



**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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**AGENDA**

**Tuesday January 5, 2010 8:30 a.m.**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on January 5, 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

**8:35 Election of Roseau County Board of Commissioner Officers**

1. Chairman
2. Vice-Chairman

**8:45 Consent Agenda**

1. Approve 2010 Mileage Expense Reimbursement
2. Approve 2010 Meal Expense Reimbursement
3. Approve 2010 Pocket Gopher Bounty
4. Authorize Auditor to Pay Routine Bills
5. Authorize Auditor to Pay Appropriations
6. Appoint Thor Didrickson to the Extension Committee
7. Re-appoint Doug Green to the Extension Committee

**9:00 Bid Opening**

1. 2010 Publishing Bids

**9:15 Comments and Announcements**

**9:30 Discussion**

1. Forum on Rural Jobs and Economic Growth
2. Acknowledge Employee Cooperation in Cost Sharing Health Insurance Increase
3. Meeting with Representative Dave Olin and Senator Leroy Stumpf Regarding Unallotments
4. Review Uniform Hiring Policy, VTO Policy and Roseau County Personnel File Policy
5. 2010 Committee Appointments
6. Set Minimum Salary for Elected Officials for the Term Next Following

**11:55 Future Agenda Items**

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

An Equal Opportunity Employer

## **Excerpt from 1-06-09 Proceedings**

### **ELECTION OF COUNTY BOARD OF COMMISSIONER OFFICERS**

Coordinator Klein called for nominations for chair to the Roseau County Board for the year 2009. Commissioner Walker nominated Commissioner Swanson. Coordinator Klein called for further nominations. After calling for further nominations three times and hearing none, Coordinator Klein called for a motion to cease nominations. A motion was made by Commissioner Walker, seconded by Commissioner Foldesi, and carried unanimously to cease nominations and cast a unanimous ballot for Commissioner Swanson as chair to the Roseau County Board for the year 2008. Coordinator Klein turned the meeting over to Chair Swanson.

Chair Swanson called for nominations for vice-chair. Commissioner Swanson nominated Alan Johnston. Chair Swanson called for further nominations three times. A motion was made by Commissioner Walker, seconded by Commissioner Foldesi, and carried by unanimous vote to cease nominations and cast a unanimous vote for Alan Johnston as vice-chair to the Roseau County Board for the year 2009.

Commissioner Swanson requested a motion be passed clarifying that in the year 2010 the Board Chair position will rotate among the Commissioners. A motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously to adopt the following resolution:

2009-01-01

BE IT RESOLVED, that the Board will rotate the Chair and Vice Chair positions on the Roseau County Board beginning in the year 2010.

BE IT FURTHER RESOLVED that the rotation will go in reverse order and the District 1 representative will serve as chair in 2010 and the District 5 representative will serve as vice-chair in 2010.

**APPENDIX D**  
**2010 Mileage Reimbursement**

Below are the mileages from the Roseau County Courthouse to the locations indicated. Please use these standard mileage figures when completing your travel expense paperwork. **Mileage incurred as a result of the need for additional travel, ie, driving to/from your locations within and/or between cities, should be added as a separate line item on your expense report in order to receive reimbursement.**

Reimbursement at \$ 0.500 per Mile.  
From County Courthouse, 606 5th Ave SW

Effective 1/1/10

	Round Trip Miles	Reimburse		Round Trip Miles	Reimburse
Alexandria	524	\$ 262.00	Greenbush	46	\$ 23.00
Badger	30	\$ 15.00	Hallock	124	\$ 62.00
Bagley	256	\$ 128.00	International Falls	258	\$ 129.00
Baudette	120	\$ 60.00	Karlstad	84	\$ 42.00
Bemidji	280	\$ 140.00	Little Falls	554	\$ 277.00
Brainerd (Craguns)	456	\$ 228.00	Mankato	898	\$ 449.00
Crookston	230	\$ 115.00	McIntosh	218	\$ 109.00
Deerwood (Ruttgers)	494	\$ 247.00	Middle River	86	\$ 43.00
Detroit Lakes	318	\$ 159.00	Minneapolis	758	\$ 379.00
Duluth (via Baudette)	558	\$ 279.00	Park Rapids	374	\$ 187.00
East Grand Forks	244	\$ 122.00	Rochester	940	\$ 470.00
Erskine	200	\$ 100.00	St. Cloud	636	\$ 318.00
Fargo	394	\$ 197.00	St Paul	780	\$ 390.00
Fergus Falls	424	\$ 212.00	Thief River Falls	130	\$ 65.00
Fosston	222	\$ 111.00	Walker (Ah-Gwah-Ching)	350	\$ 175.00
Grafton	188	\$ 94.00	Warren	172	\$ 86.00
Grand Forks	242	\$ 121.00	Warroad	46	\$ 23.00
Grand Rapids	400	\$ 200.00	Winnipeg	240	\$ 120.00

\*Mileage is the highest number of comparable routes as calculated by the State of Minnesota, Rand McNally, and MapQuest.

## **APPENDIX C**

### **2010 MEAL AND EXPENSE REIMBURSEMENT POLICY**

The County Board sets the annual mileage and expense reimbursement schedule at the first official Board meeting of the year in January. The most current mileage and expense reimbursement is as follows.

#### **MILEAGE**

The rate of reimbursement for travel expense by Roseau County employees and officials for the use of their own private vehicle on county business is .50 cents per mile.

