



## Board of Commissioners

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

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

---

### AGENDA

**Tuesday, September 7, 2010 8:30 a.m.**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on September 7, 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 Comments and Announcements**

**8:45 Consent Agenda**

1. Approve Proceedings from August 31, 2010
2. Appoint Roger Falk to the Labor Relations Committee

### COMMITTEE OF THE WHOLE MEETING AGENDA

**9:00 Interim Auditor John Hoscheid and Deputy Auditor John Huss**

1. Review & Discuss 2011 Preliminary Budget & Levy
2. Review Draft Roseau County Financial Policy
3. Ditch System 101 Presentation

**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/>

---

District 1, Alan Johnston, Chair - District 2, Jack Swanson -  
District 3, Roger Falk - 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> Sep 7 2010
--	-----------------------------------	--

**\*Subject Title (As it will appear on the agenda):**  
Approve Proceedings from the August 31, 2010 Board Meeting

**\*Background (Provide sufficient detail of the subject):**  
Attached are proceedings from the August 31, 2010 Board Meeting. Please review carefully and advise of any changes.

**\*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	
Walker						Tabled	

**ATTEST:** Teresa Klein, Board Clerk

## PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 31, 2010

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, August 31, 2010 at 8:30 a.m.

### CALL TO ORDER

The meeting was called to order at 8:30 a.m. by County Board Chairman Alan Johnston. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Alan Johnston, Jack Swanson, Russell Walker, and Mark Foldesi.

### COMMENTS AND ANNOUNCEMENTS

Coordinator Klein reminded the Board of the LELS Labor Negotiation meeting scheduled for September 8, 2010 from 3:00 p.m. – 5:00 p.m. in the Commissioners Board Room.

### APPROVAL OF AGENDA

An appointment for Environmental Officer Jeff Pelowski was added to the agenda at 9:15 a.m. Amending the Board meeting schedule was added to the Consent Agenda. Approving the financial worker position and approving the method to fill the financial worker position were removed from the Consent Agenda and added to Discussion. The following items were added to the discussion portion of the agenda: Northwest Regional Development Arts Council Appointment and Approval of the Northstar ATV Club Grant-In-Aid Reimbursement. A motion to approve the amended agenda was made by Commissioner Swanson, seconded by Commissioner Foldesi and carried unanimously.

### CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Falk and carried unanimously.

The Board, by adoption of its Consent Agenda approved Proceedings from the August 17, 2010 Board meeting; approved a resolution to close out Capital Project Fund 37; approved SD No. 69 Findings of Fact and Order; Accepted the resignation of Income Maintenance Supervisor Marlys Horvath; Authorized advertising to fill the Income Maintenance Supervisor Position and approved the payment of bills as follows:

<i>Vendor Name</i>	<i>Warrants Approved For Payment 8/19/2010</i> <i>Amount</i>
Canon Financial Services Inc	525.07
Chad McDonald Construction	1,400.00
Greenbush City	1,500.00
Johnson/Laure A	4,565.62
Joint Pwrs Natrl Resources Brd	1,000.00
Knife River Materials	1,009,263.21
LifeCare Medical Center	24,800.00
MN Dept of Finance-Treas	4,774.00
Northern Construction	4,724.00
NW MN Mentoring Program	30,000.00
PELLA WINDOWS & DOORS	22,771.40

Prior Electric Inc	1,152.53	
Security State Bank	1,000,000.00	
Tri-County EMS District	1,500.00	
Warroad Ambulance & Rescue Squad	25,000.00	
	<b>3 Payments less than \$300</b>	<b>\$555.46</b>
	<b>Final Total: \$2,133,531.29</b>	

**Warrants Approved For Payment 8/19/2010**

<i>Vendor Name</i>	<i>Amount</i>	
School Dist 447	2,553.63	
School Dist 682	24,352.67	
School Dist 690	75,550.03	
Town of Beaver	1,461.84	
Town of Golden Valley	638.41	
	<b>8 Payments less than \$300</b>	<b>\$500.43</b>
	<b>Final Total: \$105,057.01</b>	

**Warrants Approved For Payment 8/26/2010**

<i>Vendor Name</i>	<i>Amount</i>	
Bituminous Paving Inc	15,020.97	
Capital Guardian Trust Co	3,097.16	
Cenex Credit Cards	2,352.19	
KB Bobcat Service	476.00	
MN Child Support Payment Center	709.17	
Nationwide Retirement Solutions	3,252.12	
Roseau Electric Coop Inc	430.16	
Select Account-VEBA	7,706.25	
	<b>4 Payments less than \$300</b>	<b>\$588.58</b>
	<b>Final Total: \$33,632.60</b>	

