_\_\_  
Date

*Anne K. Granitz*  
\_\_\_\_\_  
County Auditor

*1/4/2010*  
\_\_\_\_\_  
Date

ITEM # Consent 4

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Jan 12 2010
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**\*Subject Title (As it will appear on the agenda):**  
Approve Roseau County Trailblazers DNR GIA Trail 1st Benchmark

**\*Background (Provide sufficient detail of the subject):**  
Roseau County Trailblazers is requesting that the Board approve the 1st benchmark on their 2009-10 grant in aid 1st benchmark in the amount of \$48,923.28. See attached.

**\*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							
Foldesi						Failed	
Vacant							
Walker						Tabled	

**ATTEST:** Teresa Klein, Board Clerk

# SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING

## Certification of Trail Completion

1<sup>st</sup> Benchmark – Due December 15<sup>th</sup>

Trail Name: Pelan Trail/Roseau Trailblazers/BISF#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 snowmobile trail was open and available for use by December 1. This means that the trail was satisfactorily brushed, bridges were in good repair, signs were installed, gates were capable of being open (snow permitting), permission was granted for all private lands and that the trail meets the guidelines of the Minnesota Snowmobile Trails Assistance Program Manual.

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 \$48,923.28 (Up to 40% of the original contract.)**

Department Use Only

THIS INVOICE APPROVED FOR PAYMENT BY:

Area Trails & Waterways Supervisor	Date	FY	Amount
		10	\$48,923.28

<input type="checkbox"/> Partial	CFMS Number B32981	Signature
----------------------------------	-----------------------	-----------

Invoice Number

Benchmark 1

ITEM # 9:45 RCPC

**REQUEST FOR BOARD ACTION**

\* Required Fields



*Person Responsible for Request
Klein, Trish

*Department
Coordinator

*Board Meeting Date		
Jan	12	2010

*Subject Title (As it will appear on the agenda):
Roseau County Prevention Coalition

*Background (Provide sufficient detail of the subject):
Tammie Doebler and Brenda Arntzen from the Roseau County Prevention Coalition will be here to review the Coalitions mid year report and request your approval of the 2nd Quarter Fiscal report.

*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						
Foldesi						Failed
Vacant						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

# CHEMICAL HEALTH DIVISION FISCAL REPORT

(in Microsoft Excel address updated July 14, 2008)

Agency: Roseau County Attorney's Office  
 Address: 606 5th Ave. SE Room # 10  
Roseau, MN 56751

Program Title: Roseau County Prevention Coalition  
 Grant Contract # 439530  
 Report for quarter: 1. \_\_\_ 2. X 3. \_\_\_ Final \_\_\_  
 Budget Year: July 1, 2009 - June 30, 2010  
 (month, day, year of start date - month, day, year of end date)

Category	Budget	Q-1 Jul-Sep	Q-2 Oct-Dec	Q-3 Jan-Mar	Q-4 Apr-Jun	YTD Exp	% Exp
Salaries						-	-
Fringe Benefits						-	-
Contracted Services	119,128	26,726	32,651			59,377	50%
Space Costs	-	-	-			-	-
Equipment	-	-	-			-	-
Bonds & Insurance	5,765	5,903	-			5,903	102%
Copying	-	-	-			-	-
Data Processing	-	-	-			-	-
Communications	1,200	268	258			526	44%
In-state Travel	30,144	4,779	8,298			13,076	43%
Out-of-State Travel	9,379	8,153	-			8,153	87%
Supplies & Materials	6,483	299	546			845	13%
Evaluation	28,000	3,000	3,000			6,000	21%
Audit	-	-	-			-	-
Other	56,791	4,701	8,042			12,744	22%
Indirect Cost						-	-
<b>Total</b>	<b>256,890</b>	<b>53,829</b>	<b>52,796</b>			<b>106,625</b>	<b>42%</b>
<b>Advance</b>	<b>\$ 64,223</b>	<b>Note: Dollar amounts should be rounded to then nearest dollar.</b>					
<b>Fidelity Deductible</b>		e.g. \$1.49 or less = \$1.00 and \$1.50 or more = \$2.00					

Prepared by: (print) Tammie Doebler  
 Phone number: 218-386-1256  
 EMAIL: [tjdoebler@centurytel.net](mailto:tjdoebler@centurytel.net)

I certify that to the best of my knowledge and belief  
 this report is correct, complete, and these expenditures  
 were for the purpose set forth in the grant agreement.

Other revenue received: \$ \_\_\_\_\_  
 Explain: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_  
 Chairman of the Board

TYPED NAME: \_\_\_\_\_  
 Financial Director for Grantee

**E-mail form to:**  
[DHS.CDReports@state.mn.us](mailto:DHS.CDReports@state.mn.us)

DHS/CH Use Only:		DHS/CH Use Only -- Please do not write below this line			
		Document Reference No. <b>P1 H55 A3</b> _____			
		Date of Receipt ____/____/____	Document Total \$ _____	Vendor Code _____ - ____	
		Check Category <b>PW</b> ___ <b>WE</b> ___	Scheduled Pay Date ____/____/____	PV Line # _____	
		Reference Document (if applicable) ___ <b>H55 A3</b> _____		RQ/PO Line # _____	
		Vendor Invoice Number (30 characters)		Amount \$ _____	
		Partial / Final ____/____	Prompt Pay Date ____/____/____	PP Except _____	
		DHS/CH authorized signature		DHS FMD Authorized Signature and Date	
Date ____/____/____		Input Operator Signature and Date of Entry			

ITEM # 10:45 Appt

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Johnston, Alan	<b>*Department</b>	<b>*Board Meeting Date</b>
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**\*Subject Title (As it will appear on the agenda):**  
Environmental Officer Jeff Pelowski

**\*Background (Provide sufficient detail of the subject):**  
Environmental Services Officer Jeff Pelowski has been requested to review draft changes to the SSTS Ordinance.