#### **MEAL EXPENSE**

The meal expense reimbursement for travel OUTSIDE Roseau County is not to exceed **\$40.00** per day for a full day. Meal reimbursement is made for the exact expenditure(s) and not the maximum amount allowed. Meals are defined according to the standard meal model of breakfast-lunch-supper and do not include snacks in between meals. Tips and alcoholic beverages are not reimbursable. Itemized receipts are required to receive reimbursement for expenses.

Meal reimbursement WITHOUT overnight lodging should be submitted on a GREEN claim form and will be processed through payroll whereby payroll tax and FICA withholding are deducted.

Meal reimbursement WITH overnight lodging should be submitted on a WHITE claim form but is paid as a Commissioner Warrant and does not go through payroll.

#### **LODGING/Other Expenses**

Every attempt should be made to obtain direct billing for expenses occurred. If this is not possible, expense should be submitted on a claim form with all receipts attached. (White claim form)

**Please Note:** Under Minnesota law, claims presented for payment must be in writing and itemized. Credit card receipts lack sufficient detail to comply with statutory requirements and therefore are not acceptable.

Claim form may be obtained in the Auditor's Office

Excerpt from January 6, 2009 Proceedings

The Board, by adoption of its consent agenda, set the 2009 pocket gopher bounty at \$2.50 per gopher with an additional \$1.00 reimbursement paid for gophers trapped in unorganized townships to match the \$1.00 paid by organized townships.





## CALL FOR BIDS

Sealed bids will be received by Anne K. Granitz, Roseau County Auditor, 606 5<sup>th</sup> Avenue SW Room 160, Roseau, MN 56751-1477, on behalf of the Roseau County Board of Commissioners, until 9:00 a.m., on Tuesday, January 5, 2010, for the following publications:

- 1. OFFICIAL COUNTY NEWSPAPER - PUBLICATION OF THE COUNTY BOARD PROCEEDINGS PURSUANT TO MINNESOTA STATUTES 375.12, AND THE PUBLICATION OF ALL LEGAL NOTICES OF THE COUNTY, INCLUDING BID AND PUBLIC HEARING NOTICES, SAMPLE BALLOTS, BOXED EMPLOYMENT ADS, AND ALL OTHER PUBLISHING REQUEST OR NEEDS OR REQUIREMENTS OF THE COUNTY, REGARDLESS OF SIZE, TYPE AND/OR FORMAT, KNOWN OR UNKNOWN, DURING 2010.**
- 2. FIRST PUBLICATION OF THE 2009 FINANCIAL STATEMENT SUMMARY PURSUANT TO MINNESOTA STATUTES 375.17, IN 2010.**
- 3. SECOND PUBLICATION OF THE 2009 FINANCIAL STATEMENT SUMMARY PURSUANT TO MINNESOTA STATUTES 375.17, IN 2010.**
- 4. TWO PUBLICATIONS OF THE LIST OF DELINQUENT TAXES PURSUANT TO MINNESOTA STATUTES 279.05, 279.06, 279.07, 279.08 AND 279.09.**

The bidders must comply with the legal requirements of Minnesota Statutes, Chapter 331A, and the legal requirements for publication of this material, and the bidders should make themselves familiar with these requirements.

Bids must be submitted on the form provided by the Roseau County Auditor's Office and shall comply with the publication specifications included with the bid packet.

The words "*Bid for Publishing*" must be written on the outside of the bid envelope.

The Roseau County Board reserves the right to reject any and all bids and to waive any irregularities in the bidding process.

Dated at Roseau, Minnesota, this 1<sup>st</sup> day of December, 2009.

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Anne K. Granitz  
Roseau County Auditor

(SEAL)



The USDA is leading an effort to hear from Rural America on its ideas about what is needed to create jobs and economic opportunity in our rural communities. Please bring your thoughts and ideas to the “**Forum on Rural Jobs and Economic Growth**” hosted by the North Dakota, South Dakota and Minnesota offices of USDA Rural Development and the Farm Service Agency.

The forum is scheduled to run from **10 a.m. to Noon on Wednesday, January 6, 2010** at the Harry Stern and Ella Stern Cultural Center located at the North Dakota State College of Science in Wahpeton, ND (800 6<sup>th</sup> St. North). The forum will feature a six-person panel comprised of a diverse group of leaders from across the rural economic spectrum. There will also be an opportunity for forum attendees to ask questions and provide feedback and ideas on how to create more jobs and improve the local rural economy. An agenda is included at the bottom of this invitation.

Please **RSVP to [adam.czech@mn.usda.gov](mailto:adam.czech@mn.usda.gov)** to confirm your attendance. Include your name, organization and phone number.

Thank you.

## **USDA Forum on Rural Jobs and Economic Growth**

*January 6, 2010 – Harry Stern and Ella Stern Cultural Center at North Dakota State College of Science, Wahpeton, ND (800 6<sup>th</sup> St. North)*

**10 a.m.** Welcome by ND Rural Development State Director Jasper Schneider and MN Farm Service Agency State Executive Director Linda Hennen

\*Colleen Landkamer, MN Rural Development State Director

\*Elsie Meeks, SD Rural Development State Director

\*Aaron Krauter, ND Farm Service Agency State Executive Director

\*Craig Schaunaman, SD Farm Service Agency State Executive Director

**10:15 a.m.** Panel Discussion

- Native American Workforce/Economic Development
- Renewable Energy
- Labor
- Lending and Capital
- Small Business/Manufacturing
- Healthcare

**10:45 a.m.** Discussion from Forum Attendees and Q&A



## UNIFORM HIRING POLICY

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### Policy Statement

Employment of competent and qualified employees in compliance with all pertinent laws and government regulations is essential to the County's success as an effective and progressive administrative arm of state government.

To guarantee a consistent and effective employment program, the County has adopted the County Personnel Act. Under this act, the county appoints a Personnel Director who manages the hiring process. At Roseau County the Personnel Director is the County Coordinator.

### Authorization to Establish Positions and Fill Vacancies

The County Board possesses the sole authority to establish new positions and to approve filling vacancies not governed by elected official authority.

### Procedure to Create New Position

Department Heads wishing to create a new position within their department are asked to contact the County Coordinator to establish a job description, have the position evaluated for compensation purposes, and to schedule an appointment with the Board to present the request. Establishment of new positions should where possible track with the budget planning cycle so the addition can be planned for and included in the budget.

### Procedure to Fill Regular full or part-time Vacancy

In the event of a **regular full-time or a regular part-time vacancy**, the department head must evaluate the need to replace the position. The department head is asked to determine whether the position could be filled with a part-time employment, job shared with another department, contracted out or if work can be accomplished in some other fashion, or whether justification exists to re-fill the position.

Once the assessment is completed, the request to fill the vacancy will go before the Board for review. Upon approval of the Board, the position will be advertised according to statutes and county policy.

### Procedure for Filling Temporary Position/Vacancy

Department heads do not need approval to hire or replace **temporary** employees **provided the position and/or hours have been approved in the Department budget**. In the event the position or hours are not approved in the budget, the department head will notify the County Coordinator of the specific need for additional staff including estimated numbers of hours, length of time, and total budget request. The request will go before the County Board for approval. Upon approval of the County Board, the Department Head can fill the temporary position at their discretion according to their individual department policy.

## **Hiring Procedure**

At the County's discretion, positions will be advertised for a minimum of two weeks in the official county news paper. Position openings will also be posted on the County website. Current employees of Roseau County are encouraged to apply for any open position. Internal and external candidates apply simultaneously. Interviews and a hiring decision will be made as expediently as possible. In the event of a tie, the internal candidate will be given preference.

All applications for County positions are processed through the Coordinator's Office. Applicants will be screened for qualifications and/or tested by the hiring committee which shall consist of the County Coordinator, the Department Head and/or Supervisor, and one (1) other person Department Head and/or other employee at the Department Head's discretion.

Interviews will be conducted by the Hiring Committee. (Board has authority to be present for interviews)

Unless waived during the approval to advertise for the position phase, the hiring recommendation will go before the County Board for their approval. If approved, the selected applicant will be notified by the Coordinator's office and an offer letter will be sent.

Background checks will be conducted on all employees hired by Roseau County and if requested, the selected applicant must obtain a medical physical.

Interview notes and applications must be returned to the Coordinator's office immediately following the completed interviews. Applications are kept on file for one year and in the event a position opens that matches the applicants qualifications.

## **Orientation**

The Coordinator's Office conducts new employee orientation which includes providing new employees with the Roseau County Employee Handbook and reviewing key policies hours of work, lunch and rest periods; layout of facility; performance reviews; recording of hours worked; vacation schedule; holiday schedule; sick leave; other leaves of absence; reporting of leaves (sick, vacation, holiday and other leaves of absence); overtime; expense reimbursement; and the Respectful Work Policy. The Coordinator's Office will review compensation schedule and provide employee with a copy of their job description. The Department Head is responsible for having employee sign the acknowledgement of Receipt of Employee Handbook and delivering the completed form to the Coordinator's Office. The Coordinator's Office coordinates benefit enrollment. The Auditor's Office manages payroll related procedures and issuance of key/and access control management.

## **Reassignment of Duties**

Department Heads shall have the authority to reassign duties to employees with the same job title within their department. Such changes shall be at the discretion of the Department Head to enhance the efficiency of the department and/or to respond to changed requirements. Such activity shall not be subject to vacancy/new position policies.

### **Internal Transfer Policy**

The County encourages employees to apply for open positions within county employment. If an employee is offered a position in another department and chooses to transfer to that position, the employee retains their original hiring date. If the position is within the same grade, the employee maintains their current grade and step. If the position is at a higher grade the employee moves diagonally to the step that is higher than, but closest to, their current rate. For example, an employee currently employed at a Grade 5 Step D and hired for a Grade 6 position in another department would move to Grade 6 Step B. The County retains the right to make exceptions to this policy.

### **Promotion Policy**

The County supports and encourages professional development of its employees. Should an employee be offered a promotion within their department, that employee retains their original hire date and moves to the grade of the promotion at their current step. For example, an employee who is currently employed at a Grade 8 Step C and is promoted to a Grade 9 position would move to Grade 9 Step C. Situations where the promotion involves a change of 2 or more grades, or a promotion that requires the employee to master a completely different set of knowledge and skills will be handled on a case by case basis based on the recommendation of the department head and approval of the County Board.

### **Rehire**

Previous Roseau County employees who have left employment in good standing can apply for open positions within Roseau County employment. Previous employment with the county does not guarantee future employment. Re-employment will be considered based on qualification for the open position.

Roseau County may at times hire persons who have separated employment for purposes of retirement. Roseau County will follow State and Federal regulations and PERA guidelines. To be considered retired by PERA, the employee must terminate public service. The employee is not considered retired if there is any kind of prior agreement with the employer to return to work at a later date. If, after retirement, a person later returns to PERA-covered employment, there must have been at least a 30-day break in public service. Should an employee return to a PERA-covered job, they will continue to collect retirement benefits and pay no contributions to PERA. Annual earnings limitations established by the federal agency may apply. Re-hire wage and benefit terms will be established at the point of re-hire and will be determined based on the recommendation of the department head and approval of the County Board of Commissioners. Roseau County is under no obligation to offer or continue employment of retirees. Continued employment will be subject to County need and employee performance. Employment remains at will between employer and employee.



## **VOLUNTARY TIME OFF (VTO) POLICY**

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### **Definition**

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

Due to the current economy, Roseau County is suspending the requirement to fully utilize available paid leave before an employee can request unpaid time off. Additionally Roseau County is extending the term of days that may be taken off as unpaid leave. This new leave option is called **Voluntary Time Off, or VTO.**

### **Eligibility**

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

### **Length of Absence**

Voluntary Time Off may be granted in hourly, whole-day, or whole week increments as it fits the employees schedule and the needs of the department. Voluntary Time Off time in any calendar year is limited to 208 hours (26 days).

### **Compensation and Benefits**

Employees maintain all regular benefits including sick and vacation accrual and health benefits at their normal rate while absent from work on approved Voluntary Time Off.

### **Requests and Approvals**

Employees must submit a written request for Voluntary Time Off to their supervisor at least 24 hours in advance of the desired time off using the Voluntary Time-Off Request form.

Department Heads are responsible for approving requests for Voluntary Time Off and must communicate their decision to their employees in writing in a timely manner. A signed Voluntary Time-Off Request Form serves as written communication.

Approval decisions take into consideration department budgetary and staffing needs. Requests may be denied on the basis of these or other reasonable considerations.

### **Exceptions**

Employees may not combine Voluntary Time Off with Family Medical Leave or any other county leave policy.

### **PERA Compliance**

Roseau County's Voluntary Time Off policy is structured to comply with Public Employees Retirement Association of Minnesota (PERA) Periodic Repetitive Leaves policy.



## PERSONNEL FILE POLICY

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Roseau County keeps certain records relating to your employment in a personnel file. The documents contained within that file are the property of Roseau County and must be maintained for federal, state, and county government recordkeeping purposes.

Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements.

Data in personnel files is managed under Chapter 13 of the Minnesota Statutes - Personnel Data.

Except for employees described in Chapter 13 subdivision 5 and subject to the limitations described in subdivision 5a, the following personnel data on current and former employees, volunteers, and independent contractors of a government entity is considered public:

(1) name; employee identification number, which must not be the employee's Social Security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; and the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

(2) job title and bargaining unit; job description; education and training background; and previous work experience;

(3) date of first and last employment;

(4) the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

(5) the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body;

(6) the terms of any agreement settling any dispute arising out of an employment relationship, including a buyout agreement as defined in section

123B.143, subdivision 2, paragraph (a); except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money;

(7) work location; a work telephone number; badge number; and honors and awards received; and

(8) payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

Personnel Files are managed by the Human Resource Department. Upon request and accordance with applicable law, employees are permitted to review their personnel records. An employee wishing to view the contents of his or her personnel file must complete a written request to the Human Resource Director. Upon receipt of the employee request, arrangements will be made to view your file during off-duty time or, with permission from your immediate supervisor, during work time.

At the time of viewing the personnel file, the employee's identity will be verified and the employee will be shown to a work station where he/she can view the contents of the file. Employees are eligible to obtain copies of any record in their file relating at a cost set by the county board in accordance with data practices, payable in advance.

Employees may not take or alter any document found within the personnel file. If an employee disagrees with one of the documents, the employee may request permission to add a document containing comments regarding the document with which the employee disagrees.

Both at and after the time you separate from employment, the employee may make copies of documents in your personnel file. Copying of such documents and payment must be arranged in advance.

Your personnel file will be maintained in Roseau County archives in accordance with all applicable legal requirements.

Each employee is required to keep their personnel file current with regard to name, address, telephone number and the telephone number of an emergency contact.

Reference MN Statutes 13

# 2010 Roseau County Committee Appointments

## Association of MN Counties

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi		Annual	Annual Meeting in December
Commissioner Alan Johnston		Appointment	Legislative Conference in April
District 3 Commissioner			
Commissioner Jack Swanson			
Commissioner Russell Walker			
Social Services Director Dave Anderson			
Coordinator Trish Klein			
Auditor Anne Grantiz			

## Agriculture Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi		Annual Appointment	As Needed
District 3 Commissioner			

## AMC General Government Policy

Committee Members	Alternates	Term	Meeting Schedule
	Commissioner Jack Swanson	District III Appointment	Quarterly

## AMC Health & Human Services Policy Committee

Committee Members	Alternates	Term	Meeting Schedule
Social Services Director Dave Anderson, Delegate		District III Appointment	Quarterly

## AMC Legislative Steering Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston		AMC Appointment	Quarterly

## AMC Membership Services Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston		District III Appointment	As Needed

## AMC Natural Resources Policy Committee

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner		District III Appointment	Quarterly

## AMC Public Safety

Committee Members	Alternates	Term	Meeting Schedule
Coordinator Trish Klein, Delegate			Quarterly

## AMC Transportation and Agriculture Policy Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston (Committee Chair)		District III Appointment	Quarterly

# 2010 Roseau County Committee Appointments

## Beautification Committee

Committee Members	Alternates	Term	Meeting Schedule
Auditor Anne Granitz Linda Vatnsdal, At Large Member Commissioner Jack Swanson			As Needed

## Beltrami Island State Forest Planning Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston Commissioner		Annual Appointment	As Scheduled

## Bovine TB Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi Commissioner Russell Walker			As Needed

## Building Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Commissioner Jack Swanson Environmental Officer Jeff Pelowski Auditor Anne Granitz Social Services Director Dave Anderson Sheriff Jule Hanson Coordinator Trish Klein Building Mgmt. Supervisor Lenny Johnson			As Needed

## Committee of the Whole

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi Commissioner Alan Johnston District 3 Commissioner Commissioner Jack Swanson Commissioner Russell Walker		Annual Appointment	As Needed

## Communications Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston Commissioner Jack Swanson Coordinator Trish Klein Engineer Brian Ketring IT Administrator Chris Stauffer Deputy Auditor John Huss			As Needed

# 2010 Roseau County Committee Appointments

## Community Justice Coordinating Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Jack Swanson Coordinator Trish Klein County Attorney Lisa Hanson Judge Donna Dixon Chief Deputy Terry Bandemer Social Services Director Dave Anderson Jail Administrator Janice Anderson Behavioral Health Director Jan Carr Probation Agent Terry Hanson			1st Wednesday of Every Month

## Community Roundtable

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner	All Commissioners		Quarterly

## County Fair Planning Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Jack Swanson Environmental Officer Jeff Pelowski Coordinator Trish Klein Auditor Anne Granitz Administrative Assistant Ann Marie Miller			As Needed

## Credit Card Committee

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner Commissioner Jack Swanson Coordinator Trish Klein Auditor Anne Granitz Treasurer Diane Gregerson			As Needed

## Ditch Committee

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner Commissioner Russell Walker	Commissioner Mark Foldesi Commissioner Alan Johnston	Annual Appointment	As Needed

## DNR County Road Planning Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston Commissioner Russell Walker		Annual Appointment	As Scheduled

# 2010 Roseau County Committee Appointments

## E911 Committee

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner			
Sheriff Jule Hanson			
Chief Deputy Terry Bandemer			
Captain Tobi Eidsmoe			
Environmental Officer Jeff Pelowski			
Emergency Manager Gracia Nelson			

## Economic Development Committee

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner		Annual Appointment	As Needed
Commissioner Jack Swanson			
Coordinator Trish Klein			
County Assessor Al Heim			
County Attorney Lisa Hanson			
County Auditor Anne Granitz			
County Engineer Brian Ketring			
Environmental Officer Jeff Pelowski			
Recorder Pam Grand			
Social Service Director Dave Anderson			
Treasurer Diane Gregerson			
Sheriff Jule Hanson			
Chief Deputy Terry Bandemer			

## Emergency Management

Committee Members	Alternates	Term	Meeting Schedule
Board Chair Jack Swanson	Commissioner Mark Foldesi	Annual Appointment	As Needed
Board Vice Chair Alan Johnston	District 3 Commissioner		
Coordinator Trish Klein	Commissioner Russell Walker		
County Assessor Al Heim			
County Attorney Lisa Hanson			
County Auditor Anne Granitz			
County Engineer Brian Ketring			
Emergency Manager Gracia Nelson			
Environmental Officer Jeff Pelowski			
Recorder Pam Grand			
Social Service Director Dave Anderson			
Treasurer Diane Gregerson			
Sheriff Jule Hanson			
Chief Deputy Terry Bandemer			

# 2010 Roseau County Committee Appointments

## Highway Department Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi	Commissioner Alan Johnston	Annual Appointment	As Needed
Commissioner Russell Walker	Commissioner Jack Swanson		
County Engineer Brian Ketring	Commissioner Russell Walker		
Asst County Engineer Tim Erickson			

## Human Resource Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi			
Commissioner Russell Walker			

## Labor Relations Committee

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner			
Commissioner Russell Walker			

## Insurance Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Jack Swanson	Commissioner Alan Johnston	Annual Appointment	Quarterly
Commissioner Russell Walker			
Coordinator Trish Klein			
Social Service Director Dave Anderson			
Sheriff Jule Hanson			
Rhonda Hanson			
John Huss			
Patty Ignaszewski			
Rosalie Isham			
Gwynne Roadfelt			
Jason Monsrud			

## Joint Ditch Authority

Committee Members	Alternates	Term	Meeting Schedule
<u>Ditch Commissioners</u>	Adjoining County	Indefinite Unless Changed	As Needed
Judicial Ditch No. 19 District 3 & 5	Marshall		
Judicial Ditch No. 2 District 1 & 4	Lake of the Woods		
Judicial Ditch No. 33 District 2 & 5	Kittson		
State Ditch No. 50 District 2, 3 & 5	Kittson		
State Ditch No. 62 District 3 & 4	Lake of the Woods		
Judicial Ditch No. 63 District 2, 3, 4, d5	Marshall		
State Ditch No. 72 District 2, 3 & 5	Kittson		
State Ditch No. 90 District 5	Kittson & Marshall		
State Ditch No. 95 District 2, 3 & 5	Kittson		

# 2010 Roseau County Committee Appointments

## Joint Powers Natural Resource Board

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner Commissioner Russell Walker	Commissioner Alan Johnston	Annual Appointment	Monthly 3rd Monday in Bemidji

## KaMaR Board

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi	Commissioner Jack Swanson	Annual Appointment	Monthly 2nd Monday

## Land Use Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi Commissioner Alan Johnston District 3 Commissioner Commissioner Jack Swanson Commissioner Russell Walker Auditor Anne Granitz			In Warren - As needed to hear appeals.

## Tax Forfeited Land Sale Subcommittee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston Commissioner Mark Foldesi County Engineer Brian Ketring	Commissioner Russell Walker		

## Law Library Board of Trustees MS 134A.10 Sub 4

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Jack Swanson Judge Donna Dixon Law Clerk Mike Mattocks County Attorney Lisa Hanson Court Administrator Teresa McDonnell	Commissioner Mark Foldesi	Annual Appointment	Quarterly

## Legislative Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi Commissioner Alan Johnston District 3 Commissioner Commissioner Jack Swanson Commissioner Russell Walker			

# 2010 Roseau County Committee Appointments

## LifeCare Medical Center Hospital

### Committee Members

Members/Term Expires May 1

John Johnson (Ross) 2011  
 Steve Haugen (Malung) 2012  
 Peter Helgeson (Roseau) 2009  
 Mike Hetteen (Mickinock) 2014  
 Carmen Przekwas (Jadis) 2012  
 Ralph Herseth, MD (Roseau) 2011  
 Cory Vatnsdal (Roseau) 2013

### Alternates

The Hospital Board recommends membership and the County Board confirms. There are 12 regular meetings per year, plus committee meetings when called. A \$60 per diem is paid by the Hospital for each meeting. This Board is scheduled to disband in 2011 at the conclusion of the debt service on the bonds. 6 year terms.

### Term

### Meeting Schedule

## Lost River State Forest Planning Committee

### Committee Members

District 3 Commissioner

### Alternates

### Term

Annual

### Meeting Schedule

As Needed

## LOW/Rainy River Basin Committee - Crow Duck Committee

### Committee Members

Commissioner Alan Johnston

### Alternates

### Term

Annual Appointment

### Meeting Schedule

Annually

## Minnesota Counties Insurance Trust (MCIT)

### Committee Members

Auditor Anne Granitz

### Alternates

Commissioner Russell Walker

### Term

Annual Appointment

### Meeting Schedule

Annual Meeting as part of

## MCCC County Attorney Users Group

### Committee Members

County Attorney Lisa Hanson

### Alternates

Maryanne Olafson

### Term

Annual Appointment

### Meeting Schedule

Annual Regional Meeting

## Minnesota County Computer Cooperative

### Committee Members

IT Administrator Chris Stauffer

### Alternates

Auditor Anne Granitz  
 Treasurer Diane Gregerson  
 Assessor Al Heim

### Term

Annual Appointment

### Meeting Schedule

Annual Regional Meeting  
 Annual Conference  
 Monthly Meetings

## Minnesota Rural Counties Caucus

### Committee Members

District 3 Commissioner

### Alternates

### Term

Annual

### Meeting Schedule

Every Other Month

## North Counties Land Use Coordinating Board

### Committee Members

Commissioner Mark Foldesi  
 Commissioner Alan Johnston  
 District 3 Commissioner  
 Commissioner Jack Swanson  
 Commissioner Russell Walker

### Alternates

### Term

Annual Appointment

### Meeting Schedule

Monthly  
 Chisholm/Northome

# 2010 Roseau County Committee Appointments

<b>Northwest Community Action Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Mark Foldesi		Annual Appointment	Every Other Month - 3rd Thur
<b>NW Counties Data Processing Security Association</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
IT Administrator Chris Stauffer	Auditor Anne Granitz Deputy Auditor Martha Monsrud	Annual Appointment	Bi-Annually
<b>NW Counties Data Processing Security Association</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Jack Swanson		Annual Appointment	
<b>NW MN Household Hazardous Waste</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Jack Swanson		Annual Appointment	
<b>NW MN Juvenile Center</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Social Service Director Dave Anderson		2010 (4 year term)	Every Other Month - 3rd
Sheriff Jule Hanson		2012 (4 year term)	Thursday
<b>NW MN Multi-Housing &amp; Redevelopment Authority</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Brian Hardwick		2011 - 5 year term	Every Other Month - 3rd Wednesday
<b>NW Regional Development Commission</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Paulette Christianson		June 30, 2009	Meetings are Quarterly
<b>NWRDC Land of the Dancing Sky Area Agency on Aging Advisory Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
District 3 Commissioner		December 31, 2009	Meets Monthly
Public Health Rep Julie Pahlen		December 31, 2009	Appointed by NWRDC
<b>NWRDC Land of the Dancing Sky Joint Powers Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
District 3 Commissioner		Consecutive with Term	Appointed by NWRDC Meets Monthly
<b>Northwest Regional Development Commission</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
District 3 Commissioner		Commissioned	Meets Quarterly
<b>Northwest Regional Development Transportation Commission</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Alan Johnston			Quarterly - 1st Monday in Warren
County Engineer Brian Ketring			

# 2010 Roseau County Committee Appointments

<b>Northwest Regional Library Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Nadene Johnston - Member at Large		2010 (3 year term)	Monthly 3rd Thursday
<b>Northwest Service Cooperative Advisory Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
County Coordinator Trish Klein Fiscal Supervisor Gwynne Roadfelt		Indefinite	Quarterly
<b>Northwest Technical College Advisory Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Alan Johnston Commissioner Jack Swanson	Soc Serv Dir Dave Anderson	Indefinite	As Needed
<b>Noxious Weed Appeal MS 18.83, Subd 3</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Mark Foldesi Curtis Skrutvold Snooky Erickson Tim O'Donnell Arne Heggedal Greg Broten		Annual Appointment	As Needed Per Diem is \$100/Meeting
<b>Pembina Trail R C &amp; D</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Jack Swanson Glenda Phillipe RCSW Appointee TBD			County Pays Mileage and \$100 Per Diem
<b>Personnel Appeal Committee MS 376.65</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
To be appointed per County Personnel Act: Three non-county employees with Human Resource experience. Terms should be staggered.		3 Years	As Needed
<b>Quin County Advisory Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Mark Foldesi Public Health Rep Julie Pahlen Carrie Kern-Taggart		1/1/2011 1/1/2011 1/1/2012	Meets monthly 3rd Monday in New Folden 1:30 p.m.
<b>Red River Basin County Commissioner Joint Powers Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Mark Foldesi			Quarterly

# 2010 Roseau County Committee Appointments

<b>Red River Development Association</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Selvin Buddy Erickson, Jr.		2011 (3 year term)	Bi-Annual Meetings
<b>Regional Radio Advisory Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Emergency Manager Gracia Nelson Pat Novacek - At Large Member			
<b>Regional Radio Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Jack Swanson	District 3 Commissioner	Indefinite	Monthly
<b>Roseau Area Hospital Board Selection Committee</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Alan Johnston		Indefinite	As Needed
<b>Roseau County Affordable Housing Fund Advisory Board</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Commissioner Jack Swanson		Annual Appointment	Quarterly as needed
<b>Roseau County Board of Adjustment MS 394</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Term</b>	<b>Meeting Schedule</b>
Bernard Gonshorowski John Douglas Randy Horner Environmental Officer Jeff Pelowski		Indefinite	As needed to hear conditional use variance requests on flood plain shore land ordinance. Per
<b>Roseau County Committee on Aging</b>			
<b>Committee Members</b>	<b>Alternates</b>	<b>Appointment Date</b>	<b>Meeting Schedule</b>
Commissioner Jack Swanson Richard Otto (City of Roseau) Glenda Phillipe (District 1) Orvel Olson (District 2) Sandi Otto (District 3) Jim Hallan (District 4) Rachel Green (District 5)	District 3 Commissioner	 01/01/95 03/15/05 02/22/95 03/15/05 08/01/08 01/15/09	2nd Monday of the month 9:30 a.m. Far North Transit Headquarters, 215 S. Main, Roseau, Per Diem is \$50 per meeting + mileage.

# 2010 Roseau County Committee Appointments

## Roseau County Extension Committee MS 38.36

Committee Members	Alternates	Term	Meeting Schedule
<b>Auditor Anne Granitz</b>		Standing member by statute	
Commissioner Mark Foldesi		Annual Appointment	Quarterly. Per Diem is \$50 per meeting.
Commissioner Jack Swanson		Annual Appointment	
Thor Didrikson			2013
Doug Green			2013
Rhett Hulst			2012
Tom Lund			2012
Kari Milner			2011
Carmen Przekwas			2011

## Roseau County Soil & Water Conservation District

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi		Annual Appointment	Monthly - 2nd Tuesday
Commissioner Alan Johnston			

## Roseau Flood Mitigation Coordinating Board

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Jack Swanson	District 3 Commissioner	Annual Appointment	Quarterly as needed
Commissioner Mark Foldesi			
Emergency Manager Gracia Nelson			

## Roseau River Watershed District Board

Committee Members	Alternates	Term	Meeting Schedule
Laverne Voll (2010)	3 year terms expiring 10-19	expires 2010	
Floyd Haugen (2012)		expires 2012	
LeRoy Carrier (2011)		expires 2011	
Todd Miller (2011)		expires 2011	
Allison Frislie (2010/Kittson County)		expires 2010	

## Roseau River Watershed District (Commissioner Delegates)

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner	Commissioner Mark Foldesi		
Commissioner Jack Swanson	Commissioner Alan Johnston		
	Commissioner Russell Walker		

# 2010 Roseau County Committee Appointments

## Safety Committee MS 182.676

Committee Members	Alternates	Term	Meeting Schedule
<u>Highway (3)</u> Brian Ketring Terry Haaby Wilfred Moser	Commissioner Jack Swanson		As Needed
<u>Law Enforcement (3)</u> Terry Bandemer Mary Solberg Kelly Gustafson			
<u>Courthouse Administration (3)</u> Anne Granitz Patty Ignaszewski Carmie Stoe Julie Hallie			
<u>Transfer Station (1)</u> Jeff Pelowski			
<u>Maintenance (1)</u> Lenny Johnson			
<u>County Board (1)</u> Orris Rasmussen			
<u>Ex-Officio</u> Gracia Nelson Greg Dahl Trish Klein			

## Scientific Natural Area (SNA) Planning

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston District 3 Commissioner			

# 2010 Roseau County Committee Appointments

## Social Services Board

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi	Indefinite		Monthly. Per Diem is \$100
Commissioner Alan Johnston District 3 Commissioner			
Commissioner Jack Swanson			
Commissioner Russell Walker			
Social Service Director Dave Anderson			
Fiscal Supervisor Gwynne Roadfelt			
Member at Large - Peggy Swart	2009 (2 year term)		
Member at Large - Mavis Brandli	2010 (2 year term)		

## Solid Waste Planning Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi			Per Diem is \$50
Commissioner Jack Swanson			
Marsha Yates (Badger)			
Ronald Jacobson (Twp. Officers Assoc.)			
Scott Waage (Greenbush)			
Elliott Larson (Marvin Windows)			
Terry Hanson (Roseau)			
Jim Pederson (Polaris)			
Dick Soderberg (Warroad)			

## Subsoil Septic Treatment System Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston		08/01/08	Term Ends 12/31/10 Appointed by State SSTS AC

## Technology Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston		Annual Appointment	As Needed
Assessor Allen Heim			
Auditor Anne Granitz			
Coordinator Trish Klein			
Engineer Brian Ketring			
Environmental Officer Jeff Pelowski			
IT Administrator Chris Stauffer			
Recorder Pam Grand			
Sheriff Jule Hanson			
Social Service Director Dave Anderson			

# 2010 Roseau County Committee Appointments

Treasurer Diane Gregerson

## Transportation Alliance

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston Engineer Brian Ketring		Annual Appointment	No set schedule

## TV Translator Committee

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner Commissioner Russell Walker Auditor Anne Granitz Dick Sjoberg (Sjoberg's Cable) James Lundquist - At Large Member	Commissioner Jack Swanson		As Needed Per Diem is \$50

## Two Rivers Watershed District Board of Managers

Committee Members	Alternates	Term	Meeting Schedule
Dick Novacek (2009) Jim Kukowski (2011) Commissioner Mark Foldesi		3 year terms expiring 10-29	

## Two Rivers Watershed District (Commissioner Delegates)

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston District 3 Commissioner Commissioner Jack Swanson Commissioner Russell Walker			

## Unorganized Township Road Planning Committee

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Mark Foldesi Commissioner Alan Johnston		Annual Appointment	As Needed - 3rd Wednesday

## Warroad River Watershed District Board of Managers

Committee Members	Alternates	Term	Meeting Schedule
Richard Battles (2010) Jeff O'Donnell (2009) Gerald Phillipe (2009) Keith Landin (2011) Loren Horner (2011)	3 year terms expiring 9-19		Monthly - 3rd Wednesday

## Warroad River Watershed District (Commissioner Delegates)

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston Commissioner Russell Walker	Commissioner Mark Foldesi District 3 Commissioner Commissioner Jack Swanson	3 year terms expiring 9-19	Monthly 3rd Wednesday

# 2010 Roseau County Committee Appointments

## Wellness Committee

Committee Members	Alternates	Term	Meeting Schedule
Lynette Blazek		Annual	Quarterly
Kristina Kaml			
Ann Marie Miller			
Gracia Nelson			
Jeff Parker			
Trish Klein			

## Wetland Appeal Board

Committee Members	Alternates	Term	Meeting Schedule
Commissioner Alan Johnston	Commissioner Mark Foldesi	3 Year Appointment	As Needed. Per Diem is \$100
District 3 Commissioner			
Dan Johnston, Member at Large			
Gary Johnston, SWCD Rep			
John Gaukerud, SWCD Rep			

## Wildlife Management Area Planning Committee

Committee Members	Alternates	Term	Meeting Schedule
District 3 Commissioner			
Commissioner Mark Foldesi			

### **384.151 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.**

Subdivision 1.

[Repealed, [2009 c 152 s 25](#)]

#### **Subd. 1a. Implementation.**

(a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the **county auditor** which shall be paid to the county auditor at such intervals as the board shall determine but not less often than once each month.

(b) At the **January** meeting prior to the first date on which applicants may file for the office of **county auditor** the board shall set by resolution the minimum salary to be paid the county auditor for the term next following.

### **386.015 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.**

Subdivision 1.

[Repealed, [2009 c 152 s 25](#)]

#### **Subd. 2. Board's salary procedure.**

(a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county recorder which shall be paid to the **county recorder** at such intervals as the board shall determine but not less often than once each month.

(b) At the **January** meeting prior to the first date on which applicants may file for the office of **county recorder** the board shall set by resolution the minimum salary to be paid county recorder for the term next following.

### **387.20 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.**

#### **Subd. 2. Board procedure, details.**

(a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county sheriff which shall be paid to the **county sheriff** at such intervals as the board shall determine, but not less often than once each month.

(b) At the **January** meeting prior to the first date on which applicants may file for the office of **county sheriff** the board shall set by resolution the minimum salary to be paid the county sheriff for the term next following.

**388.18 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.**

**Subd. 2. Set by board.**

The county board of each of the counties specified in subdivision 1 annually shall set by resolution the salary of the **county attorney** which shall be paid to the county attorney at such intervals as the board shall determine but not less often than once each month. At the **January** meeting prior to the first date on which applicants may file for the office of **county attorney** the board shall set by resolution the minimum salary to be paid the county attorney for the term next following.