**Warrants Approved For Payment 8/27/2010**

<i>Vendor Name</i>	<i>Amount</i>	
	<b>1 Payments less than \$300</b>	<b>\$264.79</b>
	<b>Final Total: \$264.79</b>	

**Warrants Approved On 8/31/2010 for Payment 9/03/2010**

<i>Vendor Name</i>	<i>Amount</i>
Assn of MN Counties	500.00
Aviands LLC	8,485.35
Chader Business Equipment Co Inc	6,927.01
Creative Forms & Concepts	715.67
Diesen/Carter	550.00
Fleet Services Division	2,441.56
Fredstrom Rene MD	636.00
Goulet Construction	40,816.25
Greater Northwest Ems	524.65
Hoffman Dale & Swenson PLLC	2,933.00
Horner Plumbing & Excavation	27,577.34
LifeCare Medical Center	2,713.55
Midwest Monitoring & Surveillance	589.50
MN Dept of Corrections	1,612.62
MN Office of Enterprises Tech	700.00
Northern Engraving and Trophies	460.90
Northern Resources Cooperative	676.42
Peart & Associates Inc	663.23
Powerphone Inc	1,396.00
Reliance Telephone Systems	500.00
Roseau City	2,907.68
Roseau Co Hwy Dept	21,498.04
Roseau Co Victim Services	1,058.49

Roseau County Fair	1,100.00	
Roseau County Ford	25,689.00	
Short Elliot Hendrickson Inc	2,001.00	
State of Minnesota	3,450.00	
State Of Minnesota BCA	2,471.90	
Und Forensic Pathology	1,500.00	
Uniforms Unlimited Inc	871.63	
	<b>42 Payments less than \$300</b>	<b>\$5,154.05</b>
	<b>Final Total:</b>	<b>\$169,120.84</b>

The Board noted their regret in accepting the resignation of Income Maintenance Supervisor Marlys Horvath and thanked Ms. Horvath for 41 years of dedicated service to Roseau County.

## **PUBLIC HEARING**

Chair Johnston recessed the regular Board meeting to open the public hearing to hear comment regarding the formation of a Regional Railroad Authority.

A motion to open the Public Hearing was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

Commissioner Johnston called for written and public comment. There was none.

The Board reviewed the Regional Railroad Authority resolution.

A motion to close the public hearing was made by Commissioner Foldesi, seconded by Commissioner Walker and carried unanimously.

Commissioner Johnston called the regularly scheduled Board Meeting back to order.

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

2010-09-01

### **REGIONAL RAILROAD AUTHORITY RESOLUTION**

WHEREAS, from time to time, private railroad companies abandon railroad lines located in Roseau County; and

WHEREAS, the preservation of such railroad lines is important to the citizens of the county for future business opportunities and recreational uses; and

WHEREAS, a public hearing was held by the Roseau County Board of Commissioners on a proposal to create a Regional Railroad Authority at the Roseau County Courthouse on August 31, 2010 at 9:00 a.m.

WHEREAS, notice of the public hearing was published in a newspaper of general circulation in the county, and mailed to each city and town in the county, at least 30 days before the hearing; and

WHEREAS, the Roseau County Board of Commissioners has determined that the establishment of a Regional Railroad Authority for the purpose of utilizing state and federal aid to provide for the preservation and improvement of local abandoned railroad lines for future transportation uses when determined to be practicable and necessary for the public welfare and is in the public interest of the residents of Roseau County; and

WHEREAS, the Regional Rail Authorities Act contained in Minnesota Statutes Chapter 398A authorizes the establishment of Regional Railroad Authorities for the above purposes;

NOW, THEREFORE BE IT RESOLVED:

1. The Roseau County Board of Commissioners does hereby create a Regional Railroad Authority under the powers granted by the Regional Railroad Authorities Act, which Regional Railroad Authority shall act as a political subdivision and local government unit of the State of Minnesota to exercise and render a part of the sovereign power of the State of Minnesota under the provisions of such laws and other laws that may apply to it.
2. The name of the Authority shall be: Roseau County Regional Rail Authority.
3. The County of Roseau is the sole municipality adopting this organizational resolution.
4. All powers granted to the authority shall be exercised by its Board of Commissioners, which shall comprise five (5) members to be appointed by the Roseau County Board of Commissioners. The term of each commissioner shall be one year, or the remainder of the one year term for which a vacancy is filled, and until a successor is appointed. Commissioners shall receive no compensation for services but shall be reimbursed for necessary expenses incurred in the performance of their duties. The first Board of Commissioners shall be the five (5) persons who are elected to the Roseau County Board of Commissioners, and their names and addresses are as follows:
  - (a) Roger Falk, 35191 500<sup>th</sup> Ave., Salol, MN 56751
  - (b) Mark Foldesi, 24774 County Road 4, Greenbush, MN 56726
  - (c) Alan Johnston, 34311 County Road 5, Warroad, MN 56763
  - (d) Jack Swanson, 210 6<sup>th</sup> Ave. SE, Roseau, MN 56751
  - (e) Russell Walker, 27152 600<sup>th</sup> Ave., Warroad, MN 56763
5. The registered office of the Roseau County Regional Railroad Authority is the office of the Roseau County Coordinator, located at the courthouse in the county of Roseau and city of Roseau, MN.
6. Neither the State of Minnesota, Roseau County, nor any other political subdivision is liable for obligations of the Roseau County Regional Rail Authority.
7. The Commissioners shall have the full power to make and alter bylaws for the governance of the Authority by resolution of the Board of Commissioners.

**ENVIRONMENTAL SERVICES OFFICER JEFF PELOWSKI**

Environmental Service Officer Jeff Pelowski met with the Board to inform them of a proposal received from the Mar-Kit Joint Powers Board to offer Roseau County recycling collection services. Two counties have expressed their intent to discontinue participation in the KaMaR joint powers collaboration that currently provides recycling services to Roseau County. With the absence of two of its four members, KaMaR will not be able to provide recycling services at an affordable rate. Mr. Pelowski requested the Board defer any action refer the letter to KaMaR to review at their next meeting scheduled for September 13, 2010.

### **COLLEEN HOFFMAN, HOFFMAN, DALE AND SWENSON**

Colleen Hoffman, Manager, Hoffman Dale and Swenson PLLC met with the Board to review the 2009 Roseau County Government Audit. Ms. Hoffman stated that with the exception of the negative ditch balances that the audit report contains no significant findings. Ms. Hoffman advised the Board that the county is moving forward creating uniformity in benefit accrual amounts but there are a few situations that linger due to the transition of social service employees from the Merit System to the county system. Ms. Hoffman encouraged the county to consider changing the time off policy to require time off to be taken in a minimum of 30 minute increments. Ms. Hoffman stated that this change will allow efficiency in payroll calculations. The Board agreed to review the Time-Off Policy at a future Board meeting.

Ms. Hoffman advised the Board that at this time the County Treasurer is the only county employee or elected official that has access to the state's website to view state payment data. Ms. Hoffman noted that this is an unusual practice and that the Auditor's Office should also have access to this information. Ms. Hoffman stated that it is preferable to have more than one person with access to this data. The Board agreed to follow up on this recommendation.

### **HIGHWAY DEPARTMENT**

Engineer Brian Ketring met with the Board to request approval of the low quote for roadside ditch cleaning on County State Aide Highway 46 in Lake Township. A motion was made by Commissioner Johnston, seconded by Commissioner Falk and carried unanimously to adopt the following resolution:

2010-09-02

BE IT RESOLVED, that the Board does hereby award a contract to Horner Plumbing and Excavating for the purpose of cleaning 6,887 linear feet of roadside ditch on County State Aide Highway 46, including the installation of 84 linear feet of 18 inch culvert, in the amount of \$17,269.67.

Commissioner Johnston recessed the meeting at 11:15 a.m. The meeting was reconvened at 11:30 a.m.

### **DISCUSSION**

Northwest Regional Development Specialist Cam Fanfulik met with the Board to review the County's potential for utilizing renewable energy resources with geo-thermal, solar, wind and bio-mass energy production.

The Board discussed Watershed Manager Appointments. Applications were due on August 20, 2010. However, as of August 20, 2010 at 4:30 p.m. no applications had been received. An application was received on Monday, August 24<sup>th</sup> for the Roseau River Watershed and an application on August 25<sup>th</sup> for the Warroad River Watershed. The Board discussed re-advertising and extending the deadline to receive applications to ensure fairness in accepting applications. A motion to re-advertise for the Roseau and Warroad River Board appointments with a deadline of September 10, 2010, was made by Commissioner Swanson, seconded by Commissioner Foldesi and carried with Commissioners Foldesi, Swanson, and Falk in favor and Commissioners Johnston and Walker opposed.

The Board discussed defining a policy for nominating managers to the Watershed Boards and agreed that better communication to incumbents and potential members should be a key component of this policy. Creating a policy on Watershed Board manager nominations will be added to a future agenda for further discussion.