**\*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						
Foldesi						Failed
Vacant						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

ITEM # Discussion 1

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Jan 12 2010
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**\*Subject Title (As it will appear on the agenda):**  
Wynne Consulting Contract Renewal

**\*Background (Provide sufficient detail of the subject):**  
Roseau County approved a contract with Wynne Consulting last year to provide grant writing services. The contract is due for renewal. See attached contract for review and 2009 resolution of approval.

**\*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							
Foldesi						Failed	
Vacant							
Walker						Tabled	

**ATTEST:** Teresa Klein, Board Clerk

## CONTRACT FOR GRANT PREPARATION SERVICES

CONTRACT, made January 1, 2009, between Wynne Consulting, Inc. (hereinafter referred to as "Consultant") and Roseau County, Minnesota (hereinafter referred to as Roseau County).

### Recitals

- A. Roseau County and its member jurisdictions desire to apply for grant funds to address various needs throughout the County.
- B. Roseau County desires to have the following services to be performed by Consultant: Grant Application Preparation.
- C. Consultant agrees to perform this service for Roseau County and its member jurisdictions under the terms and conditions set forth in this contract.

IN CONSIDERATION OF the mutual promises set forth herein, it is agreed between Consultant and Roseau County as follows:

1. Nature of Services. Consultant will furnish the following services for Roseau County and its member jurisdictions (i.e. cities, townships):

a. Prepare applications, forms or other documents necessary to be considered for grant funding as directed by the Roseau County Board of Commissioners, or Roseau County's cities and townships, in a timely fashion.

Furnishing of Labor and Materials. Except as may be otherwise specifically provided in this contract, Consultant shall furnish, at its own expense, all labor, materials, equipment and other items necessary to carry out the terms of this contract.

3. Time Devoted to Work. In the performance of the services, the aforesaid services and the hours Consultant is to work on any given day will be entirely within the Consultant's control and Roseau County will rely on Consultant to put in such number of hours as is reasonably necessary to fulfill the spirit and purpose of this contract.

4. Duration of Contract. This contract will become effective January 1, 2009 and will continue in full force and effect until December 31, 2009. This contract shall automatically renew

5. Payment. The Consultant will be paid an annual flat fee of \$7,500 by the Northwest Minnesota Multi-County HRA on behalf of Roseau County. In addition, Roseau County will compensate the Consultant a sum equal to 10% of any grant funding amount that is awarded to the County, or its member jurisdictions, up to a maximum of \$22,500 during the contract period. The compensation due for applications which are funded will be based upon the year in which the application for funding is submitted rather than the date on which funding is actually awarded. In addition, Consultant will be paid "out of pocket" costs (which will only be charged to the entity for which the grant is being prepared). "Out of pocket" costs shall include, but not be limited to:

Mileage at the established Federal reimbursement rate  
Lodging at actual cost incurred  
Postage at actual cost incurred  
Telephone costs (long distance at actual cost incurred)  
Photocopy's at \$.05 per copy

6. Payment Requests. The Consultant may request full payment for compensation due upon the execution of a grant agreement or contract which has been awarded to the county or any of its member jurisdictions resulting from the preparation and submission of a grant application by the consultant. Additionally, the \$7,500 flat fee provided by the Northwest Minnesota Multi-County HRA on behalf of Roseau County will be due May 1<sup>st</sup>.

7. Status of Consultant. This contract calls for the performance of the services of Consultant as an independent contractor and none of the employees or personnel of Consultant will be considered employees of the Roseau County for any purpose. In the performance of the work herein contemplated, Consultant has the authority to control and direct the performance of the details of work, Roseau County being interested in the result obtained.

8. Roseau County's Right of Supervision and Inspection. The work and services contemplated herein must meet the approval of the Roseau County and shall be subject to the Roseau County's general right of inspection and supervision to secure the satisfactory completion thereof. The Roseau County will be provided with applications for review, if desired, at least 3 days prior to the actual date of delivery to the funding agency.

9. Services for others. Consultant may perform services for other persons, entities or municipalities provided that such performance does not adversely affect their ability to perform the services contemplated by this contract.

10. Successors and Assigns. This contract shall be binding and shall inure to the benefit of the parties hereto and their respective assigns, executors, heirs, personal representatives, and successors. However the Consultant shall not assign the grant writing responsibilities under this contract to another grant writer without the specific approval of the Roseau County.

11. Amendment, Modification or Waiver. No amendment, modification, or waiver of any condition, provision or term of this contract shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or by its duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification or waiver. Any waiver by any party of any default by any party shall not effect or impair any right arising from any subsequent default.

12. Cancellation of Contract. If, through any cause, the Consultant shall fail to fulfill in timely and proper manner its obligation under this contract, or if the Consultant shall violate any of the covenants, agreements, or stipulations of the Contract, Roseau County shall thereupon have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least 10 days before the effective date of such termination.

In such event, any applications which have been submitted prior to the effective date of cancellation, which may be funded subsequent to the date of cancellation, shall still be subject to the compensation provisions outlined in Paragraph 5.

13. Entire Agreement. This contract contains the entire understanding of the parties hereto with respect to the services contemplated hereby and supersedes all prior agreements and understandings between the parties with respect to such matter. No representations, warranties, undertakings, or promises, whether oral, implied, written, or otherwise have been made by either party hereto after the date hereof, and neither party has relied on any verbal representations, agreements, or understandings not expressly set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this contract the day and year first above written.

Wynne Consulting, Inc.

Roseau County, Minnesota

By 

By 

Its Secretary

Its BOARD CHAIRMAN

**Excerpt taken from the February 24, 2009 Board Proceedings:**

John Wynne of Wynne Consulting met with the Board to review a grant preparation services agreement. Wynne Consulting developed this grant preparation agreement as requested by the Board at the August 26, 2008 Board meeting. Per the agreement, Wynne Consulting would be willing to pursue and write grants on behalf of the county and cities within the county. Northwest Minnesota Multi-County HRA would compensate Wynne Consulting for these services at a rate of \$7500 per year on behalf of Roseau County. In addition, Wynne Consulting would receive a sum equal to 10% of any grant received, capping at \$22,500. The cities of Greenbush and Badger have passed resolutions to participate in this program providing \$2500 in funding from each city. The cities of Roseau and Warroad will likely pass similar resolutions leaving the balance for the county at \$12,500. A motion was made by Commissioner Swanson, seconded by Commissioner Johnston and carried unanimously to adopt the following resolution:

2009-02-06

BE IT RESOLVED, that the Board will enter into a one (1) year contract for the purpose of grant preparation services with Wynne Consulting, Inc. beginning January 1, 2009 and remain in effect until December 31, 2009.

ITEM # Discussion 2

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Jan 12 2010
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**\*Subject Title (As it will appear on the agenda):**  
Submission of Energy Efficiency & Conservation Block Grant Application

**\*Background (Provide sufficient detail of the subject):**  
Wynne Consulting is working on a \$100,000 Energy Efficiency Grant that is due on January 25th. We are still waiting for the results of the energy audit to have the needed input to recommend a project for the grant. However, the preliminary report identifies all highway department buildings in need of repair or complete replacements and for control upgrades and a new boiler at the courthouse. The Board will not meet again prior to the submission of the grant. Wynne Consulting needs a resolution and a letter of support for the grant document to submit with the grant materials. It is hoped that the energy audit data will be here in time to utilize in the grant document. John Wynne will be here to discuss the Board's priorities to determine what if any project the Board would like to submit for approval through this block grant opportunity.

**\*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							
Foldesi						Failed	
Vacant							
Walker						Tabled	

**ATTEST:** Teresa Klein, Board Clerk

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> Jan 12 2010
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**\*Subject Title (As it will appear on the agenda):**  
Organizational Best Practices Review

**\*Background (Provide sufficient detail of the subject):**  
The Board has discussed completion of an organizational best practices audit. Attached is a draft of the scope of services for your final review. Mr. Unmacht of Springsted is available to answer any further questions or clarification that the board needs. Please let me know if you would like that contact information.

**\*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							
Foldesi						Failed	
Vacant							
Walker						Tabled	

**ATTEST:** Teresa Klein, Board Clerk

# **Roseau County, Minnesota**

## **Organizational “Best Practices” Review**

**Work Plan**

**December 15, 2009**

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### **Background**

Roseau County is located in northwestern Minnesota. With a population of just over 16,000 residents, the County is recognized in the region as an advocate for progressive and forward-looking organizational leadership. This is indicative in a number of ways, including the introduction of a County Coordinator position and the completion of an Organizational “Best Practices Assessment” within the Sheriff’s Office. These two individual actions are representative of an organizational culture that respects and understands the importance of investing in its own future.

Roseau County is one of 87 counties in Minnesota. Counties in Minnesota have grown in size and relative importance since the 1970’s based on an unprecedented expansion of mandated services and programs. Counties are a diverse local government with a wide range of obligations and responsibilities, including but not limited too: law enforcement and public safety, public health and social services, land records and property assessing, environmental services, transportation and roads, child support and child protection, and vital statistics and tax collection. All counties in Minnesota essentially deliver the same mandated programs, what makes each unique is twofold: 1) the non-mandated services that each county provides, if any; and 2) how the county is structured, staffed, organized and managed to deliver the services it provides.

Roseau County currently provides a lean level of services and (outside of 4H) does not provide any additional county services beyond those mandated by Minnesota law. The County has a stable workforce with a reputation for doing a lot of things very well. There is a collaborative spirit between local governments within the county.

The County recognizes the immense challenges all local governments face in the months ahead. With a timid economy, high unemployment and decreasing financial support from the state and federal government, county leaders know that business as usual is unacceptable. Pressure to perform is internally driven by County Commissioners and county staff as well as externally driven by heightened expectations from citizens and users of county services. Toward that end, the County seeks an organizational best practices review to provide support and guidance in its continuing quest to deliver the most effective and efficient county services to its citizens.

### **Objectives**

To conduct an organizational “best practices” review to:

- Benchmark the basic county services with a select set of peer counties
- Perform an organizational scan with four defined factors
- Perform a program evaluation and assessment of a set of predetermined county services

The ultimate goal is to provide the best possible services in the most efficient and effective manner to the citizens of Roseau County.

### **Scope of Services**

The scope of services includes the following essential elements:

- Discussion and initial interview with the County Commissioners and County Coordinator for the purposes of finalizing the work plan and identifying key areas of review, analysis and assessment.
- Review existing documents and county information to offer a baseline for background and knowledge of how county programs, services and business operations are currently performed. In particular it will be helpful to review and understand the Roseau County Planning Notes generated as part of the November 24, 2009 County Board of Commissioners brainstorming session. Other information necessary to complete this step include documents such as: copies of the County and department organizational structures; 2007 Sheriff's Office Organizational Assessment; 2009 and 2010 budgets; 2008 audit; copies of county mission, vision, value statements if applicable; copies of County goals and performance indicators if applicable; personnel handbooks and employee relations policies; labor agreements; and other documents to be identified during the study.
- Conduct an analysis and assessment of specifically identified county programs and services. This will be an in depth program review and assessment designed for the purpose of determining the effectiveness of the specific program or service as it is currently provided. On a preliminary level it appears that law enforcement and highway will each have one topic included for the purposes of this analysis.
- Conduct an organizational (scan) assessment (not specific to one department, but a general perspective of the overall county) of county operations using the following four factors:
  - Communication methods, internal and external as well as informal and formal;
  - Organizational structure including systems and processes as well as reporting relationships;
  - Collaboration and team work, both internally with departments and externally with other governments and community agencies; and
  - Customer service both internal and external
- On site individual and group interviews with key staff and elected officials identified in consultation with the County Commissioners. These interviews are designed for the purposes of exploring in depth the essential questions pertaining to county operations, communications and cultural characteristics. A set of questions and discussion points will be prepared and distributed in advance of the interviews. The consultant will also host two open house presentations (estimated to be 30 minutes in length) for all staff to attend. The purpose is to introduce the consultant and answer any questions that the staff may have on the intent and purpose of the work. It is estimated that two (2) full days of on-site work will be necessary to accomplish these tasks.

- Conduct a confidential employee online survey using Survey Monkey. The questions will be based on the four factors listed above and other issues and variables under consideration. The survey will be prepared in conjunction with county input.
- Benchmark county programs with a minimum of five counties, three that are demographically comparable and two that are identified as exemplifying county best practices. Additional counties could be added during the discussion of the final work plan.

### **Project Outcomes and Reporting**

Upon completion of all meetings, interviews, information gathering and data analysis steps, the consultant will prepare a set of findings and conclusions based on the study goals and objectives. These findings will include both positive attributes as well as identified areas of need or improvement. These findings will be designed to combine two outcomes: maximizing current strengths for the future and moving areas of improvement into opportunities for development.

These findings and conclusions will be organized and formatted within a draft report and presented to the County Commissioners for review, discussion and comment. Once this step is completed, the draft report will be prepared in final form. Copies of the final report will be provided in hard copy and electronically.

### **Preliminary Timetable**

A preliminary timetable is included; it is subject to further discussion with County officials.

Initial interview	January 4 – January 8
Review documents and data	January 11-January 25
First site visit	January 25-February -12
Review and analysis	February 12-February 29
Findings, draft report and second site visit	March 1-March 15
Final Report	March 15-April 15

### **Cost**

In accordance with the scope of services detailed the estimated cost for the scope of services is \$19,950 excluding out-of-pocket expenses. Out of pocket expenses include such things as travel and copying; these are estimated to be between \$1,000 and \$1,500. Payments will be made upon proper invoicing at two intervals: upon conclusion of the initial site visit and at the end of the study.

It is anticipated that, at minimum, two site visits will be needed to complete this study. The first site visit will be the interviews and data collection and the second site visit will be the presentation of the findings and conclusions. Other communication and review with the County will be done via the phone or through other arrangements. This is subject to change and any alterations will be determined and decided in consultation with county officials.



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

**RESOLUTION  
APPROVING LIQUOR LICENSES**

**For the Period February 1, 2010 – January 31, 2011**

BE IT RESOLVED that off-sale 3.2 percent malt liquor licenses for the period February 1, 2010, through January 31, 2011, be granted to Judy Olson (Olson's Skime Store) and Springsteel Resort Inc. (Springsteel Resort) at a fee of \$30 each; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year on-sale intoxicating liquor license, effective February 1, 2010, to Springsteel Resort Inc. (Springsteel Resort) with license fee set at \$500 and an additional 20 percent, or \$100, fee set by the Lake Town Board, and also grants a Sunday license, with license fee set at \$125, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year on-sale intoxicating liquor license, effective February 1, 2010, to Warroad Recreation Inc. (Warroad Estates Golf Course) with license fee set at \$500 and an additional 20 percent, or \$100, fee set by the Lake Town Board, and also grants a Sunday license, with license fee set at \$125, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year club on-sale liquor license, effective February 1, 2010, to the Fraternal Order of Eagles Aerie No. 4195 (Warroad Eagles), with license fee set at \$300 and an additional 20 percent, or \$60, fee set by the Lake Town Board, and also grants a Sunday license, with license fee set at \$125, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year off-sale intoxicating liquor license, effective February 1, 2010, to Pine Ridge Liquor Inc. (Pine Ridge Liquor) with license fee set at \$500 and an additional 20 percent, or \$100, fee set by the Lake Town Board, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director; and



Acknowledge Correspondence

# IT'S TIME FOR A TEA PARTY

WE WILL PAY NO 2010 ROSEAU COUNTY  
PROPERTY TAXES UNTIL ALL THE PAID COUNTY  
EMPLOYEES TAX CHEATS +CROOKS ARE REMOVED.

## GOODBY MR. JOHNSON

put him on the sentence to serve crew to serve his time.

## GOODBY JACK SWANSON

HIS EXPERIMENT AS CHAIRMAN OF THE BOARD IS OVER. HE  
LACKED THE NEEDED SKILLS TO GET THE TAX CHEATS OFF  
THE COUNTY BOARD. MAYBE HE IS ONE OF THEM?

# INFORMATION ONLY

Minnesota Department of Natural Resources

## NOTICE OF SUBMISSION OF RULES PROPOSED FOR ADOPTION WITHOUT A PUBLIC HEARING TO THE OFFICE OF ADMINISTRATIVE HEARINGS

**Amendments to Rules Governing size limits for muskellunge**  
*Minnesota Rules, parts 6262.2000 and 6264.0400.*

TO: ALL INTERESTED PERSONS

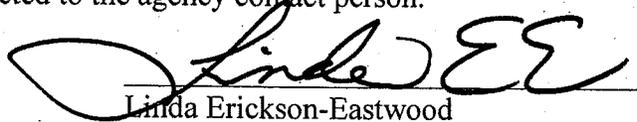
In accordance with Minnesota Statutes, section 14.388, subdivision 2, this Notice is being sent to all persons who have registered their name with the agency under Minnesota Statutes, section 14.14, subdivision 1a. This notice is also being posted on the website of the Department of Natural Resources.

PLEASE TAKE NOTICE that the above-captioned rules proposed for adoption will be submitted to the Office of Administrative Hearings on the date of this notice, January 5, 2010. A copy of the rules is attached to this notice.

All interested persons have five business days after the date of this notice to submit comments to the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, St. Paul, Minnesota 55164-0620.

Laws of Minnesota 2009, Regular Session, Chapter 176, Article 2, Section 66, directs the commissioner of natural resources to amend Minnesota Rules, parts 6262.2000 and 6264.0400 regarding muskellunge size limits, and authorizes the use of the good cause exemption process under Minnesota Statutes, sec. 14.388, subd. 1, clause (3) to amend the rules to make such changes.

The agency contact person is: Linda Erickson-Eastwood at Department of Natural Resources, 500 Lafayette Road, St. Paul, Minnesota 55155-4020, telephone 651-259-5206. TTY users may call the Department of Natural Resources at 1-800-657-3929. Questions or comments concerning the rules should be directed to the agency contact person.



Linda Erickson-Eastwood  
Fisheries Program Manager  
Division of Fish and Wildlife

Date: 12.29.09

1.1 Department of Natural Resources

1.2 Adopted Exempt Permanent Game and Fish Rules: Inland Water Muskellunge  
1.3 Size Restrictions

1.4 6262.0200 FISHING REGULATIONS FOR INLAND WATERS.

1.5 Subpart 1. General inland fishing regulations. Fish may be taken in inland waters  
1.6 by angling during the time specified for each of the following species, however, certain  
1.7 waters of the state are subject to experimental regulations, special regulations, or are  
1.8 closed for the taking and possession of fish. When the closing date of a season falls on a  
1.9 Saturday, the season will extend through the following Sunday.

1.10 Species and Open Season Daily and Possession Limits

1.11 [For text of items A to H, see M.R.]

1.12 I. Muskellunge (including  
1.13 muskellunge-northern pike hybrid).  
1.14 The first Saturday in June to December  
1.15 1.

1.16 (1) In all inland waters not listed in subitem 1 in aggregate. The minimum size  
1.17 (2). limit ~~will be 40~~ is 48 inches in length.

1.18 (2) In the following lakes in Carver, 1 in aggregate. The minimum size  
1.19 Dakota, Hennepin, Ramsey, Scott, and limit is 40 inches in length.  
1.20 Washington Counties:

1.21	<u>Lake:</u>	<u>County:</u>
1.22	<u>Bryant</u>	<u>Hennepin</u>
1.23	<u>Bush</u>	<u>Hennepin</u>
1.24	<u>Calhoun</u>	<u>Hennepin</u>
1.25	<u>Cedar</u>	<u>Hennepin</u>
1.26	<u>Cedar</u>	<u>Scott</u>
1.27	<u>Clear</u>	<u>Washington</u>
1.28	<u>Crystal</u>	<u>Dakota</u>
1.29	<u>Crystal</u>	<u>Hennepin</u>

2.1	<u>Eagle</u>	<u>Carver</u>
2.2	<u>Elmo</u>	<u>Washington</u>
2.3	<u>Gervais</u>	<u>Ramsey</u>
2.4	<u>Island</u>	<u>Ramsey</u>
2.5	<u>Isles</u>	<u>Hennepin</u>
2.6	<u>Johanna</u>	<u>Ramsey</u>
2.7	<u>Nokomis</u>	<u>Hennepin</u>
2.8	<u>Orchard</u>	<u>Dakota</u>
2.9	<u>Phalen</u>	<u>Ramsey</u>
2.10	<u>Pierson</u>	<u>Carver</u>
2.11	<u>Silver</u>	<u>Ramsey</u>
2.12	<u>Wasserman</u>	<u>Carver</u>
2.13	<u>Weaver</u>	<u>Hennepin</u>

2.14 [For text of items J to R, see M.R.]

2.15 [For text of subp 2, see M.R.]

2.16 **6264.0400 DESIGNATED SPECIAL MANAGEMENT WATERS.**

2.17 [For text of subps 1 to 3, see M.R.]

2.18 **Subp. 4. Mille Lacs Lake and associated tributaries special management**  
2.19 **regulations.**

2.20 [For text of items A to D, see M.R.]

2.21 ~~E. While a person is on or fishing in Mille Lacs Lake or its associated tributaries~~  
2.22 ~~to the posted boundaries, all muskellunge in possession must be 48 inches or greater in~~  
2.23 ~~length. All muskellunge less than 48 inches in length must be immediately returned to~~  
2.24 ~~the water.~~

3.1 ~~F. E.~~ While a person is on or fishing in Mille Lacs Lake or its associated  
 3.2 tributaries to the posted boundaries, the possession and daily limit for Northern cisco  
 3.3 (tullibee) is ten fish.

3.4 ~~G. F.~~ Fish that are taken by angling and not immediately released into the water  
 3.5 after capture are considered to be in possession and part of the bag limit. Once a fish  
 3.6 has been reduced to possession, culling or live-well sorting (the act of exchanging one  
 3.7 fish for another) is not allowed.

3.8 ~~H. G.~~ This subpart applies to the following waters.

3.9	Name	Location	County
3.10	Mille Lacs	T.42-45, R.25-28, S.Various	Aitkin, Mille Lacs
3.11	Borden Creek	T.44, R.25, S.5	Aitkin
3.12	Seastade Creek	T.45, R.26, S.22	Aitkin
3.13	Marmon (Twenty) Creek	T.45, R.25, S.32	Aitkin
3.14	Grave Creek	T.45, R.25, S.8	Aitkin
3.15	Peterson Creek	T.43, R.25, S.5	Mille Lacs
3.16	Thains River (Malone Creek)	T.42, R.25, S.2	Mille Lacs
3.17	West Sucker Creek	T.42, R.25, S.18	Mille Lacs
3.18	South Sucker Creek	T.42, R.25, S.18	Mille Lacs
3.19	Garrison (Borden) Creek	T.44, R.28, S.12	Crow Wing
3.20	Seguchie Creek	T.44, R.28, S.36	Crow Wing
3.21	Reddy Creek	T.45, R.26, S.23	Aitkin
3.22	Whitefish Creek	T.43, R.27, S.7	Mille Lacs
3.23	Seventeen Creek	T.44, R.25, S.17,18,29	Aitkin
3.24	Cedar Creek	T.43, R.25, S.15	Mille Lacs
3.25	McCleans Creek	T.45, R.27, S.34	Aitkin
3.26	Unnamed	T.43, R.25, S.8	Mille Lacs
3.27	Unnamed	T.42, R.26, S.11	Mille Lacs
3.28	Unnamed	T.42, R.26, S.22	Mille Lacs

4.1	Unnamed	T.43, R.27, S.8	Mille Lacs
4.2	Unnamed	T.43, R.27, S.6	Mille Lacs
4.3	Unnamed	T.43, R.27, S.21	Mille Lacs
4.4	Unnamed	T.44, R.27, S.31	Crow Wing
4.5	Unnamed	T.44, R.28, S.36	Crow Wing
4.6	Unnamed	T.44, R.27, S.4	Aitkin
4.7	Unnamed	T.45, R.27, S.25	Aitkin
4.8	Unnamed	T.44, R.25, S.29	Aitkin
4.9	Unnamed	T.44, R.25, S.31,32	Aitkin
4.10	Unnamed	T.44, R.28, S.24	Crow Wing
4.11	Unnamed	T.44, R.28, S.13	Crow Wing
4.12	Rum River Outlet	T.43, R.27, S.33	Mille Lacs

4.13 [For text of subps 5 to 25, see M.R.]

4.14 Subp. 26. [See repealer.]

4.15 Subp. 27. ~~Muskellunge size and Spearing restrictions.~~ The following waters are  
 4.16 closed to the taking of fish by spearing from December 1 to the last Sunday in February. A  
 4.17 person may not have a spear in possession or under control while on or fishing in these  
 4.18 waters during this period. ~~All muskellunge in possession while on or fishing in these~~  
 4.19 ~~waters must be 48 inches or greater in length. All muskellunge less than 48 inches in~~  
 4.20 ~~length must be immediately returned to the water.~~

4.21	Name	Location	County
4.22	A. Bald Eagle	T.30,31, R.21,22, S.Various	Anoka,
4.23			Ramsey,
4.24			Washington
4.25	B. Eagle	T.118,119, R.22, S.Various	Hennepin
4.26	C. Owasso	T.29,30, R.23, S.Various	Ramsey

5.1 D. Rebecca T.118,119, R.24, S.Various Hennepin

5.2 [For text of subps 28 to 50, see M.R.]

5.3 Subp. 51. ~~Leech Lake walleye and muskellunge size restrictions.~~ While on or  
5.4 fishing in the following waters, all walleye in possession must be less than 18 inches in  
5.5 length or greater than 26 inches in length. All walleye that are 18 to 26 inches in length,  
5.6 inclusive, must be immediately returned to the water. Possession and daily limit for  
5.7 walleye is four fish. Possession and daily limit may not include more than one walleye  
5.8 over 26 inches in length. ~~While a person is on or angling in the following waters, all~~  
5.9 ~~muskellunge in possession must be 48 inches or greater in length. All muskellunge less~~  
5.10 ~~than 48 inches in length must be immediately returned to the water.~~

5.11	Name	Location	County
5.12	Leech Lake	T.141-144, R.28-32, S.Various	Cass and Hubbard

5.13 [For text of subps 52 and 53, see M.R.]

5.14 Subp. 54. ~~Vermilion Lake muskellunge, walleye, and northern pike size~~  
5.15 ~~restrictions.~~ While a person is on or fishing in the following waters, all muskellunge in  
5.16 possession must be 48 inches or greater in length. All muskellunge less than 48 inches in  
5.17 length must be immediately returned to the water. While a person is on or angling in the  
5.18 following waters, all walleye in possession must be less than 17 inches or greater than  
5.19 26 inches in length. All walleye that are 17 to 26 inches in length, inclusive, must be  
5.20 immediately returned to the water. A person's walleye possession and daily limit taken  
5.21 from, while on, or angling in the following waters, including those taken from other waters,  
5.22 is four, and must not include more than one walleye over 26 inches in length. While a  
5.23 person is on or fishing in the following waters, all northern pike in possession must be less  
5.24 than 24 inches in length or greater than 36 inches in length. All northern pike that are 24

6.1 to 36 inches in length, inclusive, must be immediately returned to the water. Possession  
6.2 and daily limit may not include more than one northern pike over 36 inches in length.

6.3	Name	Location	County
6.4	Lake Vermilion	T.61-63, R.14-18, S.Various	St. Louis

6.5 [For text of subps 55 to 66, see M.R.]

6.6 Subp. 67. [See repealer.]

6.7 [For text of subp 68, see M.R.]

6.8 Subp. 69. ~~Cass Lake spearing and muskellunge size restrictions. While a person~~  
6.9 ~~is on or angling in the following waters, all muskellunge in possession must be 48 inches~~  
6.10 ~~or greater in length. All muskellunge less than 48 inches in length must be immediately~~  
6.11 ~~returned to the water.~~ While on the following waters, a person may not take fish by  
6.12 spearing and may not possess a spear.

6.13	Name	Location	County
6.14	Cass	T.145,146, R.30,31, S.Various	Beltrami, Cass

6.15 Subp. 70. ~~Big Lake muskellunge and northern pike size restrictions and spearing~~  
6.16 ~~restriction. While a person is on or angling in the following waters, all muskellunge in~~  
6.17 ~~possession must be 48 inches or greater in length. All muskellunge less than 48 inches in~~  
6.18 ~~length must be immediately returned to the water.~~ While a person is on or fishing in the  
6.19 following waters, all northern pike in possession must be less than 24 inches in length  
6.20 or greater than 36 inches in length. All northern pike that are 24 to 36 inches in length,  
6.21 inclusive, must be immediately returned to the water. Possession and daily limit may not  
6.22 include more than one northern pike over 36 inches in length. While on the following  
6.23 waters, a person may not take fish by spearing and may not possess a spear.

7.1	Name	Location	County
7.2	Big Lake	T.146,147, R.31, S.3-6,31,32	Beltrami

7.3        **Subp. 71. East and West Rush Lakes muskellunge and northern pike size**  
 7.4 **restrictions and spearing restriction.** ~~While a person is on or angling in the following~~  
 7.5 ~~waters, all muskellunge in possession must be 48 inches or greater in length. All~~  
 7.6 ~~muskellunge less than 48 inches in length must be immediately returned to the water.~~  
 7.7 While a person is on or fishing in the following waters, all northern pike in possession  
 7.8 must be less than 24 inches in length or greater than 36 inches in length. All northern pike  
 7.9 that are 24 to 36 inches in length, inclusive, must be immediately returned to the water.  
 7.10 Possession and daily limit may not include more than one northern pike over 36 inches  
 7.11 in length. While on the following waters, a person may not take fish by spearing and  
 7.12 may not possess a spear.

7.13	Name	Location	County
7.14	A. East Rush	T.37, R.21,22, S.Various	Chisago
7.15	B. West Rush	T.37, R.21,22, S.Various	Chisago

7.16        **Subp. 72. Wabedo and Unnamed (Louise) Lakes muskellunge and northern**  
 7.17 **pike size restrictions and spearing restriction.** ~~While a person is on or angling in the~~  
 7.18 ~~following waters, all muskellunge in possession must be 48 inches or greater in length.~~  
 7.19 ~~All muskellunge less than 48 inches in length must be immediately returned to the water.~~  
 7.20 While a person is on or fishing in the following waters, all northern pike in possession  
 7.21 must be less than 24 inches in length or greater than 36 inches in length. All northern pike  
 7.22 that are 24 to 36 inches in length, inclusive, must be immediately returned to the water.  
 7.23 Possession and daily limit may not include more than one northern pike over 36 inches  
 7.24 in length. While on the following waters, a person may not take fish by spearing and  
 7.25 may not possess a spear.

8.1	Name	Location	County
8.2	A. Wabedo	T.140, R.28, S.Various	Cass
8.3	B. Unnamed (Louise)	T.140, R.28, S.21,22	Cass

8.4 Subp. 73. **Woman Lake muskellunge and northern pike size restrictions.** While a  
 8.5 ~~person is on or angling in the following waters, all muskellunge in possession must be~~  
 8.6 ~~48 inches or greater in length. All muskellunge less than 48 inches in length must be~~  
 8.7 ~~immediately returned to the water.~~ While a person is on or fishing in the following waters,  
 8.8 all northern pike in possession must be less than 24 inches in length or greater than 36  
 8.9 inches in length. All northern pike that are 24 to 36 inches in length, inclusive, must be  
 8.10 immediately returned to the water. Possession and daily limit may not include more than  
 8.11 one northern pike over 36 inches in length.

8.12	Name	Location	County
8.13	Woman	T.140,141, R.28,29, S.Various	Cass

8.14 Subp. 74. **North Star and Little North Star Lakes muskellunge and northern**  
 8.15 **pike size restrictions and spearing restriction.** While a person is on or angling in the  
 8.16 ~~following waters, all muskellunge in possession must be 48 inches or greater in length.~~  
 8.17 ~~All muskellunge less than 48 inches in length must be immediately returned to the water.~~  
 8.18 While a person is on or fishing in the following waters, all northern pike in possession  
 8.19 must be less than 24 inches in length or greater than 36 inches in length. All northern pike  
 8.20 that are 24 to 36 inches in length, inclusive, must be immediately returned to the water.  
 8.21 Possession and daily limit may not include more than one northern pike over 36 inches  
 8.22 in length. While on the following waters, a person may not take fish by spearing and  
 8.23 may not possess a spear.

9.1	Name	Location	County
9.2	North Star	T.58,59, R.26; S.4,5,20,28,29,32,33	Itasca
9.3	(including Little		
9.4	North Star and		
9.5	other unnamed		
9.6	connected		
9.7	waters)		

9.8 Subp. 75. ~~Moose Lake muskellunge and walleye size restrictions and spearing~~  
 9.9 ~~restriction. While a person is on or angling in the following waters, all muskellunge in~~  
 9.10 ~~possession must be 48 inches or greater in length. All muskellunge less than 48 inches in~~  
 9.11 ~~length must be immediately returned to the water. While on or fishing in the following~~  
 9.12 ~~waters, all walleye in possession must be less than 17 inches in length or greater than~~  
 9.13 ~~26 inches in length. All walleye that are 17 to 26 inches in length, inclusive, must be~~  
 9.14 ~~immediately returned to the water. Possession and daily limit may not include more than~~  
 9.15 ~~one walleye over 26 inches in length. While on the following waters, a person may not~~  
 9.16 ~~take fish by spearing and may not possess a spear.~~

9.17	Name	Location	County
9.18	Moose	T.57, R.26,27, S.19,20,24,25,29,30	Itasca

9.19 [For text of subps 76 to 88, see M.R.]

9.20 Subp. 89. ~~Inguadona and Rice Lakes muskellunge, sunfish, and crappie~~  
 9.21 ~~regulations. While a person is on or angling in the following waters, all muskellunge in~~  
 9.22 ~~possession must be 48 inches or greater in length. All muskellunge less than 48 inches~~  
 9.23 ~~in length must be immediately returned to the water. The daily and possession limit for~~  
 9.24 ~~sunfish and crappie taken from the waters listed below is ten sunfish and five crappie.~~

9.25	Name	Location	County
9.26	Inguadona	T.140,141, R.27, S.5-8,29,32	Cass

10.1

Rice

T.140, R.28, S.1,2,11,12

Cass

10.2

[For text of subps 90 and 91, see M.R.]

10.3

**REPEALER.** Minnesota Rules, part 6264.0400, subparts 26 and 67, are repealed.

10.4

**EFFECTIVE PERIOD.** The amendments to Minnesota Rules, parts 6262.0200 and

10.5

6264.0400, and the repealer, are effective March 1, 2010.

# Office of the Revisor of Statutes

## Administrative Rules



**TITLE:** Adopted Exempt Permanent Game and Fish Rules: Inland Water Muskellunge Size Restrictions

**AGENCY:** Department of Natural Resources

**MINNESOTA RULES:** Chapters 6262 and 6264

The attached rules are approved as to form

Cindy K. Maxwell

Cindy K. Maxwell  
Senior Assistant Revisor

**INFORMATION ONLY**

# Minnesota State Aggregate Mining Conference

**Environmental, Legal & Legislative Issues**



2010  
**Minnesota State Aggregate Mining Conference**  
**Thursday, February 18th, 2010**

This conference will address all of the current issues associated with aggregate mining, such as permitting, environmental review, and reclamation. In addition, this years conference will focus on current legal and legislative issues.

The conference will benefit landowners, private industry, township officials, federal agencies, legislators, local government staff, natural resource agencies, county commissioners, state agencies, law firms/legal entities, planning and zoning officials, conservation groups, and college students. The conference will be especially useful for local governments across the state that have to deal with all of these issues, as well as companies that work within the regulations and other parties.

## Agenda

### Thursday, February 18th

- 7:30 – 9:00 a.m. Vendor Booth Set-up
- 8:00 a.m. Registration  
Continental Breakfast
- 9:00 a.m. Introduction and Opening Remarks
- 9:10 a.m. The State of Mining in Minnesota Current & Future
- 10:30 a.m. Morning Break
- 10:45 a.m. Keynote Speaker
- 12:00 p.m. Lunch in the Atrium  
Vendor Door Prizes
- 1:15 p.m. Concurrent Sessions:  
~ Legal & Legislative Issues  
~ State Agency Resources

- 2:45 p.m. Afternoon Break
- 3:00 p.m. Concurrent Sessions:  
~ Legal & Legislative Issues  
~ Environmental Regulations
- 4:30 p.m. Adjourn

### Friday, February 19th

#### Planning & Zoning Workshop ~ \$35 Registration ~

- 9:00 a.m. Aggregate Mining Zoning Ordinances
- 10:30 a.m. Morning Break
- 10:45 a.m. Environmental Permitting
- 12:00 p.m. Adjourn With Possible Afternoon Site Visits

~ CLE Credits Available ~

## Location

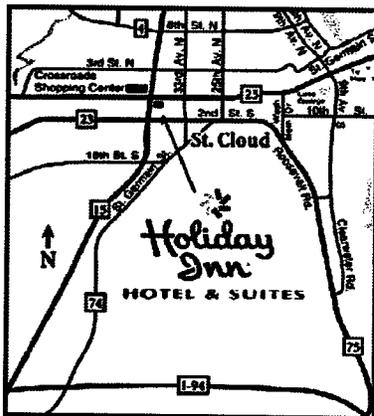
### Holiday Inn Hotel & Suites

75 South 37th Avenue  
St. Cloud, Minnesota  
(at the intersection of Hwys. 23 & 15)

Phone: 320-253-9000  
Fax: 320-253-5998

Single Queen or Two Double Beds ~ \$72.95

Please mention the "Minnesota State Aggregate Mining Conference" when making your reservation



**Holiday Inn Hotel & Suites**

**St. Cloud, Minnesota**

**Sponsored by the Association of Minnesota Counties**

**Register Early! – Space is limited!**

**Individual Conference Registration Form**

Minnesota State Aggregate Mining Conference  
February 18th, 2010  
Holiday Inn Hotel & Suites

(Complete one form per individual)

Name: \_\_\_\_\_  
(Write name as it will appear on name tag)

Affiliation: \_\_\_\_\_  
(Write affiliation as it will appear on name tag)

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Individual Conference Registration Fee  \$75.<sup>00</sup> per person

Late Registration Fee (After February 1st)  \$100.<sup>00</sup> per person

Planning & Zoning Workshop Friday, February 19th, 2010  \$35.<sup>00</sup> per person

Vendor Booth\*  \$150.<sup>00</sup> per vendor

\*Includes one conference registration. Please bring a gift to be given away during the lunch Vendor Meet & Greet.

Please make checks payable to:  
Midwest Community Planning, LLC

Send checks or purchase orders with registrations to:  
Midwest Community Planning, LLC

Attn: Matthew Johnson  
P.O. Box 541  
Willmar, MN 56201

For special needs or billing questions contact:

Matthew Johnson  
Phone: (320) 212-2042  
midwestplanning@gmail.com  
www.midwestplanning.com

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# Minnesota State Aggregate Mining Conference

Environmental, Legal & Legislative Issues



**2010  
Minnesota  
State  
Aggregate  
Mining  
Conference**

**February  
18th, 2010**

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