The Board discussed adding a financial worker position in Social Services. This matter was reviewed and approved at the August 24, 2010 Social Services Board meeting. Commissioner Foldesi expressed concern about adding another financial worker position without having thoroughly examined the need. He stated that he did not want case load comparisons to be the only determining factor and requested information regarding overtime. Mr. Foldesi questioned whether paying employees overtime would be preferable to hiring a new employee. Social Service Director Dave Anderson and Income Maintenance Supervisor Marlys Horvath explained that the work load has increased in Income Maintenance due to increased client base and experience level changes in current staff. Work load is also expected to increase due to the removal of assets in determining qualifications for the SNAP program (food support). Ms. Horvath estimated this additional case load to be between 50 and 60. Mr. Anderson noted that due to excessive case loads applications are not being processed in a timely manner which is beginning to affect state requirements. Clients who are not receiving benefits in a timely manner have also voiced concern.

A motion was made by Commissioner Foldesi, seconded by Commissioner Johnston and carried with Commissioners Falk, Johnston, Swanson and Walker in favor and Commissioner Foldesi opposed to approve the following resolution:

2010-08-

BE IT RESOLVED, that the Board does hereby authorize the addition of a Financial Worker position.

The Board discussed the method in which a candidate for a financial worker will be chosen. A financial worker hiring roster was developed in May of 2010 after Merit System testing and interviews. Social Service Director Dave Anderson would like to make a selection from this candidate pool for the new financial worker. The Board asked Mr. Anderson to contact the Merit System and request an updated list to see if there have been new applications posted between the months of May and August that would qualify for this position. It was noted that it takes two to four years to become adept at this position and if an experienced candidate is on the merit system roster that this candidate(s) should be considered.

A motion was made by Commissioner Swanson, seconded by Commissioner Johnston and carried unanimously to authorize utilizing the existing financial worker roster to hire from if there have been no new qualified candidates added to the Merit System list since the last hire. In the event there are new candidates, the position will be re-opened.

A representative from the Northstar ATV club was unable to attend today's meeting. This appointment has been rescheduled for the September 14, 2010 Board Meeting.

Commissioner Foldesi was excused from the meeting at noon.

## **LAKE OF THE WOODS WATER SUSTAINABILITY FOUNDATION**

Lake of the Woods Water Sustainability Foundation Executive Director Todd Sellars met with the Board to give an update on the International Joint Commission. The focus of the group still lies in initiating research focused on solving the water quality issues on Lake of the Woods. A six member bi-national task force has been created to study water quality issues on Lake of the Woods and report back to the IJC with its findings. The task force was asked to engage itself with the communities and the public to assist in gathering information. The Bi-National Task Force has scheduled introductory meetings in Lake of the Woods, Kenora and Warroad to begin to engage with the community and solicit input. Mr. Sellars stressed the importance of this Boards involvement in the upcoming Bi-National Task Force meetings.

## **COMMITTEE REPORTS**

Commissioner Falk reported on the following committee meeting(s): Red River Basin Commission, 8/26/10.

Commissioner Foldesi had no meetings to report.

Commissioner Johnston had no meetings to report.

Commissioner Swanson reported on the following committee meeting(s): Land Asset Pilot Project Committee; 8/19/10; Building Committee, 8/24/10.

Commissioner Walker had no meetings to report.

## **LEE MEIER – NORTHWEST MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY**

Lee Meier, Executive Director of the Northwest Minnesota Multi-County Housing and Redevelopment Authority met with the Board to give an update on the recent HRA activities. Mr. Meier informed the Board that at the May, 2010 Board meeting the HRA approved the requested levy for 2010 payable in 2011 and that the Board will continue to pursue funding opportunities that may become available using HRA levy dollars as leverage.

Upon motion carried, the Board adjourned the regular meeting at 1:00 pm. The next regular meeting of the Board is scheduled for September 7, 2010 at 8:30 a.m.

Attest:

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

\_\_\_\_\_  
Teresa Klein, Board Clerk  
Roseau County, Minnesota

\_\_\_\_\_  
Alan Johnston, Chair  
Board of County Commissioners  
Roseau County, Minnesota

ITEM # Consent 3

**REQUEST FOR BOARD ACTION**

\* Required Fields



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Sep 7 2010
--	-----------------------------------	--

**\*Subject Title (As it will appear on the agenda):**  
Appoint Roger Falk to the Labor Relations Committee

**\*Background (Provide sufficient detail of the subject):**  
Commissioner Walker has requested to be removed from this committee. Commissioner Falk needs to be approved to serve in his place.

**\*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
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk